

# Regulation No. 8

# Chapters

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**Effective November 16, 2011**

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1 **ARTICLE I**

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2

3 **Purpose**

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5 The purpose of this Regulation is to:

6

7 a. establish uniform rules governing the powers, duties, responsibilities and obligations of Chapters;

8

9 b. state and define the powers, duties, responsibilities and obligations of Chapter officers and the  
10 Chapter Board of Directors; and

11

12 c. provide the minimum requirements for Chapter Bylaws.

13

14 Additional rules governing the powers, duties, responsibilities and obligations of Chapters are found  
15 in the national Bylaws, other Regulations, policies, resolutions and directives of the Appraisal  
16 Institute.

17

18

21 **Territory and Charter**

23 The geographic territory assigned to each Chapter shall be determined by the Board of Directors of  
24 the Appraisal Institute. Each Chapter exists solely by reason of the charter granted to it by the  
25 Appraisal Institute and shall hold all its property and assets in trust for the Appraisal Institute. The  
26 minimum membership for the chartering of a new Chapter shall be fifty (50) members. However, in a  
27 state, commonwealth, territory or province where there are less than fifty (50) members, a Chapter  
28 can be chartered with the members available.

32

## 33 Chapter Membership

34

### 35 **Part A: Requirement of Chapter Membership**

36 Except as otherwise provided, all Members of the Appraisal Institute must be Members of a Chapter.  
37 Membership in a Chapter shall automatically terminate if an individual ceases to be a Member of the  
38 Appraisal Institute.

39

40

### 41 **Part B: Assignment of Members to Chapters**

42 Except as otherwise provided, all members whose principal place of business or residence falls within  
43 a Chapter's jurisdiction must be a member of that Chapter. If the Member's principal place of  
44 business is in one Chapter's jurisdiction and his or her principal residence is in another Chapter's  
45 jurisdiction, then the Member shall decide to which Chapter he or she shall belong. If an individual  
46 has been a member of a particular Chapter, but his or her principal place of business or residence is  
47 now outside that Chapter's jurisdiction because of revised Chapter boundaries, such individual may  
48 decide to remain a member of that Chapter rather than become a member of the Chapter whose  
49 jurisdiction now covers the individual's principal place of business or residence.

50

51 International Members shall be assigned to the Appraisal Institute International Section whose  
52 functions shall be determined by the Board of Directors as necessary and appropriate. A Member of  
53 the International Section may also choose to be a Member of a Chapter.

54

55

### 56 **Part C: Transfer of Chapter Membership**

57 A Chapter may not unilaterally waive Chapter membership for any member within its jurisdiction;  
58 however, a Member may be authorized to transfer his or her Chapter membership to a Chapter  
59 whose territory is contiguous to the Chapter having jurisdiction upon mutual written agreement  
60 between both Chapters and the member involved and notice delivered in writing to the national  
61 headquarters.

62

63

### 64 **Part D: Membership in Multiple Chapters**

65 A Member may belong to more than one Chapter; however, members must choose a primary  
66 Chapter. Chapter size shall be determined as of January 1 of each year. For purposes of determining  
67 Chapter size for representation to the Regional committee, only those Designated Members in good  
68 standing who have chosen the Chapter as their primary Chapter shall be counted. A Member shall  
69 vote only in his or her primary Chapter on Regional and national issues.

70

71 At the option of the Chapter Board of Directors, Chapter membership may be made available to a  
72 Member who has not chosen the Chapter as his or her primary Chapter. Chapter dues must be paid  
73 to the primary Chapter as well as to any other Chapter a Member belongs to.  
74  
75

77

## 78 Membership Classifications and Privileges

79

### 80 Part A: Designated Members

81

#### 82 Section 1. Designated Membership Categories and Statuses

83 Chapters shall have Practicing and Non-Practicing Designated Members as defined in the national  
84 Bylaws of the Appraisal Institute. Practicing Designated Members may also hold the status of  
85 Practicing Past President Member, Practicing Life Member, or Practicing Semi-Retired Member. Non-  
86 Practicing Designated Members may also hold the status of Temporarily Non-Practicing Member,  
87 Non-Practicing Retired Member, Non-Practicing Past President Member, or Non-Practicing Life  
88 Member.

89

#### 90 Section 2. Voting Rights

91 Designated Members in good standing except Non-Practicing Members who do not hold the status of  
92 Temporarily Non-Practicing Member, Non-Practicing Retired Member, Non-Practicing Life Member or  
93 Non-Practicing Past President Member, shall have the right to vote at the Chapter level.

94

#### 95 Section 3. Office Holding

96 Designated Members, except Temporarily Non-Practicing Members, may hold any Chapter office and  
97 may serve on any Chapter committee or other Chapter body provided that such Designated  
98 Members: (a) are members of the Chapter in good standing; (b) are continuing education completed;  
99 (c) have not been subject to a publishable disciplinary action by the Appraisal Institute within the five  
100 (5) years prior to election or appointment; and (d) are not otherwise precluded from serving by this  
101 Regulation.

102

103

104

### 105 Part B: Associate Members

#### 106 Section 1. Associate Membership Category and Statuses

107 Chapters shall have Practicing and Non-Practicing Associate Members as defined in the national  
108 Bylaws of the Appraisal Institute. Practicing Associate Members may also hold the status of  
109 Practicing Life Member or Practicing Semi-Retired Member. Non-Practicing Associate Members may  
110 also hold the status of Temporarily Non-Practicing Member, Non-Practicing Retired Member, or Non-  
111 Practicing Life Member.

112

#### 113 Section 2. Voting Rights

114 Associate Members in good standing, except Non-Practicing Associate Members who do not hold the  
115 status of Temporarily Non-Practicing Member, Non-Practicing Retired Member, or Non-Practicing Life  
116 Member, shall have the right to vote at the Chapter level, except in matters concerning education  
117 where examination security is impacted and admissions.

118

119 **Section 3. Office Holding**

120 Associate Members, except Temporarily Non-Practicing Members, may hold Chapter office other  
121 than President, may serve on the Chapter Board of Directors, and may serve on Chapter committees  
122 or other Chapter bodies except in the areas of education where examination security is impacted and  
123 admissions, provided that such Associate Members: (a) are members of the Chapter in good  
124 standing; (b) have completed the continuing education requirements for Associate Members; and (c)  
125 have not been subject to a publishable disciplinary action by the Appraisal Institute within the five (5)  
126 years prior to election or appointment.

127

128

129 **Part C: Affiliate Members**

130 **Section 1. Affiliate Members Category**

131 Chapters shall have Affiliate Members as defined in the national Bylaws of the Appraisal Institute.

132

133 **Section 2. Voting Rights**

134 Affiliate Members shall not have the right to vote at the Chapter level.

135

136 **Section 3. Office Holding**

137 Affiliate Members are not eligible to hold Chapter offices. Affiliate Members may serve on Chapter  
138 committees, panels, project teams and other Chapter bodies, except for education where examination  
139 security is impacted and admissions, provided that such Affiliate Members: (a) are members of the  
140 Chapter in good standing; (b) have completed any continuing education requirements for Affiliate  
141 Members; and (c) have not been subject to a publishable disciplinary action by the Appraisal Institute  
142 within the five (5) years prior to appointment.

