

# Regulation No. 8

# Chapters

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**Effective May 7, 2020**

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**REGULATION NO. 8**

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**Table of Contents**

ARTICLE I: Purpose..... 5

ARTICLE II: Charter, Territory and Size..... 6

ARTICLE III: Belonging to a Chapter ..... 7

Part A: Requirement..... 7

Part B: Assignment..... 7

Part C: Transfer..... 7

Part D: Multiple Chapters..... 8

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: Restrictions Upon the Powers of Chapters..... 13

Part A: General Limitation..... 13

Part B: Adoption and Amendment of Chapter Bylaws ..... 13

Part C: Restriction Upon Committing the Appraisal Institute ..... 14

Part D: Acting in the Name of the Appraisal Institute ..... 14

Part E: Acting in the Name of the Chapter ..... 14

Part F: Restriction Upon Incorporation ..... 14

Part G: Use of Chapter Funds ..... 15

Part H: Chapter Education Trust Funds ..... 15

ARTICLE VI: Fiscal Year, Chapter Dues and Fees ..... 16

Part A: Fiscal Year ..... 16

Part B: Annual Chapter Dues and Fees ..... 16

Part C: Dues of New Designated Members, or Fees of New Candidates, Practicing Affiliates or Affiliates ..... 16

Part D: Administrative Fees for Designated Members ..... 16

Part E: Payment Date, Late Fee and Nonpayment..... 17

Part F: Waiver of Dues or Fees ..... 17

Part G: Limitation on Dues and Fees ..... 17

Part H: Special Assessments..... 17

Part I: Special Assessment Payment Date..... 17

Part J: Waiver of Special Assessment .....	17
ARTICLE VII: Chapter Board of Directors .....	18
Part A: General Authority.....	18
Part B: Composition .....	18
Part C: Term .....	18
Part D: Eligibility .....	18
Part E: Removal .....	18
Part F: Vacancies.....	19
Part G: Notice of Regular Meetings .....	19
Part H: Meetings .....	19
Part I: Special Board of Directors Meetings.....	20
Part J: Meetings in Person or by Interactive Technology .....	20
Part K: Action Without a Meeting .....	20
Part L: Quorum.....	20
ARTICLE VIII: Chapter Officers .....	21
Part A: General Provision .....	21
Part B: Eligibility .....	21
Part C: Removal.....	21
Part D: Vacancies.....	21
Part E: Duties of the Chapter President .....	22
Part F: Duties of the Chapter Vice President.....	23
Part G: Duties of the Chapter Secretary.....	23
Part H: Duties of the Chapter Treasurer.....	23
ARTICLE IX: Nominations and Elections .....	26
Part A: Composition of Chapter Nominating Committee.....	26
Part B: Eligibility to Serve and Removal .....	26
Part C: Duties of Chapter Nominating Committee .....	26
Part D: Report of Chapter Nominating Committee.....	27
Part E: Additional Nominations .....	27
Part F: Chapter Elections.....	27
Part G: Notification of Results.....	28
Part H: Chapter Representatives to the Regional Committee .....	28
Part I: Use of Alternate Chapter Representatives to the Regional Committee.....	28
ARTICLE X: Chapter Committees.....	30
Part A: General .....	30
Part B: Required Chapter Committees.....	31
Part C: Optional Chapter Committees.....	33
ARTICLE XI: Chapter Meetings and Quorums .....	36

Part A: Regular Chapter Meetings .....	36
Part B: Special Chapter Meetings .....	36
Part C: Meetings in Person or by Interactive Technology .....	36
Part D: Quorum .....	37
Part E: Joint Meetings .....	37
Part F: Robert’s Rules of Order .....	37
ARTICLE XII: Branch Chapters .....	38
Part A: Purpose.....	38
Part B: Formation .....	38
Part C: Procedures and Directives.....	38
Part D: Branch Chapter .....	38
Part E: Branch Chapter Leadership .....	38
Part F: Removal .....	38
Part G: Branch Chapter Chair.....	39
Part H: Branch Chapter Vice Chair .....	39
Part I: Branch Chapter Advisory Board .....	39
Part J: Branch Chapter Meetings .....	39
Part K: Branch Chapter Funding.....	40
Part L: Branch Chapter Reports.....	40
ARTICLE XIII: Chapter Publications .....	41
Part A: Chapter Directory.....	41
Part B: Chapter Newsletter .....	41
Part C: Chapter Web Site .....	41
ARTICLE XIV: Suspension or Revocation of Charter .....	42
Part A: Suspension or Revocation for Cause .....	42
Part B: Surrender of Charter.....	42
Part C: Disposition of Assets .....	42

1 **ARTICLE I**

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2

3 **Purpose**

4

5 The purpose of this Regulation is to:

6

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

8

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

11

12 c) provide the minimum requirements for Chapter Bylaws.

13

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

16

18

## 19 Charter, Territory and Size

20

21 Each Chapter exists solely by reason of the charter granted to it by the Appraisal Institute and shall  
22 hold all its property and assets in trust for the Appraisal Institute.

23

24 The minimum number of Designated Members, Candidates, Practicing Affiliates and Affiliates for the  
25 chartering of a new Chapter shall be a total of fifty (50). However, in a state, commonwealth, territory  
26 or province where there are less than a total of fifty (50) Designated Members, Candidates, Practicing  
27 Affiliates and Affiliates, a Chapter can be chartered with those Designated Members, Candidates,  
28 Practicing Affiliates, and Affiliates available.

29

30 Once chartered, Chapters shall maintain at least the minimum number of Designated Members,  
31 Candidates, Practicing Affiliates and Affiliates set forth in the paragraph above, except as follows:

32

33 a) this requirement shall not apply to the Chapters of the American Institute of Real Estate  
34 Appraisers (AIREA) or the Society of Real Estate Appraisers (Society) that existed on December  
35 31, 1990; and

36

37 b) this requirement shall not apply to Chapters created prior to June 21, 1997 by the merger of  
38 AIREA and/or Society Chapters that existed on December 31, 1990.

