

# Regulation No. 8

# Chapters

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1 **ARTICLE I**

---

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

17

19

## 20 Charter, Territory and Size

21

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

24

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

30

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

33

34 a) this requirement shall not apply to the Chapters of the American Institute of Real Estate  
35 Appraisers (AIREA) or the Society of Real Estate Appraisers (Society) that existed on December  
36 31, 1990; and

37

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

40

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

43

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

48

49

50

52

## 53 **Belonging to a Chapter**

54

### 55 **Part A: Requirement**

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

58

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

61

62

### 63 **Part B: Assignment**

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

67

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

72

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

77

78 International Designated Members, International Candidates, International Practicing Affiliates and  
79 International Affiliates shall be assigned to the Appraisal Institute International Section whose  
80 functions shall be determined by the Board of Directors as necessary and appropriate. A Designated  
81 Member, Candidate, Practicing Affiliate or Affiliate of the International Section may also choose to  
82 belong to a Chapter.

83

84

### 85 **Part C: Transfer**

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

91

92 **Part D: Multiple Chapters**

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

95

96 1) such individual chooses a primary Chapter; and

97

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

100

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

103

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

105

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

107

108

109

110



112

113 **Designated Members, Candidates, Practicing**  
114 **Affiliates and Affiliates of the Chapter and Their**  
115 **Privileges**

116

117 **Part A: Designated Members**

118 **Section 1. Categories and Statuses**

119 Chapters shall have Practicing and Non-Practicing Designated Members as defined in the national  
120 Bylaws. Practicing Designated Members may also hold the status Practicing Life Designated Member  
121 or Practicing Semi-Retired Designated Member. Non-Practicing Designated Members may also hold  
122 the status of Non-Practicing Retired Designated Member or Non-Practicing Life Designated Member.

123

124 **Section 2. Voting Rights**

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

128

129 **Section 3. Eligibility for Service**

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

132

- 133 a) are members of the Chapter in good standing;
- 134
- 135 b) hold the status “continuing education program completed”;
- 136
- 137 c) have not been subject to a publishable disciplinary action by the Appraisal Institute within the five  
138 (5) years prior to election or appointment;
- 139
- 140 d) stay up-to-date on the content of Appraisal Institute communications, including but not limited to,  
141 the content of all non-commercial e-mails originating from the national organization, the  
142 individual’s region and the individual’s chapter; and
- 143
- 144 e) are not otherwise precluded from serving by this Regulation.

145

146

147 **Part B: Candidates**

148 **Section 1. Candidates**

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

150

151 **Section 2. Voting Rights**

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

153

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

155

156 b) admissions issues.

157

158 **Section 3. Eligibility for Service**

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

162

163 a) are Candidates in good standing;

164

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

166

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

169

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

171

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

173

174 b) confidential admissions issues.

175

176

177 **Part C: Practicing Affiliates**

178 **Section 1. Practicing Affiliates**

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

180

181 **Section 2. Voting Rights**

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

183

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

185

186 b) admissions issues.

187

188 **Section 3. Eligibility for Service**

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

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

195  
196 Except where provided otherwise, Practicing Affiliates may serve on Chapter Committees of  
197 Education, Finance, Government Relations, External Relations, and Public Relations, on Chapter  
198 panels, project teams and other Chapter bodies where permitted if such Practicing Affiliates:  
199

- 200 a) are a Practicing Affiliate in good standing;  
201  
202 b) have completed any continuing education requirements for Practicing Affiliates; and  
203  
204 c) have not been subject to a publishable disciplinary action by the Appraisal Institute within the five  
205 (5) years prior to appointment.  
206

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

- 208  
209 a) education issues where examination security is impacted; or  
210  
211 b) confidential admissions issues.  
212  
213

## 214 **Part D: Affiliates**

### 215 **Section 1. Affiliates Category**

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

217

### 218 **Section 2. Voting Rights**

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

220

- 221 a) education issues where examination security is impacted; or  
222  
223 b) admissions issues.  
224

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

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

231

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

- 234 a) are Affiliates in good standing; and  
235  
236 b) have not been subject to a publishable disciplinary action by the Appraisal Institute within the five  
237 (5) years prior to appointment.  
238

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

- 240  
241 a) education issues where examination security is impacted; or  
242  
243 b) confidential admissions issues.  
244

245  
246

248

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

250

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

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

257

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

261

262

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

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

269

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

278

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

282

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

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

291

292

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

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

297

298

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

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

302

303

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

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

308

309

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

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

315

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

324

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

329

330

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

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

336

337

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

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

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

346

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

349

351

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

353

### 354 **Part A: Fiscal Year**

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

356

357

### 358 **Part B: Annual Chapter Dues and Fees**

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

371

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

374

375

### 376 **Part C: Dues of New Designated Members, or Fees of New Candidates, 377 Practicing Affiliates or Affiliates**

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

382

383

### 384 **Part D: Administrative Fees for Designated Members**

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



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

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

394

395

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

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

402

403

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

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

408

409

410 **Part H: Special Assessments**

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

416

417

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

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

422

423

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

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

429

431

## 432 Chapter Board of Directors

433

### 434 **Part A: General Authority**

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

439

440

### 441 **Part B: Composition**

442 The Chapter Board of Directors shall consist of elected and *ex officio* voting and nonvoting members.  
443 The elected officers of the Chapter, the immediate past President of the Chapter and the Chair of the  
444 Branch Chapters(s) (if any) shall be *ex officio* voting members of the Chapter Board of Directors.  
445 Each member of the national Board of Directors who belongs to the Chapter shall be an *ex officio*  
446 nonvoting member of the Chapter Board of Directors including the right to introduce and second  
447 motions and resolutions.

448

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

450

451

### 452 **Part C: Term**

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

455

456

### 457 **Part D: Eligibility**

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

463

464

### 465 **Part E: Removal**

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

471

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

473

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

475 or

476

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

478

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

481

482

### 483 **Part F: Vacancies**

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

487

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

491

492 1) at the next regular Chapter meeting;

493

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

495

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

498

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

501

502

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

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

506

507

### 508 **Part H: Meetings**

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

512

513

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

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

526

527

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

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

534

535

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

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

541

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

545

546

547 **Part L: Quorum**

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

554

555

557

## 558 Chapter Officers

559

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

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

565

566

### 567 **Part B: Eligibility**

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

571

572

### 573 **Part C: Removal**

574 A Chapter officer who fails to fulfill the duties of his or her position or who fails to attend three (3)  
575 consecutive regularly scheduled Board meetings may be removed from office by a sixty percent  
576 (60%) vote of the voting members of the Chapter Board of Directors. Further, the national Board of  
577 Directors may remove a Chapter officer for cause by a sixty percent (60%) vote.

578

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

580

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

583

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

585

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

588

589

### 590 **Part D: Vacancies**

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

595

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

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

600

601 a) at the next regular Chapter meeting;

602

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

604

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

607

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

610

611

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

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

614

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

616

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

618

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

620

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

623

624 e) attend all Regional Committee meetings;

625

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

627

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

630

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

632

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

636

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

640

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

642 The Vice President of the Chapter shall perform the duties of the Chapter President in the event of  
643 the Chapter President's absence or disability. The Chapter Vice President shall also perform such  
644 other duties as may be assigned to him or her by the Chapter Board of Directors or the Chapter  
645 President. The Chapter Vice President or the Chapter officer that is next in line to the Chapter  
646 President shall succeed to the office of Chapter President should that office become vacant, except  
647 that if the Chapter Vice President or the Chapter officer next in line to the Chapter President is not a  
648 Designated Member, a special election to fill the Presidential vacancy shall be held. If the Chapter  
649 has more than one Vice President, a provision for more than one Chapter Vice President must be  
650 provided for in the Chapter Bylaws.

