



Secondary Associate Member Application

This membership option is available only to representatives of **companies** currently enrolled as Associate Members in NAPO-NY. NAPO-NY Associate Members are **NOT** required to be members of NAPO.

The Secondary Associate Membership level does not include voting or office-holding rights. Secondary Associate Members are automatically assigned the expiration date of the existing Primary Associate Membership for the company, regardless of the date of this application. Should the company's Associate Membership lapse, the Secondary Associate Membership will become invalid.

A separate application must be submitted for each Secondary Associate Member.

I have read and understand the criteria for membership on this application.

PART ONE: DIRECTORY INFORMATION

Make check for **\$100** payable to **NAPO-NY**. Mail check and completed application to:

NAPO-NY, Membership
 459 Columbus Avenue, PMB 210
 New York, NY 10024

Online application and credit card processing available at www.napo-ny.net

MEMBERSHIP APPLICATIONS AND DUES WILL NOT BE ACCEPTED AT CHAPTER MEETINGS.

NAME:

COMPANY TITLE:

COMPANY NAME:

ADDRESS if different from primary company address:

PHONE:

EMAIL:

FAX:

WEBSITE:

This company is doing business in the field of organizing as a (check all that apply):

Manufacturer Distributor Retailer Service Other (Please specify):

Company products and/or services (Please describe):

I authorize the use of this contact information on the NAPO-NY website.

PART TWO: NAPO-NY CODE OF ETHICS

This Code of Ethics is a set of principles to provide guidelines in our professional conduct with our clients, colleagues, and community. As a member of the New York Chapter of the National Association of Professional Organizers, I pledge to exercise judgment, self-restraint, and conscience in my conduct in order to establish and maintain public confidence in the integrity of NAPO-NY members, and to preserve and encourage fair and equitable practices among all who are engaged in the profession of organizing.

Clients: Working Relationships

I will serve my clients with integrity, competence, and objectivity, and will treat them with respect and courtesy.

I will offer services in those areas in which I am qualified and will accurately represent those qualifications in both verbal and written communications. When unable or unqualified to fulfill requests for services, I will make every effort to recommend the services of other qualified Organizers and/or other qualified professionals.

I will advertise my services in an honest manner and will represent the organizing profession accurately.

Clients: Confidentiality and Conflict of Interest

I will keep confidential all client information, both business and personal, including that which may be revealed by other Organizers.

I will use proprietary client information only with the client's permission.

I will keep client information confidential and not use it to benefit myself, or my firm, or reveal this information to others.

Fees

I will decide independently and communicate to my client in advance my fees and expenses, and will charge fees and expenses which I deem reasonable, legitimate, and commensurate with my experience, the services I deliver and the responsibility I accept.

I will make recommendations for products and services with my client's best interests in mind.

Colleagues

I will seek and maintain an equitable, honorable and cooperative association with other NAPO-NY members and will treat them with respect and courtesy.

I will respect the intellectual property rights (materials, titles, and thematic creations) of my colleagues, and other firms and individuals, and will not use proprietary information or methodologies without permission.

I will act and speak on a high professional level so as not to bring discredit to the organizing profession.

I have read the NAPO-NY Code of Ethics, filled out the application fully and included the dues payment.

Signature:

Date: