

Model Chapter Bylaws

Effective May 9, 2019

Copyright ©2019 by the Appraisal Institute. All rights reserved.

Printed in the United States of America. No part of this publication may be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, mechanical, photocopy, recording or otherwise, without the prior written consent of the publisher.

MODEL CHAPTER BYLAWS

Table of Contents

ARTICLE I: Name, Charter and Jurisdiction 5
Part A: Name 5
Part B: Charter..... 5
Part C: Jurisdiction..... 5

ARTICLE II: Purposes 6

ARTICLE III: Belonging to a Chapter 7
Part A: Classifications of Membership, Candidacy or Affiliation..... 7
Part B: Requirement of Chapter Membership, Candidacy or Affiliation 7
Part C: Assignment..... 7
Part D: Transfer 7
Part E: Primary Chapter 7
Part F: Belonging to Multiple Chapters..... 7

ARTICLE IV: Designated Members, Candidates, Practicing Affiliates and Affiliates of the Chapter and Their Privileges..... 9
Part A: Designated Members 9
Part B: Candidates 9
Part C: Practicing Affiliates 10
Part D: Affiliates 11

ARTICLE V: Fiscal Year, Chapter Dues, and Fees 12
Part A: Fiscal Year..... 12
Part B: Annual Chapter Dues or Fees 12
Part C: Dues of New Designated Members, or Fees of New Candidates, Practicing Affiliates, or Affiliates 12
Part D: Administrative Fees for Designated Members 12
Part E: Payment Date 12
Part F: Late Fee and Nonpayment 13
Part G: Waiver of Dues or Fees 13
Part H: Limitation on Dues and Fees..... 13
Part I: Special Assessments 13
Part J: Special Assessment Payment Date 13
Part K: Waiver of Special Assessment..... 13

ARTICLE VI: Chapter Board of Directors 14
Part A: General Authority..... 14
Part B: Composition..... 14

Part C: Term	14
Part D: Eligibility.....	14
Part E: Removal.....	14
Part F: Vacancies	15
Part G: Notice of Regular Meetings.....	15
Part H: Meetings	15
Part I: Special Board of Directors Meetings	15
Part J: Meetings in Person or by Interactive Technology	16
Part K: Action Without a Meeting.....	16
Part L: Quorum	16
ARTICLE VII: Chapter Officers	17
Part A: General Provision	17
Part B: Eligibility.....	17
Part C: Removal	17
Part D: Vacancies	17
Part E: Duties of the Chapter President	18
Part F: Duties of the Chapter Vice President	18
Part G: Duties of the Chapter Secretary.....	19
Part H: Duties of the Chapter Treasurer.....	19
ARTICLE VIII: Nominations and Elections	21
Part A: Composition of Chapter Nominating Committee	21
Part B: Eligibility to Serve and Removal	21
Part C: Duties of Chapter Nominating Committee.....	21
Part D: Report of Chapter Nominating Committee	22
Part E: Additional Nominations.....	22
Part F: Chapter Elections	22
Part G: Notification of Results	23
Part H: Chapter Representatives to the Regional Committee.....	23
Part I: Use of Alternate Chapter Representatives	23
ARTICLE IX: Chapter Committees	24
Part A: General	24
Part B: Required Chapter Committees	25
Part C: Optional Chapter Committees	27
ARTICLE X: Chapter Meetings and Quorums.....	29
Part A: Regular Chapter Meetings.....	29
Part B: Special Chapter Meetings	29
Part C: Quorum.....	29
Part D: Joint Meetings	29
Part E: Robert’s Rules of Order.....	30