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**ARTICLE V**

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## Restrictions Upon the Powers of Chapters

### **Part A: General Limitation**

All actions taken by a Chapter that are not required or authorized by the national Bylaws, Regulations, policies, resolutions and directives of the Appraisal Institute shall be voidable by the national Board of Directors. A Chapter shall not act in a manner that is inconsistent with the national Bylaws, Regulations, policies, resolutions and directives of the Appraisal Institute. A Chapter shall not speak or act in a manner that jeopardizes the not for profit status of the Appraisal Institute and its Chapters.

A Chapter may not employ an Executive Director or Executive Secretary unless such person or entity has an email address and web access. A Chapter may not contract with an individual or entity to provide director or secretarial services unless such individual or entity has an email address and web access.

### **Part B: Adoption and Amendment of Chapter Bylaws**

At its first meeting after being chartered, each Chapter shall adopt its own Chapter Bylaws. Such Chapter Bylaws shall be consistent with the Articles of Incorporation, the national Bylaws and the Regulations of the Appraisal Institute. Within thirty (30) days of their adoption, the Chapter Secretary shall deliver in writing to the Chief Executive Officer of the Appraisal Institute such Chapter Bylaws.

Each Chapter may, by a majority vote of those present and voting at a regular or special meeting called for this purpose, amend its Bylaws. However, notice of the proposed changes shall be delivered in writing to the Chapter membership no fewer than fourteen (14) days prior to the meeting, and the amended Bylaws shall be consistent with the Articles of Incorporation, the national Bylaws and the Regulations of the Appraisal Institute. Within thirty (30) days after their amendment, the Chapter Secretary shall deliver in writing to the Chief Executive Officer of the Appraisal Institute the amended Chapter Bylaws.

Each Chapter Bylaws, and any amendments thereto, shall be reviewed for consistency as described above. Any Chapter Bylaw that is inconsistent with the Articles of Incorporation, the national Bylaws or any Regulation of the Appraisal Institute shall be void and of no force or effect. If the Appraisal Institute determines that the Chapter Bylaws are inconsistent, the Appraisal Institute shall deliver in writing notice to the Chapter that it has ninety (90) days to correct the inconsistency. If the Chapter refuses to comply, the appropriate Regional Chair shall be notified and the Chapter's Regional representation shall be suspended. Continued failure to comply by the Chapter shall be cause for the national Board of Directors to suspend or revoke the Chapter's charter.

187 **Part C: Restriction Upon Committing the Appraisal Institute**

188 A Chapter shall not commit the Appraisal Institute to any financial obligation, or to any other obligation  
189 whatsoever, unless such commitment is authorized in advance in writing by the national Board of  
190 Directors.

191

192

193 **Part D: Acting in the Name of the Appraisal Institute**

194 A Chapter shall not speak for or act in the name of the Appraisal Institute without the prior written  
195 approval of the national Board of Directors.

196

197

198 **Part E: Acting in the Name of the Chapter**

199 When Chapter officers act or speak for the Chapter, the full name of the Chapter shall be used to  
200 avoid interpretation of such statements or reports as official statements or reports of the Appraisal  
201 Institute.

202

203

204 **Part F: Restriction Upon Incorporation**

205 No Chapter existing on January 1, 1991, which has not been previously incorporated, nor any  
206 Chapter chartered subsequent to that date, shall cause or permit itself to be incorporated under any  
207 state or federal law. A Chapter existing on January 1, 1991, which has been previously incorporated  
208 shall be allowed to remain incorporated provided it meets the requirements set forth below.

209

210 An incorporated Chapter's Articles of Incorporation shall be approved by the national Board of  
211 Directors of the Appraisal Institute. If deemed necessary by the national Board of Directors, the  
212 incorporated Chapter's Articles of Incorporation shall be amended prior to approval. An incorporated  
213 Chapter must file all tax returns and corporate documents as required by applicable law and must  
214 forward copies of all such filings within thirty (30) days to the Chief Executive Officer of the Appraisal  
215 Institute. An incorporated Chapter shall enter into a license agreement with the Appraisal Institute for  
216 the use of the Appraisal Institute's tradename, trademark, service marks and collective marks. Failure  
217 to provide copies of its Articles of Incorporation to the national Board of Directors for review, failure to  
218 file the necessary corporate and tax documents or failure to otherwise conform to the national Bylaws  
219 and Regulations shall be cause for the national Board of Directors to require the incorporated Chapter  
220 to dissolve its corporate status.

221

222

223 **Part G: Use of Chapter Funds**

224 All funds of a Chapter shall be used to carry out the purposes of the Chapter. No Chapter funds shall  
225 be diverted from such purposes for the personal benefit of any member or other individual. Chapters  
226 are encouraged to maintain sufficient funds in reserve to cover six months, but no more than one year  
227 of Chapter operating expenses.

228

229

230 **Part H: Chapter Education Trust Funds**

231 To establish a Chapter education trust fund, the Chapter must first receive the written approval of the  
232 national Board of Directors after consideration by the national Finance Committee.

233

234 In reviewing the request of a Chapter for permission to establish an education trust fund, the national  
235 Board of Directors and the national Finance Committee shall consider: the adequacy of the Chapter's  
236 operating funds, the proposed rules and regulations of the Chapter for establishing and administering  
237 the fund, the impact on the Appraisal Institute Education Trust and such other matters as may be  
238 appropriate.

239

240 This provision does not prohibit a Chapter from segregating on its books a portion of the Chapter  
241 treasury for educational purposes.

242

243

245

## 246 **Fiscal Year, Chapter Dues and Fees**

247

### 248 **Part A: Fiscal Year**

249 The fiscal year of the Chapter shall be the calendar year.

250

251

### 252 **Part B: Annual Chapter Dues**

253 Except as otherwise provided, all members of a Chapter shall pay annual Chapter dues. The amount  
254 of Chapter dues shall be set by the Chapter Board of Directors if the national Board of Directors has  
255 not established such amount. The amount set for Chapter dues may not exceed the annual national  
256 dues set by the national Board of Directors for the corresponding classification of membership.

257 Invoices for national and Chapter dues shall be issued by the Appraisal Institute with the Chapter  
258 dues being remitted to the local Chapter. Except where the national Bylaws, Regulations, policies,  
259 resolutions and directives of the Appraisal Institute provide otherwise, dues collected during one  
260 month shall be remitted to the Chapter no later than the fifteenth of the subsequent month. Other  
261 Chapter expenses, such as meal costs and assessments, shall be the responsibility of the Chapter  
262 for collection and shall not be considered as dues.

263

264 As defined in the national Bylaws of the Appraisal Institute, Honorary Members, Practicing and Non-  
265 Practicing Past President Members, Temporarily Non-Practicing Members and Non-Practicing  
266 Retired Members are not required to pay Chapter dues. However, Temporarily Non-Practicing  
267 Members and Non-Practicing Retired Members shall pay an annual Chapter administrative fee in an  
268 amount set by the Chapter Board of Directors. The amount set for a Chapter administrative fee may  
269 not exceed the annual national administrative fee set by the national Board of Directors. Temporarily  
270 Non-Practicing Members and Non-Practicing Retired Members who fail to pay the administrative fee  
271 shall cease to receive any services from the Chapter.