651  
652  
653 **Part G: Duties of the Chapter Secretary**

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

661  
662 The Chapter Secretary shall deliver in writing a copy of the minutes from each regular or special  
663 Chapter meeting and each regular or special meeting of the Chapter Board of Directors to each  
664 Chapter Director and the Chief Executive Officer of the Appraisal Institute within thirty (30) days after  
665 such meeting.

666  
667 The Chapter Secretary shall prepare and issue the Chapter roster, effective January 1<sup>st</sup> of each  
668 calendar year. The Chapter Secretary shall also maintain the Chapter roster.

669  
670 The Chapter Secretary shall be responsible for the Chapter's charter, seal, minute book, and non-  
671 financial records. At the expiration of his or her term of office, the Chapter Secretary shall turn over to  
672 his or her successor, the Chapter's charter, seal, minute book and non-financial records in his or her  
673 custody or control.

674  
675 The Chapter Secretary shall perform such other duties as may be prescribed by the Chapter Board of  
676 Directors or the Chapter President.

677  
678  
679 **Part H: Duties of the Chapter Treasurer**

680 **Section 1. Where Chapter has not implemented Chapter Financial Management and**  
681 **Administration Policy.\***

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

691  
692 The Chapter Treasurer shall ensure that annual financial statements (balance sheet and income  
693 statement) are prepared in compliance with the standard chart of accounts for Chapters using the  
694 online accounting system required by the Appraisal Institute. The Chapter Treasurer shall deliver a  
695 written report about the Chapter's general financial condition to the Chief Executive Officer of the  
696 Appraisal Institute within thirty (30) days of the report's presentation to the Chapter Board of  
697 Directors. The annual financial statements shall, upon written request, be open for inspection by any  
698 Chapter Designated Member, Candidate, Practicing Affiliate or Affiliate who wishes to inspect such  
699 statements.

700  
701 A Chapter's receipts and/or funds shall be audited by an independent Certified Public Accountant  
702 (CPA) if required by law or if the national Board of Directors deems such audit is in the best interest of  
703 the Appraisal Institute. The report resulting from any audit shall be submitted to the Chair of the  
704 national Audit Committee and the national Chief Financial Officer.

705

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

708

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

714

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

717

718 **Section 2. Where Chapter has implemented Chapter Financial Management and**  
719 **Administration Policy.**

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



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

729

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

733

735

## 736 **Nominations and Elections**

737

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

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

742

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

749

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

755

756 The two (2) elected members of the Chapter Nominating Committee shall be elected by the  
757 Designated Members, Candidates, Practicing Affiliates and Affiliates belonging to the Chapter at the  
758 first regular Chapter meeting in each year. All nominations for the elected positions shall be made  
759 from the floor. Elected members of the Chapter Nominating Committee shall serve a one (1) year  
760 term and shall not be eligible to serve consecutive terms on the Chapter Nominating Committee.  
761 Members of the Chapter Nominating Committee shall not be eligible for nomination by the Chapter  
762 Nominating Committee for any positions.

763

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

765

766

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

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

770

771

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

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

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

778

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

783

784

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

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

792

793

### 794 **Part E: Additional Nominations**

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

803

804

### 805 **Part F: Chapter Elections**

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

810

811 The Designated Members, Candidates, Practicing Affiliates and Affiliates belonging to the Chapter  
812 shall then proceed to elect the necessary Chapter officers, Chapter Directors, Chapter  
813 Representatives to the Regional Committee, and at the option of the Chapter, alternative Chapter  
814 Representatives to the Regional Committee, for the succeeding year.

815 Alternatively, by at least a majority vote of the Chapter Board of Directors, Chapter elections may be  
816 conducted by mail ballot or electronic means. If a mail ballot or electronic means are used, the  
817 Chapter must adopt a procedure that ensures voting security. For voting by mail ballot, such security

818 shall include at a minimum, the mailing by the Chapter Secretary of a numbered ballot to each  
819 Designated Member, Candidate, Practicing Affiliate and Affiliate with a numbered return envelope. At  
820 least twenty (20) days shall be allowed for the return of ballots. For voting by electronic means, the  
821 procedure must ensure that each ballot is cast by a Designated Member, Candidate, Practicing  
822 Affiliate or Affiliate having the right to vote, and that such individual has voted no more than once.

