



**Policy on  
Standards for Chartered State Associations**

**Policy No. 5 –CHARTERED STATE ASSOCIATIONS**

**A. Purpose of Policy**

The purpose of this policy is the establishment of a procedure for the submission and evaluation of applications for NAPPS Chartered State Association designation, benefits and responsibilities resulting from such designation, and provisions for termination of a Chartered State Association designation.

**B. State Association Committee Chairperson**

The Chairperson of the State Association Committee appointed by the President, or in lieu thereof, the NAPPS Administrator, shall be responsible for all matters related to the review and recommendation to the Board of Directors of applications submitted by a state association for the designation of “NAPPS Chartered State Association.” In the evaluation of any application, the Chairperson may designate and appoint a subcommittee to assist in such evaluation

**C. Standards and requirements for Chartered State Associations**

The Board of Directors has determined that the essential standards and requirements for a state process server association to be designated a NAPPS Chartered State Association are as follows:

1. That the state association is lawfully organized as a non-profit entity under the laws of the state wherein it is situated.
2. That the state association has applied for and received a tax-exempt designation from the Internal Revenue Service.
3. That the state association articles of formation clearly state that the purpose(s) of the association include, but is/are not necessarily limited to, such purpose(s) consistent with those of NAPPS.
4. That the state association be in active operation for a minimum of two (2) years immediately preceding the submission of its application for chartered state designation.
5. That the association offers or sponsors some form of process server education for the benefit of process servers within its state.
6. That membership in the association is offered to and consists of persons engaged in the business of process service within its state, and that its current membership is broadly representative of the process server profession within that state.
7. That the association holds regularly scheduled meetings of its board of director and annual membership meetings.
8. That the state association is fiscally sound and that the association funds are secured by a fidelity bond.
9. That the officers and directors of the association are periodically elected.
10. That the association periodically communicates to its members through printed or electronic means.

**D. State Associations Eligible for Consideration**

Any state association established for the benefit of process servers within a state that does not already have a NAPPS Chartered State Association shall be eligible for consideration for approval by the Board of Directors.

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**E. Procedure for Submission of Application for Chartered State Designation**

Any association that seeks to have its application for chartered state association designation to be considered by the Board of Directors for approval must submit in writing to the Chairperson of the State Association Committee, or in lieu thereof, the NAPPS Administrator, the following:

1. Application for Chartered State Association Designation in a form prescribed by the NAPPS Administrative Office.
2. Application fee in the amount of \$500 payable to NAPPS.
3. Copy of documents supporting the requirements set forth in this policy.
4. Such other documents that the state association deems advisable in support of its application for chartered state designation.

**F. Effect of Designation of Chartered State Association**

An association that has been designated a Chartered State Association by the Board of Directors shall be entitled to:

1. Exclusive recognition by NAPPS as a Chartered State Association within its state.
2. Free listing/link on the NAPPS web site and listing in the NAPPS Membership Directory.
3. Annual per capita financial remuneration for NAPPS members within state in an amount determined by the NAPPS Board of Directors.
4. Access, upon appropriate application, to the NAPPS legislative fund.
5. Free display table for state association use at the Annual Conference.
6. Free exhibitor table for Chartered State Association (if there is one) in the state where Annual Conference is held (does not include registration fees).
7. Advertising reciprocity (to publish special meetings and conferences).
8. Recognition at every Annual Conference.
9. Such other benefit that the NAPPS Board of Directors may deem appropriate.

**G. Chartered State Association Continuing Responsibilities to NAPPS**

1. Continued compliance with NAPPS Standards for Chartered State Associations
2. Attendance by at least one state association member at the Annual Conference and presentation of a report to the members assembled on the association's activities in the preceding year, and projected activities for the ensuing year.
3. Free Link to NAPPS web site.
4. Free exhibitor table at state association's annual meeting or conference.
5. Advertising reciprocity (to publish special meetings and conferences).
6. Acknowledge and make available NAPPS membership applications at annual meetings and conferences.
7. Provide the NAPPS President or designated representative admission to the state association's annual conference.
8. Other responsibilities designated from time to time by the NAPPS Board of Directors.

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#### **H. State Association Not an Agency of NAPPS**

The granting of the designation of Chartered State Association to any state process server association does not create an agency relationship between that association and the National Association of Professional Process Servers. All state associations are, and shall remain autonomous entities organized under the laws of their respective states, and are controlled by their members pursuant to their articles of formation and bylaws, and by the policies and decisions made by their respective board of directors.

#### **I. Approval, Disapproval or Rescission Chartered State Association Designation**

The Board of Directors shall have the sole discretion of approving or disapproving any application submitted for its consideration for Chartered State Association Designation, or rescission of such designation for failure to continue complying with the terms of this policy.

#### **J. Prohibitions Upon Rescission of Chartered State Association Designation.**

Upon rescission of a Chartered State Association designation, the state association shall immediately cease from advertising, or in any other manner indicate, that it is a NAPPS Chartered State Association. If the association fails or refuses to comply with this provision, this association may seek injunctive relief, or other remedies at law or equity, in an appropriate court. Any such continued act by a member of the board of directors of the state association who is also a NAPPS member may result in disciplinary action under the grievance and arbitration policy of this association.

#### **K. Chartered State Associations**

The following state process server associations have been designated NAPPS Chartered State Associations as of February 28, 2009:

- a. **Arizona** Process Servers Association (ASPA) [www.arizonaprocessservers.org](http://www.arizonaprocessservers.org).
- b. **California** Association of Photocopiers and Process Servers (CAPPS) [www.capps.org](http://www.capps.org).
- c. **Florida** Association of Professional Process Servers (FAPPS) [www.fapps.org](http://www.fapps.org).
- d. **New Jersey** Professional Process Servers Association (NJPPSA) [www.njppsa.net](http://www.njppsa.net).
- e. **New York** State Professional Process Servers Association (NYSPPSA) [www.nysppsa.org](http://www.nysppsa.org).
- f. **Oregon** Association of Process Servers, Inc. (OAPS) [www.oapsonline.com](http://www.oapsonline.com)
- g. **Texas** Process Servers Association (TPSA) [www.tpsa.ws](http://www.tpsa.ws).
- h. **Washington** State Process Servers Association (WSPSA) [www.wspsa.com](http://www.wspsa.com).
- i. **Michigan** Court Officer, Deputy Sheriff & Process Servers Association (MCODSA) [www.mcodsa.com](http://www.mcodsa.com).

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