39

40 The geographic territory assigned to each Chapter shall be determined by the national Board of  
41 Directors.

42

43 Chapter size shall be determined as of January 1 of each year. For purposes of determining Chapter  
44 size for representation to the Regional Committee, only those Designated Members in good standing  
45 who have chosen the Chapter as their primary Chapter as provided in this Regulation shall be  
46 counted.

47

## Belonging to a Chapter

48

49

### Part A: Requirement

51 Except as otherwise provided, all Designated Members, Candidates, Practicing Affiliates and  
52 Affiliates must belong to a Chapter.

53

54 If and when an individual who has belonged to a Chapter ceases to be a Designated Member,  
55 Candidate, Practicing Affiliate or Affiliate, such individual shall no longer belong to such Chapter.

56

57

### Part B: Assignment

59 Except as otherwise provided, all Designated Members, Candidates, Practicing Affiliates and  
60 Affiliates whose principal place of business and residence fall within a Chapter's jurisdiction must  
61 belong to that Chapter.

62

63 If a Designated Member, Candidate, Practicing Affiliate or Affiliate's principal place of business is in  
64 one Chapter's jurisdiction and his or her principal residence is in another Chapter's jurisdiction, then  
65 the Designated Member, Candidate, Practicing Affiliate or Affiliate shall decide to which Chapter he or  
66 she will belong.

67

68 If an individual has belonged to a particular Chapter, but his or her principal place of business or  
69 residence is now outside that Chapter's jurisdiction because of revised Chapter boundaries, such  
70 individual may decide to continue to belong to that Chapter rather than belong to the Chapter whose  
71 jurisdiction now covers the individual's principal place of business or residence.

72

73 International Designated Members, International Candidates, International Practicing Affiliates and  
74 International Affiliates shall be assigned to the Appraisal Institute International Section whose  
75 functions shall be determined by the Board of Directors as necessary and appropriate. A Designated  
76 Member, Candidate, Practicing Affiliate or Affiliate of the International Section may also choose to  
77 belong to a Chapter.

78

79

### Part C: Transfer

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

86 **Part D: Multiple Chapters**

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

89

90 1) such individual chooses a primary Chapter; and

91

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

94

95 A Designated Member, Candidate, Practicing Affiliate or Affiliate who belongs to more than one  
96 Chapter shall:

97

98 1) pay dues and fees specified in this Regulation to each Chapter to which he or she belongs; and

99

100 2) have the Chapter voting rights specified in this Regulation only in his or her primary Chapter.

101



103  
104 **Designated Members, Candidates, Practicing**  
105 **Affiliates and Affiliates of the Chapter and Their**  
106 **Privileges**

107  
108 **Part A: Designated Members**

109 **Section 1. Categories and Statuses**

110 Chapters shall have Practicing and Non-Practicing Designated Members as defined in the national  
111 Bylaws. Practicing Designated Members may also hold the status Practicing Life Designated Member  
112 or Practicing Semi-Retired Designated Member. Non-Practicing Designated Members may also hold  
113 the status of Non-Practicing Retired Designated Member or Non-Practicing Life Designated Member.  
114

115 **Section 2. Voting Rights**

116 Designated Members in good standing, except Non-Practicing Designated Members who do not hold  
117 the status of Non-Practicing Retired Designated Member or Non-Practicing Life Designated Member,  
118 shall have the right to vote at the Chapter level.  
119

120 **Section 3. Eligibility for Service**

121 Designated Members may serve in any Chapter office, on the Chapter Board of Directors and on any  
122 Chapter committee, panel, project team or other Chapter body if such Designated Members:  
123

- 124 a) are members of the Chapter in good standing;  
125  
126 b) hold the status “continuing education program completed”;  
127  
128 c) have not been subject to a publishable disciplinary action by the Appraisal Institute within the five  
129 (5) years prior to election or appointment;  
130  
131 d) stay up-to-date on the content of Appraisal Institute communications, including but not limited to,  
132 the content of all non-commercial e-mails originating from the national organization, the  
133 individual’s region and the individual’s chapter; and  
134  
135 e) are not otherwise precluded from serving by this Regulation.  
136

137  
138 **Part B: Candidates**

139 **Section 1. Candidates**

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

141 **Section 2. Voting Rights**

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

143

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

145

146 b) admissions issues.

147

148 **Section 3. Eligibility for Service**

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

152

153 a) are Candidates in good standing;

154

155 b) have completed the continuing education requirements for Candidates; and

156

157 c) have not been subject to a publishable disciplinary action by the Appraisal Institute within the five  
158 (5) years prior to election or appointment.

159

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

161

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

163

164 b) confidential admissions issues.

165

166

167 **Part C: Practicing Affiliates**

168 **Section 1. Practicing Affiliates**

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

170

171 **Section 2. Voting Rights**

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

173

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

175

176 b) admissions issues.

177

178 **Section 3. Eligibility for Service**

179 Except where provided otherwise, Practicing Affiliates may not serve in any Chapter offices, or on the  
180 Chapter Board of Directors. Practicing Affiliates who were elected or appointed to hold Chapter  
181 offices, or serve on the Chapter Board of Directors prior to January 1, 2013 may complete the  
182 balance of their terms so long as they continue to meet all other requirements for service and

183 maintain their Practicing Affiliate status, but shall not be eligible for re-election or re-appointment  
184 unless they become Candidates or Designated Members.

185

186 Except where provided otherwise, Practicing Affiliates may serve on Chapter Committees of  
187 Education, Finance, Government Relations, External Relations, and Public Relations, on Chapter  
188 panels, project teams and other Chapter bodies where permitted if such Practicing Affiliates:

189

190 a) are a Practicing Affiliate in good standing;

191

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

193

194 c) have not been subject to a publishable disciplinary action by the Appraisal Institute within the five  
195 (5) years prior to appointment.

196

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

198

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

200

201 b) confidential admissions issues.

202

203

## 204 **Part D: Affiliates**

### 205 **Section 1. Affiliates Category**

206 Chapters shall have Affiliates as defined in the national Bylaws.

207

### 208 **Section 2. Voting Rights**

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

210

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

212

213 b) admissions issues.

214

### 215 **Section 3. Eligibility for Service**

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

221

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

224

225 a) are Affiliates in good standing; and

226 b) have not been subject to a publishable disciplinary action by the Appraisal Institute within the five  
227 (5) years prior to appointment.

228

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

230

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

232

233 b) confidential admissions issues.

234

236

## 237 **Restrictions Upon the Powers of Chapters**

238

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

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

245

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

249

250

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

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

257

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

266

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

270

271 Each Chapter Bylaws, and any amendments thereto, shall be reviewed for consistency as described  
272 above. Any Chapter Bylaws that is inconsistent with the Articles of Incorporation, the national Bylaws,  
273 any Regulation or any policy of the Appraisal Institute shall be void and of no force or effect. If the  
274 Appraisal Institute determines that the Chapter Bylaws are inconsistent, the Appraisal Institute shall  
275 deliver in writing notice to the Chapter that it has ninety (90) days to correct the inconsistency. If the  
276 Chapter refuses or fails to comply, the appropriate Regional Chair shall be notified and the Chapter's

277 regional representation shall be suspended. Continued failure to comply by the Chapter shall be  
278 cause for the national Board of Directors to suspend or revoke the Chapter's charter.

279

280

### 281 **Part C: Restriction Upon Committing the Appraisal Institute**

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

285

286

### 287 **Part D: Acting in the Name of the Appraisal Institute**

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

290

291

### 292 **Part E: Acting in the Name of the Chapter**

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

296

297

### 298 **Part F: Restriction Upon Incorporation**

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

303

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

312

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

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

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

322

323

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

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

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

332

333 This provision does not prohibit a Chapter from designating a portion of the funds held by a Chapter  
334 for educational purposes.

335

337

## 338 Fiscal Year, Chapter Dues and Fees

339

### 340 Part A: Fiscal Year

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

342

343

### 344 Part B: Annual Chapter Dues and Fees

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

357

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

360

361

### 362 Part C: Dues of New Designated Members, or Fees of New Candidates, 363 Practicing Affiliates or Affiliates

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

368

369

### 370 Part D: Administrative Fees for Designated Members

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



376 **Part E: Payment Date, Late Fee and Nonpayment**

377 The rules governing dates that dues and fees are payable, late fees, and the suspension or  
378 termination of Designated Members, Candidates, Practicing Affiliates and Affiliates for nonpayment of  
379 dues or fees are set in the national Bylaws.

380

381

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

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

388

389

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

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

394

395

396 **Part H: Special Assessments**

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

402

403

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

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

408

409

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

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

415

417

## 418 Chapter Board of Directors

419

### 420 Part A: General Authority

421 The affairs and activities of the Chapter shall be administered by a Board of Directors. The Chapter  
422 Board of Directors shall exercise all powers specifically delegated to the Chapters by this Regulation  
423 the national Bylaws, and the policies of the Appraisal Institute, subject to the restrictions upon such  
424 powers set forth in this Regulation and established by the national Board of Directors.

425

426

### 427 Part B: Composition

428 The Chapter Board of Directors shall consist of elected and *ex officio* voting and nonvoting members.  
429 The elected officers of the Chapter, the immediate past President of the Chapter and the Chair of the  
430 Branch Chapters(s) (if any) shall be *ex officio* voting members of the Chapter Board of Directors.  
431 Each member of the national Board of Directors who belongs to the Chapter shall be an *ex officio*  
432 nonvoting member of the Chapter Board of Directors including the right to introduce and second  
433 motions and resolutions.

434

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

436

437

### 438 Part C: Term

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

441

442

### 443 Part D: Eligibility

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

449

450

### 451 Part E: Removal

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

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

458

459 1) ceases to meet any of the service eligibility requirements set forth in Article IV of this Regulation;

460 or

461

462 2) receives a publishable disciplinary action by Appraisal Institute.

463

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

466

467

### 468 **Part F: Vacancies**

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

472

473 To fill the remainder of the unexpired term, the Chapter shall first follow the nominating process set  
474 forth in this Regulation. After the nominating process is completed, the vacancy shall be filled by  
475 election:

476

477 1) at the next regular Chapter meeting;

478

479 2) at a special Chapter meeting held before the next regular Chapter meeting;

480

481 3) via secure mail ballot if a majority of the Chapter Board of Directors approves such voting  
482 procedure; or

483

484 4) via secure electronic means if a majority of the Chapter Board of Directors approves such voting  
485 procedure.

486

487

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

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

491

492

### 493 **Part H: Meetings**

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

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

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

509  
510  
511 **Part J: Meetings in Person or by Interactive Technology**

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

517  
518  
519 **Part K: Action Without a Meeting**

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

524  
525 An action by written consent shall have the same force and effect as any other validly approved  
526 action of the Chapter Board of Directors. The written consent(s) shall be filed with the minutes of the  
527 meetings of the Chapter Board of Directors.

528  
529  
530 **Part L: Quorum**

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

539

## 540 Chapter Officers

541

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

543 The officers of the Chapter shall include a President, at least one (1) Vice President, a Secretary and  
544 a Treasurer (or a Secretary-Treasurer). Each Chapter officer shall be elected annually to a one (1)  
545 year term by a majority vote of the Designated Members, Candidates, Practicing Affiliates and  
546 Affiliates belonging to the Chapter in the manner required by this Regulation.

