

Iowa Chapter Bylaws

Effective February 8, 2014

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IOWA 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 Iowa Chapter of the Appraisal Institute (hereinafter referred to as
7 "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 is the State of Iowa and the Illinois counties of Bureau, Henderson, Henry, Mercer, Putnam, Rock
18 Island, Warren and Whiteside.

19

21

22 **Purposes**

23

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

28

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

32

33

34

36

37 Belonging to a Chapter

38

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

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

42

43

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

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

48

49

50 **Part C: Assignment**

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

53

54

55 **Part D: Transfer**

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

61

62

63 **Part E: Primary Chapter**

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

69

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

74

75

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

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

79

80 1) such individual chooses a primary Chapter; and

81

82 2) the Chapter that is not primary permits individuals to join the Chapter as their non-primary
83 Chapter.

84

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

87

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

89

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

91

93

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

97

98 **Part A: Designated Members**

99 **Section 1. Categories and Statures**

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

105

106 **Section 2. Voting Rights**

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

110

111 **Section 3. Eligibility for Service**

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

115

116 a) are members of the Chapter in good standing;

117

118 b) hold the status “continuing education completed”;

119

120 c) have not been subject to a publishable disciplinary action by the Appraisal Institute within the five
121 (5) years prior to election or appointment; and

122

123 d) are not otherwise precluded from serving by these Bylaws.

124

125

126 **Part B: Candidates**

127 **Section 1. Candidates**

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

130

131 **Section 2. Voting Rights**

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

133

134 a) education issues where examination security is impacted; or

135

136 b) admissions issues.

137

138

139

140

141 **Section 3. Eligibility for Service**

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

- 145
146 a) are Candidates in good standing;
147
148 b) have completed the continuing education requirements for Candidates; and
149
150 c) have not been subject to a publishable disciplinary action by the Appraisal Institute within the five
151 (5) years prior to election or appointment.

152

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

154

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

158

159

160 **Part C: Practicing Affiliates**

161 **Section 1. Practicing Affiliates**

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

163

164 **Section 2. Voting Rights**

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

166

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

170

171 **Section 3. Eligibility for Service**

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

179

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

182

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

189

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

191

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

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b) confidential admissions issues.

Part D: Affiliates

Section 1. Affiliates Category

Chapters shall have Affiliates as defined in the national Bylaws.

Section 2. Voting Rights

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

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

Section 3. Eligibility for Service

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

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

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

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

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

232

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

234

235 **Part A: Fiscal Year**

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

237

238

239

Part B: Annual Chapter Dues or Fees

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

251

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

255

256

257

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

258

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

264

265

266

Part D: Administrative Fees for Designated Members

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

273

274

275

Part E: Payment Date

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

279

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

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

284

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

288

289

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

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

296

297

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

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

302

303

304 **Part I: Special Assessments**

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

315

316

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

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

321

322

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

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

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

330
331 **Chapter Board of Directors**

332
333 **Part A: General Authority**

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

339
340 **Part B: Composition**

341 The Chapter Board of Directors shall consist of elected and *ex officio* voting and nonvoting members.
342 The elected officers of the Chapter, the immediate past President of the Chapter and the Chair of the
343 Branch Chapters(s) (if any) shall be *ex officio* voting members of the Chapter Board of Directors.
344 Each member of the national Board of Directors who belongs to the Chapter shall be an *ex officio*
345 nonvoting member of the Chapter Board of Directors including the right to introduce and second
346 motions and resolutions.
347

348 There shall be 6 elected members of the Chapter Board of Directors.
349

350
351 **Part C: Term**

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

355
356 **Part D: Eligibility**

357 A Designated Member or Candidate of the Chapter is eligible to serve on the Chapter Board of
358 Directors if he or she meets the requirements set forth in these Bylaws. No elected director shall
359 serve consecutive three (3) year terms unless recommended by the Regional Committee with
360 jurisdiction over the Chapter and approved by the national Board of Directors.
361

362
363 **Part E: Removal**

364 An elected member of the Chapter Board of Directors who fails to fulfill the duties of his or her
365 position or who fails to attend three (3) consecutive regularly scheduled Board meetings may be
366 removed by a sixty percent (60%) vote of the voting members of the Chapter Board of Directors.
367 Further, the national Board of Directors may remove an elected member of the Chapter Board of
368 Directors for cause by a sixty percent (60%) vote.
369

