

Regulation No. 9

Regions

Effective August 7, 2020

Copyright © 2020 Appraisal Institute. All rights reserved.

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

REGULATION NO. 9

Table of Contents

ARTICLE I: Purpose 4

ARTICLE II: Territory 5

ARTICLE III: Regional Committees 6
Part A: Duty to Create and Maintain 6
Part B: Composition of the Regional Committee 6
Part C: Regional Financial Officer 6
Part D: Elected Chapter Representatives 7
Part E: Eligibility 7
Part F: Removal From Regional Committee 7
Part G: Vacancies 8

ARTICLE IV: Regional Directors 9
Part A: Number and Terms 9
Part B: Eligibility to Serve as a Regional Director 9
Part C: Vacancies 10
Part D: Duties of the Regional Committee Chair 11
Part E: Duties of Regional Committee Vice Chair 12
Part F: Duties of Third Regional Director 12

ARTICLE V: Subcommittees and Project Teams 14
Part A: General 14
Part B: Regional Nominating Committee 14
Part C: Regional Committee of Chapter Education Chairs 15

ARTICLE VI: Elections 17
Part A: Distribution of Regional Nominating Committee Report 17
Part B: Additional Nominations 17
Part C: Election to Regional Positions 17
Part D: Notification to Regional Committee and to the Appraisal Institute 18

ARTICLE VII: Regional Committee Meetings and Quorums 19
Part A: Regular Meetings of the Regional Committee 19
Part B: Special Meetings of the Regional Committee 19
Part C: Quorum Requirements 19
Part D: Voting 20
Part E: Minutes 20

ARTICLE VIII: Fiscal Year, Region Dues and Fees	21
Part A: Fiscal Year	21
Part B: Annual Region Dues and Administrative Fees.....	21
Part C: Region Dues for Newly Designated Members	21
Part D: Payment Date, Late Fee and Nonpayment	22
Part E: Waiver of Dues or Fees	22
 ARTICLE IX: Regional Committee Funds.....	 23
 ARTICLE X: Restrictions upon Regions.....	 25
Part A: General Limitation upon Regional Powers.....	25
Part B: Restrictions upon Committing the Appraisal Institute	25
Part C: Restriction upon Speaking for or Acting in the Name of the Appraisal Institute	25
Part D: Restriction upon Speaking for or Acting in the Name of the Region	25
Part E: Restrictions upon Use of Regional Funds.....	25
Part F: Restriction upon Right to Incorporate	25

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 Regions;

8

9 b) state and define the powers, duties, responsibilities and obligations of members of Regional
10 Committees; and

11

12 c) establish criteria for service on Regional Committees.

13

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

16 **ARTICLE II**

17

18 **Territory**

19

20 The geographic territory assigned to each Region shall be determined by the national Board of
21 Directors.

22

23

25

26 **Regional Committees**

27

28 **Part A: Duty to Create and Maintain**

29 A Regional Committee shall be organized and maintained in each Region of the Appraisal Institute.

30

31

32 **Part B: Composition of the Regional Committee**

33 The Regional Committee shall be composed of:

34

35 1) the Regional Chair who shall be a regional and national director;

36

37 2) the Regional Vice Chair who shall be a regional and national director;

38

39 3) a Third Regional Director in even numbered years;

40

41 4) the Immediate Past Regional Chair;

42

43 5) the Regional Financial Officer (unless already serving on the Regional Committee);

44

45 6) the Regional Education Liaison, if the Regional Committee has a Regional Committee of Chapter
46 Education Chairs;

47

48 7) the Representatives elected from the Chapters;

49

50 8) the Chapter Presidents; and

51

52 9) the individual from the Region appointed by the President to serve on the national Government
53 Relations Committee serving as a representative from the Region.

54

55

56 **Part C: Regional Financial Officer**

57 The Regional Financial Officer shall be appointed by the Regional Chair for a one (1) year term
58 concurrent with the term of the appointing Regional Chair, and shall be eligible for reappointment.

59 Those eligible for the position of Regional Financial Officer shall be any past Regional Chair or Vice
60 Chair, past or current Regional Committee member, past or current member of the national Board
61 of Directors, past or current chapter officer or past or current member of the national Finance

62 Committee of the Appraisal Institute. The Regional Financial Officer shall report to the Regional Chair
63 and shall be responsible for budgeting for the Region.

64

65

66 **Part D: Elected Chapter Representatives**

67 Chapter representatives to the Regional Committee will be elected on the basis of one (1) for every
68 fifty (50) Designated Members in good standing per chapter. The procedures for chapter election of
69 representatives to the Regional Committee are set forth in Appraisal Institute Regulation No. 8
70 concerning chapters.

71
72
73 **Part E: Eligibility**

74 To be eligible for service on the Regional Committee or one of its subcommittees, an individual shall:

- 75
76 1) be a Designated Member or Candidate as required by the Regulation provisions governing the
77 committee and the position in which the individual would serve;
78
79 2) be in good standing as defined in the Bylaws;
80
81 3) if a Designated Member, hold the status “continuing education program completed,” or if a
82 Candidate, have completed the continuing education requirements of the Appraisal Institute for
83 Candidates;
84
85 4) have not been subject to publishable disciplinary action by the Appraisal Institute within the five
86 (5) years prior to the commencement of the individual’s term on the Regional Committee; and
87
88 5) meet such other requirements as the Board of Directors may establish from time to time.

89
90 Individuals serving on committees who were Associate Members as of December 31, 2012 whose
91 terms extend beyond that date and who become Practicing Affiliates on January 1, 2013 may serve
92 the remainder of their terms so long as they continue to meet all other requirements for service on the
93 committee and maintain their Practicing Affiliate status, however, such individuals shall not be eligible
94 for re-election or re-appointment.

95
96
97 **Part F: Removal From Regional Committee**

98 A member of the Regional Committee shall be automatically removed from the Regional Committee
99 and any of its subcommittees if he or she:

- 100
101 1) ceases to meet any of the eligibility requirements set forth in Section E above;
102
103 2) receives a publishable disciplinary action from the Appraisal Institute;
104
105 3) fails to stay up-to date on the content of Appraisal Institute communications, including but not
106 limited to, the content of all non-commercial e-mails originating from the national organization, the
107 individual’s region and the individual’s chapter; or
108

- 109 4) fails to attend any regularly scheduled meeting of the Regional Committee in a calendar year,
110 unless:
111
112 a) the individual is a chapter representative who is not a chapter President or Vice President; or
113
114 b) the absence is excused in accordance with the provisions below.
115

116 The Regional Chair shall determine whether an absence is excused, however, if there is any dispute
117 as to whether an absence should or should not be excused, the Regional Committee shall make the
118 determination.

119 Further, the national Board of Directors may remove a member of a Regional Committee for cause by
120 a sixty percent (60%) vote.
121

122 **Part G: Vacancies**

123 The filling of vacancies on the Regional Committee shall be controlled by the Bylaws, Regulations
124 and policies of the Appraisal Institute relating to the position that qualifies such individual for service
125 on the Regional Committee. If a vacancy occurs for whatever reason in the position of immediate past
126 Regional Chair, such position shall be filled by the prior immediate past Regional Chair for the
127 unexpired term. If there is no past Regional Chair willing or able to serve, the President of the
128 Appraisal Institute shall appoint an individual to act as immediate past Regional Chair for the
129 unexpired term.
130

131 If a vacancy occurs in a position on the Regional Committee other than Regional Chair or Vice Chair
132 more than sixty (60) days in advance of the next regularly scheduled or special meeting and such
133 position is to be filled by Regional Committee election, then the Regional Committee may elect a
134 successor by secure mail ballot or secure electronic means if the Regional Chair so decides. The
135 Region shall follow the nominating procedures set forth in this Regulation.
136

137 If the Regional Committee will fill the vacancy by mail ballot, the procedure employed for security
138 purposes shall include at a minimum the mailing of a numbered ballot to each member of the
139 Regional Committee eligible to vote with a numbered return envelope. At least twenty (20) days shall
140 be allowed for the return of ballots. If the Regional Committee will fill the vacancy by electronic
141 means, the procedure employed for security purposes must insure that each ballot is cast by a
142 member of the Regional Committee having the right to vote and that such member has voted not
143 more than once. Examples of such secure electronic voting procedures include use of electronic
144 signatures and passwords. At least ten (10) days shall be allowed for the return of electronic ballots
145 and access to electronic ballots shall be limited to no more than two individuals identified by the
146 national Directors elected from such Region.
147

149

150 **Regional Directors**

151

152 **Part A: Number and Terms**

153 There shall be two (2) Regional Directors in each Region in odd numbered years and three (3)
154 Regional Directors in each Region in even numbered years. Regional Directors shall serve five (5)
155 year terms. A Regional Director shall serve in the following positions during his or her term:

156

157 1) in the first year of his or her term, the Regional Director shall serve as the Third Regional
158 Director;

159

160 2) in the second and third years of his or her term, the Regional Director shall serve as Vice Chair of
161 the Region and a national Director from the Region; and

162

163 3) in the fourth and fifth years of his or her term, the Regional Director shall serve as Chair of the
164 Region and a national Director from the Region.

165

166 Elections for Third Regional Director shall occur in odd numbered years.

167

168 Except where provided otherwise, a Regional Director shall automatically succeed to positions in this
169 manner unless good cause is shown and a motion not to succeed is passed by a two-thirds (2/3) vote
170 of the Regional Committee members voting on the issue at a quorum meeting of the Regional
171 Committee.

172

173 If a Regional Director resigns or is removed from such position, the resignation or removal shall be
174 deemed a resignation or removal not only from the Regional Director's current position, but from all
175 positions as well, including Regional Vice Chair, Regional Chair, national Director and Immediate
176 Past Regional Chair.

177

178

179 **Part B: Eligibility to Serve as a Regional Director**

180 To be eligible for service as a Regional Director an individual shall meet the requirements for service
181 as a national Director elected by a Region as set forth in the Bylaws, Regulations and policies of the
182 Appraisal Institute.

183 If, during the period between election as Regional Director and the assumption of such position, the
184 individual is disqualified from serving as a national Director pursuant to the Bylaws, Regulations and
185 policies of the Appraisal Institute, such individual shall also be disqualified from serving as a Regional
186 Director.

187 If a Regional Director is removed as a national Director pursuant to the Bylaws, Regulations and
188 policies of the Appraisal Institute, such individual shall also be removed from his or her position with
189 the Region.

190

191

192 **Part C: Vacancies**

193 If a vacancy for whatever reason occurs in the position of Regional Committee Chair, such vacancy
194 shall be filled by the Regional Committee Vice Chair. The successor shall complete the remainder of
195 the vacated term and thereafter shall serve a full two-year term as Regional Committee Chair.

196

197 If a vacancy for whatever reason occurs in the position of Regional Committee Vice Chair during an
198 even numbered year, such vacancy shall be filled by the Third Regional Director, who shall complete
199 the remainder of the vacated term and then serve a full two-year term as Regional Committee Vice
200 Chair and a full two-year term as Regional Committee Chair.

201

202 If a vacancy occurs in the position of Regional Committee Vice Chair during an odd numbered year
203 because of a vacancy in the Regional Committee Chair Position:

204

205 1) The Immediate Past Regional Chair shall serve as Regional Committee Vice Chair until the
206 Regional Committee can elect a successor Vice Chair as described below. If the individual who
207 is the current Immediate Past Regional Chair is unable or unwilling to serve as Regional
208 Committee Vice Chair, the position shall remain vacant until the Regional Committee can elect a
209 successor Vice Chair as described below.

210

211 2) The Regional Committee shall follow the nomination and election procedures for a regional
212 director as set forth in the Regulations of the Appraisal Institute, with the election to occur at a
213 regular or special meeting as soon as practicable. Immediately upon election, the successor
214 shall begin service as Vice Chair and shall serve the remainder of the vacant term. After any
215 completion of the vacant term, the successor shall have completed his or her service on the
216 Board of Directors.

217

218 If a vacancy occurs in the position of Regional Committee Vice Chair during an odd numbered year
219 for a reason other than a vacancy in the Regional Committee Chair position:

220

221 1) The Immediate Past Regional Chair shall serve as Regional Committee Vice Chair until the
222 Regional Committee can elect a successor Vice Chair as described below. If the individual who
223 is the current Immediate Past Regional Chair is unable or unwilling to serve as Regional
224 Committee Vice Chair, the position shall remain vacant until the Regional Committee can elect a
225 successor Vice Chair as described below.

226

227 2) The Regional Committee shall follow the nomination and election procedures for a regional
228 director as set forth in the Regulations of the Appraisal Institute, with the election to occur at a
229 regular or special meeting as soon as practicable. Immediately upon election, the successor shall
230 begin service as Vice Chair and shall serve the remainder of the vacant term. After any
231 completion of the vacant term, the successor then shall serve a full two-year term as Regional
232 Committee Chair.

233 If a vacancy occurs in the position of Third Regional Director during an even numbered year, the
234 position shall be filled only if the vacancy did not occur because the Third Regional Director filled a
235 vacant Vice Chair position. Where a vacant Third Regional Director position shall be filled, the
236 Regional Committee shall follow the nomination and election procedures set forth in the Regulations,
237 with the election to occur at a regular or special meeting as soon as practicable. Immediately upon
238 election, the successor shall serve the remainder of the vacated Third Regional Director term, then
239 serve a full two-year term as Vice Chair, and then serve a full two-year term as Chair.