547

548

### 549 **Part B: Eligibility**

550 A Designated Member or Candidate belonging to the Chapter is eligible to serve as a Chapter officer  
551 if he or she meets the requirements set forth in this Part and in Article IV of this Regulation and if he  
552 or she has an email address and web access. The Chapter President shall be a Designated Member.

553

554

### 555 **Part C: Removal**

556 A Chapter officer who fails to fulfill the duties of his or her position or who fails to attend three (3)  
557 consecutive regularly scheduled Board meetings may be removed from office by a sixty percent  
558 (60%) vote of the voting members of the Chapter Board of Directors. Further, the national Board of  
559 Directors may remove a Chapter officer for cause by a sixty percent (60%) vote.

560

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

562

563 1) ceases to meet any of the service eligibility requirements set forth in Article IV of this Regulation;  
564 or

565

566 2) receives a publishable disciplinary action by the Appraisal Institute.

567

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

570

571

### 572 **Part D: Vacancies**

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

577

578 To fill the remainder of the unexpired term, the Chapter shall first follow the nominating process set  
579 forth in Article IX. After the nominating process is completed, the Designated Members, Candidates,

580 Practicing Affiliates and Affiliates belonging to the Chapter shall fill the vacancy for the remainder of  
581 the unexpired term by an election:

582

583 a) at the next regular Chapter meeting;

584

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

586

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

589

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

592

593

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

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

596

597 a) preside at all regular and special Chapter meetings;

598

599 b) preside at all regular and special meetings of the Chapter Board of Directors;

600

601 c) carry out the policies and programs adopted by the Chapter Board of Directors;

602

603 d) serve as an ex officio non-voting member of all Chapter committees except the Nominating  
604 Committee;

605

606 e) attend all Regional Committee meetings;

607

608 f) have an e-mail address and web access;

609

610 g) be familiar with the Bylaws, Regulations and policies of the Appraisal Institute and the Chapter  
611 Bylaws; and

612

613 h) make Chapter committee appointments in accordance with this Regulation.

614

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

618

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

622 **Part F: Duties of the Chapter Vice President**

623 The Vice President of the Chapter shall perform the duties of the Chapter President in the event of  
624 the Chapter President's absence or disability. The Chapter Vice President shall also perform such  
625 other duties as may be assigned to him or her by the Chapter Board of Directors or the Chapter  
626 President. The Chapter Vice President or the Chapter officer that is next in line to the Chapter  
627 President shall succeed to the office of Chapter President should that office become vacant, except  
628 that if the Chapter Vice President or the Chapter officer next in line to the Chapter President is not a  
629 Designated Member, a special election to fill the Presidential vacancy shall be held. If the Chapter  
630 has more than one Vice President, a provision for more than one Chapter Vice President must be  
631 provided for in the Chapter Bylaws.

632  
633  
634 **Part G: Duties of the Chapter Secretary**

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

642  
643 The Chapter Secretary shall deliver in writing a copy of the minutes from each regular or special  
644 Chapter meeting and each regular or special meeting of the Chapter Board of Directors to each  
645 Chapter Director and the Chief Executive Officer of the Appraisal Institute within thirty (30) days after  
646 such meeting.

647  
648 The Chapter Secretary shall prepare and issue the Chapter roster, effective January 1<sup>st</sup> of each  
649 calendar year. The Chapter Secretary shall also maintain the Chapter roster.

650  
651 The Chapter Secretary shall be responsible for the Chapter's charter, seal, minute book, and non-  
652 financial records. At the expiration of his or her term of office, the Chapter Secretary shall turn over to  
653 his or her successor, the Chapter's charter, seal, minute book and non-financial records in his or her  
654 custody or control.

655  
656 The Chapter Secretary shall perform such other duties as may be prescribed by the Chapter Board of  
657 Directors or the Chapter President.

658  
659  
660 **Part H: Duties of the Chapter Treasurer**

661 **Section 1. Where Chapter has not implemented Chapter Financial Management and**  
662 **Administration Policy.\***

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

671

672 The Chapter Treasurer shall ensure that annual financial statements (balance sheet and income  
673 statement) are prepared in compliance with the standard chart of accounts for Chapters using the  
674 online accounting system required by the Appraisal Institute. The Chapter Treasurer shall deliver a  
675 written report about the Chapter's general financial condition to the Chief Executive Officer of the  
676 Appraisal Institute within thirty (30) days of the report's presentation to the Chapter Board of  
677 Directors. The annual financial statements shall, upon written request, be open for inspection by any  
678 Chapter Designated Member, Candidate, Practicing Affiliate or Affiliate who wishes to inspect such  
679 statements.

680

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

685

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

688

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

694

695 \* Upon the full implementation of the Appraisal Institute Chapter Financial Management and  
696 Administration Policy for all Chapters, this section shall automatically expire.

697

698 **Section 2. Where Chapter has implemented Chapter Financial Management and**  
699 **Administration Policy.**

700 The Chapter Treasurer shall receive all monies collected by the Chapter, or by any officer or other  
701 party on behalf of the Chapter, and shall deposit such monies in a bank account designated for such  
702 Chapter. The Chapter Treasurer shall approve disbursements for expenses that have been approved  
703 within the annual Chapter operating budget. The Chapter President may approve disbursements for  
704 expenses that have been approved within the annual Chapter operating budget if the Treasurer is  
705 unavailable and/or delay in approval could incur late fees or cause other harm to the Chapter.



706 Disbursements not otherwise approved under a Chapter budget must be approved by a majority vote  
707 of the Chapter Board of Directors. The Chapter shall follow the Appraisal Institute Chapter Financial  
708 Management and Administration policy adopted by the Appraisal Institute.

