

# Seattle Chapter Bylaws

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**Seattle CHAPTER BYLAWS**

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1 **ARTICLE I**

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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 Statuses**

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 Life Designated  
103 Member or Practicing Semi-Retired Designated Member. Non-Practicing Designated Members may  
104 also hold the status of Non-Practicing Retired Designated Member or Non-Practicing Life Designated  
105 Member.

106  
107 **Section 2. Voting Rights**

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

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

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

- 115 a) are members of the Chapter in good standing;  
116  
117 b) hold the status “continuing education completed”;  
118  
119 c) have not been subject to a publishable disciplinary action by the Appraisal Institute within the five  
120 (5) years prior to election or appointment;  
121  
122 d) stay up-to-date on the content of Appraisal Institute communications, including but not limited to,  
123 the content of all non-commercial e-mails originating from the national organization, the  
124 individual’s region and the individual’s chapter; and  
125  
126 e) are not otherwise precluded from serving by these Bylaws.

127  
128  
129 **Part B: Candidates**

130 **Section 1. Candidates**

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

132  
133 **Section 2. Voting Rights**

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

- 135  
136  
137 a) education issues where examination security is impacted; or  
138  
139 b) admissions issues.

142 **Section 3. Eligibility for Service**

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

- 146 a) are Candidates in good standing;
- 147
- 148 b) have completed the continuing education requirements for Candidates;
- 149
- 150 c) have not been subject to a publishable disciplinary action by the Appraisal Institute within  
151 the five (5) years prior to election or appointment; and
- 152
- 153 d) stay up-to-date on the content of Appraisal Institute communications, including but not  
154 limited to, the content of all non-commercial e-mails originating from the national  
155 organization, the individual's region and the individual's chapter.
- 156

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

- 158 a) education issues where examination security is impacted; or
- 159
- 160 b) confidential admissions issues.
- 161

162 **Part C: Practicing Affiliates**

163 **Section 1. Practicing Affiliates**

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

165

166 **Section 2. Voting Rights**

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

- 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

### 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  
244 dues and fees shall be set by the Chapter Board of Directors if the national Board of Directors has  
245 not 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 dues and fees shall be issued by the Appraisal Institute  
248 with the Chapter dues and fees being remitted to chapter bank accounts. Except where the national  
249 Bylaws, Regulations, and policies of the Appraisal Institute provide otherwise, dues and fees  
250 collected during one month shall be remitted to chapter bank accounts no later than the fifteenth of  
the subsequent month. Other Chapter expenses, such as meal costs and assessments, shall be the  
responsibility of the Chapter for collection and shall not be considered as dues or fees.

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

253

254

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

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

260

261

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

263 Non-Practicing Retired Designated Members shall pay an annual Chapter administrative fee in an  
264 amount set by the Chapter Board of Directors. The amount set for a Chapter administrative fee may  
265 not exceed the annual national administrative fee set by the national Board of Directors. Non-  
266 Practicing Retired Designated Members who fail to pay the administrative fee shall cease to receive  
267 any services from the Chapter.

268

### 269 **Part E: Payment Date**

270 Annual Chapter membership dues, Candidate fees, Practicing Affiliate fees, Affiliate fees and Chapter  
271 administrative fees for Non-Practicing Retired Designated Members shall be payable in accordance  
272 with the policy set by the national Board of Directors.

273

274

275

276

277

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

279 A late fee shall be charged to all Designated Members, Candidates, Practicing Affiliates and Affiliates  
280 in accordance with the policy set by the national Board of Directors. The rules governing suspension  
281 or termination of a Designated Member, Candidate, Practicing Affiliate or Affiliate for nonpayment of  
282 dues, fees or administrative fees are found in the national Bylaws.

283  
284 **Part G: Waiver of Dues or Fees**

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

290  
291  
292 **Part H: Limitation on Dues and Fees**

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

296  
297  
298 **Part I: Special Assessments**

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

304  
305 Notice of the Chapter meeting at which the vote on a special assessment is to be taken shall specify  
306 the time, date and purpose of such meeting. The amount of any special assessment, as applied to  
307 each individual Designated Member, Candidate, Practicing Affiliate and Affiliate belonging to the  
308 Chapter, shall not exceed the amount of the individual's current annual national dues or fees to the  
309 Appraisal Institute.

