

Model Chapter Bylaws

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MODEL CHAPTER BYLAWS

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1 **ARTICLE I**

2

3 **Name, Charter and Jurisdiction**

4

5 **Part A: Name**

6 The name of this organization is the _____ Chapter of the Appraisal
7 Institute (hereinafter referred to as "Chapter").

8

9

10 **Part B: Charter**

11 This Chapter was created and exists solely by reason of the charter granted to it by the Appraisal
12 Institute and shall hold all its property in trust for the Appraisal Institute.

13

14

15 **Part C: Jurisdiction**

16 The territorial jurisdiction assigned to this Chapter by the Board of Directors of the Appraisal Institute
17 is *[indicate Chapter area as defined]*:

18

20

21 **Purposes**

22

23 The purposes for which this Chapter is formed are and shall be the purposes of the Appraisal Institute
24 as set forth in the national Bylaws, and in addition to afford local Designated Members, Candidates,
25 Practicing Affiliates and Affiliates of the Appraisal Institute a suitable means for exchanging
26 information and experience.

27

28 No part of the net income of the Chapter shall inure to the benefit of any individual or any group of
29 Designated Members, Candidates, Practicing Affiliates, and/or Affiliates of the Appraisal Institute. The
30 Chapter is not organized for profit or to engage in any activity ordinarily carried on for profit.

31

32

33

35

36 **Belonging to a Chapter**

37

38 **Part A: Classifications of Membership, Candidacy or Affiliation**

39 Chapters shall have Designated Members, Candidates, Practicing Affiliates, Affiliates and Honorary
40 Members as defined in the national Bylaws of the Appraisal Institute.

41

42

43 **Part B: Requirement of Chapter Membership, Candidacy or Affiliation**

44 All Designated Members, Candidates, Practicing Affiliates and Affiliates must belong to a Chapter. If
45 and when an individual who has belonged to a Chapter ceases to be a Designated Member,
46 Candidate, Practicing Affiliate or Affiliate, such individual shall no longer belong to such Chapter.

47

48

49 **Part C: Assignment**

50 Rules concerning which Chapter a Designated Member, Candidate, Practicing Affiliate or Affiliate
51 may belong to are found in Regulation No. 8 of the Appraisal Institute.

52

53

54 **Part D: Transfer**

55 A Chapter may not unilaterally waive the requirement that a Designated Member, Candidate,
56 Practicing Affiliate or Affiliate within its jurisdiction belong to the Chapter. However, a Designated
57 Member, Candidate, Practicing Affiliate or Affiliate may transfer from the Chapter with jurisdiction to a
58 Chapter with contiguous territory upon written agreement between both Chapters and the individual
59 involved, and written notice delivered to the national headquarters.

60

61

62 **Part E: Primary Chapter**

63 A Designated Member, Candidate, Practicing Affiliate or Affiliate may belong to more than one
64 Chapter, however, such individual must choose a primary Chapter. Chapter size shall be determined
65 as of January 1 of each year. For purposes of determining Chapter size for representation to the
66 regional committee, only those Designated Members who have chosen the Chapter as their primary
67 Chapter shall be counted.

68

69 A Designated Member shall vote only in his or her primary Chapter on Regional and national issues.
70 A Candidate, Practicing Affiliate or Affiliate shall have the right to vote only in his or her primary
71 Chapter on Regional and national issues except on admissions issues and education issues where
72 examination security is impacted.

73

74

75 **Part F: Belonging to Multiple Chapters**

76 A Designated Member, Candidate, Practicing Affiliate or Affiliate may belong to more than one
77 Chapter provided that:

78

79 1) such individual chooses a primary Chapter; and

80

81 2) the Chapter that is not primary permits individuals to join the Chapter as their non-primary
82 Chapter.

83 A Designated Member, Candidate, Practicing Affiliate or Affiliate who belongs to more than one
84 Chapter shall:
85
86 1) pay dues and fees specified in these Bylaws to each Chapter to which he or she belongs; and
87
88 2) have the Chapter voting rights specified in these Bylaws only in his or her primary Chapter.
89

91
92 **Designated Members, Candidates, Practicing**
93 **Affiliates and Affiliates of the Chapter and Their**
94 **Privileges**

95 **Part A: Designated Members**

96 **Section 1. Categories and Statures**

97 Chapters shall have Practicing and Non-Practicing Designated Members as defined in the national
98 Bylaws. Practicing Designated Members may also hold the status of Practicing Life Designated
99 Member or Practicing Semi-Retired Designated Member. Non-Practicing Designated Members may
100 also hold the status of Non-Practicing Retired Designated Member or Non-Practicing Life Designated
101 Member.
102

103
104 **Section 2. Voting Rights**

105 Designated Members in good standing except Non-Practicing Designated Members who do not hold
106 the status of Non-Practicing Retired Designated Member or Non-Practicing Life Designated Member
107 shall have the right to vote at the Chapter level.
108

109 **Section 3. Eligibility for Service**

110 Designated Members may serve in any Chapter office, on the Chapter Board of Directors and on any
111 Chapter committee, panel, project team or other Chapter body if such Designated Members:

- 112
- 113 a) are members of the Chapter in good standing;
 - 114
 - 115 b) hold the status “continuing education completed”;
 - 116
 - 117 c) have not been subject to a publishable disciplinary action by the Appraisal Institute within the five
118 (5) years prior to election or appointment;
 - 119
 - 120 d) stay up-to-date on the content of Appraisal Institute communications, including but not limited to,
121 the content of all non-commercial e-mails originating from the national organization, the
122 individual's region and the individual's chapter; and
 - 123
 - 124 e) are not otherwise precluded from serving by these Bylaws.
- 125
126

127 **Part B: Candidates**

128 **Section 1. Candidates**

129 Chapters shall have Candidates as defined in the national Bylaws.

130
131 **Section 2. Voting Rights**

132 Candidates in good standing shall have the right to vote at the Chapter level except on:

- 133
- 134 a) education issues where examination security is impacted; or
 - 135
 - 136 b) admissions issues.
- 137

138 **Section 3. Eligibility for Service**

139 Except where provided otherwise, Candidates in good standing may serve in any Chapter office other
140 than President, on the Chapter Board of Directors and on Chapter committees, panels, project teams
141 or other Chapter bodies if such Candidates:

142

143 a) are Candidates in good standing;

144

145 b) have completed the continuing education requirements for Candidates;

146

147 c) have not been subject to a publishable disciplinary action by the Appraisal Institute within the five
148 (5) years prior to election or appointment; and

149

150 d) stay up-to-date on the content of Appraisal Institute communications, including but not limited to,
151 the content of all non-commercial e-mails originating from the national organization, the
152 individual's region and the individual's chapter.

153

154 Candidates who serve at the Chapter level may not participate in:

155

156 a) education issues where examination security is impacted; or

157

158 b) confidential admissions issues.

159

160

161 **Part C: Practicing Affiliates**

162 **Section 1. Practicing Affiliates**

163 Chapters shall have Practicing Affiliates as defined in the national Bylaws.

164

165 **Section 2. Voting Rights**

166 Practicing Affiliates in good standing shall have the right to vote at the Chapter level except on:

167

168 a) education issues where examination security is impacted; or

169

170 b) admissions issues.

171

172 **Section 3. Eligibility for Service**

173 Except where provided otherwise, Practicing Affiliates may not serve in any Chapter offices, or on the
174 Chapter Board of Directors. Practicing Affiliates who were elected or appointed to hold Chapter
175 offices, or serve on the Chapter Board of Directors prior to January 1, 2013 may complete the
176 balance of their terms so long as they continue to meet all other requirements for service and
177 maintain their Practicing Affiliate status, but shall not be eligible for re-election or re-appointment
178 unless they become Candidates or Designated Members.

179 Except where provided otherwise, Practicing Affiliates may serve on Chapter Committees of

180 Education, Finance, Government Relations, External Relations, and Public Relations, on Chapter

181 panels, project teams and other Chapter bodies where permitted if such Practicing Affiliates:

182

183 a) are a Practicing Affiliate in good standing;

184

185 b) have completed any continuing education requirements for Practicing Affiliates;

186

187 c) have not been subject to a publishable disciplinary action by the Appraisal Institute within the five
188 (5) years prior to appointment; and

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- d) stay up-to-date on the content of Appraisal Institute communications, including but not limited to, the content of all non-commercial e-mails originating from the national organization, the individual's region and the individual's chapter.

Practicing Affiliates who serve at the Chapter level may not participate in:

- a) education issues where examination security is impacted; or
- b) confidential admissions issues.

Part D: Affiliates

Section 1. Affiliates Category

Chapters shall have Affiliates as defined in the national Bylaws.

Section 2. Voting Rights

Affiliates in good standing shall have the right to vote at the Chapter level except on:

- a) education issues where examination security is impacted; or
- b) admissions issues.

Section 3. Eligibility for Service

Except where provided otherwise, Affiliates may not serve in Chapter offices, on the Chapter Board of Directors or on Chapter committees. Affiliates who were elected or appointed to serve on Chapter committees prior to January 1, 2013 may complete the balance of their terms so long as they as they continue to meet all other requirements for service and maintain their Affiliate status, but shall not be eligible for re-election or re-appointment unless they become Candidates or Designated Members.

Except where provided otherwise, Affiliates may serve on Chapter panels, project teams and other Chapter bodies where permitted if such Affiliates:

- a) are Affiliates in good standing;
- b) have not been subject to a publishable disciplinary action by the Appraisal Institute within the five (5) years prior to appointment; and
- c) stay up-to-date on the content of Appraisal Institute communications, including but not limited to, the content of all non-commercial e-mails originating from the national organization, the individual's region and the individual's chapter.

Affiliates who serve at the Chapter level may not participate in:

- a) education issues where examination security is impacted; or
- b) confidential admissions issues.

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ARTICLE V

Fiscal Year, Chapter Dues, and Fees

Part A: Fiscal Year

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

Part B: Annual Chapter Dues or Fees

Except as provided otherwise, all Designated Members, Candidates, Practicing Affiliates and Affiliates belonging to a Chapter shall pay annual Chapter dues or fees. The amount of Chapter dues and fees shall be set by the Chapter Board of Directors if the national Board of Directors has not established such amount. The amount set for Chapter dues and fees may not exceed the annual national dues and fees set by the national Board of Directors for Designated Members, Candidates, Practicing Affiliates or Affiliates. Invoices for dues and fees shall be issued by the Appraisal Institute with the Chapter dues and fees being remitted to chapter bank accounts. Except where the national Bylaws, Regulations, and policies of the Appraisal Institute provide otherwise, dues and fees collected during one month shall be remitted to chapter bank accounts no later than the fifteenth of the subsequent month. Other Chapter expenses, such as meal costs and assessments, shall be the responsibility of the Chapter for collection and shall not be considered as dues or fees.

As defined in the national Bylaws of the Appraisal Institute, Honorary Members, national Past Presidents and Non-Practicing Retired Designated Members are not required to pay Chapter dues.

Part C: Dues of New Designated Members, or Fees of New Candidates, Practicing Affiliates, or Affiliates

The Chapter dues of a new Designated Member or fees for a new Candidate, Practicing Affiliate or Affiliate for the year in which he or she is admitted shall be prorated on a monthly basis. The Chapter dues of Designated Members or fees of Candidates, Practicing Affiliates or Affiliates joining after November 1 shall be credited to the following fiscal year.

Part D: Administrative Fees for Designated Members

Non-Practicing Retired Designated Members shall pay an annual Chapter administrative fee in an amount set by the Chapter Board of Directors. The amount set for a Chapter administrative fee may not exceed the annual national administrative fee set by the national Board of Directors. Non-Practicing Retired Designated Members who fail to pay the administrative fee shall cease to receive any services from the Chapter.

Part E: Payment Date

Annual Chapter membership dues, Candidate fees, Practicing Affiliate fees, Affiliate fees and Chapter administrative fees for Non-Practicing Retired Designated Members shall be payable in accordance with the policy set by the national Board of Directors.

283 **Part F: Late Fee and Nonpayment**

284 A late fee shall be charged to all Designated Members, Candidates, Practicing Affiliates and Affiliates
285 in accordance with the policy set by the national Board of Directors.

286
287 The rules governing suspension or termination of a Designated Member, Candidate, Practicing
288 Affiliate or Affiliate for nonpayment of dues, fees or administrative fees are found in the national
289 Bylaws.

290
291
292 **Part G: Waiver of Dues or Fees**

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

298
299
300 **Part H: Limitation on Dues and Fees**

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

304
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306 **Part I: Special Assessments**

307 The Chapter may levy a special assessment upon its Designated Members, Candidates, Practicing
308 Affiliates and Affiliates to create or maintain funds for the Chapter held in reserve or to pay the cost of
309 a specific Chapter special activity or project. A special assessment must be authorized by the
310 affirmative vote of not less than seventy-five percent (75%) of the Designated Members, Candidates,
311 Practicing Affiliates and Affiliates of the Chapter present and voting at a Chapter meeting.

312
313 Notice of the Chapter meeting at which the vote on a special assessment is to be taken shall specify
314 the time, date and purpose of such meeting. The amount of any special assessment, as applied to
315 each individual Designated Member, Candidate, Practicing Affiliate and Affiliate belonging to the
316 Chapter, shall not exceed the amount of the individual's current annual national dues or fees to the
317 Appraisal Institute.

318
319
320 **Part J: Special Assessment Payment Date**

321 The due date (or dates) for payment of a special assessment of the Chapter shall be determined by
322 the Chapter Designated Members, Candidates, Practicing Affiliates and Affiliates at the time the
323 special assessment is authorized.

324
325
326 **Part K: Waiver of Special Assessment**

327 The Chapter Board of Directors may suspend or waive, in whole or in part, the payment of a Chapter
328 special assessment by any Designated Member, Candidate, Practicing Affiliate or Affiliate belonging
329 to the Chapter. The Chair of the national Finance Committee must receive notice delivered in writing
330 of the waiver of a Chapter special assessment and the reason for such waiver.

333

334 Chapter Board of Directors

335

336 Part A: General Authority

337 The affairs and activities of the Chapter shall be administered by a Board of Directors. The Chapter
338 Board of Directors shall exercise all powers specifically delegated to the Chapters by Regulation No.
339 8, the national Bylaws and the policies of the Appraisal Institute, subject to the restrictions upon such
340 powers set forth in Regulation No. 8 and established by the national Board of Directors.

341

342 Part B: Composition

343 The Chapter Board of Directors shall consist of elected and *ex officio* voting and nonvoting members.
344 The elected officers of the Chapter, the Immediate Past President of the Chapter and the Chair of the
345 Branch Chapters(s) (if any) shall be *ex officio* voting members of the Chapter Board of Directors.
346 Each member of the national Board of Directors who belongs to the Chapter shall be an *ex officio*
347 nonvoting member of the Chapter Board of Directors including the right to introduce and second
348 motions and resolutions.

349

350

351 There shall be _____ [no fewer than three (3)] elected members of the Chapter Board of
352 Directors.

353

354 Part C: Term

355

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

358

359 Part D: Eligibility

360

361 A Designated Member or Candidate of the Chapter is eligible to serve on the Chapter Board of
362 Directors if he or she meets the requirements set forth in these Bylaws. No elected director shall
363 serve consecutive three (3) year terms unless recommended by the Regional Committee with
364 jurisdiction over the Chapter and approved by the national Board of Directors.

365

366 Part E: Removal

367

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

373

374 An elected member of the Chapter Board of Directors shall be automatically removed if he or she:

- 375
- 376 a) ceases to meet any of the service eligibility requirements set forth in these Bylaws; or
 - 377 b) receives a publishable disciplinary action by Appraisal Institute.
- 378
- 379

380 In the event of removal under this Part, a vacancy for the position shall be declared, and the vacancy
381 shall be filled as described in these Bylaws.

382 **Part F: Vacancies**

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

386

387 To fill the remainder of the unexpired term, the Chapter shall first follow the nominating process set
388 forth in these Bylaws. After the nominating process is completed, the vacancy shall be filled by
389 election:

390

391 a) at the next regular Chapter meeting;

392

393 b) at a special Chapter meeting held before the next regular Chapter meeting;

394

395 c) via secure mail ballot if a majority of the Chapter Board of Directors approves such voting
396 procedure; or

397

398 d) via secure electronic means if a majority of the Chapter Board of Directors approves such voting
399 procedure.

400

401

402 **Part G: Notice of Regular Meetings**

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

405

406

407 **Part H: Meetings**

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

411

412

413 **Part I: Special Board of Directors Meetings**

414 A special Chapter Board of Directors meeting shall be called by the Chapter Secretary upon receipt of
415 a request that is delivered in writing and that is signed by the Chapter President or at least two (2) of
416 the voting members of the Chapter Board of Directors. Notice of a special Chapter Board of Directors
417 meeting may be either in accordance with the notice provision for regular Chapter Board of Directors
418 meetings or, if there is not sufficient time to permit such notice, the Chapter Secretary shall deliver
419 notice to each Director in person or by telephone, facsimile, traceable carrier or electronic
420 transmission at least twenty-four (24) hours in advance of the special meeting. If the latter alternative
421 for notice is used, at least seventy-five percent (75%) of the total number of Directors must attend the
422 special meeting, and this fact must be reflected in the minutes of the meeting. Notice of a special
423 Chapter Board of Directors meeting shall specify the date, time, place and purpose of the special
424 meeting.

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Part J: Meetings in Person or by Interactive Technology

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

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Part K: Action Without a Meeting

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

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

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445

Part L: Quorum

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

452

454
455 **Chapter Officers**

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457 **Part A: General Provision**

458 The officers of the Chapter shall include a President, at least one (1) Vice President, a Secretary and
459 a Treasurer (or a Secretary-Treasurer). Each Chapter officer shall be elected annually to a one (1)
460 year term by a majority vote of the Designated Members, Candidates, Practicing Affiliates and
461 Affiliates belonging to the Chapter in the manner required by these Bylaws.

462
463
464 **Part B: Eligibility**

465 A Designated Member or Candidate belonging to the Chapter is eligible to serve as a Chapter officer
466 if he or she meets the requirements set forth in these Bylaws. The Chapter President shall be a
467 Designated Member.

468
469
470 **Part C: Removal**

471 A Chapter officer who fails to fulfill the duties of his or her position or who fails to attend three (3)
472 consecutive regularly scheduled Board meetings may be removed from office by a sixty percent
473 (60%) vote of the voting members of the Chapter Board of Directors. Further, the national Board of
474 Directors may remove a Chapter officer for cause by a sixty percent (60%) vote.

475
476 A Chapter officer shall be automatically removed if he or she:

- 477
478 a) ceases to meet any of the service eligibility requirements set forth in these Bylaws; or
479
480 b) receives a publishable disciplinary action by the Appraisal Institute.

481
482 In the event of removal under this Part, a vacancy for the position shall be declared, and the vacancy
483 shall be filled as described in these Bylaws.

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485
486 **Part D: Vacancies**

487 In the event that a vacancy occurs in any Chapter office (other than the office of President), the
488 Chapter Board of Directors, by majority vote, shall fill the vacancy. The Designated Member or
489 Candidate elected in this manner shall serve until the remainder of the unexpired term is filled by
490 election as set forth below.

491
492 To fill the remainder of the unexpired term, the Chapter shall first follow the nominating process set
493 forth in these Bylaws. After the nominating process is completed, the Designated Members,
494 Candidates, Practicing Affiliates and Affiliates belonging to the Chapter shall fill the vacancy for the
495 remainder of the unexpired term by an election:

- 496
497 a) at the next regular Chapter meeting;
498
499 b) at a special Chapter meeting held before the next regular Chapter meeting;

- 501 c) via secure mail ballot if a majority of the Chapter Board of Directors approves such voting
502 procedure; or
503
504 d) via secure electronic means if a majority of the Chapter Board of Directors approves such voting
505 procedure.
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Part E: Duties of the Chapter President

509 The Chapter President shall be the chief executive officer of the Chapter and shall:

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- 511 a) preside at all regular and special Chapter meetings;
512
513 b) preside at all regular and special meetings of the Chapter Board of Directors;
514
515 c) carry out the policies and programs adopted by the Chapter Board of Directors;
516
517 d) serve as an *ex officio* non-voting member of all Chapter committees except the Nominating
518 Committee;
519
520 e) attend all Regional Committee meetings;
521
522 f) have an e-mail address and web access;
523
524 g) be familiar with the Bylaws, Regulations and policies of the Appraisal Institute and the Chapter
525 Bylaws; and
526
527 h) make Chapter committee appointments in accordance with these Bylaws.
528

529 The Chapter President may not serve more than two (2) consecutive complete terms as Chapter
530 President, unless recommended by the Regional Committee with jurisdiction over the Chapter and
531 approved by the national Board of Directors.
532

533 The incoming Chapter President must attend the Chapter Leadership Program at the national
534 meetings in the year prior to his or her presidency, or the Chapter must send another of its officers in
535 place of such incoming Chapter President.
536

537
538

Part F: Duties of the Chapter Vice President

539 The Vice President of the Chapter shall perform the duties of the Chapter President in the event of
540 the Chapter President's absence or disability. The Chapter Vice President shall also perform such
541 other duties as may be assigned to him or her by the Chapter Board of Directors or the Chapter
542 President. The Chapter Vice President or the Chapter officer that is next in line to the Chapter
543 President shall succeed to the office of Chapter President should that office become vacant, except
544 that if the Chapter Vice President or the Chapter officer that is next in line to the Chapter President is
545 not a Designated Member, a special election to fill the Presidential vacancy shall be held.
546

547 *[If the Chapter has more than one Vice President, a provision for more than one Chapter Vice*
548 *President must be stated.]*
549

550

551 **Part G: Duties of the Chapter Secretary**

552 The Chapter Secretary shall keep an accurate record of the proceedings at all regular and special
553 Chapter meetings. Chapter records relating to Chapter Board of Directors meetings and Chapter
554 meetings shall be open for inspection upon written request by any Designated Member, Candidate,
555 Practicing Affiliate or Affiliate belonging to the Chapter who wishes to inspect such records; however,
556 Chapter records relating to litigation, privileged information and Chapter recommendation with respect
557 to an application for Designated membership, or an application for a Candidate, Practicing Affiliate or
558 an Affiliate shall not be open for inspection.

559
560 The Chapter Secretary shall deliver in writing a copy of the minutes from each regular or special
561 Chapter meeting and each regular or special meeting of the Chapter Board of Directors to each
562 Chapter Director and the Chief Executive Officer of the Appraisal Institute within thirty (30) days after
563 such meeting.

564
565 The Chapter Secretary shall prepare and issue the Chapter roster, effective January 1st of each
566 calendar year. The Chapter Secretary shall also maintain the Chapter roster.

567
568 The Chapter Secretary shall be responsible for the Chapter's charter, seal, minute book and non-
569 financial records. At the expiration of his or her term of office, the Chapter Secretary shall turn over to
570 his or her successor, the Chapter's charter, seal, minute book and non-financial records in his or her
571 custody or control.

572
573 The Chapter Secretary shall perform such other duties as may be prescribed by the Chapter Board of
574 Directors or the Chapter President.

575
576
577 **Part H: Duties of the Chapter Treasurer**

578
579 **Section 1. This section shall be applicable to the _____ Chapter if the Appraisal Institute**
580 **Chapter Financial Management and Administration Policy has not been implemented for the**
581 **_____ Chapter. Upon the full implementation of the Appraisal Institute Chapter Financial**
582 **Management and Administration Policy for the _____ Chapter, this section shall**
583 **automatically expire.**

584
585 The Chapter Treasurer shall receive all monies collected by the Chapter, or by any officer or other
586 party on behalf of the Chapter, and shall deposit such monies in a bank or other financial institution
587 specified by the Chapter Board of Directors. The Chapter Treasurer shall make disbursements for
588 expenses up to \$ _____ *[insert amount]*. Disbursements exceeding the predetermined
589 maximum amount must be authorized by a majority vote of the Chapter Board of Directors at a
590 regular or special meeting, unless previously approved under the Chapter's budget. The Chapter
591 shall follow the investment policy adopted by the Appraisal Institute.

592
593 The Chapter Treasurer shall ensure that annual financial statements (balance sheet and income
594 statement) are prepared in compliance with the standard chart of accounts for Chapters using the
595 online accounting system required by the Appraisal Institute. The Chapter Treasurer shall deliver a
596 written report about the Chapter's general financial condition to the Chief Executive Officer of the
597 Appraisal Institute within thirty (30) days of the report's presentation to the Chapter Board of

598 Directors. The annual financial statements shall, upon written request, be open for inspection by any
599 Chapter Designated Member, Candidate, Practicing Affiliate or Affiliate who wishes to inspect such
600 statements.

601

602 A Chapter's receipts and/or funds shall be audited by an independent Certified Public Accountant
603 (CPA) if required by law or if the national Board of Directors deems such audit is in the best interest of
604 the Appraisal Institute. The report resulting from any audit shall be submitted to the Chair of the
605 national Audit Committee and the national Chief Financial Officer.

606

607 The expenses of the financial management, financial reporting and audits conducted pursuant to this
608 Part shall be borne by the Chapter.

609

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

615

616 **Section 2. This section shall be applicable to the _____ Chapter if the Appraisal Institute**
617 **Chapter Financial Management and Administration Policy has been implemented.**

618

619 The Chapter Treasurer shall receive all monies collected by the Chapter, or by any officer or other
620 party on behalf of the Chapter, and shall deposit such monies in a bank account designated for such
621 Chapter. The Chapter Treasurer shall approve disbursements for expenses that have been approved
622 within the annual Chapter operating budget. The Chapter President may approve disbursements for
623 expenses that have been approved within the annual Chapter operating budget if the Treasurer is
624 unavailable and/or delay in approval could incur late fees or cause other harm to the Chapter.
625 Disbursements not otherwise approved under a Chapter budget must be approved by a majority vote
626 of the Chapter Board of Directors. The Chapter shall follow the Appraisal Institute Chapter Financial
627 Management and Administration policy adopted by the Appraisal Institute.

628

629 The annual financial statements shall, upon written request, be open for inspection by any Chapter
630 Designated Member, Candidate, Practicing Affiliate or Affiliate who wishes to inspect such
631 statements.

632

633

635

636 **Nominations and Elections**

637

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

639 The Chapter shall annually create a Chapter Nominating Committee consisting of an *ex officio*
640 member, two (2) appointed committee members and two (2) committee members elected by the
641 Designated Members, Candidates, Practicing Affiliates and Affiliates belonging to the Chapter.

642

643 The *ex officio* member of the Chapter Nominating Committee shall be the Immediate Past President
644 of the Chapter. He or she shall serve as Chair of the Chapter Nominating Committee and shall be a
645 full voting member of that committee in accordance with *Robert's Rules of Order, Newly Revised*. If
646 the Immediate Past President of the Chapter is unwilling or unable to serve in this capacity, the
647 Chapter Board of Directors shall elect an individual to act as Chair of the Chapter Nominating
648 Committee.

649

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

655

656 The two (2) elected members of the Chapter Nominating Committee shall be elected by the
657 Designated Members, Candidates, Practicing Affiliates and Affiliates belonging to the Chapter at the
658 first regular Chapter meeting in each year. All nominations for the elected positions shall be made
659 from the floor. Elected members of the Chapter Nominating Committee shall serve a one (1) year
660 term and shall not be eligible to serve consecutive terms on the Chapter Nominating Committee.
661 Members of the Chapter Nominating Committee shall not be eligible for nomination by the Chapter
662 Nominating Committee for any positions.

663

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

665

666 **Part B: Eligibility to Serve and Removal**

667

668 The requirements and rules for eligibility and removal for the Chapter Nominating Committee are set
669 forth in the Article of these Bylaws governing Chapter Committees.

670

671 **Part C: Duties of Chapter Nominating Committee**

672

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

677

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

681 **Part D: Report of Chapter Nominating Committee**

682 Each year the Chapter Nominating Committee shall make its selections, prepare an appropriate
683 report and deliver this report in writing to the Chapter Secretary no fewer than thirty (30) days prior to
684 the date on which elections are scheduled to be held. The Chapter Secretary shall deliver in writing a
685 copy of the Chapter Nominating Committee report to each Designated Member, Candidate, Practicing
686 Affiliate and Affiliate belonging to the Chapter no fewer than twenty-five (25) days prior to the date on
687 which elections are scheduled to be held.
688

689 **Part E: Additional Nominations**

690
691 Additional nominations may be made by a timely filing of a written petition signed by at least five
692 percent (5%) of the total number of Designated Members, Candidates, Practicing Affiliates and
693 Affiliates in the Chapter. Such petition may be in electronic form. To be effective, each nominating
694 petition must be delivered in writing to the Chapter Secretary at least fifteen (15) days before the
695 regular Chapter meeting at which the election is to be held. The Chapter Secretary shall deliver in
696 writing a copy of any petition filed to each Designated Member, Candidate, Practicing Affiliate and
697 Affiliate belonging to the Chapter at least ten (10) days before the date on which elections are
698 scheduled to be held.
699

700 **Part F: Chapter Elections**

701
702 Chapter elections shall be held prior to June 30 each year. At the regular Chapter meeting at which
703 the election is to be held, the Designated Members, Candidates, Practicing Affiliates and Affiliates
704 belonging to the Chapter shall receive the Chapter Nominating Committee report and any petitions for
705 additional nominations. No additional nominations may be made from the floor.
706

707 The Designated Members, Candidates, Practicing Affiliates and Affiliates belonging to the Chapter
708 shall then proceed to elect the necessary Chapter officers, Chapter Directors, Chapter
709 Representatives, and at the option of the Chapter, alternative Chapter Representatives, for the
710 succeeding year.
711

712 Alternatively, by at least a majority vote of the Chapter Board of Directors, Chapter elections may be
713 conducted by mail ballot or electronic means. If a mail ballot or electronic means are used, the
714 Chapter must adopt a procedure that ensures voting security. For voting by mail ballot, such security
715 shall include at a minimum, the mailing by the Chapter Secretary of a numbered ballot to each
716 Designated Member, Candidate, Practicing Affiliate and Affiliate with a numbered return envelope. At
717 least twenty (20) days shall be allowed for the return of ballots. For voting by electronic means, the
718 procedure must ensure that each ballot is cast by a Designated Member, Candidate, Practicing
719 Affiliate or Affiliate having the right to vote, and that such individual has voted no more than once.
720 Examples of such secure electronic voting procedures include use of electronic signatures and
721 passwords. At least ten (10) days shall be allowed for the return of electronic ballots and access to
722 electronic ballots shall be limited to the Chapter Secretary and/or no more than two individuals
723 designated by the Chapter Board of Directors. Tabulation of mail or electronic ballots shall be
724 conducted by the Chapter Secretary and/or no more than two individuals designated by the Chapter
725 Board of Directors. The Chapter Secretary shall be responsible for the notification of results as
726 provided for in the following section.
727
728

729 **Part G: Notification of Results**

730 Immediately upon completion of the annual election, the Chapter Secretary shall provide notice
731 delivered in writing to the Designated Members, Candidates, Practicing Affiliates and Affiliates
732 belonging to the Chapter and the Regional Chair and the Chief Executive Officer of the Appraisal
733 Institute as to the names and addresses of the individuals elected for the ensuing year.

734

735

736 **Part H: Chapter Representatives to the Regional Committee**

737 Chapter Representatives to the Regional Committee will be elected on the basis of one (1) for every
738 (50) Designated Members in good standing per Chapter. If a Chapter has one (1) or more elected
739 Representative(s) to the Regional Committee, one (1) such Representative must be the Chapter Vice
740 President, or the Chapter officer next in line to the Chapter President. Chapter Representatives shall
741 serve no more than two (2) complete two (2) year terms. Chapters with more than one (1)
742 Representative shall elect approximately half of their Representatives each year to achieve staggered
743 terms.

744

745 The Chapter President shall automatically serve on the Regional Committee in addition to any elected
746 Chapter Representatives to the Regional Committee.

747

748

749 **Part I: Use of Alternate Chapter Representatives**

750 Chapters may elect Alternate Chapter Representative(s) to the Regional Committee. If the Chapter
751 President or a Chapter Representative to the Regional Committee is unable to attend a Regional
752 Committee meeting, the Chapter President shall notify the first Alternate Chapter Representative and
753 request that such Alternate attend the Regional Committee meeting. If the first Alternate is unable to
754 attend, the Chapter President shall proceed down the list of elected Alternate(s) until one who is able
755 to attend the Regional Committee meeting is found or the list is exhausted. The Chapter President
756 shall provide notice delivered in writing to the Regional Chair of the use of Alternate Chapter
757 Representatives to the Regional Committee.

759
760 **Chapter Committees**

761
762 **Part A: General**

763 **Section 1. Number and Types of Committees**

764 Except where otherwise provided, each Chapter shall have the following committees:

- 765
766
- 767 a) Candidate Guidance Committee;
 - 768
 - 769 b) General and Residential Appraiser Education Committees (at the Chapter's discretion, the
 - 770 General Appraiser and Residential Appraiser Education Committees may be combined into one
 - 771 Chapter Education Committee);
 - 772
 - 773 c) Finance Committee; and
 - 774
 - 775 d) Nominating Committee.
 - 776

777 Chapters whose jurisdiction covers an entire state or territory shall have a Government Relations
778 Subcommittee in accordance with Regulation No. 8 (see Regulation No. 8 Government Relations
779 Subcommittee for requirements).

780
781 Each Chapter may have additional committees consistent with the Bylaws, Regulations and policies
782 of the Appraisal Institute. Such additional committees may include but are not limited to the following:
783 Bylaws Committee; Candidate Committee; External Relations Committee; Public Relations
784 Committee; and Government Relations Committee where there are multiple Chapters with jurisdiction
785 over portions of a state or territory.

786
787 **Section 2. Eligibility to Serve**

788 A Designated Member or a Candidate, or a Practicing Affiliate belonging to the Chapter shall be
789 eligible to serve on a Chapter Committee if he or she meets the requirements set forth in these
790 Bylaws.

791
792 **Section 3. Removal**

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

797
798 A Chapter Committee member shall be automatically removed if he or she:

- 799
- 800 a) ceases to meet any of the service eligibility requirements set forth in these Bylaws; or
 - 801
 - 802 b) receives a publishable disciplinary action by the Appraisal Institute.
 - 803

804 In the event of removal under this Section, a vacancy shall be declared and the vacancy shall be filled
805 as described in these Bylaws.

809 **Section 4. Vacancies**

810 Unless otherwise provided by the national Bylaws or these Bylaws, if a vacancy occurs for whatever
811 reason on a Chapter committee, such vacancy shall be filled by appointment by the Chapter
812 President or by election for the remainder of the term, depending on the means by which the position
813 is regularly filled. However, the individual so appointed or elected must be qualified to serve in the
814 position from the time of appointment or election.

815

816 Any appointment by the Chapter President to fill a vacant Chapter committee position shall be subject
817 to approval by the Chapter Board of Directors at its next regular or special meeting.

818

819

820 **Part B: Required Chapter Committees**

821 **Section 1. Chapter Candidate Guidance Committee**

822 The Chapter Candidate Guidance Committee shall consist of a Chair and _____ [*minimum*
823 *of two (2)*] other Committee members. The Committee Chair and Committee members must be
824 Designated Members of the Appraisal Institute and are encouraged to serve as Advisors to
825 Candidates.

826

827 The Chapter President shall appoint the Committee Chair and any Committee members whose terms
828 commence at the same time as the Chapter President's, subject to the approval of the Chapter Board
829 of Directors. The Chair shall be appointed to serve a one (1) year term. The other Committee
830 members shall be appointed to serve three (3) year staggered terms. The Chair and other members
831 of the Chapter Candidate Guidance Committee are eligible to serve consecutive terms.

832

833 The duties of the Chapter Candidate Guidance Committee shall be to:

834

835 a) facilitate networking among Advisors to Candidates; and

836

837 b) arrange special programs and events for Candidates belonging to the Chapter to encourage and
838 help them in their efforts to become Appraisal Institute Designated Members; and

839

840 c) perform such other duties as may be assigned by the national Board of Directors and the
841 Chapter.

842

843 **Section 2. Chapter Education Committee(s)**

844 The Chapter Education Committee(s) shall consist of a Chair and _____ [*at least two (2)*] other
845 Committee members.

846

847 The currently serving Chapter President shall appoint the Chair(s) of the Chapter Education
848 Committee(s) in the first quarter of the year preceding the commencement of the Chapter Education
849 Chair's(s) term subject to approval of the Chapter Board of Directors. The Chapter Education Chair(s)
850 shall serve either:

851

852 a) two (2) year term(s); or

853

854 b) one (1) year term(s) where the Chair(s) served as Vice Chair of the Chapter Education Committee
855 during the previous year unless the Regional Committee with jurisdiction over the Chapter
856 approves additional term(s).

857

858 The Chapter Education Chair(s) shall have an e-mail address and shall have web access.

859

860 The Chapter President shall appoint the members of the Chapter Education Committee(s) whose
861 terms commence at the same time as the Chapter President's term, subject to approval of the
862 Chapter Board of Directors. The Chapter Education Committee(s) members shall be appointed to
863 serve three (3) year staggered terms and shall not be eligible to serve consecutive terms.

864

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

870

871 **Section 3. Chapter Finance Committee**

872 The Chapter Finance Committee shall consist of the Treasurer of the Chapter and _____
873 *[minimum of three (3)]* other Committee members.

874

875 The Chapter Treasurer shall be the Chair of the Chapter Finance Committee and shall serve a term
876 as Chair that is commensurate with his or her term as Chapter Treasurer.

877

878 The Chapter President shall appoint any Committee members whose terms shall commence at the
879 same time as the Chapter President's, subject to the approval of the Chapter Board of Directors.
880 Committee members shall serve staggered three-year terms and shall not be eligible to serve
881 consecutive terms.

882

883 The Chapter Finance Committee shall prepare a proposed budget for the succeeding operating year
884 and shall deliver in writing its recommendations concerning proposed changes in the Chapter budget
885 for the current year to the Chapter Board of Directors for approval. The Chapter Treasurer shall
886 deliver in writing a copy of the approved budget to the Chief Executive Officer, or staff designated by
887 the CEO, of the Appraisal Institute no later than January 31 of each year.

888

889 The Chapter Finance Committee must periodically review the general financial condition of the
890 Chapter and submit reports concerning such condition to the Chapter Board of Directors.

891

892 **Section 4. Chapter Nominating Committee**

893 The composition, powers and duties of the Chapter Nominating Committee are set forth in Article VIII
894 of these Bylaws.

895

896

897 **Part C: Optional Chapter Committees**

898 **Section 1. Chapter Bylaws Committee**

899 If the Chapter Bylaws provide for a Chapter Bylaws Committee, such Committee shall consist of a
900 Chair and a minimum of two (2) other Committee members.

901

902 The Chapter President shall appoint the Committee Chair and Committee members whose terms
903 shall commence at the same time as the President's, subject to approval of the Chapter Board of
904 Directors. The Chair shall be appointed for a one (1) year term. The other Committee members shall
905 be appointed to serve three (3) year staggered terms and shall not be eligible to serve consecutive
906 terms.

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

Section 2. Chapter Candidate Committee

If the Chapter Bylaws provide for a Chapter Candidate Committee, such Committee shall consist of the Candidates of the Chapter.

The Chair of the Chapter Candidate Committee shall be elected from among the Candidates of the Chapter at the same time that the Chapter holds its other elections pursuant to these Bylaws. The Chair shall be elected by the Candidates belonging to the Chapter present and voting at the election.

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

The Chapter Candidate Committee shall:

- a) discuss issues impacting Candidates and provide recommendations to other bodies as appropriate;
- b) work to enhance communications among Candidates of the Chapter and between Candidates and the Regions, and Candidates and the national organization;
- c) work with the Chapter Candidate Guidance Committee as appropriate; and
- d) work to develop future leaders for the Chapter and the organization as a whole.

Section 3. Chapter External Relations Committee

If the Chapter Bylaws provide for a Chapter External Relations Committee, such Committee shall consist of a Chair and a minimum of two (2) other Committee members.

The Chapter President shall appoint the Committee Chair and Committee members whose terms shall commence at the same time as the President's, subject to approval of the Chapter Board of Directors. The Chair shall be appointed to a one (1) year term. The other Committee members shall be appointed to serve three (3) year staggered terms and shall not be eligible to serve consecutive terms.

The duties of the External Relations Committee shall be to develop Chapter relations with other organizations, including other appraisal organizations, other Chapters of the Appraisal Institute, other professional organizations and various public bodies when the actions of such organizations or public bodies may affect the Chapter and those who belong to the Chapter.

Section 4. Chapter Public Relations Committee

If the Chapter Bylaws provide for a Chapter Public Relations Committee, such Committee shall consist of a Chair and a minimum of two (2) other Committee members.

956 The Chapter President shall appoint the Committee Chair and Committee members whose terms
957 shall commence at the same time as the President's, subject to approval of the Chapter Board of
958 Directors. The Chair shall be appointed to serve a one (1) year term. The other Committee members
959 shall be appointed to serve three (3) year staggered terms and shall not be eligible to serve
960 consecutive terms.

961

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

964

965 **Section 5. Chapter Government Relations Committee**

966 If the Chapter Bylaws provide for a Chapter Government Relations Committee, such Committee shall
967 consist of a Chair and a minimum of two (2) other Committee members.

968

969 The Chapter President shall appoint the Committee Chair and any Committee members whose terms
970 shall commence at the same time as the Chapter President's, subject to the approval of the Chapter
971 Board of Directors. The Chair shall be appointed to serve a one (1) year term. The other Committee
972 members shall be appointed to serve three (3) year staggered terms. The Chair and the other
973 Committee members shall be eligible to serve consecutive terms.

974

975 The duties of the Chapter Government Relations Committee shall be to promote the Appraisal
976 Institute's policies and programs regarding legislation and regulations that are of interest and
977 importance to appraisers and to support the Government Relations Subcommittee in the Chapter's
978 state or territory.

979

980 **Section 6. Other Chapter Committees**

981 *[If other Chapter committees are created, add their description here. The rules, composition, powers*
982 *and duties for any such committees must be consistent with the Bylaws, Regulations and policies of*
983 *the Appraisal Institute...]*

984

986
987 **Chapter Meetings and Quorums**

988
989 **Part A: Regular Chapter Meetings**

990 The Chapter shall hold _____ [at least four (4)] regular Chapter meetings a year, unless the
991 Chair of the Chapter's Region approves fewer regular Chapter meetings. The regular Chapter
992 meetings should be scheduled to permit timely discussion of matters to be considered by the national
993 Board of Directors at its meetings. One (1) of these meetings shall be to elect Chapter officers and
994 directors for the subsequent year.

