

Seattle Chapter Bylaws

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Seattle CHAPTER BYLAWS

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1 **ARTICLE I**

2
3 **Name, Charter and Jurisdiction**

4
5 **Part A: Name**

6 The name of this organization is the Seattle Chapter of the Appraisal Institute (hereinafter referred to
7 as “Chapter”).
8
9

10 **Part B: Charter**

11 This Chapter was created and exists solely by reason of the charter granted to it by the Appraisal
12 Institute and shall hold all its property in trust for the Appraisal Institute.
13

14
15 **Part C: Jurisdiction**

16 The territorial jurisdiction assigned to this Chapter by the Board of Directors of the Appraisal Institute
17 includes the following seventeen counties in northwestern Washington State: Chelan, Clallam, Grays
18 Harbor, Island, Jefferson, King, Kitsap, Kittitas, Lewis, Mason, Pacific, Pierce, San Juan, Skagit,
19 Snohomish, Thurston, and Whatcom; and British Columbia, Canada.

20

22

23 Purposes

24

25 The purposes for which this Chapter is formed are and shall be the purposes of the Appraisal Institute
26 as set forth in the national Bylaws, and in addition to afford local Designated Members, Candidates,
27 Practicing Affiliates and Affiliates of the Appraisal Institute a suitable means for exchanging
28 information and experience.

29

30 No part of the net income of the Chapter shall inure to the benefit of any individual or any group of
31 Designated Members, Candidates, Practicing Affiliates, and/or Affiliates of the Appraisal Institute. The
32 Chapter is not organized for profit or to engage in any activity ordinarily carried on for profit.

33

34

35

37

38 Belonging to a Chapter

39

40 **Part A: Classifications of Membership, Candidacy or Affiliation**

41

42 Chapters shall have Designated Members, Candidates, Practicing Affiliates, Affiliates and Honorary
43 Members as defined in the national Bylaws of the Appraisal Institute.

44

45

46 **Part B: Requirement of Chapter Membership, Candidacy or Affiliation**

47

48 All Designated Members, Candidates, Practicing Affiliates and Affiliates must belong to a Chapter. If
49 and when an individual who has belonged to a Chapter ceases to be a Designated Member,
50 Candidate, Practicing Affiliate or Affiliate, such individual shall no longer belong to such Chapter.

51

52

53 **Part C: Assignment**

54

55 Rules concerning which Chapter a Designated Member, Candidate, Practicing Affiliate or Affiliate
56 may belong to are found in [Regulation No. 8](#) of the Appraisal Institute.

57

58

59 **Part D: Transfer**

60

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

66

67

68 **Part E: Primary Chapter**

69

70 A Designated Member, Candidate, Practicing Affiliate or Affiliate may belong to more than one
71 Chapter, however, such individual must choose a primary Chapter. Chapter size shall be determined
72 as of January 1 of each year. For purposes of determining Chapter size for representation to the
73 regional committee, only those Designated Members who have chosen the Chapter as their primary
74 Chapter shall be counted.

75

76

77 A Designated Member shall vote only in his or her primary Chapter on Regional and national issues.
78 A Candidate, Practicing Affiliate or Affiliate shall have the right to vote only in his or her primary
79 Chapter on Regional and national issues except on admissions issues and education issues where
80 examination security is impacted.

81

82

83 **Part F: Belonging to Multiple Chapters**

84

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

87

88

- 89 1) such individual chooses a primary Chapter; and
- 90 2) the Chapter that is not primary permits individuals to join the Chapter as their non-primary
91 Chapter.

92

85

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

88

89 1) pay dues and fees specified in these Bylaws to each Chapter to which he or she belongs; and

90

91 2) have the Chapter voting rights specified in these Bylaws only in his or her primary Chapter.

92

94
95 **Designated Members, Candidates, Practicing**
96 **Affiliates and Affiliates of the Chapter and Their**
97 **Privileges**

98
99 **Part A: Designated Members**

100 **Section 1. Categories and Statures**

101 Chapters shall have Practicing and Non-Practicing Designated Members as defined in the national
102 Bylaws. Practicing Designated Members may also hold the status of Practicing Past President
103 Member, Practicing Life Member or Practicing Semi-Retired Member. Non-Practicing Designated
104 Members may also hold the status of Temporarily Non-Practicing Member, Non-Practicing Retired
105 Member, Non-Practicing Past President Member or Non-Practicing Life Member.

106
107 **Section 2. Voting Rights**

108 Designated Members in good standing except Non-Practicing Members who do not hold the status of
109 Temporarily Non-Practicing Member, Non-Practicing Retired Member, Non-Practicing Life Member or
110 Non-Practicing Past President Member, shall have the right to vote at the Chapter level.

111
112 **Section 3. Eligibility for Service**

113 Designated Members, except Temporarily Non-Practicing Members, may serve in any Chapter office,
114 on the Chapter Board of Directors and on any Chapter committee, panel, project team or other
115 Chapter body if such Designated Members:

- 116
117 a) are members of the Chapter in good standing;
118
119 b) hold the status “continuing education completed”;
120
121 c) have not been subject to a publishable disciplinary action by the Appraisal Institute within the five
122 (5) years prior to election or appointment; and
123
124 d) are not otherwise precluded from serving by these Bylaws.

125
126
127 **Part B: Candidates**

128 **Section 1. Candidates**

129 Chapters shall have Candidates as defined in the national Bylaws. Candidates shall hold the status of
130 Practicing Candidate or Temporarily Non-Practicing Candidate as defined in the national Bylaws.

131
132 **Section 2. Voting Rights**

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

- 134
135 a) education issues where examination security is impacted; or
136
137 b) admissions issues.