ARTICLE XI: Branch Chapters	31
Part A: Purpose	31
Part B: Formation.....	31
Part C: Procedures and Directives	31
Part D: Branch Chapter	31
Part E: Branch Chapter Leadership.....	31
Part F: Removal.....	31
Part G: Branch Chapter Chair	32
Part H: Branch Chapter Vice Chair.....	32
Part I: Branch Chapter Advisory Board	32
Part J: Branch Chapter Meetings	32
Part K: Branch Chapter Funding	32
Part L: Branch Chapter Reports	32
 ARTICLE XII: Chapter Publications	 33
Part A: Chapter Directory	33
Part B: Chapter Newsletter	33
Part C: Chapter Website.....	33
 ARTICLE XIII: Restrictions Upon the Powers of Chapters	 34
Part A: General Limitation	34
Part B: Adoption and Amendment of Chapter Bylaws.....	34
Part C: Restriction Upon Committing the Appraisal Institute.....	34
Part D: Acting in the Name of the Appraisal Institute	35
Part E: Acting in the Name of the Chapter	35
Part F: Restriction Upon Incorporation	35
Part G: Use of Chapter Funds	35
Part H: Chapter Education Trust Funds	35
 ARTICLE XIV: Suspension or Revocation of Charter	 37
Part A: Suspension or Revocation for Cause.....	37
Part B: Surrender of Charter.....	37
Part C: Disposition of Assets	37

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

189
190
191
192
193
194
195
196
197
198
199
200
201
202
203
204
205
206
207
208
209
210
211
212
213
214
215
216
217
218
219
220
221
222
223
224
225
226
227
228
229
230
231
232
233
234
235
236
237

- 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.

239
240 **Fiscal Year, Chapter Dues, and Fees**

241
242 **Part A: Fiscal Year**

243 The fiscal year of the Chapter shall be the calendar year.
244
245

246 **Part B: Annual Chapter Dues or Fees**

247 Except as provided otherwise, all Designated Members, Candidates, Practicing Affiliates and
248 Affiliates belonging to a Chapter shall pay annual Chapter dues or fees. The amount of Chapter dues
249 and fees shall be set by the Chapter Board of Directors if the national Board of Directors has not
250 established such amount. The amount set for Chapter dues and fees may not exceed the annual
251 national dues and fees set by the national Board of Directors for Designated Members, Candidates,
252 Practicing Affiliates or Affiliates. Invoices for dues and fees shall be issued by the Appraisal Institute
253 with the Chapter dues and fees being remitted to chapter bank accounts . Except where the national
254 Bylaws, Regulations, and policies of the Appraisal Institute provide otherwise, dues and fees
255 collected during one month shall be remitted to chapter bank accounts no later than the fifteenth of
256 the subsequent month. Other Chapter expenses, such as meal costs and assessments, shall be the
257 responsibility of the Chapter for collection and shall not be considered as dues or fees.
258

259 As defined in the national Bylaws of the Appraisal Institute, Honorary Members, national Past
260 Presidents and Non-Practicing Retired Designated Members are not required to pay Chapter dues.
261
262

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

265 The Chapter dues of a new Designated Member or fees for a new Candidate, Practicing Affiliate or
266 Affiliate for the year in which he or she is admitted shall be prorated on a monthly basis. The Chapter
267 dues of Designated Members or fees of Candidates, Practicing Affiliates or Affiliates joining after
268 November 1 shall be credited to the following fiscal year.
269
270

271 **Part D: Administrative Fees for Designated Members**

272 Non-Practicing Retired Designated Members shall pay an annual Chapter administrative fee in an
273 amount set by the Chapter Board of Directors. The amount set for a Chapter administrative fee may
274 not exceed the annual national administrative fee set by the national Board of Directors. Non-
275 Practicing Retired Designated Members who fail to pay the administrative fee shall cease to receive
276 any services from the Chapter.
277
278

279 **Part E: Payment Date**

280 Annual Chapter membership dues, Candidate fees, Practicing Affiliate fees, Affiliate fees and Chapter
281 administrative fees for Non-Practicing Retired Designated Members shall be payable in accordance
282 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
305
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.