310  
311  
312 **Part J: Special Assessment Payment Date**

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

316  
317  
318 **Part K: Waiver of Special Assessment**

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

323

325  
326 **Chapter Board of Directors**

327  
328 **Part A: General Authority**

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

334  
335 **Part B: Composition**

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

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

345  
346 **Part C: Term**

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

350  
351 **Part D: Eligibility**

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

357  
358 **Part E: Removal**

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

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

- 366  
367 a) ceases to meet any of the service eligibility requirements set forth in these Bylaws; or  
368  
369 b) receives a publishable disciplinary action by Appraisal Institute.  
370

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

## 373 **Part F: Vacancies**

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

377  
378 To fill the remainder of the unexpired term, the Chapter shall first follow the nominating process set  
379 forth in these Bylaws. After the nominating process is completed, the vacancy shall be filled by  
380 election:

- 381
- 382 a) at the next regular Chapter meeting;
  - 383
  - 384 b) at a special Chapter meeting held before the next regular Chapter meeting;
  - 385
  - 386 c) via secure mail ballot if a majority of the Chapter Board of Directors approves such voting  
387 procedure; or
  - 388
  - 389 d) via secure electronic means if a majority of the Chapter Board of Directors approves such voting  
390 procedure.
- 391

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

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

## 396 **Part H: Meetings**

397  
398  
399 The Chapter Board of Directors shall hold at least four (4) regular meetings a year. The regular  
400 meetings shall be scheduled to permit timely discussion of matters to be considered by the national  
401 Board of Directors at its meetings.

## 402 **Part I: Special Board of Directors Meetings**

403  
404  
405 A special Chapter Board of Directors meeting shall be called by the Chapter Secretary upon receipt of  
406 a request that is delivered in writing and that is signed by the Chapter President or at least two (2) of  
407 the voting members of the Chapter Board of Directors. Notice of a special Chapter Board of Directors  
408 meeting may be either in accordance with the notice provision for regular Chapter Board of Directors  
409 meetings or, if there is not sufficient time to permit such notice, the Chapter Secretary shall deliver  
410 notice to each Director in person or by telephone, facsimile, traceable carrier or electronic  
411 transmission at least twenty-four (24) hours in advance of the special meeting. If the latter alternative  
412 for notice is used, at least seventy-five percent (75%) of the total number of Directors must attend the  
413 special meeting, and this fact must be reflected in the minutes of the meeting. Notice of a special  
414 Chapter Board of Directors meeting shall specify the date, time, place and purpose of the special  
415 meeting.

## 416 **Part J: Meetings in Person or by Interactive Technology**

417  
418  
419 The Chapter Board of Directors may hold its meetings either in person or by interactive technology,  
420 so long as all Directors participating in the meeting can communicate with one another. Interactive

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

### 425 **Part K: Action Without a Meeting**

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

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

### 435 **Part L: Quorum**

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

443



445  
446 **Chapter Officers**

447  
448 **Part A: General Provision**

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

453  
454  
455 **Part B: Eligibility**

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

459  
460  
461 **Part C: Removal**

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

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

- 467  
468  
469 a) ceases to meet any of the service eligibility requirements set forth in these Bylaws; or  
470  
471 b) receives a publishable disciplinary action by the Appraisal Institute.

472  
473 In the event of removal under this Part, a vacancy for the position shall be declared, and the vacancy  
474 shall be filled as described in these Bylaws.

475  
476  
477 **Part D: Vacancies**

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

482  
483 To fill the remainder of the unexpired term, the Chapter shall first follow the nominating process set  
484 forth in these Bylaws. After the nominating process is completed, the Designated Members,  
485 Candidates, Practicing Affiliates and Affiliates belonging to the Chapter shall fill the vacancy for the  
486 remainder of the unexpired term by an election:

- 487  
488 a) at the next regular Chapter meeting;  
489  
490 b) at a special Chapter meeting held before the next regular Chapter meeting;  
491

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

498  
499

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

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

501

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

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

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

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529

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

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

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540

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

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

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

548

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

553

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

556

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

561

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

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

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

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

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

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

593

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

596

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

602

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

605

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

615

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

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## 620 **ARTICLE VIII**

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621

# 622 **Nominations and Elections**

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

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

628

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

635

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

641

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

649

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

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

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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.

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### **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.

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

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

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

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

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

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

687

688

## 689 **Part F: Chapter Elections**

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

694

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

699

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

715

716

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

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

722

723

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

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

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

732

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

735

736

### 737 **Part I: Use of Alternate Chapter Representatives**

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

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

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

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

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

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

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

745 Representatives to the Regional Committee.

747

## 748 Chapter Committees

749

### 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; and
  - 761
  - 762 d) Nominating Committee.

763 Chapters whose jurisdiction covers an entire state or territory shall have a Government Relations

764 Subcommittee in accordance with Regulation No. 8 (see Regulation No. 8 Government Relations

765 Subcommittee for requirements).

766

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

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

769 Bylaws Committee; Candidate Committee; External Relations Committee; Public Relations

770 Committee; and Government Relations Committee where there are multiple Chapters with jurisdiction

771 over portions of a state or territory.