142 **Section 3. Eligibility for Service**

143 Except where provided otherwise, Candidates in good standing, except Temporarily Non-Practicing
144 Candidates may serve in any Chapter office other than President, on the Chapter Board of Directors
145 and on Chapter committees, panels, project teams or other Chapter bodies if such Candidates:

- 146
147 a) are Candidates in good standing;
148
149 b) have completed the continuing education requirements for Candidates; and
150
151 c) have not been subject to a publishable disciplinary action by the Appraisal Institute within the five
152 (5) years prior to election or appointment.

153
154 Candidates who serve at the Chapter level may not participate in:

- 155
156 a) education issues where examination security is impacted; or
157
158 b) confidential admissions issues.

159
160
161 **Part C: Practicing Affiliates**

162 **Section 1. Practicing Affiliates**

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

164
165 **Section 2. Voting Rights**

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

- 167
168 a) education issues where examination security is impacted; or
169
170 b) admissions issues.

171
172 **Section 3. Eligibility for Service**

173 Except where provided otherwise, Practicing Affiliates may not serve in any Chapter offices, on the
174 Chapter Board of Directors, or on any Chapter committees. Practicing Affiliates who were elected or
175 appointed to hold Chapter offices, serve on the Chapter Board of Directors or serve on a Chapter
176 committee prior to January 1, 2013 may complete the balance of their terms so long as they as they
177 continue to meet all other requirements for service and maintain their Practicing Affiliate status, but
178 shall not be eligible for re-election or re-appointment unless they become Candidates or Designated
179 Members.

180
181 Except where provided otherwise, Practicing Affiliates may serve on Chapter panels, project teams
182 and other Chapter bodies where permitted if such Practicing Affiliates:

- 183
184 a) are a Practicing Affiliate in good standing;
185
186 b) have completed any continuing education requirements for Practicing Affiliates; and
187
188 c) have not been subject to a publishable disciplinary action by the Appraisal Institute within the five
189 (5) years prior to appointment.

190
191 Practicing Affiliates who serve at the Chapter level may not participate in:

- 192
193 a) education issues where examination security is impacted; or

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b) confidential admissions issues.

Part D: Affiliates

Section 1. Affiliates Category

Chapters shall have Affiliates as defined in the national Bylaws.

Section 2. Voting Rights

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

- a) education issues where examination security is impacted; or
- b) admissions issues.

Section 3. Eligibility for Service

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

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

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

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

- a) education issues where examination security is impacted; or
- b) confidential admissions issues.

233

234 **Fiscal Year, Chapter Dues, and Fees**

235

236 **Part A: Fiscal Year**

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

238

239

240

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

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

253 As defined in the national Bylaws of the Appraisal Institute, Honorary Members, Practicing and Non-
254 Practicing Past President Members, Temporarily Non-Practicing Designated Members and Non-
255 Practicing Retired Designated Members are not required to pay Chapter dues.

256

257

258

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

260 The Chapter dues of a new Designated Member or fees for a new Candidate, Practicing Affiliate or
261 Affiliate for the year in which he or she is admitted shall be prorated on a monthly basis and shall be
262 payable within ten (10) days of notice delivered in writing. The Chapter dues of Designated Members
263 or fees of Candidates, Practicing Affiliates or Affiliates joining after November 1 shall be credited to
264 the following fiscal year.

265

266

267

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

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

275

276

277 **Part E: Payment Date**

278 Annual Chapter membership dues, Candidate fees, Practicing Affiliate fees, Affiliate fees and Chapter
279 administrative fees for Temporarily Non-Practicing Designated Members and Non-Practicing Retired
Designated Members shall be payable on January 1 of each year.

280

281 **Part F: Late Fee and Nonpayment**

282 A late fee of fifteen percent (15%) shall be charged to all Designated Members, Candidates,
283 Practicing Affiliates and Affiliates who have not paid their dues, fees or administrative fees by April 1
284 of each year.

285

286 The rules governing suspension or termination of a Designated Member, Candidate, Practicing
287 Affiliate or Affiliate for nonpayment of dues, fees or administrative fees are found in the national
288 Bylaws.

289

290

291 **Part G: Waiver of Dues or Fees**

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

297

298

299 **Part H: Limitation on Dues and Fees**

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

303

304

305 **Part I: Special Assessments**

306 The Chapter may levy a special assessment upon its Designated Members, Candidates, Practicing
307 Affiliates and Affiliates to create or maintain a specific Chapter reserve fund or to pay the cost of a
308 specific Chapter special activity or project. A special assessment must be authorized by the
309 affirmative vote of not less than seventy-five percent (75%) of the Designated Members, Candidates,
310 Practicing Affiliates and Affiliates of the Chapter present and voting at a Chapter meeting. Notice of
311 the Chapter meeting at which the vote on a special assessment is to be taken shall specify the time,
312 date and purpose of such meeting. The amount of any special assessment, as applied to each
313 individual Designated Member, Candidate, Practicing Affiliate and Affiliate belonging to the Chapter,
314 shall not exceed the amount of the individual's current annual national dues or fees to the Appraisal
315 Institute.