425

426

427 **Part J: Meetings in Person or by Interactive Technology**

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

433

434 **Part K: Action Without a Meeting**

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

439

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

443

444

445 **Part L: Quorum**

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

452

454
455 **Chapter Officers**

456
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.

484
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.
506

507
508

Part E: Duties of the Chapter President

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

510

- 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
690 **Part E: Additional Nominations**

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
701 **Part F: Chapter Elections**

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.

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 **Part A: General**

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

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

- 764
765
- 766 a) Candidate Guidance Committee;
 - 767
 - 768 b) General and Residential Appraiser Education Committees (at the Chapter's discretion, the
 - 769 General Appraiser and Residential Appraiser Education Committees may be combined into one
 - 770 Chapter Education Committee);
 - 771
 - 772 c) Finance Committee;
 - 773
 - 774 d) Government Relations Committee (in lieu of having its own Government Relations Committee, a
 - 775 Chapter shall participate in a statewide government relations coalition or work with another
 - 776 Chapter in its state that has a Government Relations Committee); and
 - 777
 - 778 e) Nominating Committee.
 - 779

780 Each Chapter may have additional committees consistent with the Bylaws, Regulations and policies

781 of the Appraisal Institute. Such additional committees may include but are not limited to the following:

782 Bylaws Committee; Candidate Committee; External Relations Committee; and Public Relations

783 Committee.

784
785 **Section 2. Eligibility to Serve**

786 A Designated Member or a Candidate, or a Practicing Affiliate belonging to the Chapter shall be

787 eligible to serve on a Chapter Committee if he or she meets the requirements set forth in these

788 Bylaws.

789
790 **Section 3. Removal**

791 A Chapter Committee member who fails to fulfill his or her duties on a Chapter Committee may be

792 removed by a sixty percent (60%) vote of the voting members of the Chapter Board of Directors.

793 Further, the national Board of Directors may remove a Chapter Committee member for cause by a

794 sixty percent (60%) vote.

795
796 A Chapter Committee member shall be automatically removed if he or she:

- 797
- 798 a) ceases to meet any of the service eligibility requirements set forth in these Bylaws; or
 - 799
 - 800 b) receives a publishable disciplinary action by the Appraisal Institute.
 - 801

802 In the event of removal under this Section, a vacancy shall be declared and the vacancy shall be filled

803 as described in these Bylaws.

804
805 **Section 4. Vacancies**

806 Unless otherwise provided by the national Bylaws or these Bylaws, if a vacancy occurs for whatever

807 reason on a Chapter committee, such vacancy shall be filled by appointment by the Chapter

808 President or by election for the remainder of the term, depending on the means by which the position
809 is regularly filled. However, the individual so appointed or elected must be qualified to serve in the
810 position from the time of appointment or election.

811

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

814

815

816 **Part B: Required Chapter Committees**

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

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

822

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

828

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

830

- 831 a) facilitate networking among Advisors to Candidates; and
- 832
- 833 b) arrange special programs and events for Candidates belonging to the Chapter to encourage and
834 help them in their efforts to become Appraisal Institute Designated Members; and
- 835
- 836 c) perform such other duties as may be assigned by the national Board of Directors and the
837 Chapter.

838

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

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

842

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

847

- 848 a) two (2) year term(s); or
- 849
- 850 b) one (1) year term(s) where the Chair(s) served as Vice Chair of the Chapter Education Committee
851 during the previous year unless the Regional Committee with jurisdiction over the Chapter
852 approves additional term(s).

853

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

855

856 The Chapter President shall appoint the members of the Chapter Education Committee(s) whose
857 terms commence at the same time as the Chapter President's term, subject to approval of the

858 Chapter Board of Directors. The Chapter Education Committee(s) members shall be appointed to
859 serve three (3) year staggered terms and shall not be eligible to serve consecutive terms.

860

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

866

867 **Section 3. Chapter Finance Committee**

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

870

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

873

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

878

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

884

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

887

888 **Section 4. Chapter Government Relations Committee**

889 The Chapter Government Relations Committee shall consist of a Chair and _____
890 *[minimum of two (2)]* other Committee members.