272

273

### 274 **Part C: Dues of New Members**

275 The Chapter dues of a new member for the year in which he or she is admitted to membership shall  
276 be prorated on a monthly basis and shall be payable within ten (10) days of notice delivered in  
277 writing. The Chapter dues of members joining after November 1 shall be credited to the following  
278 fiscal year.

279

280

### 281 **Part D: Payment Date**

282 Annual Chapter membership dues and Chapter administrative fees for Temporarily Non-Practicing  
283 Members and Non-Practicing Retired Members shall be payable on January 1 of each year.

284

285 **Part E: Late Fee and Nonpayment**

286 A late fee of fifteen percent (15%) shall be charged to all Members who have not paid their dues or  
287 administrative fees by April 1 of each year.

288

289 The rules governing suspension or termination of a Member for nonpayment of dues or administrative  
290 fees are found in the national Bylaws of the Appraisal Institute.

291

292

293 **Part F: Waiver of Dues or Fees**

294 The Chapter Board of Directors may suspend or waive, in whole or in part, the payment of Chapter  
295 member dues or Chapter administrative fees by any member of the Chapter. The Chair of the  
296 national Finance Committee must receive notice delivered in writing of the waiver of Chapter dues or  
297 administrative fees and the reason for such waiver.

298

299

300 **Part G: Limitation on Dues and Fees**

301 The Chapter may not charge member dues or member administrative fees other than as authorized  
302 above without the approval of the national Board of Directors. A Chapter may, however, charge for  
303 meal costs and/or levy special assessments.

304

305

306 **Part H: Special Assessments**

307 The Chapter may levy a special assessment upon its members to create or maintain a specific  
308 Chapter reserve fund or to pay the cost of a specific Chapter special activity or project. A special  
309 assessment must be authorized by the affirmative vote of not less than seventy-five percent (75%) of  
310 the members of the Chapter present and voting at a membership meeting. Notice of the membership  
311 meeting at which the vote on a special assessment is to be taken shall specify the time, date and  
312 purpose of such meeting. The amount of any special assessment, as applied to each individual  
313 member of the Chapter, shall not exceed the amount of the individual's current annual national dues  
314 to the Appraisal Institute.

315

316

317 **Part I: Special Assessment Payment Date**

318 The due date (or dates) for payment of a special assessment of the Chapter shall be determined by  
319 the Chapter membership at the time the special assessment is authorized.

320

321

322 **Part J: Waiver of Special Assessment**

323 The Chapter Board of Directors may suspend or waive, in whole or in part, the payment of a Chapter  
324 special assessment by any member of the Chapter. The Chair of the national Finance Committee  
325 must receive notice delivered in writing of the waiver of a Chapter special assessment and the reason  
326 for such waiver.

327

329

## 330 Chapter Board of Directors

331

### 332 Part A: General Authority

333 The affairs and activities of the Chapter shall be administered by a Board of Directors. The Chapter  
334 Board of Directors shall exercise all powers specifically delegated to the Chapters by this Regulation  
335 the national Bylaws, and the policies, resolutions and directives of the Appraisal Institute, subject to  
336 the restrictions upon such powers set forth in this Regulation and established by the national Board of  
337 Directors.

338

339

### 340 Part B: Composition

341 The Chapter Board of Directors shall consist of elected and *ex officio* voting and nonvoting members.  
342 The elected officers of the Chapter, the immediate past President of the Chapter and the Chair of the  
343 Branch Chapters(s) (if any) shall be *ex officio* voting members of the Chapter Board of Directors. In  
344 addition, each member of the national Board of Directors who is also a Chapter member shall be *ex*  
345 *officio* nonvoting members of the Chapter Board of Directors including the right to introduce and  
346 second motions and resolutions.

347

348 There shall be no fewer than three (3) elected members of the Chapter Board of Directors.

349

350

### 351 Part C: Term

352 Approximately one-third (1/3) of the elected members of the Chapter Board of Directors shall be  
353 elected each year to serve a three (3) year term.

354

355

### 356 Part D: Eligibility

357 A Member of the Chapter is eligible to serve on the Chapter Board of Directors if he or she meets the  
358 requirements set forth in this Part and in Article IV of this Regulation. No elected director shall serve  
359 consecutive three (3) year terms unless recommended by the Regional Committee with jurisdiction  
360 over the Chapter and approved by the national Board of Directors.

361

362

### 363 Part E: Removal

364 An elected member of the Chapter Board of Directors who fails to fulfill the duties of his or her  
365 position or who fails to attend three (3) consecutive regularly scheduled Board meetings may be  
366 removed by a sixty percent (60%) vote of the voting members of the Chapter Board of Directors.  
367 Further, the national Board of Directors may remove an elected member of the Chapter Board of  
368 Directors for cause by a sixty percent (60%) vote.

369

370 An elected member of the Chapter Board of Directors shall be automatically removed if he or she: (1)  
371 ceases to be a Member of the Chapter in good standing; (2) ceases to hold the status “continuing  
372 education completed” if a Designated Member or fails to meet any continuing education requirements  
373 for Associate or Affiliate Members if such a member; or (3) receives a publishable disciplinary action  
374 by Appraisal Institute.

375

376 In the event of removal under this Part, a vacancy for the position shall be declared, and the vacancy  
377 shall be filled as described in this Regulation.

378

379

## 380 **Part F: Vacancies**

381 If a vacancy occurs among the elected members of the Chapter Board of Directors, the Board, by  
382 majority vote, shall fill the vacancy. The member elected in this manner shall serve until the  
383 remainder of the unexpired term is filled by election as set forth below.

384

385 To fill the remainder of the unexpired term, the Chapter shall first follow the nominating process set  
386 forth in Article IX. After the nominating process is completed, the vacancy shall be filled by election:  
387 (1) at the next regular Chapter membership meeting; (2) at a special Chapter membership meeting  
388 held before the next regular Chapter membership meeting; (3) via secure mail ballot if a majority of  
389 the Chapter Board of Directors approves such voting procedure; or (4) via secure electronic means if  
390 a majority of the Chapter Board of Directors approves such voting procedure.

391

392

## 393 **Part G: Notice of Regular Meetings**

394 The Chapter Secretary shall deliver in writing notice of each regular Chapter Board of Directors  
395 meeting to each Director no fewer than fourteen (14) days prior to each meeting.

396

397

## 398 **Part H: Meetings**

399 The Chapter Board of Directors shall hold at least four (4) regular meetings a year. The regular  
400 meetings shall be scheduled to permit timely discussion of matters to be considered by the national  
401 Board of Directors at its meetings.

402

403

## 404 **Part I: Special Board of Directors Meetings**

405 A special Chapter Board of Directors meeting shall be called by the Chapter Secretary upon receipt of  
406 a request that is delivered in writing and that is signed by the Chapter President or at least two (2) of  
407 the voting members of the Chapter Board of Directors. Notice of a special Chapter Board of Directors  
408 meeting may be either in accordance with the notice provision for regular Chapter Board of Directors  
409 meetings or, if there is not sufficient time to permit such notice, by the Chapter Secretary attempting  
410 to contact each Director in person or by telephone, facsimile, traceable carrier or electronic  
411 transmission at least twenty-four hours in advance of the special meeting. If the latter alternative for  
412 notice is used, at least seventy-five percent (75%) of the total number of Directors must agree to  
413 attend the special meeting, and this fact must be reflected in the minutes of the meeting. Notice of a

414 special Chapter Board of Directors meeting shall specify the date, time, place and purpose of the  
415 special meeting.

