

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

179
180 Except where provided otherwise, Practicing Affiliates may serve on Chapter Committees of
181 Education, Finance, Government Relations, External Relations, and Public Relations, on Chapter
182 panels, project teams 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
189 the five (5) years prior to appointment.

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

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- a) education issues where examination security is impacted; or
- 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 **Part B: Annual Chapter Dues or Fees**

241 Except as provided otherwise, all Designated Members, Candidates, Practicing Affiliates and
242 Affiliates belonging to a Chapter shall pay annual Chapter dues or fees. The amount of Chapter dues
243 and fees shall be set by the Chapter Board of Directors if the national Board of Directors has not
244 established such amount. The amount set for Chapter dues and fees may not exceed the annual
245 national dues and fees set by the national Board of Directors for Designated Members, Candidates,
246 Practicing Affiliates or Affiliates. Invoices for dues and fees shall be issued by the Appraisal Institute
247 with the Chapter dues and fees being remitted to the bank accounts held by the Chapter. Except
248 where the national Bylaws, Regulations, and policies of the Appraisal Institute provide otherwise,
249 dues and fees collected during one month shall be remitted to bank accounts held by Chapters no
250 later than the fifteenth of the subsequent month. Other Chapter expenses, such as meal costs and
251 assessments, shall be the responsibility of the Chapter for collection and shall not be considered as
252 dues or fees.
253

254 As defined in the national Bylaws of the Appraisal Institute, Honorary Members, Practicing and Non-
255 Practicing Past President Members, Temporarily Non-Practicing Designated Members and Non-
256 Practicing Retired Designated Members are not required to pay Chapter dues.
257

258 **Part C: Dues of New Designated Members, or Fees of New Candidates,**
259 **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. The Chapter
262 dues of Designated Members or fees of Candidates, Practicing Affiliates or Affiliates joining after
263 November 1 shall be credited to the following fiscal year.
264

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

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

273
274 **Part E: Payment Date**

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

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

280 A late fee shall be charged to all Designated Members, Candidates, Practicing Affiliates and Affiliates
281 who have not paid their dues, fees or administrative fees by April 1 of each year. The rules governing
282 suspension or termination of a Designated Member, Candidate, Practicing Affiliate or Affiliate for
283 nonpayment of dues, fees or administrative fees are found in the national Bylaws.

284
285 **Part G: Waiver of Dues or Fees**

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

291
292
293 **Part H: Limitation on Dues and Fees**

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

297
298
299 **Part I: Special Assessments**

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

305
306 Notice of the Chapter meeting at which the vote on a special assessment is to be taken shall specify
307 the time, date and purpose of such meeting. The amount of any special assessment, as applied to
308 each individual Designated Member, Candidate, Practicing Affiliate and Affiliate belonging to the
309 Chapter, shall not exceed the amount of the individual's current annual national dues or fees to the
310 Appraisal Institute.

311
312
313 **Part J: Special Assessment Payment Date**

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

317
318
319 **Part K: Waiver of Special Assessment**

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

324

326

327 Chapter Board of Directors

328

329 **Part A: General Authority**

330 The affairs and activities of the Chapter shall be administered by a Board of Directors. The Chapter
331 Board of Directors shall exercise all powers specifically delegated to the Chapters by [Regulation No.](#)
332 [8](#), the national Bylaws and the policies of the Appraisal Institute, subject to the restrictions upon such
333 powers set forth in Regulation No. 8 and established by the national Board of Directors.

334

335 **Part B: Composition**

336

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

343

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

345

346 **Part C: Term**

347

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

350

351 **Part D: Eligibility**

352

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

357

358 **Part E: Removal**

359

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

365

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

- 367
- 368 a) ceases to meet any of the service eligibility requirements set forth in these Bylaws; or
 - 369 b) receives a publishable disciplinary action by Appraisal Institute.
- 370

371

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

374 **Part F: Vacancies**

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

378
379 To fill the remainder of the unexpired term, the Chapter shall first follow the nominating process set
380 forth in these Bylaws. After the nominating process is completed, the vacancy shall be filled by
381 election:

- 382 a) at the next regular Chapter meeting;
- 383 b) at a special Chapter meeting held before the next regular Chapter meeting;
- 384 c) via secure mail ballot if a majority of the Chapter Board of Directors approves such voting
385 procedure; or
- 386 d) via secure electronic means if a majority of the Chapter Board of Directors approves such voting
387 procedure.