891

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

897

898 The duties of the Chapter Government Relations Committee shall be to promote the Appraisal
899 Institute's policies and programs regarding legislation and regulations, which are of interest and
900 importance to appraisers.

901

902 **Section 5. Chapter Nominating Committee**

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

905

Part C: Optional Chapter Committees

Section 1. Chapter Bylaws Committee

If the Chapter Bylaws provide for a Chapter Bylaws 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 for 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 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.

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

959

960 **Section 4. Chapter Public Relations Committee**

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

963

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

969

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

972

973 **Section 5. Other Chapter Committees**

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

977

979 **Chapter Meetings and Quorums**

980 **Part A: Regular Chapter Meetings**

981 The Chapter shall hold _____ [at least four (4)] regular Chapter meetings a year, unless the
982 Chair of the Chapter's Region approves fewer regular Chapter meetings. The regular Chapter
983 meetings should be scheduled to permit timely discussion of matters to be considered by the national
984 Board of Directors at its meetings. One (1) of these meetings shall be to elect Chapter officers and
985 directors for the subsequent year.
986

987 All regular Chapter meetings shall be open to all Designated Members, Candidates, Practicing
988 Affiliates and Affiliates belonging to the Chapter.
989

990 **Part B: Special Chapter Meetings**

991 A special Chapter meeting shall be called by the Chapter Secretary upon receipt of a written request
992 signed by the Chapter President, the Chapter Board of Directors, or at least ten percent (10%) of the
993 combined number of the Designated Members, Candidates, Practicing Affiliates and Affiliates
994 belonging to the Chapter.
995

996 Within seven (7) days after receipt of any such written request, the Chapter Secretary shall schedule
997 a special Chapter meeting. Notice of such a meeting shall be delivered in writing to all Designated
998 Members, Candidates, Practicing Affiliates and Affiliates belonging to the Chapter. This written notice
999 shall specify the date, time, place and purpose of the special meeting. The date selected for the
1000 special Chapter meeting shall be at least ten (10) days but no more than twenty (20) days from the
1001 date of the transmission of the notice
1002

1003 All special Chapter meetings shall be open to all Designated Members, Candidates, Practicing
1004 Affiliates and Affiliates belonging to the Chapter.
1005

1006 **Part C: Quorum**

1007 A quorum for any regular or special Chapter meeting shall be those Designated Members,
1008 Candidates, Practicing Affiliates and Affiliates that belong to the Chapter who are present and voting
1009 at the meeting. The Designated Members, Candidates, Practicing Affiliates and Affiliates may take
1010 action at a meeting at which a quorum is present upon a majority vote of the Designated Members,
1011 Candidates, Practicing Affiliates and Affiliates present, unless a different requirement is prescribed by
1012 these Bylaws. A meeting at which a quorum is initially present may continue to transact business,
1013 notwithstanding the withdrawal of any Designated Members, Candidates, Practicing Affiliates or
1014 Affiliates, if any action taken is approved by a majority of the required quorum for that meeting or by a
1015 majority of the remaining individuals, whichever is greater.
1016

1017 **Part D: Joint Meetings**

1018 Notice of joint meetings of Chapters with other organizations shall be given to national headquarters
1019 no fewer than thirty (30) days prior to the date of the meeting to avoid conflicts with the national
1020

1025 meeting schedule. Joint meetings shall be publicly announced after the proper notice to the national
1026 headquarters.