316

317

318 **Part J: Special Assessment Payment Date**

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

322

323

324 **Part K: Waiver of Special Assessment**

325 The Chapter Board of Directors may suspend or waive, in whole or in part, the payment of a Chapter
326 special assessment by any Designated Member, Candidate, Practicing Affiliate or Affiliate belonging

327 to the Chapter. The Chair of the national Finance Committee must receive notice delivered in writing
328 of the waiver of a Chapter special assessment and the reason for such waiver.
329

331

332 Chapter Board of Directors

333

334 Part A: General Authority

335 The affairs and activities of the Chapter shall be administered by a Board of Directors. The Chapter
336 Board of Directors shall exercise all powers specifically delegated to the Chapters by [Regulation No.](#)
337 [8](#), the national Bylaws and the policies of the Appraisal Institute, subject to the restrictions upon such
338 powers set forth in Regulation No. 8 and established by the national Board of Directors.

339

340 Part B: Composition

341 The Chapter Board of Directors shall consist of elected and *ex officio* voting and nonvoting members.
342 The elected officers of the Chapter, the immediate past President of the Chapter and the Chair of the
343 Branch Chapters(s) (if any) shall be *ex officio* voting members of the Chapter Board of Directors.
344 Each member of the national Board of Directors who belongs to the Chapter shall be an *ex officio*
345 nonvoting member of the Chapter Board of Directors including the right to introduce and second
346 motions and resolutions.

347

348

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

350

351 Part C: Term

352

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

355

356 Part D: Eligibility

357 A Designated Member or Candidate of the Chapter is eligible to serve on the Chapter Board of
358 Directors if he or she meets the requirements set forth in these Bylaws. No elected director shall
359 serve consecutive three (3) year terms unless recommended by the Regional Committee with
360 jurisdiction over the Chapter and approved by the national Board of Directors.

361

362 Part E: Removal

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

368

369

370

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

- 372
- 373 a) ceases to meet any of the service eligibility requirements set forth in these Bylaws; or
 - 374 b) receives a publishable disciplinary action by Appraisal Institute.
- 375

376

377 In the event of removal under this Part, a vacancy for the position shall be declared, and the vacancy
378 shall be filled as described in these Bylaws.

379 **Part F: Vacancies**

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

383
384 To fill the remainder of the unexpired term, the Chapter shall first follow the nominating process set
385 forth in these Bylaws. After the nominating process is completed, the vacancy shall be filled by
386 election:

- 387
- 388 a) at the next regular Chapter meeting;
 - 389
 - 390 b) at a special Chapter meeting held before the next regular Chapter meeting;
 - 391
 - 392 c) via secure mail ballot if a majority of the Chapter Board of Directors approves such voting
393 procedure; or
 - 394
 - 395 d) via secure electronic means if a majority of the Chapter Board of Directors approves such voting
396 procedure.
 - 397

398 **Part G: Notice of Regular Meetings**

399
400 The Chapter Secretary shall deliver in writing notice of each regular Chapter Board of Directors
401 meeting to each Director no fewer than fourteen (14) days prior to each meeting.

402 **Part H: Meetings**

403
404
405 The Chapter Board of Directors shall hold at least four (4) regular meetings a year. The regular
406 meetings shall be scheduled to permit timely discussion of matters to be considered by the national
407 Board of Directors at its meetings.

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

409
410
411 A special Chapter Board of Directors meeting shall be called by the Chapter Secretary upon receipt of
412 a request that is delivered in writing and that is signed by the Chapter President or at least two (2) of
413 the voting members of the Chapter Board of Directors. Notice of a special Chapter Board of Directors
414 meeting may be either in accordance with the notice provision for regular Chapter Board of Directors
415 meetings or, if there is not sufficient time to permit such notice, the Chapter Secretary shall deliver
416 notice to each Director in person or by telephone, facsimile, traceable carrier or electronic
417 transmission at least twenty-four (24) hours in advance of the special meeting. If the latter alternative
418 for notice is used, at least seventy-five percent (75%) of the total number of Directors must attend the
419 special meeting, and this fact must be reflected in the minutes of the meeting. Notice of a special
420 Chapter Board of Directors meeting shall specify the date, time, place and purpose of the special
421 meeting.

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

423
424
425 The Chapter Board of Directors may hold its meetings either in person or by interactive technology,
426 so long as all Directors participating in the meeting can communicate with one another. Interactive

427 technology includes, but is not limited to, conference telephone, electronic transmission, Internet
428 usage, and remote communication. Action taken at a meeting held via interactive technology shall be
429 as effective as if the Directors had met in person.
430

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

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

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

441 **Part L: Quorum**

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

449

451
452 **Chapter Officers**

453
454 **Part A: General Provision**

455 The officers of the Chapter shall include a President, at least one (1) Vice President, a Secretary and
456 a Treasurer (or a Secretary-Treasurer). Each Chapter officer shall be elected annually to a one (1)
457 year term by a majority vote of the Designated Members, Candidates, Practicing Affiliates and
458 Affiliates belonging to the Chapter in the manner required by these Bylaws.

459
460
461 **Part B: Eligibility**

462 A Designated Member or Candidate belonging to the Chapter is eligible to serve as a Chapter officer
463 if he or she meets the requirements set forth in these Bylaws. The Chapter President shall be a
464 Designated Member.

465
466
467 **Part C: Removal**

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

472
473 A Chapter officer shall be automatically removed if he or she:

- 474
475 a) ceases to meet any of the service eligibility requirements set forth in these Bylaws; or
476
477 b) receives a publishable disciplinary action by the 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 these Bylaws.