240

241 Individuals nominated pursuant to this Section shall be qualified to serve from the date of nomination
242 until the election. The automatic successions described in this Section shall occur unless good cause
243 is shown and a motion not to succeed is passed by two-thirds (2/3) of the Regional Committee
244 members voting on the issue at a quorum meeting. If a vacancy occurs in a Regional Committee
245 Chair or Vice Chair position as a result of such motion, the individual(s) who held such position(s) in
246 the expiring term shall continue to serve in the successive term. If such individual(s) are unwilling or
247 unable to serve in the position(s), the Regional Committee shall elect a successor(s). The Regional
248 Committee shall follow the nomination and election procedures for a regional director as set forth in
249 the Regulations of the Appraisal Institute, with the election(s) to occur at a regular or special meeting
250 as soon as practicable.

251

252 To facilitate the transition to the above succession system, individuals serving as Regional Committee
253 Vice Chairs in 2015 shall serve in such position through December 31, 2016 and thereafter serve full
254 two-year terms as Chair. If any such individual vacates his or her position, the above succession
255 rules shall apply. This provision shall automatically expire on January 1, 2019.

256

257

258 **Part D: Duties of the Regional Committee Chair**

259 Each Regional Chair shall:

260

261 1) coordinate the activities of the Appraisal Institute in the Region in which he or she was elected
262 and shall act as a liaison for that Region;

263

264 2) serve as Chair of the Regional Committee, as a Regional director and as a member of the
265 national Board of Directors;

266

267 3) preside at all regular and special meetings of the Regional Committee;

268

269 4) make such appointments as required by the Bylaws, Regulations and policies of the Appraisal
270 Institute;

271

272 5) administer the Regional Committee, including implementing and coordinating Regional programs
273 in accordance with the Bylaws, Regulations and policies of the Appraisal Institute;

274

275 6) exercise authority within the Region in a manner consistent with the Bylaws, Regulations and
276 policies of the Appraisal Institute;

- 277 7) ensure that the policies, programs and activities of the Appraisal Institute are communicated to
278 chapters, Designated Members, Candidates, Practicing Affiliates and Affiliates within the Region;
279
280 8) keep the national Board of Directors apprised of the Region's activities;
281
282 9) investigate and identify problems of chapters, Designated Members, Candidates, Practicing
283 Affiliates and Affiliates within the Region and communicate such information to the national Board
284 of Directors with recommendations as appropriate;
285
286 10) work closely with chapters and coordinate with other Regional Chairs activities that may affect
287 other Regions;
288
289 11) keep the Regional Vice Chair fully informed and involved in Regional activities;
290
291 12) assist the President Elect by providing recommendations for committee appointments;
292
293 13) provide support to the Regional Committee and exercise budgetary and program approval; and
294
295 14) perform such other duties as may be prescribed from time to time by the national Board of
296 Directors.
297
298

299 **Part E: Duties of Regional Committee Vice Chair**

300 Each Regional Vice Chair shall:

- 301
302 1) serve as Vice Chair of the Regional Committee, as a Regional director and as a member of the
303 national Board of Directors;
304
305 2) preside at all regular and special meetings of the Regional Committee if the Regional Chair is for
306 whatever reason unable to preside;
307
308 3) act as a liaison for that Region; and
309
310 4) perform such other duties as directed by the Regional Chair, Regional Committee and national
311 Board of Directors, and as prescribed by the Bylaws, Regulations and policies of the Appraisal
312 Institute.
313
314

315 **Part F: Duties of Third Regional Director**

316 The Third Regional Director shall:

- 317
318 1) serve as a Regional Director of the Regional Committee;
319

- 320 2) attend all national Board of Directors meetings and execute a confidentiality/non-disclosure
321 agreement, but not have floor privileges or voting rights at such Board meetings, although the
322 President may grant the Third Regional Director the right to speak subject to the final authority of
323 the Board; and
324
- 325 3) perform such other duties as directed by the Regional Chair, Regional Committee and national
326 Board of Directors, and as provided by the Bylaws, Regulations and policies of the Appraisal
327 Institute.
328

329 The Third Regional Director shall be automatically removed from such position as provided in Article
330 III or if he or she:

- 331
- 332 1) ceases to meet the requirements for service of a national Director; or
333
- 334 2) fails to attend a regularly scheduled or special meeting of the national Board of Directors, unless
335 the Board excuses such absence.
336

338

339 **Subcommittees and Project Teams**

340

341 **Part A: General**

342 The Regional Committee shall establish a Regional Nominating Committee and may establish a
343 Regional Committee of Chapter Education Chairs. From time to time, the Regional Committee may
344 establish additional subcommittees and Project Teams as it deems necessary and appropriate. The
345 Regional Chair may, at his or her discretion, appoint additional subcommittees and Project Teams to
346 support Regional activities.