416

417

### 418 **Part J: Meetings in Person or by Interactive Technology**

419 The Chapter Board of Directors may hold its meetings either in person or by interactive technology,  
420 so long as all Directors participating in the meeting can communicate with one another. Interactive  
421 technology includes, but is not limited to, conference telephone, electronic transmission, Internet  
422 usage or remote communication. Action taken at a meeting held via interactive technology shall be as  
423 effective as if the Directors had met in person.

424

425

### 426 **Part K: Action Without a Meeting**

427 Except as otherwise expressly provided in this Regulation, any action required or permitted to be  
428 taken by the Chapter Board of Directors may be taken without a meeting if all members of the  
429 Chapter Board of Directors consent in writing to that action. A member of the Chapter Board of  
430 Directors may provide such written consent in electronic form.

431

432 An action by written consent shall have the same force and effect as any other validly approved  
433 action of the Chapter Board of Directors. The written consent(s) shall be filed with the minutes of the  
434 meetings of the Chapter Board of Directors.

435

436

### 437 **Part L: Quorum**

438 A quorum for any meeting of the Chapter Board of Directors shall consist of fifty percent (50%) of the  
439 voting members. A meeting at which a quorum is initially present may continue to transact business,  
440 notwithstanding the withdrawal of Directors, if any action taken is approved by at least a majority of  
441 the required quorum for that meeting. A member of the Chapter Board of Directors may neither attend  
442 a meeting by proxy, nor vote by proxy.

443

444

446

447

## Chapter Officers

448

### **Part A: General Provision**

450 The officers of the Chapter shall include a President, at least one (1) Vice President, a Secretary and  
451 a Treasurer (or a Secretary-Treasurer). Each Chapter officer shall be elected annually to a one (1)  
452 year term by a majority vote of the Chapter membership in the manner required by this Regulation.

453

454

### **Part B: Eligibility**

456 A member of the Chapter is eligible to serve as a Chapter Officer if he or she meets the requirements  
457 set forth in this Part and in Article IV of this Regulation and if he or she has an email address and web  
458 access. The Chapter President shall be a Designated Member.

459

460

### **Part C: Removal**

462 A Chapter Officer who fails to fulfill the duties of his or her position or who fails to attend three (3)  
463 consecutive regularly scheduled Board meetings may be removed from office by a sixty percent  
464 (60%) vote of the voting members of the Chapter Board of Directors. Further, the national Board of  
465 Directors may remove a Chapter officer for cause by a sixty percent (60%) vote.

466

467 A Chapter officer shall be automatically removed if he or she: (1) ceases to be a Member of the  
468 Chapter in good standing; (2) ceases to hold the status "continuing education completed" if a  
469 Designated Member or fails to meet any continuing education requirements for Associate or Affiliate  
470 Members if such a member; or (3) receives a publishable disciplinary action by the Appraisal Institute.

471

472 In the event of removal under this Part, a vacancy for the position shall be declared, and the vacancy  
473 shall be filled as described in this Regulation.

474

475

### **Part D: Vacancies**

477 In the event that a vacancy occurs in any Chapter office (other than the office of President), the  
478 Chapter Board of Directors, by majority vote, shall fill the vacancy. The member elected in this  
479 manner shall serve until the remainder of the unexpired term is filled by election as set forth below.

480

481 To fill the remainder of the unexpired term, the Chapter shall first follow the nominating process set  
482 forth in Article IX. After the nominating process is completed, the Chapter membership shall fill the  
483 vacancy for the remainder of the unexpired term by an election: (1) at the next regular Chapter  
484 membership meeting; (2) at a special Chapter membership meeting held before the next regular  
485 Chapter membership meeting; (3) via secure mail ballot if a majority of the Chapter Board of Directors

486 approves such voting procedure; or (4) via secure electronic means if a majority of the Chapter Board  
487 of Directors approves such voting procedure.

488

489

### 490 **Part E: Duties of the Chapter President**

491 The Chapter President shall be the chief executive officer of the Chapter and shall: preside at all  
492 regular and special membership meetings; preside at all regular and special meetings of the Chapter  
493 Board of Directors; carry out the policies and programs adopted by the Chapter Board of Directors;  
494 serve as an *ex officio* non-voting member of all Chapter committees except the Nominating  
495 Committee; attend all Regional Committee meetings; have an e-mail address and web access; and  
496 be familiar with the Bylaws, Regulations, policies, resolutions, and directives of the Appraisal Institute  
497 and the Chapter Bylaws.

498

499 The Chapter President shall also make Chapter committee appointments in accordance with this  
500 Regulation. The Chapter President may not serve more than two (2) consecutive complete terms as  
501 Chapter President, unless recommended by the Regional Committee with jurisdiction over the  
502 Chapter and approved by the national Board of Directors.

503

504 The incoming Chapter President must attend the Chapter Leadership Program at the national  
505 meetings in the year prior to his or her presidency, or the Chapter must send another of its officers in  
506 place of such incoming Chapter President.

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508

### 509 **Part F: Duties of the Chapter Vice President**

510 The Vice President of the Chapter shall perform the duties of the Chapter President in the event of  
511 the Chapter President's absence or disability. The Chapter Vice President shall also perform such  
512 other duties as may be assigned to him or her by the Chapter Board of Directors or the Chapter  
513 President. The Chapter Vice President shall succeed to the office of Chapter President should that  
514 office become vacant, except that if the Chapter Vice President is not a Designated Member, a  
515 special election to fill the Presidential vacancy shall be held. If the Chapter has more than one Vice  
516 President, a provision for more than one Chapter Vice President must be provided for in the Chapter  
517 Bylaws.

518

519

### 520 **Part G: Duties of the Chapter Secretary**

521 The Chapter Secretary shall keep an accurate record of the proceedings at all regular and special  
522 membership meetings of the Chapter. Chapter records relating to Chapter Board of Directors  
523 meetings and membership meetings shall be open for inspection upon written request by any  
524 Chapter member who wishes to inspect such records; however, Chapter records relating to litigation,  
525 privileged information and Chapter recommendation with respect to an application for membership  
526 shall not be open for inspection.

527

528 The Chapter Secretary shall deliver in writing a copy of the minutes from each regular or special  
529 Chapter membership meeting and each regular or special meeting of the Chapter Board of Directors

530 to each Chapter Director and the Chief Executive Officer of the Appraisal Institute within thirty (30)  
531 days after such meeting.

532

533 The Chapter Secretary shall prepare and issue the Chapter Roster, effective January 1<sup>st</sup> of each  
534 calendar year. The Chapter Secretary shall also maintain the Chapter Roster.

535

536 The Chapter Secretary shall be responsible for the Chapter's charter, seal, minute book, and non-  
537 financial records. At the expiration of his or her term of office, the Chapter Secretary shall turn over to  
538 his or her successor, the Chapter's charter, seal, minute book and non-financial records in his or her  
539 custody or control.

540

541 The Chapter Secretary shall perform such other duties as may be prescribed by the Chapter Board of  
542 Directors or the Chapter President.

