

Regulation No. 9

Regions

Effective May 9, 2019

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1 **ARTICLE I**

2

3 **Purpose**

4

5 The purpose of this Regulation is to:

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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**

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

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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.

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Part D: Elected Chapter Representatives

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

Part E: Eligibility

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

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

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

Part F: Removal From Regional Committee

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

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

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
113 President; or

114

115 b) the absence is excused in accordance with the provisions below.

116

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

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

122

123 **Part G: Vacancies**

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

131

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

137

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

148

150

151 **Regional Directors**

152

153 **Part A: Number and Terms**

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

157

- 158 1) in the first year of his or her term, the Regional Director shall serve as the Third Regional
159 Director;
- 161 2) in the second and third years of his or her term, the Regional Director shall serve as Vice Chair of
162 the Region and a national Director from the Region; and
- 164 3) in the fourth and fifth years of his or her term, the Regional Director shall serve as Chair of the
165 Region and a national Director from the Region.

166

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

168

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

173

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

178

179

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

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

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

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

191
192

193 **Part C: Vacancies**

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

197

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

202

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

205

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

211

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

218

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

221

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

227

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

232 completion of the vacant term, the successor then shall serve a full two-year term as Regional
233 Committee Chair.

234

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

242

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

253

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

258

259

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

261 Each Regional Chair shall:

262

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

265

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

268

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

270

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

273

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

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- 6) exercise authority within the Region in a manner consistent with the Bylaws, Regulations and policies of the Appraisal Institute;
- 7) ensure that the policies, programs and activities of the Appraisal Institute are communicated to chapters, Designated Members, Candidates, Practicing Affiliates and Affiliates within the Region;
- 8) keep the national Board of Directors apprised of the Region's activities;
- 9) investigate and identify problems of chapters, Designated Members, Candidates, Practicing Affiliates and Affiliates within the Region and communicate such information to the national Board of Directors with recommendations as appropriate;
- 10) work closely with chapters and coordinate with other Regional Chairs activities that may affect other Regions;
- 11) keep the Regional Vice Chair fully informed and involved in Regional activities;
- 12) assist the President Elect by providing recommendations for committee appointments;
- 13) provide support to the Regional Committee and exercise budgetary and program approval; and
- 14) perform such other duties as may be prescribed from time to time by the national Board of Directors.

Part E: Duties of Regional Committee Vice Chair

Each Regional Vice Chair shall:

- 1) serve as Vice Chair of the Regional Committee, as a Regional director and as a member of the national Board of Directors;
- 2) preside at all regular and special meetings of the Regional Committee if the Regional Chair is for whatever reason unable to preside;
- 3) act as a liaison for that Region; and
- 4) perform such other duties as directed by the Regional Chair, Regional Committee and national Board of Directors, and as prescribed by the Bylaws, Regulations and policies of the Appraisal Institute.

Part F: Duties of Third Regional Director

The Third Regional Director shall:

320

321 1) serve as a Regional Director of the Regional Committee;

322

323 2) attend all national Board of Directors meetings and execute a confidentiality/non-disclosure
324 agreement, but not have floor privileges or voting rights at such Board meetings, although the
325 President may grant the Third Regional Director the right to speak subject to the final authority of
326 the Board; and

327

328 3) perform such other duties as directed by the Regional Chair, Regional Committee and national
329 Board of Directors, and as provided by the Bylaws, Regulations and policies of the Appraisal
330 Institute.

331

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

334

335 1) ceases to meet the requirements for service of a national Director; or

336

337 2) fails to attend a regularly scheduled or special meeting of the national Board of Directors, unless
338 the Board excuses such absence.

339

341

342 **Subcommittees and Project Teams**

343

344 **Part A: General**

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

350

351

352 **Part B: Regional Nominating Committee**

353 **Section 1. Composition.**

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

359

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

365

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

369

370 **Section 2. Duties.**

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

374

- 375 a) the Third Regional Director;
- 376
- 377 b) one (1) Regional representative; and
- 378
- 379 c) one (1) alternate to the national Nominating Committee.

