

Chicago Chapter Bylaws

Effective January 1, 2013

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2

3 Name, Charter and Jurisdiction

4

5 **Section 1.02 Part A: Name**

6 The name of this organization is the Chicago Chapter of the Appraisal Institute (hereinafter referred to
7 as "Chapter").

8

9

10 **Section 1.03 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 **Section 1.04 Part C: Jurisdiction**

16 The territorial jurisdiction assigned to this chapter by the Board of Directors of the Appraisal Institute
17 are the Illinois counties of Adams, Alexander, Bond, Brown, Calhoun, Cass, Champaign, Christian,
18 Clark, Clay, Clinton, Coles, Cook, Crawford, Cumberland, DeWitt, Douglas, DuPage, Edgar,
19 Effingham, Fayette, Ford, Franklin, Fulton, Greene, Grundy, Hancock, Iroquois, Jackson, Jasper,
20 Jefferson, Jersey, Johnson, Kane, Kankakee, Kendall, Knox, Lake, Lawrence, Livingston, Logan,
21 Macon, Macoupin, Madison, Marion, Marshall, Mason, Massac, McDonough, McHenry, McLean,
22 Menard, Monroe, Montgomery, Morgan, Moultrie, Peoria, Perry, Piatt, Pike, Pulaski, Randolph,
23 Richland, Sangamon, Schuyler, Scott, Shelby, St. Clair, Stark, Tazewell, Union, Vermilion,
24 Washington, Will, Williamson, Woodford and the Indiana county of Lake.

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(a) **ARTICLE II**

Purposes

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

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

42
43 **Belonging to a Chapter**

44
45 **Section 1.05 Part A: Classifications of Membership, Candidacy or**
46 **Affiliation**

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

49
50
51 **Section 1.06 Part B: Requirement of Chapter Membership, Candidacy**
52 **or Affiliation**

53 All Designated Members, Candidates, Practicing Affiliates and Affiliates must belong to a Chapter. All
54 individuals of the Appraisal Institute who are located within the Chicago Chapter jurisdiction shall be
55 eligible to join the Chicago Chapter. If and when an individual who has belonged to a Chapter ceases
56 to be a Designated Member, Candidate, Practicing Affiliate or Affiliate, such individual shall no longer
57 belong to such Chapter.

58
59
60 **Section 1.07 Part C: Assignment**

61 Rules concerning which Chapter a Designated Member, Candidate, Practicing Affiliate or Affiliate
62 may belong to are found in Regulation No. 8 of the Appraisal Institute.

63
64
65 **Section 1.08 Part D: Transfer**

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

71
72
73 **Section 1.09 Part E: Primary Chapter**

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

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

84
85
86 **Section 1.10 Part F: Belonging to Multiple Chapters**

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

- 90 1) such individual chooses a primary Chapter; and
91
92 2) the Chapter that is not primary permits individuals to join the Chapter as their non-primary
93 Chapter.
94
95 A Designated Member, Candidate, Practicing Affiliate or Affiliate who belongs to more than one
96 Chapter shall:
97
98 1) pay dues and fees specified in these Bylaws to each Chapter to which he or she belongs; and
99
100 2) have the Chapter voting rights specified in these Bylaws only in his or her primary Chapter.
101

103
104 **Designated Members, Candidates, Practicing**
105 **Affiliates and Affiliates of the Chapter and Their**
106 **Privileges**

107 **Section 1.11 Part A: Designated Members**

108 **Section 1. Categories and Statures**

109 Chapters shall have Practicing and Non-Practicing Designated Members as defined in the national
110 Bylaws. Practicing Designated Members may also hold the status of Practicing Past President
111 Member, Practicing Life Member or Practicing Semi-Retired Member. Non-Practicing Designated
112 Members may also hold the status of Temporarily Non-Practicing Member, Non-Practicing Retired
113 Member, Non-Practicing Past President Member or Non-Practicing Life Member.
114

115 **Section 2. Voting Rights**

116 Designated Members in good standing except Non-Practicing Members who do not hold the status of
117 Temporarily Non-Practicing Member, Non-Practicing Retired Member, Non-Practicing Life Member or
118 Non-Practicing Past President Member, shall have the right to vote at the Chapter level.
119

120 **Section 3. Eligibility for Service**

121 Designated Members, except Temporarily Non-Practicing Members, may serve in any Chapter office,
122 on the Chapter Board of Directors and on any Chapter committee, panel, project team or other
123 Chapter body if such Designated Members:
124

- 125
- 126 a) are members of the Chapter in good standing;
 - 127
 - 128 b) hold the status "continuing education completed";
 - 129
 - 130 c) have not been subject to a publishable disciplinary action by the Appraisal Institute within the five
 - 131 (5) years prior to election or appointment; and
 - 132
 - 133 d) are not otherwise precluded from serving by these Bylaws.
 - 134
 - 135