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

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

397 **Part H: Meetings**

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

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

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

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

418 The Chapter Board of Directors may hold its meetings either in person or by interactive technology,
419 so long as all Directors participating in the meeting can communicate with one another. Interactive
420
421

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

425

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

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

431

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

435

436

437 **Part L: Quorum**

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

444

446
447 **Chapter Officers**

448
449 **Part A: General Provision**

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

454
455
456 **Part B: Eligibility**

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

460
461
462 **Part C: Removal**

463 A Chapter officer who fails to fulfill the duties of his or her position or who fails to attend three (3)
464 consecutive regularly scheduled Board meetings may be removed from office by a sixty percent
465 (60%) vote of the voting members of the Chapter Board of Directors. Further, the national Board of
466 Directors may remove a Chapter officer for cause by a sixty percent (60%) vote.

467
468 A Chapter officer shall be automatically removed if he or she:

- 469
470 a) ceases to meet any of the service eligibility requirements set forth in these Bylaws; or
471
472 b) receives a publishable disciplinary action by the Appraisal Institute.

473
474 In the event of removal under this Part, a vacancy for the position shall be declared, and the vacancy
475 shall be filled as described in these Bylaws.

476
477
478 **Part D: Vacancies**

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

483
484 To fill the remainder of the unexpired term, the Chapter shall first follow the nominating process set
485 forth in these Bylaws. After the nominating process is completed, the Designated Members,
486 Candidates, Practicing Affiliates and Affiliates belonging to the Chapter shall fill the vacancy for the
487 remainder of the unexpired term by an election:

- 488
489 a) at the next regular Chapter meeting;
490
491 b) at a special Chapter meeting held before the next regular Chapter meeting;
492

- 493 c) via secure mail ballot if a majority of the Chapter Board of Directors approves such voting
494 procedure; or
495
496 d) via secure electronic means if a majority of the Chapter Board of Directors approves such voting
497 procedure.
498

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500

Part E: Duties of the Chapter President

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

502

- 503 a) preside at all regular and special Chapter meetings;
504
505 b) preside at all regular and special meetings of the Chapter Board of Directors;
506
507 c) carry out the policies and programs adopted by the Chapter Board of Directors;
508
509 d) serve as an *ex officio* non-voting member of all Chapter committees except the Nominating
510 Committee;
511
512 e) attend all Regional Committee meetings;
513
514 f) have an e-mail address and web access;
515
516 g) be familiar with the Bylaws, Regulations and policies of the Appraisal Institute and the Chapter
517 Bylaws; and
518
519 h) make Chapter committee appointments in accordance with these Bylaws.

520

521 The Chapter President may not serve more than two (2) consecutive complete terms as Chapter
522 President, unless recommended by the Regional Committee with jurisdiction over the Chapter and
523 approved by the national Board of Directors.
524

525

526 The incoming Chapter President must attend the Chapter Leadership Program at the national
527 meetings in the year prior to his or her presidency, or the Chapter must send another of its officers in
528 place of such incoming Chapter President.
529

530

Part F: Duties of the Chapter Vice President

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

539

540

541

Part G: Duties of the Chapter Secretary

542 The Chapter Secretary shall keep an accurate record of the proceedings at all regular and special
543 Chapter meetings. Chapter records relating to Chapter Board of Directors meetings and Chapter

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

549

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

554

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

557

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

562

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

565

566

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

568 Section 1. This section shall be applicable to the Seattle Chapter if the Appraisal Institute Chapter
569 Financial Management and Administration Policy has not been implemented for the Seattle Chapter.
570 Upon the full implementation of the Appraisal Institute Chapter Financial Management and
571 Administration Policy for the Seattle Chapter, this section shall automatically expire.