823

824 Examples of such secure electronic voting procedures include use of electronic signatures and  
825 passwords. At least ten (10) days shall be allowed for the return of electronic ballots and access to  
826 electronic ballots shall be limited to the Chapter Secretary and/or no more than two individuals  
827 designated by the Chapter Board of Directors. Tabulation of mail or electronic ballots shall be  
828 conducted by the Chapter Secretary and/or no more than two individuals designated by the Chapter  
829 Board of Directors. The Chapter Secretary shall be responsible for the notification of results as  
830 provided for in the following section.

831

832

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

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

838

839

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

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

848

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

851

852

### 853 **Part I: Use of Alternate Chapter Representatives to the Regional 854 Committee**

855 Chapters may elect Alternate Chapter Representative(s) to the Regional Committee. If the Chapter  
856 President or a Chapter Representative to the Regional Committee is unable to attend a Regional  
857 Committee meeting, the Chapter President shall notify the first Alternate Chapter Representative and  
858 request that such Alternate attend the Regional Committee meeting. If the first Alternate is unable to  
859 attend, the Chapter President shall proceed down the list of elected Alternate(s) until one who is able  
860 to attend the Regional Committee meeting is found or the list is exhausted. The Chapter President

861 shall provide notice delivered in writing to the Regional Chair of the use of Alternate Chapter  
862 Representatives to the Regional Committee.  
863

865

## 866 Chapter Committees

867

### 868 **Part A: General**

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

870 Except where otherwise provided, each Chapter shall have the following committees: Candidate  
871 Guidance Committee, General and Residential Appraiser Education Committees; Finance  
872 Committee; Government Relations Committee and Nominating Committee. At the Chapter's  
873 discretion, the General Appraiser and Residential Appraiser Education Committees may be combined  
874 into one Chapter Education Committee. In lieu of having its own Government Relations Committee, a  
875 Chapter shall participate in a statewide government relations coalition or work with another Chapter in  
876 its state that has a Government Relations Committee.

877

878 Each Chapter may have additional committees consistent with the Bylaws, Regulations and policies  
879 of the Appraisal Institute. Such additional committees may include but are not limited to the following:  
880 Bylaws Committee; Candidate Committee; External Relations Committee; and Public Relations  
881 Committee.

882

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

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

887

#### 888 **Section 3. Removal**

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

893

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

895

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

898

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

900

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

903

904

905

906 **Section 4. Vacancies**

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

912

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

915

916

917 **Part B: Required Chapter Committees**

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

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

922

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

928

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

930

931 a) facilitate networking among Advisors to Candidates; and

932

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

935

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

938

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

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

942

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

947

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

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

952  
953 The Chapter Education Chair(s) shall have an e-mail address and shall have web access.

954  
955 The Chapter President shall appoint the members of the Chapter Education Committee(s) whose  
956 terms commence at the same time as the Chapter President's term, subject to the approval of the  
957 Chapter Board of Directors. The Chapter Education Committee(s) members shall be appointed to  
958 serve three (3) year staggered terms and shall not be eligible to serve consecutive terms.

959  
960 The duties of the Chapter Education Committee(s) shall be to formulate and submit to the Chapter  
961 Board of Directors a general program for educational activities at the Chapter level for the year and to  
962 take all steps necessary to prepare and conduct Chapter educational programs. The Chapter must  
963 offer Appraisal Institute approved educational programs totaling at least ten (10) hours during each  
964 calendar year, unless the Chapter opts out of providing education.

965  
966 **Section 3. Required Chapter Committees - Chapter Finance Committee**

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

969  
970 The Chapter Treasurer shall be the Chair of the Chapter Finance Committee and shall serve a term  
971 as Chair that is commensurate with his or her term as Chapter Treasurer.