772

773 **Section 2. Eligibility to Serve**

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

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

776

777 **Section 3. Removal**

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

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

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

781 sixty percent (60%) vote.

782

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

- 784
- 785 a) ceases to meet any of the service eligibility requirements set forth in these Bylaws; or
  - 786
  - 787 b) receives a publishable disciplinary action by the Appraisal Institute.
- 788

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

790 as described in these Bylaws.

791

792 **Section 4. Vacancies**

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

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

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



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

798

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

801

802

## 803 **Part B: Required Chapter Committees**

### 804 **Section 1. Chapter Candidate Guidance Committee**

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

808

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

814

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

816

817 a) facilitate networking among Advisors to Candidates; and

818

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

821

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

824

### 825 **Section 2. Chapter Education Committee(s)**

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

828

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

833

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

835

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

839

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

841

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

846

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

852

### 853 **Section 3. Chapter Finance Committee**

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

856

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

859

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

864

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

870

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

873

### 874 **Section 4. Chapter Government Relations Committee**

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

877

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

883

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

887

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

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

891

892

893 **Part C: Optional Chapter Committees**

894 **Section 1. Chapter Bylaws Committee**

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

897  
898 The Chapter President shall appoint the Committee Chair and Committee members whose terms  
899 shall commence at the same time as the President's, subject to approval of the Chapter Board of  
900 Directors. The Chair shall be appointed for a one (1) year term. The other Committee members shall  
901 be appointed to serve three (3) year staggered terms and shall not be eligible to serve consecutive  
902 terms.

903  
904 The duties of the Chapter Bylaws Committee shall be to maintain the Chapter Bylaws and make  
905 recommendations regarding the national Bylaws and Regulations.

906  
907 **Section 2. Chapter Candidate Committee**

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

909  
910 The Co-chairs of the Chapter Candidate Committee, one (1) whose practice is primarily commercial in  
911 nature, one (1) whose practice is primarily residential in nature, shall be elected from among the  
912 Candidates of the Chapter at the same time that the Chapter holds its other elections pursuant to  
913 these Bylaws. The Chair shall be elected by the Candidates belonging to the Chapter present and  
914 voting at the election.

915  
916 The Co-chairs shall serve two (2) year staggered terms and may serve two (2) consecutive two (2) year  
917 terms. The term of a Co-chair shall commence on the January 1st following election. If the individual  
918 elected as Co-chair becomes a Designated Member before commencing his or her term or if the Co-  
919 chair becomes a Designated Member during his or her term as Co-chair, such individual can fulfill his  
920 or her complete two (2) year term but shall not be eligible for election to another term.

921  
922 The Co-chairs of the Chapter Candidate Committee may attend the Chapter Board of Directors meetings to  
923 serve in an advisory role, but may be excused from Board of Directors meetings during discussion of  
924 confidential or highly sensitive matters. The Co-Chairs shall have floor privileges, but shall have no voting  
925 rights.

926  
927 The Chapter Candidate Committee shall:

- 928  
929 a) discuss issues impacting Candidates and provide recommendations to other bodies as  
930 appropriate;  
931  
932 b) work to enhance communications among Candidates of the Chapter and between Candidates  
933 and the Regions, and Candidates and the national organization;  
934  
935 c) work with the Chapter Candidate Guidance Committee as appropriate; and  
936  
937 d) work to develop future leaders for the Chapter and the organization as a whole.  
938

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

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

942

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

948

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

953

#### 954 **Section 4. Chapter Public Relations Committee**

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

957

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

963

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

966

#### 967 **Section 5. Chapter Government Relations Committee**

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

970

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

*The duties of the Chapter Government Relations Committee shall be to promote the Appraisal*  
*Institute's policies and programs regarding legislation and regulations that are of interest and*  
*importance to appraisers and to support the Government Relations Subcommittee in the Chapter's*  
*state or territory.*

973

## 974 Chapter Meetings and Quorums

975

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

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

982

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

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

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

992

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

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1000 All special Chapter meetings shall be open to all Designated Members, Candidates, Practicing  
1001 Affiliates and Affiliates belonging to the Chapter.