572

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

580

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

589

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

594

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

597

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

603

604 Section 2. This section shall be applicable to the Seattle Chapter if the Appraisal Institute Chapter
605 Financial Management and Administration Policy has been implemented.

606

607 The Chapter Treasurer shall receive all monies collected by the Chapter, or by any officer or other
608 party on behalf of the Chapter, and shall deposit such monies in a bank account designated for such
609 Chapter. The Chapter Treasurer shall approve disbursements for expenses that have been approved
610 within the annual Chapter operating budget. The Chapter President may approve disbursements for
611 expenses that have been approved within the annual Chapter operating budget if the Treasurer is
612 unavailable and/or delay in approval could incur late fees or cause other harm to the Chapter.
613 Disbursements not otherwise approved under a Chapter budget must be approved by a majority vote
614 of the Chapter Board of Directors. The Chapter shall follow the Appraisal Institute Chapter Financial
615 Management and Administration policy adopted by the Appraisal Institute.

616

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

620

621 **ARTICLE VIII**

622

623 **Nominations and Elections**

624

625 **Part A: Composition of Chapter Nominating Committee**

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

629

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

636

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

642

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

650

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

652

653

654 **Part B: Eligibility to Serve and Removal**

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

657

658

659 **Part C: Duties of Chapter Nominating Committee**

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

664

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

668

669

670 **Part D: Report of Chapter Nominating Committee**

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

677

678

679 **Part E: Additional Nominations**

680 Additional nominations may be made by a timely filing of a written petition signed by at least five
681 percent (5%) of the total number of Designated Members, Candidates, Practicing Affiliates and
682 Affiliates in the Chapter. Such petition may be in electronic form. To be effective, each nominating
683 petition must be delivered in writing to the Chapter Secretary at least fifteen (15) days before the

684 regular Chapter meeting at which the election is to be held. The Chapter Secretary shall deliver in
685 writing a copy of any petition filed to each Designated Member, Candidate, Practicing Affiliate and
686 Affiliate belonging to the Chapter at least ten (10) days before the date on which elections are
687 scheduled to be held.

688

689

690 **Part F: Chapter Elections**

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

695

696 The Designated Members, Candidates, Practicing Affiliates and Affiliates belonging to the Chapter
697 shall then proceed to elect the necessary Chapter officers, Chapter Directors, Chapter
698 Representatives, and at the option of the Chapter, alternative Chapter Representatives, for the
699 succeeding year.

700

701 Alternatively, by at least a majority vote of the Chapter Board of Directors, Chapter elections may be
702 conducted by mail ballot or electronic means. If a mail ballot or electronic means are used, the
703 Chapter must adopt a procedure that ensures voting security. For voting by mail ballot, such security
704 shall include at a minimum, the mailing by the Chapter Secretary of a numbered ballot to each
705 Designated Member, Candidate, Practicing Affiliate and Affiliate with a numbered return envelope. At
706 least twenty (20) days shall be allowed for the return of ballots. For voting by electronic means, the
707 procedure must ensure that each ballot is cast by a Designated Member, Candidate, Practicing
708 Affiliate or Affiliate having the right to vote, and that such individual has voted no more than once.
709 Examples of such secure electronic voting procedures include use of electronic signatures and
710 passwords. At least ten (10) days shall be allowed for the return of electronic ballots and access to
711 electronic ballots shall be limited to the Chapter Secretary and/or no more than two individuals
712 designated by the Chapter Board of Directors. Tabulation of mail or electronic ballots shall be
713 conducted by the Chapter Secretary and/or no more than two individuals designated by the Chapter
714 Board of Directors. The Chapter Secretary shall be responsible for the notification of results as
715 provided for in the following section.