380

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

385
386 The Regional Nominating Committee is responsible for informing any potential nominees of the
387 eligibility requirements for the appropriate position in a timely fashion.

388

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

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

395

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

399

400

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

402 **Section 1. General**

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

406

407 **Section 2. Regional Education Liaison**

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

410

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

418

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

420

421 The Regional Education Liaison should:

422

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

- 425 b) assist in competitor analysis, needs assessment, market research and customer satisfaction
426 research in the Region's education market;
427
- 428 c) serve as an information liaison between chapters and the headquarters office;
429
- 430 d) serve as an information resource for chapters and education providers regarding the objectives,
431 policies and activities of the Appraisal Institute Education Network;
432
- 433 e) serve as the primary liaison to the headquarters office regarding education activities co-
434 sponsored by the headquarters office and the Region;
435
- 436 f) identify opportunities for new educational partnerships and special programs in the Region;
437
- 438 g) assist chapters with improving educational opportunities;
439
- 440 h) further the objectives of the Appraisal Institute Education Network; and
441
- 442 i) perform such other duties as may be assigned by the Regional Committee or the national Board
443 of Directors.
444

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

446 The Regional Committee of Chapter Education Chairs should:

- 447
- 448 a) work to coordinate educational activities throughout the Region;
449
- 450 b) assist in competitor analysis, needs assessment, market research and customer satisfaction
451 research in the Region's education market;
452
- 453 c) identify opportunities for new educational partnerships and special programs in the Region;
454
- 455 d) share means of improving educational opportunities;
456
- 457 e) further the objectives of the Appraisal Institute Education Network; and
458
- 459 f) perform such other duties as assigned by the Regional Committee or national Board of Directors.
460

462

463 Elections

464

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

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

469

470

471 **Part B: Additional Nominations**

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

480

481

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

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

487

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

490

491 a) the Third Regional Director;

492

493 b) the Regional Education Liaison, if the Regional Committee has a Regional Committee of Chapter
494 Education Chairs;

495

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

497

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

499

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

504

505

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

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

510

512

513 **Regional Committee Meetings and Quorums**

514

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

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

521

522 At least one (1) of the regular meetings shall be held in-person. The other regular meetings may be
523 conducted via interactive technology. Interactive technology includes, but is not limited to, conference
524 telephone, electronic transmission, Internet usage and remote communication. Action taken at a
525 regular meeting held via interactive technology shall be as effective as if the Regional Committee had
526 met in-person.

527

528

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

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

534

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

541

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

548

549

550 **Part C: Quorum Requirements**

551 A quorum for any regular or special meeting of a Regional Committee shall consist of a majority of
552 those Regional Committee members eligible to vote, whether present in person or by proxy. The

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

558

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

560

561

562 **Part D: Voting**

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

564

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

569

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

572

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

575

576

577 **Part E: Minutes**

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

583

584

586

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

588

589 **Part A: Fiscal Year**

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

591

592

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

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

598

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

603

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

606

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

612

613

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

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

619

620

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

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

625

626

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

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

632

633

635

636 Regional Committee Funds

637

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

643

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

648

- 649 a) annual Region dues and administrative fees;
- 650
- 651 b) assessment of the Chapters in the Region; and
- 652
- 653 c) regional reserves.

654

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

656

- 657 a) the Regional Committee adopts such assessment by a two-thirds (2/3) vote of the members
658 present and voting at a quorum meeting of the Regional Committee; and
- 659
- 660 b) at least three-quarters (3/4) of the Chapter Presidents present and voting at such meeting vote in
661 favor of such assessment.

662

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

668

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

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

678

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

684

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

691

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

695

697

698 Restrictions upon Regions

699

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

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

705

706

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

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

710

711

712 **Part C: Restriction upon Speaking for or Acting in the Name of the** 713 **Appraisal Institute**

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

716

717

718 **Part D: Restriction upon Speaking for or Acting in the Name of the** 719 **Region**

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

724

725

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

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

729

730

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

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