1027

1028

1029 **Part E: Robert's Rules of Order**

1030 All meetings are to be conducted according to *Robert's Rules of Order, Newly Revised*.

1031 *[If the Chapter maintains one or more branch Chapter(s), insert the following.]*

1032

1033
1034
1035
1036
1037
1038
1039
1040
1041
1042
1043
1044
1045
1046
1047
1048
1049
1050
1051
1052
1053
1054
1055
1056
1057
1058
1059
1060
1061
1062
1063
1064
1065
1066
1067
1068
1069
1070
1071
1072
1073
1074
1075
1076
1077
1078
1079
1080

ARTICLE XI

Branch Chapters

Part A: Purpose

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

Part B: Formation

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

Part C: Procedures and Directives

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

Part D: Branch Chapter

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

Part E: Branch Chapter Leadership

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

Part F: Removal

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

- 1) ceases to meet any of the service eligibility requirements set forth in these Bylaws; or
- 2) receives a publishable disciplinary action by Appraisal Institute.

In the event of removal under this Part, the position shall be filled in the manner that the position was filled originally under these Bylaws.

1081
1082
1083
1084
1085
1086
1087
1088
1089
1090
1091
1092
1093
1094
1095
1096
1097
1098
1099
1100
1101
1102
1103
1104
1105
1106
1107
1108
1109
1110
1111
1112
1113
1114
1115
1116
1117
1118
1119
1120
1121
1122
1123
1124

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.

1125
1126
1127
1128
1129
1130
1131
1132
1133
1134
1135
1136
1137
1138
1139
1140
1141
1142
1143
1144
1145
1146
1147
1148

ARTICLE XII

Chapter Publications

Part A: Chapter Directory

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

Part B: Chapter Newsletter

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

Part C: Chapter Website

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

1150
1151 **Restrictions Upon the Powers of Chapters**

1152
1153 **Part A: General Limitation**

1154 All actions taken by a Chapter that are not required or authorized by the national Bylaws, Regulations
1155 and policies of the Appraisal Institute shall be voidable by the national Board of Directors. A Chapter
1156 shall not act in a manner that is inconsistent with the national Bylaws, Regulations and policies of the
1157 Appraisal Institute. A Chapter shall not speak or act in a manner that jeopardizes the not-for-profit
1158 status of the Appraisal Institute and its Chapters.

1159
1160
1161 **Part B: Adoption and Amendment of Chapter Bylaws**

1162 At the first Chapter meeting after being chartered, each Chapter shall adopt its own Chapter Bylaws.
1163 Such Chapter Bylaws shall be consistent with the Articles of Incorporation, the national Bylaws, the
1164 Regulations and policies of the Appraisal Institute. Within thirty (30) days of their adoption, the
1165 Chapter Secretary shall deliver in writing to the Chief Executive Officer of the Appraisal Institute such
1166 Chapter Bylaws.

1167
1168 Each Chapter may, by a majority vote of those Designated Members, Candidates, Practicing Affiliates
1169 and Affiliates present and voting at a regular or special Chapter meeting called for this purpose,
1170 amend its Bylaws. However, notice of the proposed changes shall be delivered in writing to the
1171 Designated Members, Candidates, Practicing Affiliates and Affiliates of the Chapter no fewer than
1172 fourteen (14) days prior to the meeting, and the amended Bylaws shall be consistent with the Articles
1173 of Incorporation, national Bylaws, Regulations and policies of the Appraisal Institute. Within thirty (30)
1174 days after their amendment, the Chapter Secretary shall deliver in writing to the Chief Executive
1175 Officer of the Appraisal Institute the amended Chapter Bylaws.

1176
1177 Amendments to Chapter Bylaws to ensure consistency with the Articles of Incorporation, national
1178 Bylaws, Regulations and policies of the Appraisal Institute shall not require approval of the
1179 Designated Members, Candidates, Practicing Affiliates and Affiliates belonging to the Chapter.

1180
1181 Each Chapter Bylaws, and any amendments thereto, shall be reviewed for consistency as described
1182 above. Any Chapter Bylaws that is inconsistent with the Articles of Incorporation, the national Bylaws
1183 any Regulation or any policy of the Appraisal Institute shall be void and of no force or effect. If the
1184 Appraisal Institute determines that the Chapter Bylaws are inconsistent, the Appraisal Institute shall
1185 deliver in writing notice to the Chapter that it has ninety (90) days to correct the inconsistency. If the
1186 Chapter refuses or fails to comply, the appropriate Regional Chair shall be notified and the Chapter's
1187 regional representation shall be suspended. Continued failure to comply by the Chapter shall be
1188 cause for the national Board of Directors to suspend or revoke the Chapter's charter.