543

544

## 545 **Part H: Duties of the Chapter Treasurer**

546 The Chapter Treasurer shall receive all monies collected by the Chapter, or by any officer or other  
547 party on behalf of the Chapter, and shall deposit such monies in a bank or other financial institution  
548 specified by the Chapter Board of Directors. The Chapter Treasurer shall make disbursements for  
549 expenses up to a certain amount as determined by the Chapter and stated in the Chapter Bylaws.  
550 Disbursements exceeding the predetermined maximum amount must be authorized by a majority  
551 vote of the Chapter Board of Directors at a regular or special meeting, unless previously approved  
552 under the Chapter's budget. The Chapter shall follow the investment policy adopted by the Appraisal  
553 Institute.

554

555 The Treasurer of each Chapter shall deliver in writing an annual financial accounting (balance sheet  
556 and income statement) of all Chapter receipts and expenses and all fund reserves and balances to  
557 the Chief Executive Officer of the Appraisal Institute. This financial accounting shall be at the  
558 Chapter's expense. If the Chapter's annual receipts and/or other funds exceed \$200,000, then a  
559 review or audit by an independent accounting firm, according to generally accepted auditing  
560 standards, must be performed annually and reported to the Chair of the national Finance Committee  
561 of the Appraisal Institute. If the Chapter's receipts and/or funds are reviewed by an independent  
562 accounting firm rather than audited, the national Board of Directors may require that an audit be  
563 performed if it believes that such an audit would be in the best interest of the Appraisal Institute. Upon  
564 the discretion of the national Finance Committee, a review or audit as described above shall be  
565 required at least once every five (5) years if the Chapter's annual receipts and/or other funds are  
566 \$200,000 or less. The annual financial accounting shall, upon written request, be open for inspection  
567 by any Chapter member, who wishes to inspect such accounting.

568

569 At the expiration of his or her term of office, the Chapter Treasurer shall turn over to his or her  
570 successor all bank accounts, funds, assets, books of account and other financial records of the  
571 Chapter in his or her custody or control. These records may be audited by a special auditing  
572 committee appointed by the Chapter President, if such audit is requested by a majority of the Chapter  
573 Board of Directors.

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**ARTICLE IX**

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577

## Nominations and Elections

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### **Part A: Composition of Chapter Nominating Committee**

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The Chapter shall annually create a Chapter Nominating Committee consisting of an *ex officio* member, two (2) appointed members and two (2) members elected by the Chapter membership.

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583

584

The *ex officio* member of the Chapter Nominating Committee shall be the Immediate Past President of the Chapter. He or she shall serve as Chair of the Chapter Nominating Committee and shall be a full voting member of that committee. If the Immediate Past President of the Chapter is unwilling or unable to serve in this capacity, the Chapter Board of Directors shall elect an individual to act as Chair of the Nominating Committee.

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The Chapter President shall appoint one (1) member of the Chapter Nominating Committee at, or prior to, the first regular meeting of the Chapter Board of Directors each year. The Chapter Board of Directors shall appoint one (1) member of the Chapter Nominating Committee at its first regular meeting each year. Appointed members of the Chapter Nominating Committee shall serve a one (1) year term and shall not be eligible to serve consecutive terms on the Chapter Nominating Committee.

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The two (2) elected members of the Chapter Nominating Committee shall be elected by the Chapter membership at the first regular membership meeting in each year. All nominations for the elected members shall be made from the floor. Elected members of the Chapter Nominating Committee shall serve a one (1) year term and shall not be eligible to serve consecutive terms on the Chapter Nominating Committee.

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The current President of the Chapter shall not serve on the Chapter Nominating Committee.

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### **Part B: Duties of Chapter Nominating Committee**

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Each year the Chapter Nominating Committee shall prepare a slate consisting of at least one (1) nominee for each of the following positions, as necessary and subject to the expiration of terms as specified in this Regulation: each Chapter office, each vacancy on the Chapter Board of Directors and each vacant Regional Committee member position to be filled for the succeeding year.

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In addition, the Chapter Nominating Committee may recommend up to ten (10) alternate Regional Committee members who would be available to fulfill the duties of a Regional Committee member elected by the Chapter, or the Chapter President, who are unable to attend a Regional Committee meeting.

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617 **Part C: Report of Chapter Nominating Committee**

618 Each year the Chapter Nominating Committee shall make its selections, prepare an appropriate  
619 report and deliver this report in writing to the Chapter Secretary no fewer than thirty-five (35) days  
620 prior to the date on which elections are scheduled to be held. The Chapter Secretary shall deliver in  
621 writing a copy of the Chapter Nominating Committee report to each Chapter member no fewer than  
622 twenty-five (25) days prior to the date on which elections are scheduled to be held.

623

624

625 **Part D: Additional Nominations**

626 Additional nominations may be made by a timely filing of a written petition signed by at least five  
627 percent (5%) of the total Chapter membership. Such petition may be in electronic form. To be  
628 effective, each nominating petition must be delivered in writing to the Chapter Secretary no fewer  
629 than fifteen (15) days prior to the regular membership meeting at which the election is to be held. The  
630 Chapter Secretary shall deliver in writing a copy of any petition filed to each Chapter member no  
631 fewer than ten (10) days prior to the date on which elections are scheduled to be held.

632

633

634 **Part E: Chapter Elections**

635 Chapter elections shall be held prior to June 30 each year. At the regular Chapter membership  
636 meeting at which the election is to be held, the Chapter membership shall receive the Chapter  
637 Nominating Committee report and any petitions for additional nominations. No additional nominations  
638 may be made from the floor.

639

640 The membership shall then proceed to elect the necessary Chapter officers, Chapter Directors,  
641 Regional Committee members, and at the option of the Chapter, alternative Regional Committee  
642 members, for the succeeding year.

643

644 Alternatively, by at least a majority vote of the Chapter Board of Directors, Chapter elections may be  
645 conducted by mail ballot or electronic means. If a mail ballot or electronic means are used, the  
646 Chapter must adopt a procedure that ensures voting security. For voting by mail ballot, such security  
647 shall include at a minimum, the mailing by the Chapter Secretary of a numbered ballot to each  
648 member with a numbered return envelope. At least twenty (20) days shall be allowed for the return of  
649 ballots. For voting by electronic means, the procedure must ensure that each ballot is cast by a  
650 member having the right to vote, and that such member has voted no more than once. Examples of  
651 such secure electronic voting procedures include use of electronic signatures and passwords. At least  
652 ten (10) days shall be allowed for the return of electronic ballots and access to electronic ballots shall  
653 be limited to the Chapter Secretary and/or no more than two individuals designated by the Chapter  
654 Board of Directors. Tabulation of mail or electronic ballots shall be conducted by the Chapter  
655 Secretary and/or no more than two individuals designated by the Chapter Board of Directors. The  
656 Chapter Secretary shall be responsible for the notification of results as provided for in the following  
657 section.