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### 1003 **Part C: Quorum**

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1005 A quorum for any regular or special Chapter meeting shall be those Designated Members,  
1006 Candidates, Practicing Affiliates and Affiliates that belong to the Chapter who are present and voting  
1007 at the meeting. The Designated Members, Candidates, Practicing Affiliates and Affiliates may take  
1008 action at a meeting at which a quorum is present upon a majority vote of the Designated Members,  
1009 Candidates, Practicing Affiliates and Affiliates present, unless a different requirement is prescribed by  
1010 these Bylaws. A meeting at which a quorum is initially present may continue to transact business,  
1011 notwithstanding the withdrawal of any Designated Members, Candidates, Practicing Affiliates or  
1012 Affiliates, if any action taken is approved by a majority of the required quorum for that meeting or by a  
1013 majority of the remaining individuals, whichever is greater.

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### 1015 **Part D: Joint Meetings**

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1017 Notice of joint meetings of Chapters with other organizations shall be given to national headquarters  
1018 no fewer than thirty (30) days prior to the date of the meeting to avoid conflicts with the national

1019 meeting schedule. Joint meetings shall be publicly announced after the proper notice to the national  
1020 headquarters.

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1024 **Part E: Robert's Rules of Order**

1025 All meetings are to be conducted according to *Robert's Rules of Order, Newly Revised*.

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**ARTICLE XI**

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## 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.

1076 **Part G: Branch Chapter Chair**

1077 The initial Branch Chapter Chair shall be appointed by the Chapter Board of Directors. The term of  
1078 office for a Branch Chapter Chair shall be one (1) year.

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1081 **Part H: Branch Chapter Vice Chair**

1082 The Vice Chair of the Branch Chapter shall be appointed to a one (1) year term by the Chapter Board  
1083 of Directors. The Branch Chapter Vice Chair shall automatically succeed to the office of Chair of the  
1084 Branch Chapter unless good cause is shown and a motion to the contrary is passed by two-thirds  
1085 (2/3) of the Directors voting on the issue at a quorum meeting of the Chapter Board of Directors.

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1088 **Part I: Branch Chapter Advisory Board**

1089 The Branch Chapter shall maintain an Advisory Board consisting of *minimum of three (3)* individuals  
1090 elected by the Designated Members, Candidates, Practicing Affiliates and Affiliates belonging to the  
1091 Branch Chapter. Branch Chapter Advisory Board members shall be elected to serve staggered three  
1092 (3) year terms.

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1094 Any Branch Chapter Advisory Board member may be selected by the Branch Chapter Chair to  
1095 perform the duties of Secretary/Treasurer.

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1098 **Part J: Branch Chapter Meetings**

1099 The Branch Chapter shall hold *minimum of two (2)* meetings a year. These meetings should be held  
1100 shortly before two of the national Board of Directors meeting each year. Other Branch Chapter  
1101 meetings shall be at the discretion of the Branch Chapter Chair and the Branch Chapter Advisory  
1102 Board. The location of each Branch Chapter meeting shall be determined by the Branch Chapter  
1103 Chair and Vice Chair.

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1105 Joint meetings of the Branch Chapter and Chapter shall be held at least once a year. The Chair and  
1106 Vice Chair of the Branch Chapter shall each attend at least one Chapter meeting per year.

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1109 **Part K: Branch Chapter Funding**

1110 Chapter dues or service fees shall be paid only to the Chapter. The Chapter shall allocate \$200 for  
1111 the Branch Chapter as its initial budget. The Chapter shall control the funding of all monies to the  
1112 Branch Chapter. The Branch Chapter shall operate within its own budget as approved by the Chapter  
1113 Board of Directors.

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1116 **Part L: Branch Chapter Reports**

1117 All Branch Chapter reports, programs, minutes or newsletters shall be transmitted to the Chapter  
1118 President.

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**ARTICLE XII**

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## 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.

## 1147 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 1157 **Part B: Adoption and Amendment of Chapter Bylaws**

1158 At the first Chapter meeting after being chartered, each Chapter shall adopt its own Chapter Bylaws.  
1159 Such Chapter Bylaws shall be consistent with the Articles of Incorporation, the national Bylaws, the  
1160 Regulations and policies of the Appraisal Institute. Within thirty (30) days of their adoption, the  
1161 Chapter Secretary shall deliver in writing to the Chief Executive Officer of the Appraisal Institute such  
1162 Chapter Bylaws.  
1163

1164 Each Chapter may, by a majority vote of those Designated Members, Candidates, Practicing Affiliates  
1165 and Affiliates present and voting at a regular or special Chapter meeting called for this purpose,  
1166 amend its Bylaws. However, notice of the proposed changes shall be delivered in writing to the  
1167 Designated Members, Candidates, Practicing Affiliates and Affiliates of the Chapter no fewer than  
1168 fourteen (14) days prior to the meeting, and the amended Bylaws shall be consistent with the Articles  
1169 of Incorporation, national Bylaws, Regulations and policies of the Appraisal Institute. Within thirty (30)  
1170 days after their amendment, the Chapter Secretary shall deliver in writing to the Chief Executive  
1171 Officer of the Appraisal Institute the amended Chapter Bylaws.  
1172