709

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

714

## 715 Nominations and Elections

716

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

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

721

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

728

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

734

735 The two (2) elected members of the Chapter Nominating Committee shall be elected by the  
736 Designated Members, Candidates, Practicing Affiliates and Affiliates belonging to the Chapter at the  
737 first regular Chapter meeting in each year. All nominations for the elected positions shall be made  
738 from the floor. Elected members of the Chapter Nominating Committee shall serve a one (1) year  
739 term and shall not be eligible to serve consecutive terms on the Chapter Nominating Committee.  
740 Members of the Chapter Nominating Committee shall not be eligible for nomination by the Chapter  
741 Nominating Committee for any positions.

742

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

744

745

### 746 **Part B: Eligibility to Serve and Removal**

747 The requirements and rules for eligibility and removal for the Chapter Nominating Committee are set  
748 forth in the Article of this Regulation governing Chapter Committees.

749

750

### 751 **Part C: Duties of Chapter Nominating Committee**

752 Each year the Chapter Nominating Committee shall prepare a slate consisting of at least one (1)  
753 nominee for each of the following positions, as necessary and subject to the expiration of terms as

754 specified in this Regulation: each Chapter office, each vacancy on the Chapter Board of Directors and  
755 each vacant Chapter Representative to the Regional Committee position to be filled for the  
756 succeeding year.

757

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

762

763

#### 764 **Part D: Report of Chapter Nominating Committee**

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

771

772

#### 773 **Part E: Additional Nominations**

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

782

783

#### 784 **Part F: Chapter Elections**

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

789

790 The Designated Members, Candidates, Practicing Affiliates and Affiliates belonging to the Chapter  
791 shall then proceed to elect the necessary Chapter officers, Chapter Directors, Chapter  
792 Representatives to the Regional Committee, and at the option of the Chapter, alternative Chapter  
793 Representatives to the Regional Committee, for the succeeding year.

794

795 Alternatively, by at least a majority vote of the Chapter Board of Directors, Chapter elections may be  
796 conducted by mail ballot or electronic means. If a mail ballot or electronic means are used, the

797 Chapter must adopt a procedure that ensures voting security. For voting by mail ballot, such security  
798 shall include at a minimum, the mailing by the Chapter Secretary of a numbered ballot to each  
799 Designated Member, Candidate, Practicing Affiliate and Affiliate with a numbered return envelope. At  
800 least twenty (20) days shall be allowed for the return of ballots. For voting by electronic means, the  
801 procedure must ensure that each ballot is cast by a Designated Member, Candidate, Practicing  
802 Affiliate or Affiliate having the right to vote, and that such individual has voted no more than once.

803

804 Examples of such secure electronic voting procedures include use of electronic signatures and  
805 passwords. At least ten (10) days shall be allowed for the return of electronic ballots and access to  
806 electronic ballots shall be limited to the Chapter Secretary and/or no more than two individuals  
807 designated by the Chapter Board of Directors. Tabulation of mail or electronic ballots shall be  
808 conducted by the Chapter Secretary and/or no more than two individuals designated by the Chapter  
809 Board of Directors. The Chapter Secretary shall be responsible for the notification of results as  
810 provided for in the following section.

811

812

### 813 **Part G: Notification of Results**

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

818

819

### 820 **Part H: Chapter Representatives to the Regional Committee**

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

828

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

831

832

### 833 **Part I: Use of Alternate Chapter Representatives to the Regional 834 Committee**

835 Chapters may elect Alternate Chapter Representative(s) to the Regional Committee. If the Chapter  
836 President or a Chapter Representative to the Regional Committee is unable to attend a Regional  
837 Committee meeting, the Chapter President shall notify the first Alternate Chapter Representative and  
838 request that such Alternate attend the Regional Committee meeting. If the first Alternate is unable to  
839 attend, the Chapter President shall proceed down the list of elected Alternate(s) until one who is able

840 to attend the Regional Committee meeting is found or the list is exhausted. The Chapter President  
841 shall provide notice delivered in writing to the Regional Chair of the use of Alternate Chapter  
842 Representatives to the Regional Committee.  
843

845

## 846 Chapter Committees

847

### 848 **Part A: General**

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

850 Except where otherwise provided, each Chapter shall have the following committees: Candidate  
851 Guidance Committee, General and Residential Appraiser Education Committees; Finance  
852 Committee; and Nominating Committee. At the Chapter's discretion, the General Appraiser and  
853 Residential Appraiser Education Committees may be combined into one Chapter Education  
854 Committee. Chapters whose jurisdiction covers an entire state or territory shall have a Government  
855 Relations Subcommittee.

856

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

862

#### 863 **Section 2. Eligibility to Serve**

864 A Designated Member, a Candidate, or a Practicing Affiliate belonging to the Chapter shall be eligible  
865 to serve on a Chapter Committee if he or she meets the requirements set forth in Article IV of this  
866 Regulation.

867

#### 868 **Section 3. Removal**

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

873

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

875

876 a) ceases to meet any of the service eligibility requirements set forth in Article IV of this Regulation;  
877 or

878

879 b) receives a publishable disciplinary action by the Appraisal Institute.

880

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

883 **Section 4. Vacancies**

884 Unless otherwise provided by the national Bylaws or this Regulation, if a vacancy occurs for whatever  
885 reason on a Chapter committee, such vacancy shall be filled by appointment by the Chapter  
886 President or by election for the remainder of the term, depending on the means by which the position  
887 is regularly filled. However, the individual so appointed or elected must be qualified to serve in the  
888 position from the time of appointment or election.

889

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

892

893

894 **Part B: Required Chapter Committees**

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

896 The Chapter Candidate Guidance Committee shall consist of a Chair and at least two (2) other  
897 Committee members. The Committee Chair and Committee members must be Designated Members  
898 of the Appraisal Institute and are encouraged to serve as Advisors to Candidates.