658

659

660 **Part F: Notification of Results**

661 Immediately upon completion of the annual election, the Chapter Secretary shall provide notice  
662 delivered in writing to the Chapter membership, the Regional Chair and the Chief Executive Officer of  
663 the Appraisal Institute as to the names and addresses of the individuals elected for the ensuing year.  
664

665

666 **Part G: Chapter Representatives to the Regional Committee**

667 Chapter Representatives to the Regional Committee will be elected on the basis of one (1) for every  
668 (50) designated members in good standing per Chapter. If a Chapter has one (1) or more elected  
669 Representative(s) to the Regional Committee, one (1) such Representative must be the Chapter Vice  
670 President. Chapter Representatives shall serve no more than two (2) complete two (2) year terms.  
671 Chapters with more than one (1) Representative shall elect approximately half of their  
672 Representatives each year to achieve staggered terms.  
673

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676 **Part H: Use of Alternate Regional Committee Representatives**

677 Chapters may elect Alternate Chapter Representative(s) to the Regional Committee. If the Chapter  
678 President or a Chapter Representative to the Regional Committee is unable to attend a Regional  
679 Committee meeting, the Chapter President shall notify the first Alternate Chapter Representative and  
680 request that such Alternate attend the Regional Committee meeting. If the first Alternate is unable to  
681 attend, the Chapter President shall proceed down the list of elected Alternate(s) until one who is able  
682 to attend the Regional Committee meeting is found or the list is exhausted. The Chapter President  
683 shall provide notice delivered in writing to the Regional Chair of the use of Alternate Chapter  
684 Representatives to the Regional Committee.  
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## 688 Chapter Committees

689

### 690 **Part A: General**

#### 691 **Section 1. Number and Types of Committees**

692 Except where otherwise provided, each Chapter shall have a Nominating Committee; Finance  
693 Committee; General Appraiser Education Committee; Residential Appraiser Education Committee  
694 and Government Relations Committee. At the Chapter's discretion, the General Appraiser and  
695 Residential Education Committees may be combined into one Chapter Education Committee. In lieu  
696 of having its own Government Relations Committee, a Chapter shall participate in a statewide  
697 government relations coalition or work with another Chapter in its state that has a Government  
698 Relations Committee.

699

700 Each Chapter may have the following additional committees: Membership Admissions, Development  
701 and Retention Committee; Associate Member Committee; Associate Member Guidance Committee;  
702 External Relations Committee; Bylaws Committee; and Public Relations Committee.

703

704 All members of these standing Chapter committees shall be appointed or be members of the  
705 Committee because of their membership category and shall have tenure in accordance with this  
706 Regulation.

707

#### 708 **Section 2. Eligibility of Members to Serve**

709 A member of the Chapter shall be eligible to serve on a Chapter Committee if he or she meets the  
710 requirements set forth in Article IV of this Regulation.

711

#### 712 **Section 3. Removal**

713 A Chapter Committee member who fails to fulfill his or her duties on a Chapter Committee may be  
714 removed by a sixty percent (60%) vote of the voting members of the Chapter Board of Directors.  
715 Further, the national Board of Directors may remove a Chapter Committee member for cause by a  
716 sixty percent (60%) vote.

717

718 A Chapter Committee member shall be automatically removed if he or she: (1) ceases to be a  
719 Member of the Chapter in good standing; (2) ceases to hold the status "continuing education  
720 completed" if a Designated Member or fails to meet any continuing education requirements for  
721 Associate or Affiliate Members if such a member; or (3) receives a publishable disciplinary action by  
722 the Appraisal Institute.

723

724 In the event of removal under this Section, a vacancy shall be declared and the vacancy shall be filled  
725 as described in this Regulation.

726

727 **Section 4. Vacancies**

728 In the event that a vacancy occurs on a Chapter Committee, the Chapter President shall appoint a  
729 replacement who shall serve the remainder of the term, subject to approval by the Chapter Board of  
730 Directors at its next regular or special meeting.

731

732

733 **Part B: Chapter Finance Committee**

734 The Chapter Finance Committee shall consist of the Treasurer of the Chapter and a minimum of  
735 three (3) other members who shall be appointed to serve staggered terms of three (3) years each.

736

737 The Chapter Treasurer shall be the Chair of the Chapter Finance Committee. The other members  
738 shall be appointed by the Chapter President with the approval of the Chapter Board of Directors and  
739 shall not be eligible to serve consecutive terms.

740

741 The Chapter Finance Committee shall prepare a proposed budget for the succeeding operating year  
742 and shall deliver in writing its recommendations concerning proposed changes in the Chapter budget  
743 for the current year to the Chapter Board of Directors for approval. The Chapter Treasurer shall  
744 deliver in writing a copy of the approved budget to the Chief Executive Officer of the Appraisal  
745 Institute no later than January 31 of each year.

746

747 The Chapter Finance Committee must periodically review the general financial condition of the  
748 Chapter and submit reports concerning such condition to the Chapter Board of Directors. The  
749 Chapter Treasurer shall deliver in writing a copy of such report to the Chief Executive Officer of the  
750 Appraisal Institute within thirty (30) days of the report's presentation to the Chapter Board of  
751 Directors.

752

753

754 **Part C: Chapter Associate Member Committee**

755 The Chapter Associate Member Committee shall consist of the Associate Members of the Chapter.

756

757 The Chair of the Chapter Associate Member Committee shall be elected from among the Associate  
758 Members of the Chapter at the same time that the Chapter holds its other elections pursuant to this  
759 Regulation. The Chair shall be elected by the Associate Members of the Chapter present and voting  
760 at the election.

761

762 The Chair shall serve a two (2) year term and may serve two (2) consecutive two (2) year terms. The  
763 term of a Chair shall commence on the January 1st following election. If the individual elected as  
764 Chair becomes a Designated Member before commencing his or her term or if the Chair becomes a  
765 Designated Member during his or her term as Chair, such individual can fulfill his or her complete two  
766 (2) year term but shall not be eligible for election to another term. The Chair shall serve on the  
767 Regional Associate Member Committee.

768

769 The Chapter Associate Member Committee shall:

770

- 771 a) Discuss issues impacting Associate Members and provide recommendations to other bodies as  
772 appropriate;  
773  
774 b) Work to enhance communications among Associate Members of the Chapter and between  
775 Associate Members and the Regional and national organizations;  
776 c) Work with the Chapter Associate Member Guidance Committee to encourage Associate  
777 Members to complete the designation process; and  
778  
779 d) Work to develop future leaders for the Chapter and the organization as a whole.

780

#### 781 **Part D: Chapter Education Committee(s)**

782 The Chapter Education Committee(s) shall consist of a Chair and at least two (2) other members.  
783 Appointment of the Chapter Education Committee Chair(s) and members shall be subject to the  
784 approval of the Chapter Board of Directors.

785

786 The currently serving Chapter President shall appoint the Chair(s) of the Chapter Education  
787 Committee(s) in the first quarter of the year preceding the commencement of the Chapter Education  
788 Chair's(s') term. The Chapter Education Chair(s) shall serve either: (a) two (2) year term(s); or (b) one  
789 (1) year term(s) where the Chair(s) served as Vice Chair of the Chapter Education Committee during  
790 the previous year unless the Regional Committee with jurisdiction over the Chapter approves  
791 additional term(s). The Chapter Education Chair(s) shall have an e-mail address and shall have web  
792 access. The Chapter Education Chair(s) or their representative must attend at least one Region  
793 Education meeting each year.

794

795 The Chapter President shall appoint the members of the Chapter Education Committee(s) whose  
796 terms commence at the same time as the Chapter President's term. The members of the Chapter  
797 Education Committee(s) shall be appointed to serve three (3) year staggered terms and shall not be  
798 eligible to serve consecutive terms.