1173 Amendments to Chapter Bylaws to ensure consistency with the Articles of Incorporation, national  
1174 Bylaws, Regulations and policies of the Appraisal Institute shall not require approval of the  
1175 Designated Members, Candidates, Practicing Affiliates and Affiliates belonging to the Chapter.  
1176

1177 Each Chapter Bylaws, and any amendments thereto, shall be reviewed for consistency as described  
1178 above. Any Chapter Bylaws that is inconsistent with the Articles of Incorporation, the national Bylaws  
1179 any Regulation or any policy of the Appraisal Institute shall be void and of no force or effect. If the  
1180 Appraisal Institute determines that the Chapter Bylaws are inconsistent, the Appraisal Institute shall  
1181 deliver in writing notice to the Chapter that it has ninety (90) days to correct the inconsistency. If the  
1182 Chapter refuses or fails to comply, the appropriate Regional Chair shall be notified and the Chapter's  
1183 regional representation shall be suspended. Continued failure to comply by the Chapter shall be  
1184 cause for the national Board of Directors to suspend or revoke the Chapter's charter.  
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### 1186 1187 **Part C: Restriction Upon Committing the Appraisal Institute**

1188 A Chapter shall not commit the Appraisal Institute to any financial obligation, or to any other obligation  
1189 whatsoever, unless such commitment is authorized in advance in writing by the national Board of  
1190 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**

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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 state 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.

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Failure to provide copies of its Articles of Incorporation to the national Board of Directors for review, failure to file the necessary corporate and state 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 held by a Chapter shall be used to carry out the purposes of the Chapter. No funds held by a Chapter 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.

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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 and Relief Foundation and (4) such other matters as may be appropriate.

1239 This provision does not prohibit a Chapter from designating a portion of the funds held by a Chapter  
1240 for educational purposes.  
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1247 **Suspension or Revocation of Charter**

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1249 **Part A: Suspension or Revocation for Cause**

1250 The national Board of Directors may suspend or revoke a Chapter's charter for cause after six (6)  
1251 months notice by a two-thirds (2/3) vote of those Directors present at a regular or special meeting for  
1252 any of the following reasons:

- 1253  
1254 a) failure to abide by the Bylaws, Regulations and policies of the Appraisal Institute;  
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1256 b) failure to abide by the Bylaws of the Chapter itself;  
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1258 c) retention on the Chapter roster of any person who is not a Designated Member, Candidate,  
1259 Practicing Affiliate or Affiliate belonging to the Appraisal Institute after proper notification by the  
1260 Chief Executive Officer of the Appraisal Institute;  
1261  
1262 d) failure to maintain the minimum number of Designated Members, Candidates, Practicing Affiliates  
1263 and Affiliates necessary for chartering as required by Appraisal Institute Regulation No 8;  
1264 however, this provision shall not apply to the Chapters of the American Institute of Real Estate  
1265 Appraisers or the Society of Real Estate Appraisers that existed on December 31, 1990, nor shall  
1266 this provision apply to Chapters created by the merger of such existing Chapters prior to June 21,  
1267 1997;  
1268  
1269 e) failure to abide by any license agreement between the Appraisal Institute and an incorporated  
1270 Chapter; or  
1271  
1272 f) other good cause at the direction of the national Board of Directors.  
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1274 The Chapter shall be entitled to be heard at the meeting of the national Board of Directors at which  
1275 revocation or suspension is considered. The decision of the national Board of Directors shall be final  
1276 and conclusive.

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1279 **Part B: Surrender of Charter**

1280 The surrender of a charter by action of two-thirds (2/3) of the Chapter Designated Members,  
1281 Candidates, Practicing Affiliates and Affiliates present at a Chapter meeting called for such purpose  
1282 shall bring about automatic cancellation.

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1285 **Part C: Disposition of Assets**

1286 In the event of a revocation, surrender or dissolution of a Chapter, the assets held by the Chapter  
1287 shall be transferred to the Appraisal Institute. If two (2) or more Chapters merge, the assets held by  
1288 the Chapters shall be merged. If one (1) Chapter splits into two (2) or more smaller Chapters, the  
1289 assets held by of the original Chapter shall first be used to retire any indebtedness of such Chapter,  
1290 and the balance of the funds shall then be reallocated to the new Chapters on a per capita Practicing  
1291 Designated Member basis.