972  
973 The Chapter President shall appoint any Committee members whose terms shall commence at the  
974 same time as the Chapter President's, subject to the approval of the Chapter Board of Directors.  
975 Committee members shall serve staggered three-year terms and shall not be eligible to serve  
976 consecutive terms.

977  
978 The Chapter Finance Committee shall prepare a proposed budget for the succeeding operating year  
979 and shall deliver in writing its recommendations concerning proposed changes in the Chapter budget  
980 for the current year to the Chapter Board of Directors for approval. The Chapter Treasurer shall  
981 deliver in writing a copy of the approved budget to the Chief Executive Officer, or staff designated by  
982 the CEO, of the Appraisal Institute no later than January 31 of each year.

983  
984 The Chapter Finance Committee must periodically review the general financial condition of the  
985 Chapter and submit reports concerning such condition to the Chapter Board of Directors.

986  
987 **Section 4. Chapter Government Relations Committee**

988 The Chapter Government Relations Committee shall consist of a Chair and a minimum of two (2)  
989 other Committee members.

990  
991 The Chapter President shall appoint the Committee Chair and any Committee members whose terms  
992 shall commence at the same time as the Chapter President's, subject to the approval of the Chapter



993 Board of Directors. The Chair shall be appointed to serve a one (1) year term. The other Committee  
994 members shall be appointed to serve three (3) year staggered terms. The Chair and the other  
995 Committee members shall be eligible to serve consecutive terms.

996

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

1000

#### 1001 **Section 5. Chapter Nominating Committee**

1002 The composition, powers and duties of the Chapter Nominating Committee are set forth in the Article  
1003 of this Regulation governing Nominations and Elections.

1004

1005

### 1006 **Part C: Optional Chapter Committees**

#### 1007 **Section 1. Chapter Bylaws Committee**

1008 If the Chapter Bylaws provide for a Chapter Bylaws Committee, such Committee shall consist of a  
1009 Chair and a minimum of two (2) other Committee members.

1010

1011 The Chapter President shall appoint the Committee Chair and Committee members whose terms  
1012 shall commence at the same time as the President's, subject to the approval of the Chapter Board of  
1013 Directors. The Chair shall be appointed for a one (1) year term. The other Committee members shall  
1014 be appointed to serve three (3) year staggered terms and shall not be eligible to serve consecutive  
1015 terms.

1016

1017 The duties of the Chapter Bylaws Committee shall be to maintain the Chapter Bylaws and make  
1018 recommendations regarding the national Bylaws and Regulations.

1019

#### 1020 **Section 2. Chapter Candidate Committee**

1021 If the Chapter Bylaws provide for a Chapter Candidate Committee, such Committee shall consist of  
1022 the Candidates of the Chapter.

1023

1024 The Chair of the Chapter Candidate Committee shall be elected from among the Candidates of the  
1025 Chapter at the same time that the Chapter holds its other elections pursuant to this Regulation. The  
1026 Chair shall be elected by the Candidates belonging to the Chapter present and voting at the election.

1027

1028 The Chair shall serve a two (2) year term and may serve two (2) consecutive two (2) year terms. The  
1029 term of a Chair shall commence on the January 1st following election. If the individual elected as  
1030 Chair becomes a Designated Member before commencing his or her term or if the Chair becomes a  
1031 Designated Member during his or her term as Chair, such individual can fulfill his or her complete two  
1032 (2) year term but shall not be eligible for election to another term.

1033

1034 The Chapter Candidate Committee shall:

1035

- 1036 a) discuss issues impacting Candidates and provide recommendations to other bodies as  
1037 appropriate;  
1038  
1039 b) work to enhance communications among Candidates of the Chapter and between Candidates  
1040 and the Regions, and Candidates and the national organization;  
1041  
1042 c) work with the Chapter Candidate Guidance Committee as appropriate; and  
1043  
1044 d) work to develop future leaders for the Chapter and the organization as a whole.  
1045

1046 **Section 3. Chapter External Relations Committee**

1047 If the Chapter Bylaws provide for a Chapter External Relations Committee, such Committee shall  
1048 consist of a Chair and a minimum of two (2) other Committee members.  
1049