799

800 The duties of the Chapter Education Committee(s) shall be to formulate and submit to the Chapter  
801 Board of Directors a general program for educational activities at the Chapter level for the year and to  
802 take all steps necessary to prepare and conduct Chapter educational programs. The Chapter must  
803 offer Appraisal Institute approved educational programs totaling at least ten (10) hours during each  
804 calendar year, unless the Chapter opts out of providing education.

805

#### 806 **Part E: Chapter Government Relations Committee**

807 The Chapter Government Relations Committee shall consist of a Chair and a minimum of two (2)  
808 other members who shall be appointed by the Chapter President with the approval of the Chapter  
809 Board of Directors. The Chair shall be appointed to serve a one (1) year term. The other members  
810 shall be appointed to serve three (3) year staggered terms. The Chair and the other members shall  
811 be eligible to serve consecutive terms.

812

813 The duties of the Chapter Government Relations Committee shall be to promote the Appraisal  
814 Institute's policies and programs regarding legislation and regulations that are of interest and  
815 importance to appraisers.

816

817

## 818 **Part F: Chapter Membership Admissions, Development and Retention** 819 **Committee**

820 The Chapter Membership Admissions, Development and Retention Committee shall consist of a  
821 Chair and at least three (3) other members who shall be appointed by the Chapter President with the  
822 approval of the Chapter Board of Directors. At all times, the Chapter Membership Admissions,  
823 Development and Retention Committee shall include at least one (1) member whose practice is  
824 primarily commercial in nature, one (1) member whose practice is primarily residential in nature, and  
825 one (1) Associate Member. The Committee may include one or more Affiliate Members.

826

827 The Chair shall be appointed to serve a one (1) year term and can serve no more than (2) two  
828 consecutive terms as Chair. The other members shall be appointed to serve three (3) year staggered  
829 terms and shall not be eligible to serve consecutive terms. Any member who serves on the Chapter  
830 Membership Admissions, Development and Retention Committee for five (5) consecutive years shall  
831 not be eligible for appointment to the Committee for two (2) years after completion of his or her final  
832 term. For purposes of calculating consecutive years, service on a Chapter Admissions Committee  
833 shall be counted.

834

835 The Chapter Membership Admissions, Development and Retention Committee shall develop,  
836 implement and oversee the Chapter membership recruitment, development, and retention programs.  
837 The Chapter Membership Admissions, Development and Retention Committee shall also identify  
838 members for service on the Experience Review Panel.

839

840

## 841 **Part G: Chapter Associate Member Guidance Committee**

842 The Chapter Associate Member Guidance Committee shall consist of a Chair and at least two (2)  
843 other members who shall be appointed by the Chapter President with the approval of the Chapter  
844 Board of Directors. The Chair shall be appointed to serve a one (1) year term. The other members  
845 shall be appointed to serve three (3) year staggered terms. The Chair and other members of the  
846 Chapter Associate Member Guidance Committee are eligible to serve consecutive terms.

847

848 The duties of the Chapter Associate Member Guidance Committee shall be to advise and assist  
849 those Associate Members affiliated with the Chapter in meeting the designation requirements of the  
850 Appraisal Institute.

851

852

## 853 **Part H: Chapter External Relations Committee**

854 If provided for in the Chapter Bylaws, the Chapter External Relations Committee shall consist of a  
855 Chair and a minimum of two (2) other members who shall be appointed by the Chapter President with  
856 the approval of the Chapter Board of Directors. The Chair shall be appointed to a one (1) year term.

857 The other members shall be appointed to serve three (3) year staggered terms and shall not be  
858 eligible to serve consecutive terms.

859

860 The duties of the External Relations Committee shall be to develop Chapter relations with other  
861 organizations, including other appraisal organizations, other Chapters of the Appraisal Institute, other  
862 professional organizations and various public bodies when the actions of such public bodies may  
863 affect the Chapter, the Appraisal Institute or its members.

864

865

### 866 **Part I: Chapter Bylaws Committee**

867 If provided for in the Chapter Bylaws, the Chapter Bylaws Committee shall consist of a Chair and a  
868 minimum of two (2) other members who shall be appointed by the Chapter President with the  
869 approval of the Chapter Board of Directors. The Chair shall be appointed for a one (1) year term. The  
870 other members shall be appointed to serve three (3) year staggered terms and shall not be eligible to  
871 serve consecutive terms.

872

873 The duties of the Bylaws Committee shall be to maintain the Chapter Bylaws and make  
874 recommendations regarding the national Bylaws and Regulations.

875

876

### 877 **Part J: Chapter Public Relations Committee**

878 If provided for in the Chapter Bylaws, the Chapter Public Relations Committee shall consist of a Chair  
879 and a minimum of two (2) other members who shall be appointed by the Chapter President with the  
880 approval of the Chapter Board of Directors. The Chair shall be appointed to serve a one (1) year  
881 term. The other members shall be appointed to serve three (3) year staggered terms and shall not be  
882 eligible to serve consecutive terms.

883

884 The duties of the Chapter Public Relations Committee shall be to publicize the activities and  
885 programs of the Chapter and to promote attendance at Chapter meetings and educational events.

886

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## 891 Chapter Meetings and Quorums

892

### 893 **Part A: Regular Membership Meetings**

894 The Chapter shall hold at least four (4) regular membership meetings a year, unless the Chair of the  
895 Chapter's Region approves fewer membership meetings. The regular meetings should be scheduled  
896 to permit timely discussion of matters to be considered by the national Board of Directors at its  
897 meetings. One (1) of these meetings shall be to elect Chapter officers and directors for the  
898 subsequent year.

899

900 All regular membership meetings shall be open to all members of the Chapter.

901

902

### 903 **Part B: Special Membership Meetings**

904 A special membership meeting shall be called by the Chapter Secretary upon receipt of a written  
905 request signed by the Chapter President, the Chapter Board of Directors, or at least ten percent  
906 (10%) of the Chapter membership.

907

908 Within seven (7) days after receipt of any such written request, the Chapter Secretary shall schedule  
909 a special membership meeting. Notice of such a meeting shall be delivered in writing to all Chapter  
910 members. This written notice shall specify the date, time, place and purpose of the special meeting.  
911 The date selected for the special meeting shall be no fewer than ten (10) nor greater than twenty (20)  
912 days from the date of the transmission of the notice

913

914 All special membership meetings shall be open to all Members of the Chapter.

915

916

### 917 **Part C: Quorum**

918 A quorum for any regular or special membership meeting shall be those Chapter members present  
919 and voting at the meeting. The members may take action at a meeting at which a quorum is present  
920 upon a majority vote of the members present, unless a different percentage is prescribed by this  
921 Regulation. A meeting at which a quorum is initially present may continue to transact business,  
922 notwithstanding the withdrawal of members, if any action taken is approved by a majority of the  
923 required quorum for that meeting.

924

925

### 926 **Part D: Joint Meetings**

927 Notice of joint meetings of Chapters with other organizations shall be given to national headquarters  
928 no fewer than thirty (30) days prior to the date of the meeting to avoid conflicts with the national  
929 meeting schedule. Joint meetings shall be publicly announced after the proper notice to the national  
930 headquarters.

931

932 **Part E: Robert's Rules of Order**

933 All meetings are to be conducted according to *Robert's Rules of Order, Newly Revised*.

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935

937

## 938 **Branch Chapters**

939

### 940 **Part A: Purpose**

941 Where the jurisdiction of a chapter covers a large geographical area, a Branch Chapter or Branch  
942 Chapters may be formed to make it more convenient for Chapter members to attend the meetings  
943 and functions of the Chapter.

