

# Washington DC Metropolitan Area Chapter Bylaws

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**Effective October 28, 2017**

**WASHINGTON DC METROPOLITAN AREA 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 Washington DC Metropolitan Area Chapter of the Appraisal  
7 Institute (hereinafter referred to 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 is *District of Columbia; Montgomery, Prince George's, Charles, Calvert, and St. Mary's counties in*  
18 *Maryland; Arlington and Fairfax counties; and Alexandria, Falls Church, and Fairfax City, in Virginia.*

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 **Part A: Designated Members**

98 **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.

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 **Part C: Practicing Affiliates**

160 **Section 1. Practicing Affiliates**

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

162  
163 **Section 2. Voting Rights**

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

- 165  
166 a) education issues where examination security is impacted; or  
167  
168 b) admissions issues.

169  
170 **Section 3. Eligibility for Service**

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

177  
178  
179 Except where provided otherwise, Practicing Affiliates may serve on Chapter Committees of  
180 Education, Finance, Government Relations, External Relations, and Public Relations, on Chapter  
181 panels, project teams 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 dues and fees shall be issued by the Appraisal Institute  
246 with the Chapter dues and fees being remitted to the bank accounts held by the Chapter. Except  
247 where the national Bylaws, Regulations, and policies of the Appraisal Institute provide otherwise,  
248 dues and fees collected during one month shall be remitted to bank accounts held by Chapters no  
249 later than the fifteenth of the subsequent month. Other Chapter expenses, such as meal costs and  
250 assessments, shall be the responsibility of the Chapter for collection and shall not be considered as  
251 dues or fees.

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

256  
257  
258 **Part C: Dues of New Designated Members, or Fees of New Candidates,**  
259 **Practicing Affiliates, or Affiliates**

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

264  
265  
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 shall be charged to all Designated Members, Candidates, Practicing Affiliates and Affiliates  
282 who have not paid their dues, fees or administrative fees by April 1 of each year. The rules governing  
283 suspension or termination of a Designated Member, Candidate, Practicing Affiliate or Affiliate for  
284 nonpayment of dues, fees or administrative fees are found in the national Bylaws.

285

286

## 287 **Part G: Waiver of Dues or Fees**

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

293

294

## 295 **Part H: Limitation on Dues and Fees**

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

299

300

## 301 **Part I: Special Assessments**

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

307

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

313

## 314 **Part J: Special Assessment Payment Date**

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

318

319

## 320 **Part K: Waiver of Special Assessment**

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

325

327

## 328 Chapter Board of Directors

329

### 330 Part A: General Authority

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

335

### 336 Part B: Composition

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

343

344

345 There shall be six (6) elected members of the Chapter Board of Directors.

346

### 347 Part C: Term

348

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

351

### 352 Part D: Eligibility

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

357

### 358 Part E: Removal

359 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

366

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

- 368
- 369 a) ceases to meet any of the service eligibility requirements set forth in these Bylaws; or
  - 370 b) receives a publishable disciplinary action by Appraisal Institute.
- 371

372

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

## 375 **Part F: Vacancies**

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

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

- 383
- 384 a) at the next regular Chapter meeting;
  - 385
  - 386 b) at a special Chapter meeting held before the next regular Chapter meeting;
  - 387
  - 388 c) via secure mail ballot if a majority of the Chapter Board of Directors approves such voting  
389 procedure; or
  - 390
  - 391 d) via secure electronic means if a majority of the Chapter Board of Directors approves such voting  
392 procedure.
- 393

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

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

## 398 **Part H: Meetings**

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

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

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

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

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

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

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

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

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

### 437 **Part L: Quorum**

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



447  
448 **Chapter Officers**

449  
450 **Part A: General Provision**

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

455  
456  
457 **Part B: Eligibility**

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

461  
462  
463 **Part C: Removal**

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

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

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

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

477  
478  
479 **Part D: Vacancies**

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

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

- 489  
490 a) at the next regular Chapter meeting;  
491  
492 b) at a special Chapter meeting held before the next regular Chapter meeting;  
493

- 494 c) via secure mail ballot if a majority of the Chapter Board of Directors approves such voting  
495 procedure; or  
496  
497 d) via secure electronic means if a majority of the Chapter Board of Directors approves such voting  
498 procedure.  
499