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

- 371
372 a) ceases to meet any of the service eligibility requirements set forth in these Bylaws; or
373
374 b) receives a publishable disciplinary action by Appraisal Institute.
375

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

378 **Part F: Vacancies**

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

382
383 To fill the remainder of the unexpired term, the Chapter shall first follow the nominating process set
384 forth in these Bylaws. After the nominating process is completed, the vacancy shall be filled by
385 election:

- 386
- 387 a) at the next regular Chapter meeting;
 - 388
 - 389 b) at a special Chapter meeting held before the next regular Chapter meeting;
 - 390
 - 391 c) via secure mail ballot if a majority of the Chapter Board of Directors approves such voting
392 procedure; or
 - 393
 - 394 d) via secure electronic means if a majority of the Chapter Board of Directors approves such voting
395 procedure.
 - 396

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

398
399 The Chapter Secretary shall deliver in writing notice of each regular Chapter Board of Directors
400 meeting to each Director no fewer than fourteen (14) days prior to each meeting.

401 **Part H: Meetings**

402
403
404 The Chapter Board of Directors shall hold at least four (4) regular meetings a year. The regular
405 meetings shall be scheduled to permit timely discussion of matters to be considered by the national
406 Board of Directors at its meetings.

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

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

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

422
423
424 The Chapter Board of Directors may hold its meetings either in person or by interactive technology,
425 so long as all Directors participating in the meeting can communicate with one another. Interactive

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

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

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

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

440

441 **Part L: Quorum**

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

448

450

451 Chapter Officers

452

453 **Part A: General Provision**

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

458

459

460 **Part B: Eligibility**

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

464

465

466 **Part C: Removal**

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

471

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

473

474 a) ceases to meet any of the service eligibility requirements set forth in these Bylaws; or

475

476 b) receives a publishable disciplinary action by the Appraisal Institute.

477

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

480

481

482 **Part D: Vacancies**

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

487

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

492

493 a) at the next regular Chapter meeting;

494

495 b) at a special Chapter meeting held before the next regular Chapter meeting;

496

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

503

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

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

506

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

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

529 The incoming Chapter President must attend the Chapter Leadership Program at the national
530 meetings in the year prior to his or her presidency, or the Chapter must send another of its officers in
531 place of such incoming Chapter President.
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534 **Part F: Duties of the Chapter Vice President**

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

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

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

553

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

558

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

561

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

566

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

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

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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 \$ 5,000. 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

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

587

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

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

598

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

601

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

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ARTICLE VIII

610

Nominations and Elections

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Part A: Composition of Chapter Nominating Committee

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

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

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The Chapter President shall appoint one (1) Chapter Nominating Committee member at, or prior to, the first regular meeting of the Chapter Board of Directors each year. The Chapter Board of Directors shall appoint one (1) Chapter Nominating Committee member at its first regular meeting each year.

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628

Appointed members of the Chapter Nominating Committee shall serve a one (1) year term and shall not be eligible to serve consecutive terms on the Chapter Nominating Committee.

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

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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

641

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

648

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

657

Part D: Report of Chapter Nominating Committee

658
659 Each year the Chapter Nominating Committee shall make its selections, prepare an appropriate
660 report and deliver this report in writing to the Chapter Secretary no fewer than thirty (30) days prior to
661 the date on which elections are scheduled to be held. The Chapter Secretary shall deliver in writing a
662 copy of the Chapter Nominating Committee report to each Designated Member, Candidate, Practicing
663 Affiliate and Affiliate belonging to the Chapter no fewer than twenty-five (25) days prior to the date on
664 which elections are scheduled to be held.
665

666

Part E: Additional Nominations

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

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Part F: Chapter Elections

678
679 Chapter elections shall be held prior to June 30 each year. At the regular Chapter meeting at which
680 the election is to be held, the Designated Members, Candidates, Practicing Affiliates and Affiliates
681 belonging to the Chapter shall receive the Chapter Nominating Committee report and any petitions for
682 additional nominations. No additional nominations may be made from the floor.
683

684

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

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

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

704

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706 **Part G: Notification of Results**