944

945

### 946 **Part B: Formation**

947 The proposal for the formation of a Branch Chapter including boundaries and approximate number of  
948 members shall be considered by the Chapter Board of Directors and by the Regional Committee,  
949 both of which shall make recommendations. The Regional Chair shall report the Chapter's and  
950 region's recommendations to the national Board of Directors whose decision concerning approval or  
951 disapproval of the Branch Chapter(s) formation shall be final.

952

953

### 954 **Part C: Procedures and Directives**

955 The Procedures and Directives of the Branch Chapter (and any proposed changes to the Procedures  
956 and Directives) shall be approved by a majority vote of the Chapter Board of Directors present and  
957 voting at a quorum meeting and must be consistent with the Chapter Bylaws.

958

959

### 960 **Part D: Branch Chapter Leadership**

961 The leadership of the Branch Chapter shall consist of a Chair, a Vice Chair and an Advisory Board.  
962 A member of the Branch Chapter shall be eligible to serve as Chair, Vice Chair or Advisory Board  
963 member if he or she meets the requirements set forth in Article IV of this Regulation.

964

965

### 966 **Part E: Removal**

967 A Branch Chair, Vice Chair, or Advisory Board member shall be automatically removed if he or she  
968 (1) ceases to be a Branch Chapter Member of the Appraisal Institute in good standing; (2) ceases to  
969 hold the status "continuing education completed" if a Designated Member or fails to meet continuing  
970 education requirements for Associate or Affiliate Members if such a member; or  
971 (3) receives a publishable disciplinary action by Appraisal Institute.

972

973 In the event of removal under this Part, the position shall be filled in the manner that the position was  
974 filled originally under this Regulation.

975

976

977 **Part F: Branch Chapter Chair**

978 The initial Branch Chapter Chair shall be appointed by the Chapter Board of Directors. The term of  
979 office for a Branch Chapter Chair shall be one (1) year.

980

981

982 **Part G: Branch Chapter Vice Chair**

983 The Vice Chair of the Branch Chapter shall be appointed to a one (1) year term by the Chapter Board  
984 of Directors. The Branch Chapter Vice Chair shall automatically succeed to the office of Chair of the  
985 Branch Chapter unless good cause is shown and a motion to the contrary is passed by two-thirds  
986 (2/3) of the Directors voting on the issue at a quorum meeting of the Chapter Board of Directors.

987

988

989 **Part H: Branch Chapter Advisory Board**

990 The Branch Chapter shall maintain a Branch Chapter Advisory Board consisting of at least three (3)  
991 members elected by the Branch Chapter membership. Branch Chapter Advisory Board members  
992 shall be elected to serve staggered three (3) year terms.

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994 Any Branch Chapter Advisory Board member may be designated by the Branch Chapter Chair to  
995 perform the duties of Secretary/Treasurer.

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998 **Part I: Branch Chapter Meetings**

999 The Branch Chapter shall hold at least two (2) membership meetings a year. These meetings should  
1000 be held shortly before two of the national Board of Directors meeting each year. Other membership  
1001 meetings shall be at the discretion of the Branch Chapter Chair and the Branch Chapter Advisory  
1002 Board. The location of each Branch Chapter membership meeting shall be determined by the Branch  
1003 Chapter Chair and Vice Chair.

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1005 Joint meetings of the Branch Chapter and Chapter shall be held at least once a year. The Chair and  
1006 Vice Chair of the Branch Chapter shall each attend at least one Chapter meeting per year.

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1009 **Part J: Branch Chapter Membership**

1010 Members of the Chapter who reside or work in the territory covered by the Branch Chapter shall  
1011 deliver in writing to the Chapter Secretary a declaration whether they wish to be included on the list of  
1012 Branch Chapter members.

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1015 **Part K: Branch Chapter Funding**

1016 Chapter dues or service fees shall be paid only to the Chapter. The Chapter shall allocate \$200 for  
1017 the Branch Chapter as its initial budget. The Chapter shall control the funding of all monies to the  
1018 Branch Chapter. The Branch Chapter shall operate within its own budget as approved by the Chapter  
1019 Board of Directors.

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1021 **Part L: Branch Chapter Reports**

1022 All Branch Chapter reports, programs, minutes or newsletters shall be transmitted to the Chapter  
1023 President.

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## 1027 Chapter Publications

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### 1029 **Part A: Chapter Directory**

1030 The Chapter may publish a directory for distribution to Chapter members and local users of appraisal  
1031 services. The directory may include a list of members in one or more classifications of membership.

1032 Any list of Chapter members that includes multiple classifications of membership shall distinguish  
1033 among such classifications of membership. A copy of the Chapter directory must be forwarded to the  
1034 Chief Executive Officer of the Appraisal Institute.

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### 1037 **Part B: Chapter Newsletter**

1038 The Chapter may publish a newsletter for circulation to members and other interested parties. A copy  
1039 of such Chapter newsletter must be delivered in writing to the Chief Executive Officer of the Appraisal  
1040 Institute.

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### 1043 **Part C: Chapter Web Site**

1044 Each Chapter shall establish and maintain a web site to provide information for use by its members  
1045 and interested non-members.

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**ARTICLE XIV**

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## Suspension or Revocation of Charter

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### **Part A: Suspension or Revocation for Cause**

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The national Board of Directors may suspend or revoke a Chapter's charter for cause after six (6)

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months notice by a two-thirds (2/3) vote of those Directors present at a regular or special meeting for

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any

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of the following reasons:

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a. Failure to abide by the Bylaws, Regulations, policies, resolutions and directives of the Appraisal Institute;

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b. Failure to abide by the Bylaws and Regulations of the Chapter itself; or Retention on the Chapter roster of any person who is not a member of the Appraisal Institute after proper notification by the Chief Executive Officer of the Appraisal Institute;

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c. Failure to maintain the minimum membership necessary for chartering as required by this Regulation; however, this provision shall not apply to the Chapters of the American Institute of Real Estate Appraisers or the Society of Real Estate Appraisers that existed on December 31, 1990, nor shall this provision apply to Chapters created by the merger of such existing Chapters prior to June 21, 1997;

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d. Failure to abide by any license agreement to which an incorporated Chapter is party; or

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e. other good cause at the direction of the national Board of Directors.

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The Chapter shall be entitled to be heard at the meeting of the national Board of Directors at which action of revocation or suspension is considered. The decision of the national Board of Directors shall be final and conclusive.

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### **Part B: Surrender of Charter**

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The surrender of a charter by action of two-thirds (2/3) of the Chapter members present at a membership meeting called for such purpose shall bring about automatic cancellation.

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### **Part C: Disposition of Assets**

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In the event of a revocation, surrender or dissolution of a Chapter, the assets of the Chapter shall be transferred to the Appraisal Institute. If two (2) or more Chapters merge, the assets

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of the Chapters shall be merged. If one (1) Chapter splits into two (2) or more smaller Chapters, the

1087 assets of the Chapter shall first be used to retire any indebtedness of the Chapter, and the balance  
1088 of the funds shall then be reallocated to the new Chapters on a per capita Active Member basis.  
1089  
1090 8/18/11