716

717

718 **Part G: Notification of Results**

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

723

724

725 **Part H: Chapter Representatives to the Regional Committee**

726 Chapter Representatives to the Regional Committee will be elected on the basis of one (1) for every
727 (50) Designated Members in good standing per Chapter. If a Chapter has one (1) or more elected
728 Representative(s) to the Regional Committee, one (1) such Representative must be the Chapter Vice
729 President, or the Chapter officer next in line to the Chapter President. Chapter Representatives shall
730 serve no more than two (2) complete two (2) year terms. Chapters with more than one (1)

731 Representative shall elect approximately half of their Representatives each year to achieve staggered
732 terms.

733

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

736

737

738 **Part I: Use of Alternate Chapter Representatives**

739 Chapters may elect Alternate Chapter Representative(s) to the Regional Committee. If the Chapter

740 President or a Chapter Representative to the Regional Committee is unable to attend a Regional

741 Committee meeting, the Chapter President shall notify the first Alternate Chapter Representative and

742 request that such Alternate attend the Regional Committee meeting. If the first Alternate is unable to

743 attend, the Chapter President shall proceed down the list of elected Alternate(s) until one who is able

744 to attend the Regional Committee meeting is found or the list is exhausted. The Chapter President

745 shall provide notice delivered in writing to the Regional Chair of the use of Alternate Chapter

746 Representatives to the Regional Committee.

748

749 Chapter Committees

750 **Part A: General**

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

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

- 753
- 754 a) Candidate Guidance Committee;
- 755
- 756 b) General and Residential Appraiser Education Committees (at the Chapter's discretion, the
- 757 General Appraiser and Residential Appraiser Education Committees may be combined into one
- 758 Chapter Education Committee);
- 759
- 760 c) Finance Committee;
- 761
- 762 d) Government Relations Committee (in lieu of having its own Government Relations Committee, a
- 763 Chapter shall participate in a statewide government relations coalition or work with another
- 764 Chapter in its state that has a Government Relations Committee); and
- 765
- 766 e) Nominating Committee.
- 767
- 768

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

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

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

772 Committee.

773

774 **Section 2. Eligibility to Serve**

775 A Designated Member, a Candidate, or a Practicing Affiliate belonging to the Chapter shall be eligible

776 to serve on a Chapter Committee if he or she meets the requirements set forth in these bylaws.

777

778 **Section 3. Removal**

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

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

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

782 sixty percent (60%) vote.

783

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

785

- 786 a) ceases to meet any of the service eligibility requirements set forth in these Bylaws; or
- 787
- 788 b) receives a publishable disciplinary action by the Appraisal Institute.
- 789

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

791 as described in these Bylaws.

792

793 **Section 4. Vacancies**

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

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

796 President or by election for the remainder of the term, depending on the means by which the position

797 is regularly filled. However, the individual so appointed or elected must be qualified to serve in the
798 position from the time of appointment or election.

799

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

802

803

804 **Part B: Required Chapter Committees**

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

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

809

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

815

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

817

818 a) facilitate networking among Advisors to Candidates; and

819

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

822

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

825

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

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

829

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

834

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

836

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

840

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

842

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

847

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

853

854 **Section 3. Chapter Finance Committee**

855 The Chapter Finance Committee shall consist of the Treasurer of the Chapter, the Chapter Secretary,
856 and three (3)] other Committee members.

857

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

860

861 The Chapter President shall appoint any Committee members whose terms shall commence at the
862 same time as the Chapter President's, subject to the approval of the Chapter Board of Directors.

863 Committee members shall serve staggered three-year terms and shall not be eligible to serve
864 consecutive terms.

865

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

871

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

874

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

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

878

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

884

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

888

889 **Section 5. Chapter Nominating Committee**

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

892

893

894 **Part C: Optional Chapter Committees**

895 **Section 1. Chapter Bylaws Committee**

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

898

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

904

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

907

908 **Section 2. Chapter Candidate Committee**

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

910

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

916

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

922

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

927

928 The Chapter Candidate Committee shall:

929

- 930 a) discuss issues impacting Candidates and provide recommendations to other bodies as
931 appropriate;
- 932
- 933 b) work to enhance communications among Candidates of the Chapter and between Candidates
934 and the Regions, and Candidates and the national organization;
- 935
- 936 c) work with the Chapter Candidate Guidance Committee as appropriate; and
937
- 938 d) work to develop future leaders for the Chapter and the organization as a whole.
939