347

348

349 **Part B: Regional Nominating Committee**

350 **Section 1. Composition.**

351 The Regional Nominating Committee shall consist of a Chair and five (5) to nine (9) members elected
352 by the Regional Committee. The Immediate Past Regional Chair shall serve as Chair of the Regional
353 Nominating Committee and shall not have a vote. Of the elected members, no more than two (2) shall
354 be from the same chapter. The Regional Nominating Committee shall reflect geographic and chapter
355 distribution.

356

357 The Regional Committee election of the Regional Nominating Committee for the upcoming year shall
358 take place in the second half of each year. To be eligible for election to the Regional Nominating
359 Committee, an individual must have served on the Regional Committee in at least one (1) of the two
360 (2) years preceding service on the Regional Nominating Committee and shall meet the eligibility
361 requirements set forth in Article III.

362

363 Regional Nominating Committee members shall serve two (2) year staggered terms commencing on
364 the January 1st following their election and may serve no more than two (2) consecutive full two (2)
365 year terms.

366

367 **Section 2. Duties.**

368 Each year the Regional Nominating Committee for the current operating year shall nominate at least
369 one (1) individual for each of the following positions, as necessary and subject to the expiration of
370 terms of such positions as specified in the Bylaws, Regulations and policies of the Appraisal Institute:

371

372 a) the Third Regional Director;

373

374 b) one (1) Regional representative; and

375

376 c) one (1) alternate to the national Nominating Committee.

377

378 The Regional Nominating Committee shall conduct a personal or telephonic interview of all
379 candidates for the Third Regional Director positions, and shall require that all candidates for Director
380 positions complete a written questionnaire regarding their qualifications and their vision of the
381 Appraisal Institute.

382

383 The Regional Nominating Committee is responsible for informing any potential nominees of the
384 eligibility requirements for the appropriate position in a timely fashion.

385

386 **Section 3. Report of Regional Nominating Committee.**

387 Each year the Regional Nominating Committee shall make its nominations and prepare an
388 appropriate report at least thirty-five (35) days prior to the date on which elections are to be held. If
389 the Regional Committee will have a Regional Committee of Chapter Education Chairs for the
390 following year and the position of Regional Education Liaison will be vacant, the report shall include
391 the name of the individual nominated to serve as Regional Education Liaison.

392

393 A copy of the Regional Nominating Committee's report shall be delivered in writing by the Immediate
394 Past Regional Chair to each Regional Committee member eligible to vote at least twenty-five (25)
395 days prior to the date on which elections are to be held.

396

397

398 **Part C: Regional Committee of Chapter Education Chairs**

399 **Section 1. General**

400 The Regional Committee may have a Regional Committee of Chapter Education Chairs. If the
401 Regional Committee has such a Committee, the Chair shall be the Regional Education Liaison and all
402 Chapter Education Chairs in the Region should serve as members of the Committee.

403

404 **Section 2. Regional Education Liaison**

405 A Regional Education Liaison should serve a two (2) year term and shall meet the eligibility
406 requirements set forth in Article II.

407

408 The Regional Committee of Chapter Education Chairs shall nominate an individual to serve as
409 Regional Education Liaison in the year prior to the effective date of the Regional Education Liaison's
410 term and advise the Chair of the Regional Nominating Committee of its nomination at least thirty-five
411 (35) days prior to the date on which elections are to be held. If the Regional Committee did not have
412 a Regional Committee of Chapter Education Chairs in the year prior to the effective date of the
413 Regional Education Liaison's term, the Regional Nominating Committee shall nominate an individual
414 to serve as the Regional Education Liaison.

415

416 A Regional Education Liaison may serve no more than two consecutive full two (2) year terms.

417

418 The Regional Education Liaison should:

419

- 420 a) coordinate educational activities throughout the Region in cooperation with the headquarters
421 office and the chapters;

- 422 b) assist in competitor analysis, needs assessment, market research and customer satisfaction
423 research in the Region's education market;
424
- 425 c) serve as an information liaison between chapters and the headquarters office;
426
- 427 d) serve as an information resource for chapters and education providers regarding the objectives,
428 policies and activities of the Appraisal Institute Education Network;
429
- 430 e) serve as the primary liaison to the headquarters office regarding education activities co-
431 sponsored by the headquarters office and the Region;
432
- 433 f) identify opportunities for new educational partnerships and special programs in the Region;
434
- 435 g) assist chapters with improving educational opportunities;
436
- 437 h) further the objectives of the Appraisal Institute Education Network; and
438
- 439 i) perform such other duties as may be assigned by the Regional Committee or the national Board
440 of Directors.
441