1189
1190
1191 **Part C: Restriction Upon Committing the Appraisal Institute**

1192 A Chapter shall not commit the Appraisal Institute to any financial obligation, or to any other obligation
1193 whatsoever, unless such commitment is authorized in advance in writing by the national Board of
1194 Directors.

1196
1197
1198
1199

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.

1200
1201
1202
1203
1204
1205

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.

1206

Part F: Restriction Upon Incorporation

1207
1208
1209
1210
1211

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.

1212
1213
1214
1215
1216
1217
1218
1219
1220

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.

1221
1222
1223
1224
1225
1226

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.

1227

Part G: Use of Chapter Funds

1228
1229
1230
1231

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.

1232
1233

Part H: Chapter Education Trust Funds

1234
1235
1236
1237

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.

1238
1239
1240
1241
1242

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.

1243 This provision does not prohibit a Chapter from designating a portion of the funds held by a Chapter
1244 for educational purposes.
1245
1246

1248

1249 Suspension or Revocation of Charter

1250

1251 **Part A: Suspension or Revocation for Cause**

1252 The national Board of Directors may suspend or revoke a Chapter's charter for cause after six (6)
1253 months notice by a two-thirds (2/3) vote of those Directors present at a regular or special meeting for
1254 any of the following reasons:

- 1255
- 1256 a) failure to abide by the Bylaws, Regulations and policies of the Appraisal Institute;
 - 1257
 - 1258 b) failure to abide by the Bylaws of the Chapter itself;
 - 1259
 - 1260 c) retention on the Chapter roster of any person who is not a Designated Member, Candidate,
1261 Practicing Affiliate or Affiliate belonging to the Appraisal Institute after proper notification by the
1262 Chief Executive Officer of the Appraisal Institute;
 - 1263
 - 1264 d) failure to maintain the minimum number of Designated Members, Candidates, Practicing Affiliates
1265 and Affiliates necessary for chartering as required by Appraisal Institute Regulation No 8;
1266 however, this provision shall not apply to the Chapters of the American Institute of Real Estate
1267 Appraisers or the Society of Real Estate Appraisers that existed on December 31, 1990, nor shall
1268 this provision apply to Chapters created by the merger of such existing Chapters prior to June 21,
1269 1997;
 - 1270
 - 1271 e) failure to abide by any license agreement between the Appraisal Institute and an incorporated
1272 Chapter; or
 - 1273
 - 1274 f) other good cause at the direction of the national Board of Directors.
 - 1275

1276 The Chapter shall be entitled to be heard at the meeting of the national Board of Directors at which
1277 revocation or suspension is considered. The decision of the national Board of Directors shall be final
1278 and conclusive.

1279

1280 **Part B: Surrender of Charter**

1282 The surrender of a charter by action of two-thirds (2/3) of the Chapter Designated Members,
1283 Candidates, Practicing Affiliates and Affiliates present at a Chapter meeting called for such purpose
1284 shall bring about automatic cancellation.

1285

1286 **Part C: Disposition of Assets**

1288 In the event of a revocation, surrender or dissolution of a Chapter, the assets held by the Chapter
1289 shall be transferred to the Appraisal Institute. If two (2) or more Chapters merge, the assets held by
1290 the Chapters shall be merged. If one (1) Chapter splits into two (2) or more smaller Chapters, the
1291 assets held by of the original Chapter shall first be used to retire any indebtedness of such Chapter,
1292 and the balance of the funds shall then be reallocated to the new Chapters on a per capita Practicing
1293 Designated Member basis.