500  
501 **Part E: Duties of the Chapter President**

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

- 503  
504 a) preside at all regular and special Chapter meetings;  
505  
506 b) preside at all regular and special meetings of the Chapter Board of Directors;  
507  
508 c) carry out the policies and programs adopted by the Chapter Board of Directors;  
509  
510 d) serve as an *ex officio* non-voting member of all Chapter committees except the Nominating  
511 Committee;  
512  
513 e) attend all Regional Committee meetings;  
514  
515 f) have an e-mail address and web access;  
516  
517 g) be familiar with the Bylaws, Regulations and policies of the Appraisal Institute and the Chapter  
518 Bylaws; and  
519  
520 h) make Chapter committee appointments in accordance with these Bylaws.  
521

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

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

530  
531 **Part F: Duties of the Chapter Vice President**

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

540  
541 **Part G: Duties of the Chapter Secretary**

542 The Chapter Secretary shall keep an accurate record of the proceedings at all regular and special  
543 Chapter meetings. Chapter records relating to Chapter Board of Directors meetings and Chapter  
544 meetings shall be open for inspection upon written request by any Designated Member, Candidate,

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

549

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

554

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

557

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

562

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

565

566

567

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

568

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

574

575 The Chapter Treasurer shall receive all monies collected by the Chapter, or by any officer or other  
576 party on behalf of the Chapter, and shall deposit such monies in a bank or other financial institution  
577 specified by the Chapter Board of Directors. The Chapter Treasurer shall make disbursements for  
578 expenses up to \$4,000. Disbursements exceeding the predetermined maximum amount must be  
579 authorized by a majority vote of the Chapter Board of Directors at a regular or special meeting, unless  
580 previously approved under the Chapter's budget. The Chapter shall follow the investment policy  
581 adopted by the Appraisal Institute.

582

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

591

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

596

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

599

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

605

606 Section 2. This section shall be applicable to the Washington DC Metropolitan Area Chapter if the  
607 Appraisal Institute Chapter Financial Management and Administration Policy has been implemented.

608

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

618

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

622

624

## 625 **Nominations and Elections**

626

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

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

631

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

638

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

644

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

652

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

654

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

656

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

659

### 660 **Part C: Duties of Chapter Nominating Committee**

661

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

666

667 In addition, the Chapter Nominating Committee may recommend up to ten (10) alternate Chapter  
668 Representatives who would be available to fulfill the duties of a Chapter Representative elected by  
669 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.

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

## **Part F: Chapter Elections**

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

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

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

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

721

Immediately upon completion of the annual election, the Chapter Secretary shall provide notice

722

delivered in writing to the Designated Members, Candidates, Practicing Affiliates and Affiliates

723

belonging to the Chapter and the Regional Chair and the Chief Executive Officer of the Appraisal

724

Institute as to the names and addresses of the individuals elected for the ensuing year.

725

726

727

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

728

Chapter Representatives to the Regional Committee will be elected on the basis of one (1) for every

729

(50) Designated Members in good standing per Chapter. If a Chapter has one (1) or more elected

730

Representative(s) to the Regional Committee, one (1) such Representative must be the Chapter Vice

731

President, or the Chapter officer next in line to the Chapter President. Chapter Representatives shall

732

serve no more than two (2) complete two (2) year terms. Chapters with more than one (1)

733

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

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The Chapter President shall automatically serve on the Regional Committee in addition to any elected

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Chapter Representatives to the Regional Committee.

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

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

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

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

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

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

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

747

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

748

Representatives to the Regional Committee.

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751 **Chapter Committees**

752 **Part A: General**

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

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

- 755  
756
- 757 a) Candidate Guidance Committee;
  - 758
  - 759 b) General and Residential Appraiser Education Committees (at the Chapter's discretion, the
  - 760 General Appraiser and Residential Appraiser Education Committees may be combined into one
  - 761 Chapter Education Committee);
  - 762
  - 763 c) Finance Committee;
  - 764
  - 765 d) Government Relations Committee (in lieu of having its own Government Relations Committee, a
  - 766 Chapter shall participate in a statewide government relations coalition or work with another
  - 767 Chapter in its state that has a Government Relations Committee); and
  - 768
  - 769 e) Nominating Committee.
  - 770

771 Each Chapter may have additional committees consistent with the Bylaws, Regulations and policies  
772 of the Appraisal Institute. Such additional committees may include but are not limited to the following:  
773 Bylaws Committee; Candidate Committee; External Relations Committee; and Public Relations  
774 Committee.