442 **Section 3. Duties of the Regional Committee of Chapter Education Chairs**

443 The Regional Committee of Chapter Education Chairs should:

- 444
- 445 a) work to coordinate educational activities throughout the Region;
446
- 447 b) assist in competitor analysis, needs assessment, market research and customer satisfaction
448 research in the Region's education market;
449
- 450 c) identify opportunities for new educational partnerships and special programs in the Region;
451
- 452 d) share means of improving educational opportunities;
453
- 454 e) further the objectives of the Appraisal Institute Education Network; and
455
- 456 f) perform such other duties as assigned by the Regional Committee or national Board of Directors.
457

459

460 Elections

461

462 **Part A: Distribution of Regional Nominating Committee Report**

463 The Chair of the Regional Nominating Committee shall deliver in writing a copy of the Regional
464 Nominating Committee's report to each Regional Committee member eligible to vote at least twenty-
465 five (25) days prior to the date on which elections are to be held.

466

467

468 **Part B: Additional Nominations**

469 Except for the Regional Nominating Committee and where provided otherwise, additional nominations
470 for any Regional position for which an election will be held may be made by the timely filing of a
471 written petition signed by at least twenty percent (20%) of Regional Committee members eligible to
472 vote in the election. Such petition may be in electronic form. To be effective, the nominating petition
473 must be delivered in writing to the Regional Nominating Committee Chair at least fifteen (15) days
474 prior to the date on which the election is to be held. The Regional Nominating Committee Chair shall
475 deliver in writing a copy of any petition filed to each Regional Committee member eligible to vote in
476 the election at least ten (10) days prior to the date on which elections are to be held.

477

478

479 **Part C: Election to Regional Positions**

480 The Regional Committee shall hold elections for all Regional positions at a regular meeting before
481 October 1st each year, except for the Regional Nominating Committee and where permitted
482 otherwise. At such regular meeting, the Regional Committee shall receive the report of the Regional
483 Nominating Committee and any petitions making additional nominations.

484

485 The Regional Committee shall then proceed to elect, as necessary and subject to the expiration of
486 terms of office as specified in the Bylaws, Regulations and policies of the Appraisal Institute:

487

488 a) the Third Regional Director;

489

490 b) the Regional Education Liaison, if the Regional Committee has a Regional Committee of Chapter
491 Education Chairs;

492

493 c) one (1) regional representative to the national Nominating Committee; and

494

495 d) one (1) alternate to the national Nominating Committee.

496

497 However, if the appropriate quorum required by this Regulation is not achieved at such regular
498 meeting of the Regional Committee, then the election shall be by secure mail or electronic vote
499 supervised by the Immediate Past Regional Chair as soon as practicable after such regular meeting
500 and as set forth in this Regulation.

501

502

503 **Part D: Notification to Regional Committee and to the Appraisal Institute**

504 Immediately after the completion of the election, the Immediate Past Regional Chair shall deliver in
505 writing to the Regional Committee and the Chief Executive Officer of the Appraisal Institute the
506 names and addresses of each individual elected by the Region for the following calendar year.

507

509

510 **Regional Committee Meetings and Quorums**

511

512 **Part A: Regular Meetings of the Regional Committee**

513 The Regional Committee shall schedule at least four (4) regular meetings in each calendar year. One
514 (1) regular meeting shall be held prior to each of the four (4) regular national Board of Directors
515 meetings to ensure timely discussion of pertinent topics. The Regional Chair shall deliver in writing
516 notice of each regular meeting of the Regional Committee to each Regional Committee member at
517 least twenty-one (21) days prior to such meeting.

518

519 The regular meetings may be held in person or via interactive technology. Interactive technology
520 includes, but is not limited to, conference telephone, electronic transmission, Internet usage and
521 remote communication. Action taken at a regular meeting held via interactive technology shall be as
522 effective as if the Regional Committee had met in-person.

523

524

525 **Part B: Special Meetings of the Regional Committee**

526 A special meeting of the Regional Committee shall be called by the Regional Chair or Regional Vice
527 Chair upon receipt of a request delivered in writing for such special meeting signed by either the
528 Regional Chair or Regional Vice Chair or by at least one third (1/3) of the voting members of the
529 Regional Committee.

530

531 Within seven (7) days after receipt of any such request delivered in writing, the Regional Chair or
532 Regional Vice Chair, as appropriate, shall schedule a special meeting of the Regional Committee and
533 deliver a written notice thereof to all Regional Committee members. This written notice shall specify
534 the date, time, place and purpose of such special meeting. The date selected by the Regional Chair
535 or Regional Vice Chair for such special meeting shall be at least forty-eight (48) hours from the date
536 of the transmission of the notice.