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

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

943

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

949

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

954

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

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

958

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

964

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

967

968 **Section 5. Other Chapter Committees**

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

972

974

975 Chapter Meetings and Quorums

976

977 **Part A: Regular Chapter Meetings**

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

983

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

986

987 **Part B: Special Chapter Meetings**

988

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

993

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

1000

1001 All special Chapter meetings shall be open to all Designated Members, Candidates, Practicing
1002 Affiliates and Affiliates belonging to the Chapter.

1003

1004 **Part C: Quorum**

1005

1006 A quorum for any regular or special Chapter meeting shall be those Designated Members,
1007 Candidates, Practicing Affiliates and Affiliates that belong to the Chapter who are present and voting
1008 at the meeting. The Designated Members, Candidates, Practicing Affiliates and Affiliates may take
1009 action at a meeting at which a quorum is present upon a majority vote of the Designated Members,
1010 Candidates, Practicing Affiliates and Affiliates present, unless a different requirement is prescribed by
1011 these Bylaws. A meeting at which a quorum is initially present may continue to transact business,
1012 notwithstanding the withdrawal of any Designated Members, Candidates, Practicing Affiliates or
1013 Affiliates, if any action taken is approved by a majority of the required quorum for that meeting or by a
1014 majority of the remaining individuals, whichever is greater.

1015

1016 **Part D: Joint Meetings**

1017

1018 Notice of joint meetings of Chapters with other organizations shall be given to national headquarters
1019 no fewer than thirty (30) days prior to the date of the meeting to avoid conflicts with the national

1020 meeting schedule. Joint meetings shall be publicly announced after the proper notice to the national
1021 headquarters.

1022

1023

1024

1025 **Part E: Robert's Rules of Order**

1026 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.

1077 **Part G: Branch Chapter Chair**

1078 The initial Branch Chapter Chair shall be appointed by the Chapter Board of Directors. The term of
1079 office for a Branch Chapter Chair shall be one (1) year.

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1082 **Part H: Branch Chapter Vice Chair**

1083 The Vice Chair of the Branch Chapter shall be appointed to a one (1) year term by the Chapter Board
1084 of Directors. The Branch Chapter Vice Chair shall automatically succeed to the office of Chair of the
1085 Branch Chapter unless good cause is shown and a motion to the contrary is passed by two-thirds
1086 (2/3) of the Directors voting on the issue at a quorum meeting of the Chapter Board of Directors.

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1089 **Part I: Branch Chapter Advisory Board**

1090 The Branch Chapter shall maintain an Advisory Board consisting of *minimum of three (3)* individuals
1091 elected by the Designated Members, Candidates, Practicing Affiliates and Affiliates belonging to the
1092 Branch Chapter. Branch Chapter Advisory Board members shall be elected to serve staggered three
1093 (3) year terms.

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1095 Any Branch Chapter Advisory Board member may be selected by the Branch Chapter Chair to
1096 perform the duties of Secretary/Treasurer.

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1099 **Part J: Branch Chapter Meetings**

1100 The Branch Chapter shall hold *minimum of two (2)* meetings a year. These meetings should be held
1101 shortly before two of the national Board of Directors meeting each year. Other Branch Chapter
1102 meetings shall be at the discretion of the Branch Chapter Chair and the Branch Chapter Advisory
1103 Board. The location of each Branch Chapter meeting shall be determined by the Branch Chapter
1104 Chair and Vice Chair.

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1106 Joint meetings of the Branch Chapter and Chapter shall be held at least once a year. The Chair and
1107 Vice Chair of the Branch Chapter shall each attend at least one Chapter meeting per year.