899

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

905

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

907

- 908 a) facilitate networking among Advisors to Candidates; and  
909  
910 b) arrange special programs and events for Candidates belonging to the Chapter to encourage and  
911 help them in their efforts to become Appraisal Institute Designated Members; and  
912  
913 c) perform such other duties as may be assigned by the national Board of Directors and the  
914 Chapter.

915

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

917 The Chapter Education Committee(s) shall consist of a Chair and at least two (2) other Committee  
918 members.

919

920 The currently serving Chapter President shall appoint the Chair(s) of the Chapter Education  
921 Committee(s) in the first quarter of the year preceding the commencement of the Chapter Education  
922 Chair's(s') term, subject to the approval of the Chapter Board of Directors. The Chapter Education  
923 Chair(s) shall serve either:

924

- 925 a) two (2) year term(s); or

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

929  
930 The Chapter Education Chair(s) shall have an e-mail address and shall have web access.

931  
932 The Chapter President shall appoint the members of the Chapter Education Committee(s) whose  
933 terms commence at the same time as the Chapter President's term, subject to the approval of the  
934 Chapter Board of Directors. The Chapter Education Committee(s) members shall be appointed to  
935 serve three (3) year staggered terms and shall not be eligible to serve consecutive terms.

936  
937 The duties of the Chapter Education Committee(s) shall be to formulate and submit to the Chapter  
938 Board of Directors a general program for educational activities at the Chapter level for the year and to  
939 take all steps necessary to prepare and conduct Chapter educational programs. The Chapter must  
940 offer Appraisal Institute approved educational programs totaling at least ten (10) hours during each  
941 calendar year, unless the Chapter opts out of providing education.

942

### 943 **Section 3. Required Chapter Committees - Chapter Finance Committee**

944 The Chapter Finance Committee shall consist of the Treasurer of the Chapter and a minimum of  
945 three (3) other Committee members.

946

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

949

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

954

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

960

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

963

### 964 **Section 4. Government Relations Subcommittee**

965 If a Chapter's jurisdiction covers the entirety of a state or territory, or the entirety of multiple states or  
966 territories, the Chapter shall have a Government Relations Subcommittee for each such state or  
967 territory. The Government Relations Subcommittee(s) shall report to the national Government  
968 Relations Committee. The name of the Government Relations Subcommittee shall include the name  
969 of the appropriate state or territory.



970 The Government Relations Subcommittee shall consist of a Chair and a minimum of two (2) other  
971 Committee members.

972

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

978

979 The duties of the Government Relations Subcommittee shall be to:

980

981 1) Communicate and coordinate committee activities with the national Government  
982 Relations Committee of the Appraisal Institute;

983

984 2) Monitor legislative and regulatory developments in the state or territory and report such  
985 developments to the national Government Relations Committee;

986

987 3) Promote Appraisal Institute policies and programs in the state or territory in consultation  
988 with the national Government Relations Committee and staff;

989

990 4) Disseminate and promote state and federal legislative and regulatory action items to the  
991 chapters; and

992

993 5) Perform such other duties as maybe assigned to it by the national Government Relations  
994 Committee, the Executive Committee or the Board of Directors.

995

#### 996 **Section 5. Chapter Nominating Committee**

997 The composition, powers and duties of the Chapter Nominating Committee are set forth in the Article  
998 of this Regulation governing Nominations and Elections.

999

1000

### 1001 **Part C: Optional Chapter Committees**

#### 1002 **Section 1. Chapter Bylaws Committee**

1003 If the Chapter Bylaws provide for a Chapter Bylaws Committee, such Committee shall consist of a  
1004 Chair and a minimum of two (2) other Committee members.

1005

1006 The Chapter President shall appoint the Committee Chair and Committee members whose terms  
1007 shall commence at the same time as the President's, subject to the approval of the Chapter Board of  
1008 Directors. The Chair shall be appointed for a one (1) year term. The other Committee members shall  
1009 be appointed to serve three (3) year staggered terms and shall not be eligible to serve consecutive  
1010 terms.

1011

1012 The duties of the Chapter Bylaws Committee shall be to maintain the Chapter Bylaws and make  
1013 recommendations regarding the national Bylaws and Regulations.

1014 **Section 2. Chapter Candidate Committee**

1015 If the Chapter Bylaws provide for a Chapter Candidate Committee, such Committee shall consist of  
1016 the Candidates of the Chapter.

1017  
1018 The Chair of the Chapter Candidate Committee shall be elected from among the Candidates of the  
1019 Chapter at the same time that the Chapter holds its other elections pursuant to this Regulation. The  
1020 Chair shall be elected by the Candidates belonging to the Chapter present and voting at the election.

1021  
1022 The Chair shall serve a two (2) year term and may serve two (2) consecutive two (2) year terms. The  
1023 term of a Chair shall commence on the January 1st following election. If the individual elected as  
1024 Chair becomes a Designated Member before commencing his or her term or if the Chair becomes a  
1025 Designated Member during his or her term as Chair, such individual can fulfill his or her complete two  
1026 (2) year term but shall not be eligible for election to another term.

1027  
1028 The Chapter Candidate Committee shall:

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- 1030 a) discuss issues impacting Candidates and provide recommendations to other bodies as  
1031 appropriate;
  - 1032
  - 1033 b) work to enhance communications among Candidates of the Chapter and between Candidates  
1034 and the Regions, and Candidates and the national organization;
  - 1035
  - 1036 c) work with the Chapter Candidate Guidance Committee as appropriate; and  
1037
  - 1038 d) work to develop future leaders for the Chapter and the organization as a whole.
- 1039

1040 **Section 3. Chapter External Relations Committee**

1041 If the Chapter Bylaws provide for a Chapter External Relations Committee, such Committee shall  
1042 consist of a Chair and a minimum of two (2) other Committee members.