537

538 A special meeting may be held in person or, at the option of the national Directors elected by the
539 Region, by interactive technology so long as all members of the Regional Committee can
540 communicate with one another. Interactive technology includes, but is not limited to, conference
541 telephone, electronic transmission, Internet usage and remote communication. Action taken at a
542 special meeting held via interactive technology shall be as effective as if the Regional Committee had
543 met in person.

544

545

546 **Part C: Quorum Requirements**

547 A quorum for any regular or special meeting of a Regional Committee shall consist of a majority of
548 those Regional Committee members eligible to vote, whether present in person or by proxy. The
549 members may take action at a meeting at which a quorum is present upon a majority vote of the

550 members present in person or by proxy, unless a different percentage is prescribed by this
551 Regulation. A meeting at which a quorum is initially present may continue to transact business,
552 notwithstanding the withdrawal of any members, if any action taken is approved by a majority of the
553 required quorum for that meeting or by a majority of the remaining members, whichever is greater.

554

555 A Regional Committee member may attend a meeting by proxy.

556

557

558 **Part D: Voting**

559 Each Regional Committee member shall have one (1) vote on policy matters.

560

561 Only the following Regional Committee members shall vote in elections: the Regional Chair, Regional
562 Vice Chair, Third Regional Director (if any), Immediate Past Regional Chair, Regional Education
563 Liaison (if any), Chapter Presidents and representatives elected from the chapters. Each such
564 member may cast one (1) vote for each position open for election.

565

566 Each Regional Committee member shall vote his or her own conscience on every matter brought
567 before the Regional Committee using the best interests of the Appraisal Institute as a guide.

568

569 A Regional Committee member may vote by proxy if no Chapter elected alternate is able to attend a
570 Regional Committee meeting in the member's place.

571

572

573 **Part E: Minutes**

574 At the commencement of each regular or special meeting, the Regional Chair shall appoint a
575 recording secretary. The recording secretary shall keep an accurate record of the proceedings. The
576 recording secretary shall deliver in writing a copy of the minutes from each meeting to the Regional
577 Committee members and to the Chief Executive Officer of the Appraisal Institute within thirty (30)
578 days after such meeting.

579

580

582

583 **Fiscal Year, Region Dues and Fees**

584

585 **Part A: Fiscal Year**

586 The fiscal year of the Regions shall be the calendar year.

587

588

589 **Part B: Annual Region Dues and Administrative Fees**

590 Except as otherwise provided, all Designated Members within the jurisdiction of a Region shall pay
591 any annual Region dues set by their Regional Committees if the national Board of Directors has not
592 set such amount. The amount set for Region dues may not exceed the annual national dues set by
593 the national Board of Directors for Designated Members.

594

595 Non-Practicing Life Designated Members and Non-Practicing Retired Designated Members within the
596 jurisdiction of a Region shall pay any annual Region administrative fees set by their Regional
597 Committees. The amount of any annual Region administrative fees may not exceed the annual
598 national administrative fee set by the national Board of Directors for such Designated Members.

599

600 Honorary Members and national Past Presidents are not required to pay any annual Region dues or
601 Region administrative fees.

602

603 Invoices for any annual Region dues or administrative fees shall be issued by the Appraisal Institute
604 with the Region dues and administrative fees being remitted to the appropriate Region accounts.
605 Except where the national Bylaws, Regulations and policies of the Appraisal Institute provide
606 otherwise, annual Region dues and administrative fees collected during one month shall be remitted
607 to the appropriate Region accounts no later than the fifteenth of the subsequent month.

608

609

610 **Part C: Region Dues for Newly Designated Members**

611 The Region dues of a newly Designated Member for the year in which he or she is designated shall
612 be prorated on a monthly basis and shall be payable within ten (10) days of notice delivered in
613 writing. The Region dues of Designated Members designated after November 1 shall be credited to
614 the following fiscal year.

615

616

617 **Part D: Payment Date, Late Fee and Nonpayment**

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

621
622

623 **Part E: Waiver of Dues or Fees**

624 A Region's Directors may suspend or waive, in whole or in part, the payment of region dues or
625 administrative fees by any Designated Member within the jurisdiction of the Region. The Chair of the
626 national Finance Committee must receive notice delivered in writing of the waiver of annual region
627 dues or administrative fees and the reason for such waiver.

628
629

631

632 Regional Committee Funds

633

634 Each year, the national Board of Directors shall allocate funds in the national budget for the Regions
635 to hold Regional meetings and for specified Regional positions to travel to chapter, regional and
636 national meetings. The national Board of Directors shall establish a policy that identifies a budget
637 relating to funding these activities, identifies positions to be reimbursed and establishes maximum
638 reimbursable amounts.