481
482
483 **Part D: Vacancies**

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

488
489 To fill the remainder of the unexpired term, the Chapter shall first follow the nominating process set
490 forth in these Bylaws. After the nominating process is completed, the Designated Members,
491 Candidates, Practicing Affiliates and Affiliates belonging to the Chapter shall fill the vacancy for the
492 remainder of the unexpired term by an election:

- 493
494 a) at the next regular Chapter meeting;
495
496 b) at a special Chapter meeting held before the next regular Chapter meeting;
497

- 498 c) via secure mail ballot if a majority of the Chapter Board of Directors approves such voting
499 procedure; or
500
501 d) via secure electronic means if a majority of the Chapter Board of Directors approves such voting
502 procedure.
503

504 **Part E: Duties of the Chapter President**

505 The Chapter President shall be the chief executive officer of the Chapter and shall:
506

- 507
508 a) preside at all regular and special Chapter meetings;
509
510 b) preside at all regular and special meetings of the Chapter Board of Directors;
511
512 c) carry out the policies and programs adopted by the Chapter Board of Directors;
513
514 d) serve as an *ex officio* non-voting member of all Chapter committees except the Nominating
515 Committee;
516
517 e) attend all Regional Committee meetings;
518
519 f) have an e-mail address and web access;
520
521 g) be familiar with the Bylaws, Regulations and policies of the Appraisal Institute and the Chapter
522 Bylaws; and
523
524 h) make Chapter committee appointments in accordance with these Bylaws.
525

526 The Chapter President may not serve more than two (2) consecutive complete terms as Chapter
527 President, unless recommended by the Regional Committee with jurisdiction over the Chapter and
528 approved by the national Board of Directors.
529

530 The incoming Chapter President must attend the Chapter Leadership Program at the national
531 meetings in the year prior to his or her presidency, or the Chapter must send another of its officers in
532 place of such incoming Chapter President.
533

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

535 The Vice President of the Chapter shall perform the duties of the Chapter President in the event of
536 the Chapter President's absence or disability. The Chapter Vice President shall also perform such
537 other duties as may be assigned to him or her by the Chapter Board of Directors or the Chapter
538 President. The Chapter Vice President or the Chapter officer that is next in line to the Chapter
539 President shall succeed to the office of Chapter President should that office become vacant, except
540 that if the Chapter Vice President or the Chapter officer that is next in line to the Chapter President is
541 not a Designated Member, a special election to fill the Presidential vacancy shall be held.
542
543

544 **Part G: Duties of the Chapter Secretary**

545 The Chapter Secretary shall keep an accurate record of the proceedings at all regular and special
546 Chapter meetings. Chapter records relating to Chapter Board of Directors meetings and Chapter
547
548

549 meetings shall be open for inspection upon written request by any Designated Member, Candidate,
550 Practicing Affiliate or Affiliate belonging to the Chapter who wishes to inspect such records; however,
551 Chapter records relating to litigation, privileged information and Chapter recommendation with respect
552 to an application for Designated membership, or an application for a Candidate, Practicing Affiliate or
553 an Affiliate shall not be open for inspection.

554

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

559

560 The Chapter Secretary shall prepare and issue the Chapter roster, effective January 1st of each
561 calendar year. The Chapter Secretary shall also maintain the Chapter roster.

562

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

567

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

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572 **Part H: Duties of the Chapter Treasurer**

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574 The Chapter Treasurer shall receive all monies collected by the Chapter, or by any officer or other
575 party on behalf of the Chapter, and shall deposit such monies in a bank or other financial institution
576 specified by the Chapter Board of Directors. The Chapter Treasurer shall make disbursements for
577 expenses up to \$ 2,500 Disbursements exceeding the predetermined maximum amount must be
578 authorized by a majority vote of the Chapter Board of Directors at a regular or special meeting, except
579 as preauthorized by the Chapter's Fiscal Policy, unless previously approved under the Chapter's budget.
580 The Chapter shall follow the investment policy adopted by the Appraisal Institute.

581

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583 The Chapter Treasurer shall ensure that annual financial statements (balance sheet and income
584 statement) are prepared in compliance with the standard chart of accounts for Chapters using the
585 online accounting system required by the Appraisal Institute. The annual financial statements shall,
586 upon written request, be open for inspection by any Chapter Designated Member, Candidate,
587 Practicing Affiliate or Affiliate who wishes to inspect such statements.

588

589 If the Chapter's annual receipts and/or total assets exceed \$100,000, then a review consisting of the
590 Agreed Upon Procedures must be completed by an independent Certified Public Accountant (CPA) in
591 compliance with the Appraisal Institute Chapter Financial Review Policy and Procedures. If the
592 Chapter's annual receipts and/or total assets are \$100,000 or less, the national Finance staff shall
593 perform a review consisting of Modified Agreed Upon Procedures approved by the national Audit
594 Committee on a schedule in compliance with the Chapter Financial Review Policy and Procedures. A
595 Chapter's receipts and/or funds shall be audited by an independent Certified Public Accountant (CPA)

596 if required by law or if the national Board of Directors deems such audit is in the best interest of the
597 Appraisal Institute. The report resulting from any review or audit shall be submitted to the Chair of the
598 national Audit Committee and the national Chief Financial Officer.

599

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

602

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

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ARTICLE VIII

Nominations and Elections

Part A: Composition of Chapter Nominating Committee

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

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

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

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

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

Part B: Eligibility to Serve and Removal

The requirements and rules for eligibility and removal for the Chapter Nominating Committee are set forth in the Article of these Bylaws governing Chapter Committees.

Part C: Duties of Chapter Nominating Committee

Each year the Chapter Nominating Committee shall prepare a slate consisting of at least one (1) nominee for each of the following positions, as necessary and subject to the expiration of terms as specified in these Bylaws: each Chapter office, each vacancy on the Chapter Board of Directors and each vacant Chapter Representative position to be filled for the succeeding year.