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

711

712

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

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

721

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

724

725

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

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

736
737 **Chapter Committees**

738 **Part A: General**

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

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

- 741
742
- 743 a) Candidate Guidance Committee;
 - 744
 - 745 b) General and Residential Appraiser Education Committees (at the Chapter's discretion, the
 - 746 General Appraiser and Residential Appraiser Education Committees may be combined into one
 - 747 Chapter Education Committee);
 - 748
 - 749 c) Finance Committee;
 - 750
 - 751 d) Government Relations Committee (in lieu of having its own Government Relations Committee, a
 - 752 Chapter shall participate in a statewide government relations coalition or work with another
 - 753 Chapter in its state that has a Government Relations Committee); and
 - 754
 - 755 e) Nominating Committee.
 - 756

757 Each Chapter may have additional committees consistent with the Bylaws, Regulations and policies
758 of the Appraisal Institute. Such additional committees may include **but are not limited to** the following:
759 Bylaws Committee; Candidate Committee; External Relations Committee; and Public Relations
760 Committee.

761 **Section 2. Eligibility to Serve**

762 A Designated Member or a Candidate belonging to the Chapter shall be eligible to serve on a
763 Chapter Committee if he or she meets the requirements set forth in these Bylaws.

764 **Section 3. Removal**

765 A Chapter Committee member who fails to fulfill his or her duties on a Chapter Committee may be
766 removed by a sixty percent (60%) vote of the voting members of the Chapter Board of Directors.
767 Further, the national Board of Directors may remove a Chapter Committee member for cause by a
768 sixty percent (60%) vote.

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

- 770
771
- 772 a) ceases to meet any of the service eligibility requirements set forth in these Bylaws; or
 - 773
 - 774 b) receives a publishable disciplinary action by the Appraisal Institute.
 - 775

776 In the event of removal under this Section, a vacancy shall be declared and the vacancy shall be filled
777 as described in these Bylaws.

778 **Section 4. Vacancies**

779 Unless otherwise provided by the national Bylaws or these Bylaws, if a vacancy occurs for whatever
780 reason on a Chapter committee, such vacancy shall be filled by appointment by the Chapter

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

787

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

790

791

792 **Part B: Required Chapter Committees**

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

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

797

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

803

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

805

806 a) facilitate networking among Advisors to Candidates; and

807

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

810

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

813

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

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

817

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

822

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

824

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

828

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

830

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

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

835

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

841

842 **Section 3. Chapter Finance Committee**

843 The Chapter Finance Committee shall consist of the Treasurer of the Chapter and a [minimum of
844 three (3)] other Committee members.

845

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

848

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

853

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

859

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

865

866

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

868

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

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

876

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

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Section 5. Chapter Nominating Committee

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

Part C: Optional Chapter Committees

Section 1. Chapter Bylaws Committee

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

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

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

Section 2. Chapter Candidate Committee

If the Chapter Bylaws provide for a Chapter Candidate Committee, such Committee shall consist of the Candidates of the Chapter.

The Chair of the Chapter Candidate Committee shall be elected from among the Candidates of the Chapter at the same time that the Chapter holds its other elections pursuant to these Bylaws. The Chair shall be elected by the Candidates belonging to the Chapter present and voting at the election.

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

The Chapter Candidate Committee shall:

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

Section 3. Chapter External Relations Committee

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

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

935

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

940

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

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

944

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

950

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

953

954 **Section 5. Other Chapter Committees**

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

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961 **Chapter Meetings and Quorums**

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963 **Part A: Regular Chapter Meetings**

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

969
970 All regular Chapter meetings shall be open to all Designated Members, Candidates, Practicing
971 Affiliates and Affiliates belonging to the Chapter.

972
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974 **Part B: Special Chapter Meetings**

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

979
980 Within seven (7) days after receipt of any such written request, the Chapter Secretary shall schedule
981 a special Chapter meeting. Notice of such a meeting shall be delivered in writing to all Designated
982 Members, Candidates, Practicing Affiliates and Affiliates belonging to the Chapter. This written notice
983 shall specify the date, time, place and purpose of the special meeting. The date selected for the
984 special Chapter meeting shall be at least ten (10) days but no more than twenty (20) days from the
985 date of the transmission of the notice

986
987 All special Chapter meetings shall be open to all Designated Members, Candidates, Practicing
988 Affiliates and Affiliates belonging to the Chapter.

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991 **Part C: Quorum**

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

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1002
1003 **Part D: Joint Meetings**

1004 Notice of joint meetings of Chapters with other organizations shall be given to national headquarters
1005 no fewer than thirty (30) days prior to the date of the meeting to avoid conflicts with the national

1006 meeting schedule. Joint meetings shall be publicly announced after the proper notice to the national
1007 headquarters.