1050 The Chapter President shall appoint the Committee Chair and Committee members whose terms  
1051 shall commence at the same time as the President's, subject to the approval of the Chapter Board of  
1052 Directors. The Chair shall be appointed to a one (1) year term. The other Committee members shall  
1053 be appointed to serve three (3) year staggered terms and shall not be eligible to serve consecutive  
1054 terms.  
1055

1056 The duties of the External Relations Committee shall be to develop Chapter relations with other  
1057 organizations, including other appraisal organizations, other Chapters of the Appraisal Institute, other  
1058 professional organizations and various public bodies when the actions of such organizations or public  
1059 bodies may affect the Chapter and those who belong to the Chapter.  
1060

1061 **Section 4. Chapter Public Relations Committee**

1062 If the Chapter Bylaws provide for a Chapter Public Relations Committee, such Committee shall  
1063 consist of a Chair and a minimum of two (2) other Committee members.  
1064

1065 The Chapter President shall appoint the Committee Chair and Committee members whose terms  
1066 shall commence at the same time as the President's, subject to the approval of the Chapter Board of  
1067 Directors. The Chair shall be appointed to serve a one (1) year term. The other Committee members  
1068 shall be appointed to serve three (3) year staggered terms and shall not be eligible to serve  
1069 consecutive terms.  
1070

1071 The duties of the Chapter Public Relations Committee shall be to publicize the activities and  
1072 programs of the Chapter and to promote attendance at Chapter meetings and educational events.  
1073

1075

## 1076 Chapter Meetings and Quorums

1077

### 1078 **Part A: Regular Chapter Meetings**

1079 The Chapter shall hold at least four (4) regular Chapter meetings a year, unless the Chair of the  
1080 Chapter's Region approves fewer regular Chapter meetings. The regular Chapter meetings should be  
1081 scheduled to permit timely discussion of matters to be considered by the national Board of Directors  
1082 at its meetings. One (1) of these meetings shall be to elect Chapter officers and directors for the  
1083 subsequent year.

1084

1085 All regular Chapter meetings shall be open to all Designated Members, Candidates, Practicing  
1086 Affiliates, and Affiliates belonging to the Chapter.

1087

1088

### 1089 **Part B: Special Chapter Meetings**

1090 A special Chapter meeting shall be called by the Chapter Secretary upon receipt of a written request  
1091 signed by the Chapter President, the Chapter Board of Directors, or at least ten percent (10%) of the  
1092 combined number of the Designated Members, Candidates, Practicing Affiliates and Affiliates  
1093 belonging to the Chapter.

1094

1095 Within seven (7) days after receipt of any such written request, the Chapter Secretary shall schedule  
1096 a special Chapter meeting. Notice of such a meeting shall be delivered in writing to all Designated  
1097 Members, Candidates, Practicing Affiliates, and Affiliates belonging to the Chapter. This written notice  
1098 shall specify the date, time, place and purpose of the special meeting. The date selected for the  
1099 special Chapter meeting shall be at least ten (10) days but no more than twenty (20) days from the  
1100 date of the transmission of the notice

1101

1102 All special Chapter meetings shall be open to all Designated Members, Candidates, Practicing  
1103 Affiliates, and Affiliates belonging to the Chapter.

1104

1105

### 1106 **Part C: Quorum**

1107 A quorum for any regular or special Chapter meeting shall be those Designated Members,  
1108 Candidates, Practicing Affiliates, and Affiliates that belong to the Chapter who are present and voting  
1109 at the meeting. The Designated Members, Candidates, Practicing Affiliates, and Affiliates may take  
1110 action at a meeting at which a quorum is present upon a majority vote of the Designated Members,  
1111 Candidates, Practicing Affiliates, and Affiliates present, unless a different requirement is prescribed  
1112 by this Regulation.