654 In addition, the Chapter Nominating Committee may recommend up to ten (10) alternate Chapter
655 Representatives who would be available to fulfill the duties of a Chapter Representative elected by
656 the Chapter, or the Chapter President, who are unable to attend a Regional Committee meeting.
657

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Part D: Report of Chapter Nominating Committee

660 Each year the Chapter Nominating Committee shall make its selections, prepare an appropriate
661 report and deliver this report in writing to the Chapter Secretary no fewer than thirty (30) days prior to
662 the date on which elections are scheduled to be held. The Chapter Secretary shall deliver in writing a
663 copy of the Chapter Nominating Committee report to each Designated Member, Candidate, Practicing
664 Affiliate and Affiliate belonging to the Chapter no fewer than twenty-five (25) days prior to the date on
665 which elections are scheduled to be held.
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Part E: Additional Nominations

669 Additional nominations may be made by a timely filing of a written petition signed by at least five
670 percent (5%) of the total number of Designated Members, Candidates, Practicing Affiliates and
671 Affiliates in the Chapter. Such petition may be in electronic form. To be effective, each nominating
672 petition must be delivered in writing to the Chapter Secretary at least fifteen (15) days before the
673 regular Chapter meeting at which the election is to be held. The Chapter Secretary shall deliver in
674 writing a copy of any petition filed to each Designated Member, Candidate, Practicing Affiliate and
675 Affiliate belonging to the Chapter at least ten (10) days before the date on which elections are
676 scheduled to be held.
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Part F: Chapter Elections

680 Chapter elections shall be held prior to June 30 each year. At the regular Chapter meeting at which
681 the election is to be held, the Designated Members, Candidates, Practicing Affiliates and Affiliates
682 belonging to the Chapter shall receive the Chapter Nominating Committee report and any petitions for
683 additional nominations. No additional nominations may be made from the floor.
684

685

686 The Designated Members, Candidates, Practicing Affiliates and Affiliates belonging to the Chapter
687 shall then proceed to elect the necessary Chapter officers, Chapter Directors, Chapter
688 Representatives, and at the option of the Chapter, alternative Chapter Representatives, for the
689 succeeding year.

690

691 Alternatively, by at least a majority vote of the Chapter Board of Directors, Chapter elections may be
692 conducted by mail ballot or electronic means. If a mail ballot or electronic means are used, the
693 Chapter must adopt a procedure that ensures voting security. For voting by mail ballot, such security
694 shall include at a minimum, the mailing by the Chapter Secretary of a numbered ballot to each
695 Designated Member, Candidate, Practicing Affiliate and Affiliate with a numbered return envelope. At
696 least twenty (20) days shall be allowed for the return of ballots. For voting by electronic means, the
697 procedure must ensure that each ballot is cast by a Designated Member, Candidate, Practicing
698 Affiliate or Affiliate having the right to vote, and that such individual has voted no more than once.
699 Examples of such secure electronic voting procedures include use of electronic signatures and
700 passwords. At least ten (10) days shall be allowed for the return of electronic ballots and access to
701 electronic ballots shall be limited to the Chapter Secretary and/or no more than two individuals
designated by the Chapter Board of Directors. Tabulation of mail or electronic ballots shall be

702 conducted by the Chapter Secretary and/or no more than two individuals designated by the Chapter
703 Board of Directors. The Chapter Secretary shall be responsible for the notification of results as
704 provided for in the following section.
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Part G: Notification of Results

708 Immediately upon completion of the annual election, the Chapter Secretary shall provide notice
709 delivered in writing to the Designated Members, Candidates, Practicing Affiliates and Affiliates
710 belonging to the Chapter and the Regional Chair and the Chief Executive Officer of the Appraisal
711 Institute as to the names and addresses of the individuals elected for the ensuing year.
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Part H: Chapter Representatives to the Regional Committee

715 Chapter Representatives to the Regional Committee will be elected on the basis of one (1) for every
716 (50) Designated Members in good standing per Chapter. If a Chapter has one (1) or more elected
717 Representative(s) to the Regional Committee, one (1) such Representative must be the Chapter Vice
718 President, or the Chapter officer next in line to the Chapter President. Chapter Representatives shall
719 serve no more than two (2) complete two (2) year terms. Chapters with more than one (1)
720 Representative shall elect approximately half of their Representatives each year to achieve staggered
721 terms.
722

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724 The Chapter President shall automatically serve on the Regional Committee in addition to any elected
725 Chapter Representatives to the Regional Committee.
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Part I: Use of Alternate Chapter Representatives

729 Chapters may elect Alternate Chapter Representative(s) to the Regional Committee. If the Chapter
730 President or a Chapter Representative to the Regional Committee is unable to attend a Regional
731 Committee meeting, the Chapter President shall notify the first Alternate Chapter Representative and
732 request that such Alternate attend the Regional Committee meeting. If the first Alternate is unable to
733 attend, the Chapter President shall proceed down the list of elected Alternate(s) until one who is able
734 to attend the Regional Committee meeting is found or the list is exhausted. The Chapter President
735 shall provide notice delivered in writing to the Regional Chair of the use of Alternate Chapter
Representatives to the Regional Committee.

737

738 Chapter Committees

739 **Part A: General**

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

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

- 742
- 743
- 744 a) Candidate Guidance Committee;
- 745
- 746 b) General and Residential Appraiser Education Committees (at the Chapter's discretion, the
- 747 General Appraiser and Residential Appraiser Education Committees may be combined into one
- 748 Chapter Education Committee);
- 749
- 750 c) Finance Committee;
- 751
- 752 d) Government Relations Committee (in lieu of having its own Government Relations Committee, a
- 753 Chapter shall participate in a statewide government relations coalition or work with another
- 754 Chapter in its state that has a Government Relations Committee); and
- 755
- 756 e) Nominating Committee.
- 757

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

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

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

761 Committee.

762

763 **Section 2. Eligibility to Serve**

764 A Designated Member or a Candidate belonging to the Chapter shall be eligible to serve on a

765 Chapter Committee if he or she meets the requirements set forth in these Bylaws.

766

767 **Section 3. Removal**

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

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

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

771 sixty percent (60%) vote.