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1110 **Part K: Branch Chapter Funding**

1111 Chapter dues or service fees shall be paid only to the Chapter. The Chapter shall allocate \$200 for
1112 the Branch Chapter as its initial budget. The Chapter shall control the funding of all monies to the
1113 Branch Chapter. The Branch Chapter shall operate within its own budget as approved by the Chapter
1114 Board of Directors.

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1117 **Part L: Branch Chapter Reports**

1118 All Branch Chapter reports, programs, minutes or newsletters shall be transmitted to the Chapter
1119 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.

1148 **Restrictions Upon the Powers of Chapters**

1149 **Part A: General Limitation**

1150 All actions taken by a Chapter that are not required or authorized by the national Bylaws, Regulations
1151 and policies of the Appraisal Institute shall be voidable by the national Board of Directors. A Chapter
1152 shall not act in a manner that is inconsistent with the national Bylaws, Regulations and policies of the
1153 Appraisal Institute. A Chapter shall not speak or act in a manner that jeopardizes the not-for-profit
1154 status of the Appraisal Institute and its Chapters.
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1156 **Part B: Adoption and Amendment of Chapter Bylaws**

1157 At the first Chapter meeting after being chartered, each Chapter shall adopt its own Chapter Bylaws.
1158 Such Chapter Bylaws shall be consistent with the Articles of Incorporation, the national Bylaws, the
1159 Regulations and policies of the Appraisal Institute. Within thirty (30) days of their adoption, the
1160 Chapter Secretary shall deliver in writing to the Chief Executive Officer of the Appraisal Institute such
1161 Chapter Bylaws.
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1163 Each Chapter may, by a majority vote of those Designated Members, Candidates, Practicing Affiliates
1164 and Affiliates present and voting at a regular or special Chapter meeting called for this purpose,
1165 amend its Bylaws. However, notice of the proposed changes shall be delivered in writing to the
1166 Designated Members, Candidates, Practicing Affiliates and Affiliates of the Chapter no fewer than
1167 fourteen (14) days prior to the meeting, and the amended Bylaws shall be consistent with the Articles
1168 of Incorporation, national Bylaws, Regulations and policies of the Appraisal Institute. Within thirty (30)
1169 days after their amendment, the Chapter Secretary shall deliver in writing to the Chief Executive
1170 Officer of the Appraisal Institute the amended Chapter Bylaws.
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1172 Amendments to Chapter Bylaws to ensure consistency with the Articles of Incorporation, national
1173 Bylaws, Regulations and policies of the Appraisal Institute shall not require approval of the
1174 Designated Members, Candidates, Practicing Affiliates and Affiliates belonging to the Chapter.
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1176 Each Chapter Bylaws, and any amendments thereto, shall be reviewed for consistency as described
1177 above. Any Chapter Bylaws that is inconsistent with the Articles of Incorporation, the national Bylaws
1178 any Regulation or any policy of the Appraisal Institute shall be void and of no force or effect. If the
1179 Appraisal Institute determines that the Chapter Bylaws are inconsistent, the Appraisal Institute shall
1180 deliver in writing notice to the Chapter that it has ninety (90) days to correct the inconsistency. If the
1181 Chapter refuses or fails to comply, the appropriate Regional Chair shall be notified and the Chapter's
1182 regional representation shall be suspended. Continued failure to comply by the Chapter shall be
1183 cause for the national Board of Directors to suspend or revoke the Chapter's charter.
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1185 **Part C: Restriction Upon Committing the Appraisal Institute**

1186 A Chapter shall not commit the Appraisal Institute to any financial obligation, or to any other obligation
1187 whatsoever, unless such commitment is authorized in advance in writing by the national Board of
1188 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

1205 No Chapter existing on January 1, 1991, which has not been previously incorporated, nor any
1206 Chapter chartered subsequent to that date, shall cause or permit itself to be incorporated under any
1207 state or federal law. A Chapter existing on January 1, 1991, which has been previously incorporated,
1208 shall be allowed to remain incorporated provided it meets the requirements set forth below.
1209

1210 An incorporated Chapter's Articles of Incorporation shall be approved by the national Board of
1211 Directors of the Appraisal Institute. If deemed necessary by the national Board of Directors, the
1212 incorporated Chapter's Articles of Incorporation shall be amended prior to approval. An incorporated
1213 Chapter must file all state tax returns and corporate documents as required by applicable law and
1214 must forward copies of all such filings within thirty (30) days to the Chief Executive Officer of the
1215 Appraisal Institute. An incorporated Chapter shall enter into a license agreement with the Appraisal
1216 Institute for the use of the Appraisal Institute's tradename, trademark, service marks and collective
1217 marks.