775  
776 **Section 2. Eligibility to Serve**

777 A Designated Member, a Candidate, or a practicing Affiliate belonging to the Chapter shall be eligible  
778 to serve on a Chapter Committee if he or she meets the requirements set forth in these Bylaws.

779  
780 **Section 3. Removal**

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

785  
786 A Chapter Committee member shall be automatically removed if he or she:

- 787
- 788 a) ceases to meet any of the service eligibility requirements set forth in these Bylaws; or
  - 789
  - 790 b) receives a publishable disciplinary action by the Appraisal Institute.
  - 791

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

794  
795 **Section 4. Vacancies**

796 Unless otherwise provided by the national Bylaws or these Bylaws, if a vacancy occurs for whatever  
797 reason on a Chapter committee, such vacancy shall be filled by appointment by the Chapter  
798 President or by election for the remainder of the term, depending on the means by which the position



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

801

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

804

805

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

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

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

811

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

817

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

819

820 a) facilitate networking among Advisors to Candidates; and

821

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

824

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

827

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

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

831

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

836

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

838

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

842

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

844

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

849

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

855

856 **Section 3. Chapter Finance Committee**

857 The Chapter Finance Committee shall consist of the Treasurer of the Chapter and at least three (3)  
858 other Committee members.

859

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

862

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

867

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

873

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

876

877

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

879 The Chapter Government Relations Committee shall consist of a Chair and at least two (2) other  
880 Committee members.

881

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

887

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

891

892 **Section 5. Chapter Nominating Committee**

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

895

896

## **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.

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 to 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.

946

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

951

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

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

955

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

961

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

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967

## 968 Chapter Meetings and Quorums

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

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

976

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

979

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

981

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

986

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

993

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

996

### 997 **Part C: Quorum**

998

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

1008

### 1009 **Part D: Joint Meetings**

1010

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

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

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

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

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**ARTICLE 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.

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1047 **Restrictions Upon the Powers of Chapters**

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1049 **Part A: General Limitation**

1050 All actions taken by a Chapter that are not required or authorized by the national Bylaws, Regulations  
1051 and policies of the Appraisal Institute shall be voidable by the national Board of Directors. A Chapter  
1052 shall not act in a manner that is inconsistent with the national Bylaws, Regulations and policies of the  
1053 Appraisal Institute. A Chapter shall not speak or act in a manner that jeopardizes the not-for-profit  
1054 status of the Appraisal Institute and its Chapters.

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1057 **Part B: Adoption and Amendment of Chapter Bylaws**

1058 At the first Chapter meeting after being chartered, each Chapter shall adopt its own Chapter Bylaws.  
1059 Such Chapter Bylaws shall be consistent with the Articles of Incorporation, the national Bylaws, the  
1060 Regulations and policies of the Appraisal Institute. Within thirty (30) days of their adoption, the  
1061 Chapter Secretary shall deliver in writing to the Chief Executive Officer of the Appraisal Institute such  
1062 Chapter Bylaws.

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1064 Each Chapter may, by a majority vote of those Designated Members, Candidates, Practicing Affiliates  
1065 and Affiliates present and voting at a regular or special Chapter meeting called for this purpose,  
1066 amend its Bylaws. However, notice of the proposed changes shall be delivered in writing to the  
1067 Designated Members, Candidates, Practicing Affiliates and Affiliates of the Chapter no fewer than  
1068 fourteen (14) days prior to the meeting, and the amended Bylaws shall be consistent with the Articles  
1069 of Incorporation, national Bylaws, Regulations and policies of the Appraisal Institute. Within thirty (30)  
1070 days after their amendment, the Chapter Secretary shall deliver in writing to the Chief Executive  
1071 Officer of the Appraisal Institute the amended Chapter Bylaws.

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1073 Amendments to Chapter Bylaws to ensure consistency with the Articles of Incorporation, national  
1074 Bylaws, Regulations and policies of the Appraisal Institute shall not require approval of the  
1075 Designated Members, Candidates, Practicing Affiliates and Affiliates belonging to the Chapter.