1043  
1044 The Chapter President shall appoint the Committee Chair and Committee members whose terms  
1045 shall commence at the same time as the President's, subject to the approval of the Chapter Board of  
1046 Directors. The Chair shall be appointed to a one (1) year term. The other Committee members shall  
1047 be appointed to serve three (3) year staggered terms and shall not be eligible to serve consecutive  
1048 terms.

1049  
1050 The duties of the External Relations Committee shall be to develop Chapter relations with other  
1051 organizations, including other appraisal organizations, other Chapters of the Appraisal Institute, other  
1052 professional organizations and various public bodies when the actions of such organizations or public  
1053 bodies may affect the Chapter and those who belong to the Chapter.

1054 **Section 4. Chapter Public Relations Committee**

1055 If the Chapter Bylaws provide for a Chapter Public Relations Committee, such Committee shall  
1056 consist of a Chair and a minimum of two (2) other Committee members.

1057

1058 The Chapter President shall appoint the Committee Chair and Committee members whose terms  
1059 shall commence at the same time as the President's, subject to the approval of the Chapter Board of  
1060 Directors. The Chair shall be appointed to serve a one (1) year term. The other Committee members  
1061 shall be appointed to serve three (3) year staggered terms and shall not be eligible to serve  
1062 consecutive terms.

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1064 The duties of the Chapter Public Relations Committee shall be to publicize the activities and  
1065 programs of the Chapter and to promote attendance at Chapter meetings and educational events.

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1067 **Section 5. Chapter Government Relations Committee**

1068 If the Chapter Bylaws provide for a Chapter Government Relations Committee, such Committee shall  
1069 consist of a Chair and a minimum of two (2) other Committee members.

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1071 The Chapter President shall appoint the Committee Chair and any Committee members whose terms  
1072 shall commence at the same time as the Chapter President's, subject to the approval of the Chapter  
1073 Board of Directors. The Chair shall be appointed to serve a one (1) year term. The other Committee  
1074 members shall be appointed to serve three (3) year staggered terms. The Chair and the other  
1075 Committee members shall be eligible to serve consecutive terms.

1076

1077 The duties of the Chapter Government Relations Committee shall be to promote the Appraisal  
1078 Institute's policies and programs regarding legislation and regulations that are of interest and  
1079 importance to appraisers and to support the Government Relations Subcommittee in the Chapter's  
1080 state or territory.

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## Chapter Meetings and Quorums

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### **Part A: Regular Chapter Meetings**

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

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

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### **Part B: Special Chapter Meetings**

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

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

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

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### **Part C: Meetings in Person or by Interactive Technology**

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

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**Part D: Quorum**

A quorum for any regular or special Chapter meeting shall be those Designated Members, Candidates, Practicing Affiliates, and Affiliates that belong to the Chapter who are present and voting at the meeting. The Designated Members, Candidates, Practicing Affiliates, and Affiliates may take action at a meeting at which a quorum is present upon a majority vote of the Designated Members, Candidates, Practicing Affiliates, and Affiliates present, unless a different requirement is prescribed by this Regulation.

A meeting at which a quorum is initially present may continue to transact business, notwithstanding the withdrawal of any Designated Members, Candidates, Practicing Affiliates, or Affiliates, if any action taken is approved by a majority of the required quorum for that meeting or by a majority of the remaining individuals, whichever is greater.

**Part E: Joint Meetings**

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

**Part F: Robert’s Rules of Order**

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

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## 1146 **Branch Chapters**

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### 1148 **Part A: Purpose**

1149 Where the jurisdiction of a Chapter covers a large geographical area, a Branch Chapter or Branch  
1150 Chapters may be formed to make it more convenient for Designated Members, Candidates,  
1151 Practicing Affiliates and Affiliates belonging to the Chapter to attend the meetings and functions of the  
1152 Chapter.

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### 1155 **Part B: Formation**

1156 The proposal for the formation of a Branch Chapter, including boundaries and approximate number of  
1157 Designated Members, Candidates, Practicing Affiliates and Affiliates, shall be considered by the  
1158 Chapter Board of Directors and by the Regional Committee, both of which shall make  
1159 recommendations. The Regional Chair shall report the Chapter's and Region's recommendations to  
1160 the national Board of Directors whose decision concerning approval or disapproval of the Branch  
1161 Chapter(s) formation shall be final.

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### 1164 **Part C: Procedures and Directives**

1165 The procedures and directives of the Branch Chapter (and any proposed changes to the Procedures  
1166 and Directives) shall be approved by a majority vote of the Chapter Board of Directors present and  
1167 voting at a quorum meeting and must be consistent with the Chapter Bylaws.

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### 1170 **Part D: Branch Chapter**

1171 Designated Members, Candidates, Practicing Affiliates and Affiliates belonging to the Chapter who  
1172 reside or work in the territory covered by the Branch Chapter shall deliver in writing to the Chapter  
1173 Secretary a declaration whether they wish to be included on the list of Designated Members,  
1174 Candidates, Practicing Affiliates and Affiliates belonging to the Branch Chapter.

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### 1177 **Part E: Branch Chapter Leadership**

1178 The leadership of the Branch Chapter shall consist of a Chair, a Vice Chair and an Advisory Board.  
1179 A Designated Member or Candidate belonging to the Branch Chapter shall be eligible to serve as  
1180 Chair, Vice Chair or Advisory Board member if he or she meets the requirements set forth in Article IV  
1181 of this Regulation.

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### 1184 **Part F: Removal**

1185 A Branch Chair, Vice Chair, or Advisory Board member shall be automatically removed if he or she:

1186 1) ceases to meet any of the service eligibility requirements set forth in Article IV of this Regulation;  
1187 or

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1189 2) receives a publishable disciplinary action by Appraisal Institute.

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1191 In the event of removal under this Part, the position shall be filled in the manner that the position was  
1192 filled originally under this Regulation.