1113

1114 A meeting at which a quorum is initially present may continue to transact business, notwithstanding  
1115 the withdrawal of any Designated Members, Candidates, Practicing Affiliates, or Affiliates, if any

1116 action taken is approved by a majority of the required quorum for that meeting or by a majority of the  
1117 remaining individuals, whichever is greater.

1118

1119

1120 **Part D: Joint Meetings**

1121 Notice of joint meetings of Chapters with other organizations shall be given to national headquarters  
1122 no fewer than thirty (30) days prior to the date of the meeting to avoid conflicts with the national  
1123 meeting schedule. Joint meetings shall be publicly announced after the proper notice to the national  
1124 headquarters.

1125

1126

1127 **Part E: Robert's Rules of Order**

1128 All meetings are to be conducted according to *Robert's Rules of Order, Newly Revised*.

1129

1130

1132

## 1133 **Branch Chapters**

1134

### 1135 **Part A: Purpose**

1136 Where the jurisdiction of a Chapter covers a large geographical area, a Branch Chapter or Branch  
1137 Chapters may be formed to make it more convenient for Designated Members, Candidates,  
1138 Practicing Affiliates and Affiliates belonging to the Chapter to attend the meetings and functions of the  
1139 Chapter.

1140

1141

### 1142 **Part B: Formation**

1143 The proposal for the formation of a Branch Chapter, including boundaries and approximate number of  
1144 Designated Members, Candidates, Practicing Affiliates and Affiliates, shall be considered by the  
1145 Chapter Board of Directors and by the Regional Committee, both of which shall make  
1146 recommendations. The Regional Chair shall report the Chapter's and Region's recommendations to  
1147 the national Board of Directors whose decision concerning approval or disapproval of the Branch  
1148 Chapter(s) formation shall be final.

1149

1150

### 1151 **Part C: Procedures and Directives**

1152 The procedures and directives of the Branch Chapter (and any proposed changes to the Procedures  
1153 and Directives) shall be approved by a majority vote of the Chapter Board of Directors present and  
1154 voting at a quorum meeting and must be consistent with the Chapter Bylaws.

1155

1156

### 1157 **Part D: Branch Chapter**

1158 Designated Members, Candidates, Practicing Affiliates and Affiliates belonging to the Chapter who  
1159 reside or work in the territory covered by the Branch Chapter shall deliver in writing to the Chapter  
1160 Secretary a declaration whether they wish to be included on the list of Designated Members,  
1161 Candidates, Practicing Affiliates and Affiliates belonging to the Branch Chapter.

1162

1163

### 1164 **Part E: Branch Chapter Leadership**

1165 The leadership of the Branch Chapter shall consist of a Chair, a Vice Chair and an Advisory Board.  
1166 A Designated Member or Candidate belonging to the Branch Chapter shall be eligible to serve as  
1167 Chair, Vice Chair or Advisory Board member if he or she meets the requirements set forth in Article IV  
1168 of this Regulation.

1169

1170

### 1171 **Part F: Removal**

1172 A Branch Chair, Vice Chair, or Advisory Board member shall be automatically removed if he or she:

1173 1) ceases to meet any of the service eligibility requirements set forth in Article IV of this Regulation;  
1174 or

1175  
1176 2) receives a publishable disciplinary action by Appraisal Institute.

1177  
1178 In the event of removal under this Part, the position shall be filled in the manner that the position was  
1179 filled originally under this Regulation.

1180

1181

### 1182 **Part G: Branch Chapter Chair**

1183 The initial Branch Chapter Chair shall be appointed by the Chapter Board of Directors. The term for a  
1184 Branch Chapter Chair shall be one (1) year.

1185

1186

### 1187 **Part H: Branch Chapter Vice Chair**

1188 The Vice Chair of the Branch Chapter shall be appointed to a one (1) year term by the Chapter Board  
1189 of Directors. The Branch Chapter Vice Chair shall automatically succeed to the position of Chair of  
1190 the Branch Chapter unless good cause is shown and a motion to the contrary is passed by two-thirds  
1191 (2/3) of the Directors voting on the issue at a quorum meeting of the Chapter Board of Directors.