639

640 If a Region wishes to spend funds on educational programs, research, scholarships, regional
641 newsletters, lobbying, additional administrative assistance not covered by the first paragraph of this
642 Article or any other purpose consistent with the Bylaws, Regulations and policies of the Appraisal
643 Institute, a Region may fund these activities through one or more of the following:

644

645 a) annual Region dues and administrative fees;

646

647 b) assessment of the Chapters in the Region; and

648

649 c) regional reserves.

650

651 A Region may assess the Chapters in the Region for these purposes only if:

652

653 a) the Regional Committee adopts such assessment by a two-thirds (2/3) vote of the members
654 present and voting at a quorum meeting of the Regional Committee; and

655

656 b) at least three-quarters (3/4) of the Chapter Presidents present and voting at such meeting vote in
657 favor of such assessment.

658

659 Regional funds are held in trust for the national organization. An accounting must be made of all
660 regional receipts and/or other monies in the fourth quarter of each year, and this accounting must be
661 delivered in writing to the national Finance Committee in care of the headquarters office. A proposed
662 budget for the upcoming year and a request for allocation of funds to the Region shall also be
663 delivered in writing to the national Finance Committee when this accounting is made.

664

665 If the Region's receipts and/or other funds exceed \$200,000, then a review in accordance with the
666 Statement on Standards for Accounting and Review Services, or an audit by an independent
667 accounting firm in accordance with generally accepted auditing standards must be performed
668 annually and reported to the Chair of the national Finance Committee. If the Region's receipts and/or
669 funds are reviewed by an independent accounting firm rather than audited, the national Board of
670 Directors may require that an audit be performed if it believes that such an audit would be in the best
671 interest of the Appraisal Institute. Upon the discretion of the national Finance Committee a review or

672 audit as described above shall be required at least once every five (5) years if the Region's receipts
673 and/or other funds are \$200,000 or less.

674

675 Regional Committee funds may be spent on educational programs, research, scholarships, a regional
676 newsletter, approved travel to national meetings, administrative costs and other items as authorized
677 by the Regional Committee or the national Board of Directors. Regional Committee funds must be
678 spent in a manner that is consistent with the Bylaws, Regulations and policies of the Appraisal
679 Institute.

680

681 All funds of a Region shall be used to carry out the purposes of the Region, and no Regional funds
682 shall be diverted from such purposes for the personal benefit of any individual. In the event of
683 dissolution of any Region, all funds of such Region shall immediately be transmitted to the Appraisal
684 Institute. In such event, all such funds shall first be used to retire any indebtedness of the dissolved
685 Region, and the balance of the funds shall be retained by the Appraisal Institute and used for its
686 corporate purposes.

687

688 In the event of realignment of the Regions, all such funds shall first be used to retire any
689 indebtedness of the realigned Regions, and the balance of the funds shall then be reallocated to the
690 newly aligned Regions on a per capita Designated Member basis.

691

693

694 **Restrictions upon Regions**

695

696 **Part A: General Limitation upon Regional Powers**

697 Each Region is created by and exists solely by reason of action taken by the national Board of
698 Directors. All actions taken by a Region that are not required or permitted by the express terms of this
699 Regulation shall be voidable by the national Board of Directors. A Region shall not act in a manner
700 that is inconsistent with the Bylaws, Regulations and policies of the Appraisal Institute.

701

702

703 **Part B: Restrictions upon Committing the Appraisal Institute**

704 A Region shall not commit the Appraisal Institute to any financial obligation or to any other obligation
705 whatsoever unless such commitment is authorized in advance by the national Board of Directors.

706

707

708 **Part C: Restriction upon Speaking for or Acting in the Name of the 709 Appraisal Institute**

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

712

713

714 **Part D: Restriction upon Speaking for or Acting in the Name of the 715 Region**

716 A Region shall not speak or act in a manner that jeopardizes the not for profit status of the Appraisal
717 Institute. When speaking or acting in the name of the Region, an individual shall not publicly take a
718 position with respect to any professional, social, political or policy issue except in strict conformity with
719 the Bylaws, Regulations and policies of the Appraisal Institute.

720

721

722 **Part E: Restrictions upon Use of Regional Funds**

723 Regional funds shall be used only as provided in this Regulation and in accordance with the Bylaws,
724 Regulations and policies of the Appraisal Institute.

725

726

727 **Part F: Restriction upon Right to Incorporate**

728 A Region shall not cause or permit itself to be incorporated under any state or federal law.