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1011 **Part E: Robert's Rules of Order**

1012 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.

1064 **Part G: Branch Chapter Chair**

1065 The initial Branch Chapter Chair shall be appointed by the Chapter Board of Directors. The term of
1066 office for a Branch Chapter Chair shall be one (1) year.

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1068

1069 **Part H: Branch Chapter Vice Chair**

1070 The Vice Chair of the Branch Chapter shall be appointed to a one (1) year term by the Chapter Board
1071 of Directors. The Branch Chapter Vice Chair shall automatically succeed to the office of Chair of the
1072 Branch Chapter unless good cause is shown and a motion to the contrary is passed by two-thirds
1073 (2/3) of the Directors voting on the issue at a quorum meeting of the Chapter Board of Directors.

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1076 **Part I: Branch Chapter Advisory Board**

1077 The Branch Chapter shall maintain an Advisory Board consisting of minimum of three (3) individuals
1078 elected by the Designated Members, Candidates, Practicing Affiliates and Affiliates belonging to the
1079 Branch Chapter. Branch Chapter Advisory Board members shall be elected to serve staggered three
1080 (3) year terms.

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1082 Any Branch Chapter Advisory Board member may be selected by the Branch Chapter Chair to
1083 perform the duties of Secretary/Treasurer.

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1086 **Part J: Branch Chapter Meetings**

1087 The Branch Chapter shall hold a minimum of two (2)] meetings a year. These meetings should be
1088 held shortly before two of the national Board of Directors meeting each year. Other Branch Chapter
1089 meetings shall be at the discretion of the Branch Chapter Chair and the Branch Chapter Advisory
1090 Board. The location of each Branch Chapter meeting shall be determined by the Branch Chapter
1091 Chair and Vice Chair.

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1093 Joint meetings of the Branch Chapter and Chapter shall be held at least once a year. The Chair and
1094 Vice Chair of the Branch Chapter shall each attend at least one Chapter meeting per year.

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1097 **Part K: Branch Chapter Funding**

1098 Chapter dues or service fees shall be paid only to the Chapter. The Chapter shall allocate \$200 for
1099 the Branch Chapter as its initial budget. The Chapter shall control the funding of all monies to the
1100 Branch Chapter. The Branch Chapter shall operate within its own budget as approved by the Chapter
1101 Board of Directors.

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1104 **Part L: Branch Chapter Reports**

1105 All Branch Chapter reports, programs, minutes or newsletters shall be transmitted to the Chapter
1106 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.

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1136 **Restrictions Upon the Powers of Chapters**

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1138 **Part A: General Limitation**

1139 All actions taken by a Chapter that are not required or authorized by the national Bylaws, Regulations
1140 and policies of the Appraisal Institute shall be voidable by the national Board of Directors. A Chapter
1141 shall not act in a manner that is inconsistent with the national Bylaws, Regulations and policies of the
1142 Appraisal Institute. A Chapter shall not speak or act in a manner that jeopardizes the not-for-profit
1143 status of the Appraisal Institute and its Chapters.

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1146 **Part B: Adoption and Amendment of Chapter Bylaws**

1147 At the first Chapter meeting after being chartered, each Chapter shall adopt its own Chapter Bylaws.
1148 Such Chapter Bylaws shall be consistent with the Articles of Incorporation, the national Bylaws, the
1149 Regulations and policies of the Appraisal Institute. Within thirty (30) days of their adoption, the
1150 Chapter Secretary shall deliver in writing to the Chief Executive Officer of the Appraisal Institute such
1151 Chapter Bylaws.

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1153 Each Chapter may, by a majority vote of those Designated Members, Candidates, Practicing Affiliates
1154 and Affiliates present and voting at a regular or special Chapter meeting called for this purpose,
1155 amend its Bylaws. However, notice of the proposed changes shall be delivered in writing to the
1156 Designated Members, Candidates, Practicing Affiliates and Affiliates of the Chapter no fewer than
1157 fourteen (14) days prior to the meeting, and the amended Bylaws shall be consistent with the Articles
1158 of Incorporation, national Bylaws, Regulations and policies of the Appraisal Institute. Within thirty (30)
1159 days after their amendment, the Chapter Secretary shall deliver in writing to the Chief Executive
1160 Officer of the Appraisal Institute the amended Chapter Bylaws.