1192

1193

### 1194 **Part I: Branch Chapter Advisory Board**

1195 The Branch Chapter shall maintain a Branch Chapter Advisory Board consisting of at least three (3)  
1196 individuals elected by the Designated Members, Candidates, Practicing Affiliates and Affiliates  
1197 belonging to the Branch Chapter. Branch Chapter Advisory Board members shall be elected to serve  
1198 staggered three (3) year terms.

1199

1200 Any Branch Chapter Advisory Board member may be selected by the Branch Chapter Chair to  
1201 perform the duties of Secretary/Treasurer.

1202

1203

### 1204 **Part J: Branch Chapter Meetings**

1205 The Branch Chapter shall hold at least two (2) Branch Chapter meetings a year. These meetings  
1206 should be held shortly before two of the national Board of Directors meeting each year. Other Branch  
1207 Chapter meetings shall be at the discretion of the Branch Chapter Chair and the Branch Chapter  
1208 Advisory Board. The location of each Branch Chapter meeting shall be determined by the Branch  
1209 Chapter Chair and Vice Chair.

1210

1211 Joint meetings of the Branch Chapter and Chapter shall be held at least once a year. The Chair and  
1212 Vice Chair of the Branch Chapter shall each attend at least one Chapter meeting per year.

1213

1214 **Part K: Branch Chapter Funding**

1215 Chapter dues, fees, or service fees shall be paid only to the Chapter. The Chapter shall allocate \$200  
1216 for the Branch Chapter as its initial budget. The Chapter shall control the funding of all monies to the  
1217 Branch Chapter. The Branch Chapter shall operate within its own budget as approved by the Chapter  
1218 Board of Directors.

1219

1220

1221 **Part L: Branch Chapter Reports**

1222 All Branch Chapter reports, programs, minutes or newsletters shall be transmitted to the Chapter  
1223 President.

1224

1226

## 1227 Chapter Publications

1228

### 1229 **Part A: Chapter Directory**

1230 The Chapter may publish a directory for Designated Members, Candidates, Practicing Affiliates and  
1231 Affiliates belonging to the Chapter, and for local users of appraisal services. The directory may  
1232 include list(s) of individuals in one or more of the following categories: Designated Members,  
1233 Candidates, Practicing Affiliates, and Affiliates in the Chapter. Any list(s) that includes individuals in  
1234 more than one of these categories shall identify in which category each individual falls. A copy of the  
1235 Chapter directory must be forwarded to the Chief Executive Officer of the Appraisal Institute.

1236

1237

### 1238 **Part B: Chapter Newsletter**

1239 The Chapter may publish a newsletter for Designated Members, Candidates, Practicing Affiliates and  
1240 Affiliates in the Chapter, and other interested parties. A copy of such Chapter newsletter must be  
1241 delivered in writing to the Chief Executive Officer of the Appraisal Institute.

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### 1244 **Part C: Chapter Web Site**

1245 Each Chapter shall establish and maintain a web site to provide information for use by Designated  
1246 Members, Candidates, Practicing Affiliates and Affiliates in the Chapter, and other interested parties.

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**ARTICLE XIV**

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## Suspension or Revocation of Charter

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

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

- a) failure to abide by the Bylaws, Regulations and policies of the Appraisal Institute;
- b) failure to abide by the Bylaws of the Chapter itself;
- c) retention on the Chapter roster of any person who is not a Designated Member, Candidate, Practicing Affiliate or Affiliate belonging to the Appraisal Institute after proper notification by the Chief Executive Officer of the Appraisal Institute;
- d) failure to maintain the minimum number of Designated Members, Candidates, Practicing Affiliates and Affiliates as required by this Regulation;
- e) failure to abide by any license agreement between the Appraisal Institute and an incorporated Chapter; or
- f) other good cause at the direction of the national Board of Directors.

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

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

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

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

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

1289 the balance of the funds shall then be reallocated to the new Chapters on a per capita Practicing  
1290 Designated Member basis.  
1291