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1219 Failure to provide copies of its Articles of Incorporation to the national Board of Directors for review,
1220 failure to file the necessary corporate and state tax documents or failure to otherwise conform to the
1221 national Bylaws, Regulations and policies of the Appraisal Institute shall be cause for the national
1222 Board of Directors to require the incorporated Chapter to dissolve its corporate status.

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Part G: Use of Chapter Funds

1225 All funds held by a Chapter shall be used to carry out the purposes of the Chapter. No funds held by
1226 a Chapter shall be diverted from such purposes for the personal benefit of any individual. Chapters
1227 are encouraged to maintain sufficient funds in reserve to cover six months, but no more than one
1228 year, of Chapter operating expenses.

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Part H: Chapter Education Trust Funds

1231 To establish a Chapter Education Trust Fund, the Chapter must first receive the written approval of
1232 the national Board of Directors after consideration by the national Finance Committee.

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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.

1240 This provision does not prohibit a Chapter from designating a portion of the funds held by a Chapter
1241 for educational purposes.
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1248 Suspension or Revocation of Charter

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1250 **Part A: Suspension or Revocation for Cause**

1251 The national Board of Directors may suspend or revoke a Chapter's charter for cause after six (6)
1252 months notice by a two-thirds (2/3) vote of those Directors present at a regular or special meeting for
1253 any of the following reasons:

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- 1255 a) failure to abide by the Bylaws, Regulations and policies of the Appraisal Institute;
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 - 1257 b) failure to abide by the Bylaws of the Chapter itself;
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 - 1259 c) retention on the Chapter roster of any person who is not a Designated Member, Candidate,
1260 Practicing Affiliate or Affiliate belonging to the Appraisal Institute after proper notification by the
1261 Chief Executive Officer of the Appraisal Institute;
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 - 1263 d) failure to maintain the minimum number of Designated Members, Candidates, Practicing Affiliates
1264 and Affiliates necessary for chartering as required by Appraisal Institute Regulation No 8;
1265 however, this provision shall not apply to the Chapters of the American Institute of Real Estate
1266 Appraisers or the Society of Real Estate Appraisers that existed on December 31, 1990, nor shall
1267 this provision apply to Chapters created by the merger of such existing Chapters prior to June 21,
1268 1997;
 - 1269
 - 1270 e) failure to abide by any license agreement between the Appraisal Institute and an incorporated
1271 Chapter; or
 - 1272
 - 1273 f) other good cause at the direction of the national Board of Directors.
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1275 The Chapter shall be entitled to be heard at the meeting of the national Board of Directors at which
1276 revocation or suspension is considered. The decision of the national Board of Directors shall be final
1277 and conclusive.

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1279 **Part B: Surrender of Charter**

1281 The surrender of a charter by action of two-thirds (2/3) of the Chapter Designated Members,
1282 Candidates, Practicing Affiliates and Affiliates present at a Chapter meeting called for such purpose
1283 shall bring about automatic cancellation.

1284

1285 **Part C: Disposition of Assets**

1287 In the event of a revocation, surrender or dissolution of a Chapter, the assets held by the Chapter
1288 shall be transferred to the Appraisal Institute. If two (2) or more Chapters merge, the assets held by
1289 the Chapters shall be merged. If one (1) Chapter splits into two (2) or more smaller Chapters, the
1290 assets held by of the original Chapter shall first be used to retire any indebtedness of such Chapter,
1291 and the balance of the funds shall then be reallocated to the new Chapters on a per capita Practicing
1292 Designated Member basis.