995
996 All regular Chapter meetings shall be open to all Designated Members, Candidates, Practicing
997 Affiliates and Affiliates belonging to the Chapter.

998
999
1000 **Part B: Special Chapter Meetings**

1001 A special Chapter meeting shall be called by the Chapter Secretary upon receipt of a written request
1002 signed by the Chapter President, the Chapter Board of Directors, or at least ten percent (10%) of the
1003 combined number of the Designated Members, Candidates, Practicing Affiliates and Affiliates
1004 belonging to the Chapter.

1005
1006 Within seven (7) days after receipt of any such written request, the Chapter Secretary shall schedule
1007 a special Chapter meeting. Notice of such a meeting shall be delivered in writing to all Designated
1008 Members, Candidates, Practicing Affiliates and Affiliates belonging to the Chapter. This written notice
1009 shall specify the date, time, place and purpose of the special meeting. The date selected for the
1010 special Chapter meeting shall be at least ten (10) days but no more than twenty (20) days from the
1011 date of the transmission of the notice

1012
1013 All special Chapter meetings shall be open to all Designated Members, Candidates, Practicing
1014 Affiliates and Affiliates belonging to the Chapter.

1015
1016
1017 **Part C: Meetings in Person or by Interactive Technology**

1018 Chapter meetings may be held either in person or by interactive technology, so long as all Designated
1019 Members, Candidates, Practicing Affiliates and Affiliates belonging to the Chapter and participating in
1020 the meeting can communicate with one another. Interactive Technology includes but is not limited to
1021 conference telephone, electronic transmission, Internet usage or remote communication. Action
1022 taken at a meeting held via interactive technology shall be as effective as if the Designated Members,
1023 Candidates, Practicing Affiliates and Affiliates had met in person.

1024
1025
1026 **Part D: Quorum**

1027 A quorum for any regular or special Chapter meeting shall be those Designated Members,
1028 Candidates, Practicing Affiliates and Affiliates that belong to the Chapter who are present and voting
1029 at the meeting. The Designated Members, Candidates, Practicing Affiliates and Affiliates may take
1030 action at a meeting at which a quorum is present upon a majority vote of the Designated Members,
1031 Candidates, Practicing Affiliates and Affiliates present, unless a different requirement is prescribed by
1032 these Bylaws. A meeting at which a quorum is initially present may continue to transact business,

1033 notwithstanding the withdrawal of any Designated Members, Candidates, Practicing Affiliates or
1034 Affiliates, if any action taken is approved by a majority of the required quorum for that meeting or by a
1035 majority of the remaining individuals, whichever is greater.
1036

1037

1038

Part E: Joint Meetings

1039 Notice of joint meetings of Chapters with other organizations shall be given to national headquarters
1040 no fewer than thirty (30) days prior to the date of the meeting to avoid conflicts with the national
1041 meeting schedule. Joint meetings shall be publicly announced after the proper notice to the national
1042 headquarters.
1043

1044

1045

Part F: Robert's Rules of Order

1046 All meetings are to be conducted according to *Robert's Rules of Order, Newly Revised*.

1047 *[If the Chapter maintains one or more branch Chapter(s), insert the following.]*
1048

1050

1051 **Branch Chapters**

1052

1053 **Part A: Purpose**

1054 Where the jurisdiction of a Chapter covers a large geographical area, a Branch Chapter or Branch
1055 Chapters may be formed to make it more convenient for Designated Members, Candidates,
1056 Practicing Affiliates and Affiliates belonging to the Chapter to attend the meetings and functions of the
1057 Chapter.

1058

1059 **Part B: Formation**

1060

1061 The proposal for the formation of a Branch Chapter including boundaries and approximate number of
1062 Designated Members, Candidates, Practicing Affiliates and Affiliates belonging to the Chapter shall
1063 be considered by the Chapter Board of Directors and by the Regional Committee, both of which shall
1064 make recommendations. The Regional Chair shall report the Chapter's and region's
1065 recommendations to the national Board of Directors whose decision concerning approval or
1066 disapproval of the Branch Chapter(s) formation shall be final.

1067

1068 **Part C: Procedures and Directives**

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1070 The Procedures and Directives of the Branch Chapter (and any proposed changes to the Procedures
1071 and Directives) shall be approved by a majority vote of the Chapter Board of Directors present and
1072 voting at a quorum meeting and must be consistent with the Chapter Bylaws.

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1074 **Part D: Branch Chapter**

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1076 Designated Members, Candidates, Practicing Affiliates and Affiliates belonging to the Chapter who
1077 reside or work in the territory covered by the Branch Chapter shall deliver in writing to the Chapter
1078 Secretary a declaration whether they wish to be included on the list of Designated Members,
1079 Candidates, Practicing Affiliates and Affiliates belonging to the Branch Chapter.

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1081 **Part E: Branch Chapter Leadership**

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1083 The leadership of the Branch Chapter shall consist of a Chair, a Vice Chair and an Advisory Board. A
1084 Designated Member or Candidate belonging to the Branch Chapter shall be eligible to serve as Chair,
1085 Vice Chair, or Advisory Board member if he or she meets the requirements set forth in these Bylaws.

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1087 **Part F: Removal**

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1089 A Branch Chair, Vice Chair, or Advisory Board member shall be automatically removed if he or she:

- 1090
- 1091 1) ceases to meet any of the service eligibility requirements set forth in these Bylaws; or
 - 1092 2) receives a publishable disciplinary action by Appraisal Institute.
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1095 In the event of removal under this Part, the position shall be filled in the manner that the position was
1096 filled originally under these Bylaws.

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Part G: Branch Chapter Chair

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

Part H: Branch Chapter Vice Chair

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

Part I: Branch Chapter Advisory Board

The Branch Chapter shall maintain an Advisory Board consisting of _____ [minimum of three (3)] individuals elected by the Designated Members, Candidates, Practicing Affiliates and Affiliates belonging to the Branch Chapter. Branch Chapter Advisory Board members shall be elected to serve staggered three (3) year terms.

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

Part J: Branch Chapter Meetings

The Branch Chapter shall hold _____ [minimum of two (2)] meetings a year. These meetings should be held shortly before two of the national Board of Directors meeting each year. Other Branch Chapter meetings shall be at the discretion of the Branch Chapter Chair and the Branch Chapter Advisory Board. The location of each Branch Chapter meeting shall be determined by the Branch Chapter Chair and Vice Chair.

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

Part K: Branch Chapter Funding

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

Part L: Branch Chapter Reports

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

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1143 Chapter Publications

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1145 **Part A: Chapter Directory**

1146 If the Chapter publishes a directory for Designated Members, Candidates, Practicing Affiliates and
1147 Affiliates belonging to the Chapter, and for local users of services, the directory may include-list(s) of
1148 individuals in one or more of the following categories: Designated Members, Candidates, Practicing
1149 Affiliates and Affiliates in the Chapter. Any list(s) that includes individuals in more than one of these
1150 categories shall identify in which category each individual falls. A copy of any Chapter directory must
1151 be forwarded to the Chief Executive Officer of the Appraisal Institute.