772

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

774

- 775 a) ceases to meet any of the service eligibility requirements set forth in these Bylaws; or
- 776
- 777 b) receives a publishable disciplinary action by the Appraisal Institute.
- 778

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

780 as described in these Bylaws.

781

782 **Section 4. Vacancies**

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

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

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

788

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

791

792

793 **Part B: Required Chapter Committees**

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

795 The Chapter Candidate Guidance Committee shall consist of a Chair and minimum of two (2) other
796 Committee members. The Committee Chair and Committee members must be Designated Members
797 of the Appraisal Institute and are encouraged to serve as Advisors to Candidates.

798

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

804

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

806

807 a) facilitate networking among Advisors to Candidates; and

808

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

811

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

814

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

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

818

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

823

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

825

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

829

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

831

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

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

836

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

842

843 **Section 3. Chapter Finance Committee**

844 The Chapter Finance Committee shall consist of the Treasurer of the Chapter, the Chapter Secretary,
845 and three (3) other Committee members.

846

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

849

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

854

855 The Chapter Finance Committee shall prepare a proposed budget for the succeeding operating year
856 and shall deliver in writing its recommendations concerning proposed changes in the Chapter budget
857 for the current year to the Chapter Board of Directors for approval. The Chapter Treasurer shall
858 deliver in writing a copy of the approved budget to the Chief Executive Officer of the Appraisal
859 Institute no later than January 31 of each year.

860

861 The Chapter Finance Committee must periodically review the general financial condition of the
862 Chapter and submit reports concerning such condition to the Chapter Board of Directors. The
863 Chapter Treasurer shall deliver in writing a copy of such report to the Chief Executive Officer of the
864 Appraisal Institute within thirty (30) days of the report's presentation to the Chapter Board of
865 Directors.

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867

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

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

871

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

877

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

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Section 5. Chapter Nominating Committee

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

Part C: Optional Chapter Committees

Section 1. Chapter Bylaws Committee

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

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

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

Section 2. Chapter Candidate Committee

The Chapter Candidate Committee shall consist of the Candidates of the Chapter.

The Co-chairs of the Chapter Candidate Committee, one (1) whose practice is primarily commercial in nature, one (1) whose practice is primarily residential in nature, shall be elected from among the Candidates of the Chapter at the same time that the Chapter holds its other elections pursuant to these Bylaws. The Chair shall be elected by the Candidates belonging to the Chapter present and voting at the election.

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

The Co-chairs of the Chapter Candidate Committee may attend the Chapter Board of Directors meetings to serve in an advisory role, but may be excused from Board of Directors meetings during discussion of confidential or highly sensitive matters. The Co-Chairs shall have floor privileges, but shall have no voting rights.

The Chapter Candidate Committee shall:

- a) discuss issues impacting Candidates and provide recommendations to other bodies as appropriate;
- b) work to enhance communications among Candidates of the Chapter and between Candidates and the Regions, and Candidates and the national organization;
- c) work with the Chapter Candidate Guidance Committee as appropriate; and

930
931 d) work to develop future leaders for the Chapter and the organization as a whole.
932

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

934 If the Chapter Bylaws provide for a Chapter External Relations Committee, such Committee shall
935 consist of a Chair and a minimum of two (2) other Committee members.
936

937 The Chapter President shall appoint the Committee Chair and Committee members whose terms
938 shall commence at the same time as the President's, subject to approval of the Chapter Board of
939 Directors. The Chair shall be appointed to a one (1) year term. The other Committee members shall
940 be appointed to serve three (3) year staggered terms and shall not be eligible to serve consecutive
941 terms.
942

943 The duties of the External Relations Committee shall be to develop Chapter relations with other
944 organizations, including other appraisal organizations, other Chapters of the Appraisal Institute, other
945 professional organizations and various public bodies when the actions of such organizations or public
946 bodies may affect the Chapter and those who belong to the Chapter.
947

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

949 If the Chapter Bylaws provide for a Chapter Public Relations Committee, such Committee shall
950 consist of a Chair and a minimum of two (2) other Committee members.
951

952 The Chapter President shall appoint the Committee Chair and Committee members whose terms
953 shall commence at the same time as the President's, subject to approval of the Chapter Board of
954 Directors. The Chair shall be appointed to serve a one (1) year term. The other Committee members
955 shall be appointed to serve three (3) year staggered terms and shall not be eligible to serve
956 consecutive terms.
957

958 The duties of the Chapter Public Relations Committee shall be to publicize the activities and
959 programs of the Chapter and to promote attendance at Chapter meetings and educational events.
960

961 **Section 5. Other Chapter Committees**

962 *[If other Chapter committees are created, add their description here. The rules, composition, powers*
963 *and duties for any such committees must be consistent with the Bylaws, Regulations and policies of*
964 *the Appraisal Institute...]*
965

967

968 Chapter Meetings and Quorums

969

970 Part A: Regular Chapter Meetings

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

976

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

979

980 Part B: Special Chapter Meetings

981

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

986

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

993

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

996

997 Part C: Quorum

998

999 A quorum for any regular or special Chapter meeting shall be those Designated Members,
1000 Candidates, Practicing Affiliates and Affiliates that belong to the Chapter who are present and voting
1001 at the meeting. The Designated Members, Candidates, Practicing Affiliates and Affiliates may take
1002 action at a meeting at which a quorum is present upon a majority vote of the Designated Members,
1003 Candidates, Practicing Affiliates and Affiliates present, unless a different requirement is prescribed by
1004 these Bylaws. A meeting at which a quorum is initially present may continue to transact business,
1005 notwithstanding the withdrawal of any Designated Members, Candidates, Practicing Affiliates or
1006 Affiliates, if any action taken is approved by a majority of the required quorum for that meeting or by a
1007 majority of the remaining individuals, whichever is greater.