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1162 Amendments to Chapter Bylaws to ensure consistency with the Articles of Incorporation, national
1163 Bylaws, Regulations and policies of the Appraisal Institute shall not require approval of the
1164 Designated Members, Candidates, Practicing Affiliates and Affiliates belonging to the Chapter.

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1166 Each Chapter Bylaws, and any amendments thereto, shall be reviewed for consistency as described
1167 above. Any Chapter Bylaws that is inconsistent with the Articles of Incorporation, the national Bylaws
1168 any Regulation or any policy of the Appraisal Institute shall be void and of no force or effect. If the
1169 Appraisal Institute determines that the Chapter Bylaws are inconsistent, the Appraisal Institute shall
1170 deliver in writing notice to the Chapter that it has ninety (90) days to correct the inconsistency. If the
1171 Chapter refuses or fails to comply, the appropriate Regional Chair shall be notified and the Chapter's
1172 regional representation shall be suspended. Continued failure to comply by the Chapter shall be
1173 cause for the national Board of Directors to suspend or revoke the Chapter's charter.

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1176 **Part C: Restriction Upon Committing the Appraisal Institute**

1177 A Chapter shall not commit the Appraisal Institute to any financial obligation, or to any other obligation
1178 whatsoever, unless such commitment is authorized in advance in writing by the national Board of
1179 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 tax returns and corporate documents as required by applicable law and must forward copies of all such filings within thirty (30) days to the Chief Executive Officer of the Appraisal Institute. An incorporated Chapter shall enter into a license agreement with the Appraisal Institute for the use of the Appraisal Institute's tradename, trademark, service marks and collective marks. Failure to provide copies of its Articles of Incorporation to the national Board of Directors for review, failure to file the necessary corporate and tax documents or failure to otherwise conform to the national Bylaws, Regulations and policies of the Appraisal Institute shall be cause for the national Board of Directors to require the incorporated Chapter to dissolve its corporate status.

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Part G: Use of Chapter Funds

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

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Part H: Chapter Education Trust Funds

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

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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.

1227 This provision does not prohibit a Chapter from segregating on its books a portion of the Chapter
1228 funds for educational purposes.
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1233 Suspension or Revocation of Charter

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1235 **Part A: Suspension or Revocation for Cause**

1236 The national Board of Directors may suspend or revoke a Chapter's charter for cause after six (6)
1237 months notice by a two-thirds (2/3) vote of those Directors present at a regular or special meeting for
1238 any of the following reasons:

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1240 a) failure to abide by the Bylaws, Regulations and policies of the Appraisal Institute;

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1242 b) failure to abide by the Bylaws of the Chapter itself;

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1244 c) retention on the Chapter roster of any person who is not a Designated Member, Candidate,
1245 Practicing Affiliate or Affiliate belonging to the Appraisal Institute after proper notification by the
1246 Chief Executive Officer of the Appraisal Institute;

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1248 d) failure to maintain the minimum number of Designated Members, Candidates, Practicing Affiliates
1249 and Affiliates necessary for chartering as required by Appraisal Institute Regulation No 8;
1250 however, this provision shall not apply to the Chapters of the American Institute of Real Estate
1251 Appraisers or the Society of Real Estate Appraisers that existed on December 31, 1990, nor shall
1252 this provision apply to Chapters created by the merger of such existing Chapters prior to June 21,
1253 1997;

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1255 e) failure to abide by any license agreement between the Appraisal Institute and an incorporated
1256 Chapter; or

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1258 f) other good cause at the direction of the national Board of Directors.

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1260 The Chapter shall be entitled to be heard at the meeting of the national Board of Directors at which
1261 revocation or suspension is considered. The decision of the national Board of Directors shall be final
1262 and conclusive.

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1265 **Part B: Surrender of Charter**

1266 The surrender of a charter by action of two-thirds (2/3) of the Chapter Designated Members,
1267 Candidates, Practicing Affiliates and Affiliates present at a Chapter meeting called for such purpose
1268 shall bring about automatic cancellation.

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1271 **Part C: Disposition of Assets**

1272 In the event of a revocation, surrender or dissolution of a Chapter, the assets of the Chapter shall be
1273 transferred to the Appraisal Institute. If two (2) or more Chapters merge, the assets of the Chapters
1274 shall be merged. If one (1) Chapter splits into two (2) or more smaller Chapters, the assets of the
1275 original Chapter shall first be used to retire any indebtedness of such Chapter, and the balance of the
1276 funds shall then be reallocated to the new Chapters on a per capita Active Designated Member basis.

02/11/2014