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### 1195 **Part G: Branch Chapter Chair**

1196 The initial Branch Chapter Chair shall be appointed by the Chapter Board of Directors. The term for a  
1197 Branch Chapter Chair shall be one (1) year.

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### 1200 **Part H: Branch Chapter Vice Chair**

1201 The Vice Chair of the Branch Chapter shall be appointed to a one (1) year term by the Chapter Board  
1202 of Directors. The Branch Chapter Vice Chair shall automatically succeed to the position of Chair of  
1203 the Branch Chapter unless good cause is shown and a motion to the contrary is passed by two-thirds  
1204 (2/3) of the Directors voting on the issue at a quorum meeting of the Chapter Board of Directors.

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### 1207 **Part I: Branch Chapter Advisory Board**

1208 The Branch Chapter shall maintain a Branch Chapter Advisory Board consisting of at least three (3)  
1209 individuals elected by the Designated Members, Candidates, Practicing Affiliates and Affiliates  
1210 belonging to the Branch Chapter. Branch Chapter Advisory Board members shall be elected to serve  
1211 staggered three (3) year terms.

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1213 Any Branch Chapter Advisory Board member may be selected by the Branch Chapter Chair to  
1214 perform the duties of Secretary/Treasurer.

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### 1217 **Part J: Branch Chapter Meetings**

1218 The Branch Chapter shall hold at least two (2) Branch Chapter meetings a year. These meetings  
1219 should be held shortly before two of the national Board of Directors meeting each year. Other Branch  
1220 Chapter meetings shall be at the discretion of the Branch Chapter Chair and the Branch Chapter  
1221 Advisory Board. The location of each Branch Chapter meeting shall be determined by the Branch  
1222 Chapter Chair and Vice Chair.

1223

1224 Joint meetings of the Branch Chapter and Chapter shall be held at least once a year. The Chair and  
1225 Vice Chair of the Branch Chapter shall each attend at least one Chapter meeting per year.

1226 **Part K: Branch Chapter Funding**

1227 Chapter dues, fees, or service fees shall be paid only to the Chapter. The Chapter shall allocate \$200  
1228 for the Branch Chapter as its initial budget. The Chapter shall control the funding of all monies to the  
1229 Branch Chapter. The Branch Chapter shall operate within its own budget as approved by the Chapter  
1230 Board of Directors.

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1233 **Part L: Branch Chapter Reports**

1234 All Branch Chapter reports, programs, minutes or newsletters shall be transmitted to the Chapter  
1235 President.

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1239 **Chapter Publications**

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1241 **Part A: Chapter Directory**

1242 The Chapter may publish a directory for Designated Members, Candidates, Practicing Affiliates and  
1243 Affiliates belonging to the Chapter, and for local users of services. The directory may include list(s) of  
1244 individuals in one or more of the following categories: Designated Members, Candidates, Practicing  
1245 Affiliates, and Affiliates in the Chapter. Any list(s) that includes individuals in more than one of these  
1246 categories shall identify in which category each individual falls. A copy of the Chapter directory must  
1247 be forwarded to the Chief Executive Officer of the Appraisal Institute.

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1250 **Part B: Chapter Newsletter**

1251 The Chapter may publish a newsletter for Designated Members, Candidates, Practicing Affiliates and  
1252 Affiliates in the Chapter, and other interested parties. A copy of such Chapter newsletter must be  
1253 delivered in writing to the Chief Executive Officer of the Appraisal Institute.

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1256 **Part C: Chapter Web Site**

1257 Each Chapter shall establish and maintain a web site to provide information for use by Designated  
1258 Members, Candidates, Practicing Affiliates and Affiliates in the Chapter, and other interested parties.

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## 1261 Suspension or Revocation of Charter

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### 1263 **Part A: Suspension or Revocation for Cause**

1264 The national Board of Directors may suspend or revoke a Chapter's charter for cause after six (6)  
1265 months notice by a two-thirds (2/3) vote of those Directors present at a regular or special meeting for  
1266 any of the following reasons:

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1268 a) failure to abide by the Bylaws, Regulations and policies of the Appraisal Institute;

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1270 b) failure to abide by the Bylaws of the Chapter itself;

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1272 c) retention on the Chapter roster of any person who is not a Designated Member, Candidate,  
1273 Practicing Affiliate or Affiliate belonging to the Appraisal Institute after proper notification by the  
1274 Chief Executive Officer of the Appraisal Institute;

1275

1276 d) failure to maintain the minimum number of Designated Members, Candidates, Practicing Affiliates  
1277 and Affiliates as required by this Regulation;

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1279 e) failure to abide by any license agreement between the Appraisal Institute and an incorporated  
1280 Chapter; or

1281

1282 f) other good cause at the direction of the national Board of Directors.

1283

1284 The Chapter shall be entitled to be heard at the meeting of the national Board of Directors at which  
1285 revocation or suspension is considered. The decision of the national Board of Directors shall be final  
1286 and conclusive.

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### 1289 **Part B: Surrender of Charter**

1290 The surrender of a charter by action of two-thirds (2/3) of the Chapter Designated Members,  
1291 Candidates, Practicing Affiliates and Affiliates present at a Chapter meeting called for such purpose  
1292 shall bring about automatic cancellation.

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### 1295 **Part C: Disposition of Assets**

1296 In the event of a revocation, surrender or dissolution of a Chapter, the assets held by the Chapter  
1297 shall be transferred to the Appraisal Institute. If two (2) or more Chapters merge, the assets held by  
1298 the Chapters shall be merged. If one (1) Chapter splits into two (2) or more smaller Chapters, the  
1299 assets held by the original Chapter shall first be used to retire any indebtedness of such Chapter, and

1300 the balance of the funds shall then be reallocated to the new Chapters on a per capita Practicing  
1301 Designated Member basis.