1008

1009 Part D: Joint Meetings

1010

1011 Notice of joint meetings of Chapters with other organizations shall be given to national headquarters
1012 no fewer than thirty (30) days prior to the date of the meeting to avoid conflicts with the national

1013 meeting schedule. Joint meetings shall be publicly announced after the proper notice to the national
1014 headquarters.

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1018 **Part E: Robert's Rules of Order**

1019 All meetings are to be conducted according to *Robert's Rules of Order, Newly Revised*.

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ARTICLE XI

Branch Chapters

Part A: Purpose

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

Part B: Formation

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

Part C: Procedures and Directives

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

Part D: Branch Chapter

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

Part E: Branch Chapter Leadership

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

Part F: Removal

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

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

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

1070 **Part G: Branch Chapter Chair**

1071 The initial Branch Chapter Chair shall be appointed by the Chapter Board of Directors. The term of
1072 office for a Branch Chapter Chair shall be one (1) year.

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1075 **Part H: Branch Chapter Vice Chair**

1076 The Vice Chair of the Branch Chapter shall be appointed to a one (1) year term by the Chapter Board
1077 of Directors. The Branch Chapter Vice Chair shall automatically succeed to the office of Chair of the
1078 Branch Chapter unless good cause is shown and a motion to the contrary is passed by two-thirds
1079 (2/3) of the Directors voting on the issue at a quorum meeting of the Chapter Board of Directors.

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1082 **Part I: Branch Chapter Advisory Board**

1083 The Branch Chapter shall maintain an Advisory Board consisting of *minimum of three (3)* individuals
1084 elected by the Designated Members, Candidates, Practicing Affiliates and Affiliates belonging to the
1085 Branch Chapter. Branch Chapter Advisory Board members shall be elected to serve staggered three
1086 (3) year terms.

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1088 Any Branch Chapter Advisory Board member may be selected by the Branch Chapter Chair to
1089 perform the duties of Secretary/Treasurer.

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1092 **Part J: Branch Chapter Meetings**

1093 The Branch Chapter shall hold *minimum of two (2)* meetings a year. These meetings should be held
1094 shortly before two of the national Board of Directors meeting each year. Other Branch Chapter
1095 meetings shall be at the discretion of the Branch Chapter Chair and the Branch Chapter Advisory
1096 Board. The location of each Branch Chapter meeting shall be determined by the Branch Chapter
1097 Chair and Vice Chair.

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1099 Joint meetings of the Branch Chapter and Chapter shall be held at least once a year. The Chair and
1100 Vice Chair of the Branch Chapter shall each attend at least one Chapter meeting per year.

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1103 **Part K: Branch Chapter Funding**

1104 Chapter dues or service fees shall be paid only to the Chapter. The Chapter shall allocate \$200 for
1105 the Branch Chapter as its initial budget. The Chapter shall control the funding of all monies to the
1106 Branch Chapter. The Branch Chapter shall operate within its own budget as approved by the Chapter
1107 Board of Directors.

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1110 **Part L: Branch Chapter Reports**

1111 All Branch Chapter reports, programs, minutes or newsletters shall be transmitted to the Chapter
1112 President.

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ARTICLE XII

Chapter Publications

Part A: Chapter Directory

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

Part B: Chapter Newsletter

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

Part C: Chapter Website

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

1141 **Restrictions Upon the Powers of Chapters**

1142 **Part A: General Limitation**

1143 All actions taken by a Chapter that are not required or authorized by the national Bylaws, Regulations
1144 and policies of the Appraisal Institute shall be voidable by the national Board of Directors. A Chapter
1145 shall not act in a manner that is inconsistent with the national Bylaws, Regulations and policies of the
1146 Appraisal Institute. A Chapter shall not speak or act in a manner that jeopardizes the not-for-profit
1147 status of the Appraisal Institute and its Chapters.
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1149 **Part B: Adoption and Amendment of Chapter Bylaws**