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1154 **Part B: Chapter Newsletter**

1155 If the Chapter publishes a newsletter for Designated Members, Candidates, Practicing Affiliates and
1156 Affiliates in the Chapter, and other interested parties, a copy of such Chapter newsletter must be
1157 delivered in writing to the Chief Executive Officer of the Appraisal Institute.

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1160 **Part C: Chapter Website**

1161 Each Chapter shall establish and maintain a website to provide information for use by Designated
1162 Members, Candidates, Practicing Affiliates and Affiliates in the Chapter, and other interested parties.

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1166 **Restrictions Upon the Powers of Chapters**

1167 **Part A: General Limitation**

1168 All actions taken by a Chapter that are not required or authorized by the national Bylaws, Regulations
1169 and policies of the Appraisal Institute shall be voidable by the national Board of Directors. A Chapter
1170 shall not act in a manner that is inconsistent with the national Bylaws, Regulations and policies of the
1171 Appraisal Institute. A Chapter shall not speak or act in a manner that jeopardizes the not-for-profit
1172 status of the Appraisal Institute and its Chapters.
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1174 **Part B: Adoption and Amendment of Chapter Bylaws**

1175 At the first Chapter meeting after being chartered, each Chapter shall adopt its own Chapter Bylaws.
1176 Such Chapter Bylaws shall be consistent with the Articles of Incorporation, the national Bylaws, the
1177 Regulations and policies of the Appraisal Institute. Within thirty (30) days of their adoption, the
1178 Chapter Secretary shall deliver in writing to the Chief Executive Officer of the Appraisal Institute such
1179 Chapter Bylaws.
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1181 Each Chapter may, by a majority vote of those Designated Members, Candidates, Practicing Affiliates
1182 and Affiliates present and voting at a regular or special Chapter meeting called for this purpose,
1183 amend its Bylaws. However, notice of the proposed changes shall be delivered in writing to the
1184 Designated Members, Candidates, Practicing Affiliates and Affiliates of the Chapter no fewer than
1185 fourteen (14) days prior to the meeting, and the amended Bylaws shall be consistent with the Articles
1186 of Incorporation, national Bylaws, Regulations and policies of the Appraisal Institute. Within thirty (30)
1187 days after their amendment, the Chapter Secretary shall deliver in writing to the Chief Executive
1188 Officer of the Appraisal Institute the amended Chapter Bylaws.
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1190 Amendments to Chapter Bylaws to ensure consistency with the Articles of Incorporation, national
1191 Bylaws, Regulations and policies of the Appraisal Institute shall not require approval of the
1192 Designated Members, Candidates, Practicing Affiliates and Affiliates belonging to the Chapter.
1193

1194 Each Chapter Bylaws, and any amendments thereto, shall be reviewed for consistency as described
1195 above. Any Chapter Bylaws that is inconsistent with the Articles of Incorporation, the national Bylaws
1196 any Regulation or any policy of the Appraisal Institute shall be void and of no force or effect. If the
1197 Appraisal Institute determines that the Chapter Bylaws are inconsistent, the Appraisal Institute shall
1198 deliver in writing notice to the Chapter that it has ninety (90) days to correct the inconsistency. If the
1199 Chapter refuses or fails to comply, the appropriate Regional Chair shall be notified and the Chapter's
1200 regional representation shall be suspended. Continued failure to comply by the Chapter shall be
1201 cause for the national Board of Directors to suspend or revoke the Chapter's charter.
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1203 **Part C: Restriction Upon Committing the Appraisal Institute**

1204 A Chapter shall not commit the Appraisal Institute to any financial obligation, or to any other obligation
1205 whatsoever, unless such commitment is authorized in advance in writing by the national Board of
1206 Directors.
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Part D: Acting in the Name of the Appraisal Institute

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

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Part E: Acting in the Name of the Chapter

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

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Part F: Restriction Upon Incorporation

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

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An incorporated Chapter's Articles of Incorporation shall be approved by the national Board of Directors of the Appraisal Institute. If deemed necessary by the national Board of Directors, the incorporated Chapter's Articles of Incorporation shall be amended prior to approval. An incorporated Chapter must file all state tax returns and corporate documents as required by applicable law and must forward copies of all such filings within thirty (30) days to the Chief Executive Officer of the Appraisal Institute. An incorporated Chapter shall enter into a license agreement with the Appraisal Institute for the use of the Appraisal Institute's tradename, trademark, service marks and collective marks.

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Failure to provide copies of its Articles of Incorporation to the national Board of Directors for review, failure to file the necessary corporate and state tax documents or failure to otherwise conform to the national Bylaws, Regulations and policies of the Appraisal Institute shall be cause for the national Board of Directors to require the incorporated Chapter to dissolve its corporate status.

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Part G: Use of Chapter Funds

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

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Part H: Chapter Education Trust Funds

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To establish a Chapter Education Trust Fund, the Chapter must first receive the written approval of the national Board of Directors after consideration by the national Finance Committee.

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In reviewing the request of a Chapter for permission to establish an education trust fund, the national Board of Directors and the national Finance Committee shall consider: (1) the adequacy of the Chapter's operating funds; (2) the proposed rules and regulations of the Chapter for establishing and administering the fund; (3) the impact on the Appraisal Institute Education and Relief Foundation; and (4) such other matters as may be appropriate.

1259 This provision does not prohibit a Chapter from designating a portion of the funds held by a Chapter
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ARTICLE XIV

Suspension or Revocation of Charter

Part A: Suspension or Revocation for Cause

The national Board of Directors may suspend or revoke a Chapter's charter for cause after six (6) months notice by a two-thirds (2/3) vote of those Directors present at a regular or special meeting for any of the following reasons:

- a) failure to abide by the Bylaws, Regulations and policies of the Appraisal Institute;
- b) failure to abide by the Bylaws of the Chapter itself;
- c) retention on the Chapter roster of any person who is not a Designated Member, Candidate, Practicing Affiliate or Affiliate belonging to the Appraisal Institute after proper notification by the Chief Executive Officer of the Appraisal Institute;
- d) failure to maintain the minimum number of Designated Members, Candidates, Practicing Affiliates and Affiliates necessary for chartering as required by Appraisal Institute Regulation No 8; 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;
- e) failure to abide by any license agreement between the Appraisal Institute and an incorporated Chapter; or
- f) other good cause at the direction of the national Board of Directors.

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

Part B: Surrender of Charter

The surrender of a charter by action of two-thirds (2/3) of the Chapter Designated Members, Candidates, Practicing Affiliates and Affiliates present at a Chapter meeting called for such purpose shall bring about automatic cancellation.

Part C: Disposition of Assets

In the event of a revocation, surrender or dissolution of a Chapter, the assets held by the Chapter shall be transferred to the Appraisal Institute. If two (2) or more Chapters merge, the assets held by the Chapters shall be merged. If one (1) Chapter splits into two (2) or more smaller Chapters, the assets held by of the original Chapter shall first be used to retire any indebtedness of such Chapter, and the balance of the funds shall then be reallocated to the new Chapters on a per capita Practicing Designated Member basis.