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1077 Each Chapter Bylaws, and any amendments thereto, shall be reviewed for consistency as described  
1078 above. Any Chapter Bylaws that is inconsistent with the Articles of Incorporation, the national Bylaws  
1079 any Regulation or any policy of the Appraisal Institute shall be void and of no force or effect. If the  
1080 Appraisal Institute determines that the Chapter Bylaws are inconsistent, the Appraisal Institute shall  
1081 deliver in writing notice to the Chapter that it has ninety (90) days to correct the inconsistency. If the  
1082 Chapter refuses or fails to comply, the appropriate Regional Chair shall be notified and the Chapter's  
1083 regional representation shall be suspended. Continued failure to comply by the Chapter shall be  
1084 cause for the national Board of Directors to suspend or revoke the Chapter's charter.

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1087 **Part C: Restriction Upon Committing the Appraisal Institute**

1088 A Chapter shall not commit the Appraisal Institute to any financial obligation, or to any other obligation  
1089 whatsoever, unless such commitment is authorized in advance in writing by the national Board of  
1090 Directors.



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### **Part D: Acting in the Name of the Appraisal Institute**

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

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### **Part E: Acting in the Name of the Chapter**

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

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### **Part F: Restriction Upon Incorporation**

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

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An incorporated Chapter's Articles of Incorporation shall be approved by the national Board of Directors of the Appraisal Institute. If deemed necessary by the national Board of Directors, the incorporated Chapter's Articles of Incorporation shall be amended prior to approval. An incorporated Chapter must file all 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**

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.

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1140 This provision does not prohibit a Chapter from designating a portion of the funds held by a Chapter  
1141 for educational purposes.

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1146 **Suspension or Revocation of Charter**

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1148 **Part A: Suspension or Revocation for Cause**

1149 The national Board of Directors may suspend or revoke a Chapter's charter for cause after six (6)  
1150 months notice by a two-thirds (2/3) vote of those Directors present at a regular or special meeting for  
1151 any of the following reasons:

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1153 a) failure to abide by the Bylaws, Regulations and policies of the Appraisal Institute;  
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1155 b) failure to abide by the Bylaws of the Chapter itself;  
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1157 c) retention on the Chapter roster of any person who is not a Designated Member, Candidate,  
1158 Practicing Affiliate or Affiliate belonging to the Appraisal Institute after proper notification by the  
1159 Chief Executive Officer of the Appraisal Institute;  
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1161 d) failure to maintain the minimum number of Designated Members, Candidates, Practicing Affiliates  
1162 and Affiliates necessary for chartering as required by Appraisal Institute Regulation No 8;  
1163 however, this provision shall not apply to the Chapters of the American Institute of Real Estate  
1164 Appraisers or the Society of Real Estate Appraisers that existed on December 31, 1990, nor shall  
1165 this provision apply to Chapters created by the merger of such existing Chapters prior to June 21,  
1166 1997;  
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1168 e) failure to abide by any license agreement between the Appraisal Institute and an incorporated  
1169 Chapter; or  
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1171 f) other good cause at the direction of the national Board of Directors.  
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1173 The Chapter shall be entitled to be heard at the meeting of the national Board of Directors at which  
1174 revocation or suspension is considered. The decision of the national Board of Directors shall be final  
1175 and conclusive.  
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1178 **Part B: Surrender of Charter**

1179 The surrender of a charter by action of two-thirds (2/3) of the Chapter Designated Members,  
1180 Candidates, Practicing Affiliates and Affiliates present at a Chapter meeting called for such purpose  
1181 shall bring about automatic cancellation.  
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1184 **Part C: Disposition of Assets**

1185 In the event of a revocation, surrender or dissolution of a Chapter, the assets held by the Chapter  
1186 shall be transferred to the Appraisal Institute. If two (2) or more Chapters merge, the assets held by  
1187 the Chapters shall be merged. If one (1) Chapter splits into two (2) or more smaller Chapters, the  
1188 assets held by of the original Chapter shall first be used to retire any indebtedness of such Chapter,  
1189 and the balance of the funds shall then be reallocated to the new Chapters on a per capita Practicing  
1190 Designated Member basis.

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