1150 At the first Chapter meeting after being chartered, each Chapter shall adopt its own Chapter Bylaws.
1151 Such Chapter Bylaws shall be consistent with the Articles of Incorporation, the national Bylaws, the
1152 Regulations and policies of the Appraisal Institute. Within thirty (30) days of their adoption, the
1153 Chapter Secretary shall deliver in writing to the Chief Executive Officer of the Appraisal Institute such
1154 Chapter Bylaws.
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1156 Each Chapter may, by a majority vote of those Designated Members, Candidates, Practicing Affiliates
1157 and Affiliates present and voting at a regular or special Chapter meeting called for this purpose,
1158 amend its Bylaws. However, notice of the proposed changes shall be delivered in writing to the
1159 Designated Members, Candidates, Practicing Affiliates and Affiliates of the Chapter no fewer than
1160 fourteen (14) days prior to the meeting, and the amended Bylaws shall be consistent with the Articles
1161 of Incorporation, national Bylaws, Regulations and policies of the Appraisal Institute. Within thirty (30)
1162 days after their amendment, the Chapter Secretary shall deliver in writing to the Chief Executive
1163 Officer of the Appraisal Institute the amended Chapter Bylaws.
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1165 Amendments to Chapter Bylaws to ensure consistency with the Articles of Incorporation, national
1166 Bylaws, Regulations and policies of the Appraisal Institute shall not require approval of the
1167 Designated Members, Candidates, Practicing Affiliates and Affiliates belonging to the Chapter.
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1169 Each Chapter Bylaws, and any amendments thereto, shall be reviewed for consistency as described
1170 above. Any Chapter Bylaws that is inconsistent with the Articles of Incorporation, the national Bylaws
1171 any Regulation or any policy of the Appraisal Institute shall be void and of no force or effect. If the
1172 Appraisal Institute determines that the Chapter Bylaws are inconsistent, the Appraisal Institute shall
1173 deliver in writing notice to the Chapter that it has ninety (90) days to correct the inconsistency. If the
1174 Chapter refuses or fails to comply, the appropriate Regional Chair shall be notified and the Chapter's
1175 regional representation shall be suspended. Continued failure to comply by the Chapter shall be
1176 cause for the national Board of Directors to suspend or revoke the Chapter's charter.
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1178 **Part C: Restriction Upon Committing the Appraisal Institute**

1179 A Chapter shall not commit the Appraisal Institute to any financial obligation, or to any other obligation
1180 whatsoever, unless such commitment is authorized in advance in writing by the national Board of
1181 Directors.
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Part D: Acting in the Name of the Appraisal Institute

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

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Part E: Acting in the Name of the Chapter

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

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Part F: Restriction Upon Incorporation

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

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An incorporated Chapter's Articles of Incorporation shall be approved by the national Board of Directors of the Appraisal Institute. If deemed necessary by the national Board of Directors, the incorporated Chapter's Articles of Incorporation shall be amended prior to approval. An incorporated Chapter must file all tax returns and corporate documents as required by applicable law and must forward copies of all such filings within thirty (30) days to the Chief Executive Officer of the Appraisal Institute. An incorporated Chapter shall enter into a license agreement with the Appraisal Institute for the use of the Appraisal Institute's tradename, trademark, service marks and collective marks. Failure to provide copies of its Articles of Incorporation to the national Board of Directors for review, failure to file the necessary corporate and tax documents or failure to otherwise conform to the national Bylaws, Regulations and policies of the Appraisal Institute shall be cause for the national Board of Directors to require the incorporated Chapter to dissolve its corporate status.

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Part G: Use of Chapter Funds

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

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Part H: Chapter Education Trust Funds

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To establish a Chapter Education Trust Fund, the Chapter must first receive the written approval of the national Board of Directors after consideration by the national Finance Committee.

In reviewing the request of a Chapter for permission to establish an education trust fund, the national Board of Directors and the national Finance Committee shall consider: (1) the adequacy of the Chapter's operating funds; (2) the proposed rules and regulations of the Chapter for establishing and administering the fund; (3) the impact on the Appraisal Institute Education Trust; and (4) such other matters as may be appropriate.

1233 This provision does not prohibit a Chapter from segregating on its books a portion of the Chapter
1234 funds for educational purposes.
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1239 Suspension or Revocation of Charter

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1241 **Part A: Suspension or Revocation for Cause**

1242 The national Board of Directors may suspend or revoke a Chapter's charter for cause after six (6)
1243 months notice by a two-thirds (2/3) vote of those Directors present at a regular or special meeting for
1244 any of the following reasons:

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- 1246 a) failure to abide by the Bylaws, Regulations and policies of the Appraisal Institute;
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 - 1248 b) failure to abide by the Bylaws of the Chapter itself;
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 - 1250 c) retention on the Chapter roster of any person who is not a Designated Member, Candidate,
1251 Practicing Affiliate or Affiliate belonging to the Appraisal Institute after proper notification by the
1252 Chief Executive Officer of the Appraisal Institute;
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 - 1254 d) failure to maintain the minimum number of Designated Members, Candidates, Practicing Affiliates
1255 and Affiliates necessary for chartering as required by Appraisal Institute Regulation No 8;
1256 however, this provision shall not apply to the Chapters of the American Institute of Real Estate
1257 Appraisers or the Society of Real Estate Appraisers that existed on December 31, 1990, nor shall
1258 this provision apply to Chapters created by the merger of such existing Chapters prior to June 21,
1259 1997;
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 - 1261 e) failure to abide by any license agreement between the Appraisal Institute and an incorporated
1262 Chapter; or
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 - 1264 f) other good cause at the direction of the national Board of Directors.
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1266 The Chapter shall be entitled to be heard at the meeting of the national Board of Directors at which
1267 revocation or suspension is considered. The decision of the national Board of Directors shall be final
1268 and conclusive.

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1270 **Part B: Surrender of Charter**

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1272 The surrender of a charter by action of two-thirds (2/3) of the Chapter Designated Members,
1273 Candidates, Practicing Affiliates and Affiliates present at a Chapter meeting called for such purpose
1274 shall bring about automatic cancellation.

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1276 **Part C: Disposition of Assets**

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1278 In the event of a revocation, surrender or dissolution of a Chapter, the assets of the Chapter shall be
1279 transferred to the Appraisal Institute. If two (2) or more Chapters merge, the assets of the Chapters
1280 shall be merged. If one (1) Chapter splits into two (2) or more smaller Chapters, the assets of the
1281 original Chapter shall first be used to retire any indebtedness of such Chapter, and the balance of the
1282 funds shall then be reallocated to the new Chapters on a per capita Active Designated Member basis.

02/11/2014