136 **Section 1.12 Part B: Candidates**

137 **Section 1. Candidates**

138 Chapters shall have Candidates as defined in the national Bylaws. Candidates shall hold the status of
139 Practicing Candidate or Temporarily Non-Practicing Candidate as defined in the national Bylaws.
140

141 **Section 2. Voting Rights**

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

- 143
- 144 a) education issues where examination security is impacted; or
 - 145
 - 146 b) admissions issues.
 - 147
 - 148
 - 149
 - 150

151 **Section 3. Eligibility for Service**

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

- 155
156 a) are Candidates in good standing;
157
158 b) have completed the continuing education requirements for Candidates; and
159
160 c) have not been subject to a publishable disciplinary action by the Appraisal Institute within the five
161 (5) years prior to election or appointment.

162
163 Candidates who serve at the Chapter level may not participate in:

- 164
165 a) education issues where examination security is impacted; or
166
167 b) confidential admissions issues.

168 **Section 1.13 Part C: Practicing Affiliates**

169 **Section 1. Practicing Affiliates**

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

171

172 **Section 2. Voting Rights**

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

- 174
175
176 a) education issues where examination security is impacted; or
177
178 b) admissions issues.

179

180 **Section 3. Eligibility for Service**

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

188

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

191

- 192 a) are a Practicing Affiliate in good standing;
193
194 b) have completed any continuing education requirements for Practicing Affiliates; and
195
196 c) have not been subject to a publishable disciplinary action by the Appraisal Institute within the five
197 (5) years prior to appointment.

198

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

200

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

202

203 b) confidential admissions issues.

204

205

206 **Section 1.14 Part D: Affiliates**

207 **Section 1. Affiliates Category**

208 Chapters shall have Affiliates as defined in the national Bylaws.

209

210 **Section 2. Voting Rights**

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

212

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

214

215 b) admissions issues.

216

217 **Section 3. Eligibility for Service**

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

223

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

226

227 a) are Affiliates in good standing; and

228

229 b) have not been subject to a publishable disciplinary action by the Appraisal Institute within the five
230 (5) years prior to appointment.

231

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

233

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

235

236 b) confidential admissions issues.

237

238

239

241
242 **Fiscal Year, Chapter Dues, and Fees**

243
244 **Section 1.15 Part A: Fiscal Year**

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

246
247
248 **Section 1.16 Part B: Annual Chapter Dues or Fees**

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

260
261 As defined in the national Bylaws of the Appraisal Institute, Honorary Members, Practicing and Non-
262 Practicing Past President Members, Temporarily Non-Practicing Designated Members and Non-
263 Practicing Retired Designated Members are not required to pay Chapter dues.

264
265
266 **Section 1.17 Part C: Dues of New Designated Members, or Fees of New**
267 **Candidates, Practicing Affiliates, or Affiliates**

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

273
274
275 **Section 1.18 Part D: Administrative Fees for Designated Members**

276 Temporarily Non-Practicing Designated Members and Non-Practicing Retired Designated Members
277 shall pay an annual Chapter administrative fee in an amount set by the Chapter Board of Directors.
278 The amount set for a Chapter administrative fee may not exceed the annual national administrative
279 fee set by the national Board of Directors. Temporarily Non-Practicing Designated Members and Non-
280 Practicing Retired Designated Members who fail to pay the administrative fee shall cease to receive
281 any services from the Chapter.

282
283 **Section 1.19 Part E: Payment Date**

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

288 **Section 1.20 Part F: Late Fee and Nonpayment**

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

292
293 The rules governing suspension or termination of a Designated Member, Candidate, Practicing
294 Affiliate or Affiliate for nonpayment of dues, fees or administrative fees are found in the national
295 Bylaws.

296
297
298 **Section 1.21 Part G: Waiver of Dues or Fees**

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

304
305
306 **Section 1.22 Part H: Limitation on Dues and Fees**

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

310
311
312 **Section 1.23 Part I: Special Assessments**

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

323
324
325 **Section 1.24 Part J: Special Assessment Payment Date**

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

329
330
331 **Section 1.25 Part K: Waiver of Special Assessment**

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

338
339 **Chapter Board of Directors**

340
341 **Section 1.26 Part A: General Authority**

342 The affairs and activities of the Chapter shall be administered by a Board of Directors. The Chapter
343 Board of Directors shall exercise all powers specifically delegated to the Chapters by Regulation No.
344 8, the national Bylaws and the policies of the Appraisal Institute, subject to the restrictions upon such
345 powers set forth in Regulation No. 8 and established by the national Board of Directors.

346
347
348 **Section 1.27 Part B: Composition**

349 The Chapter Board of Directors shall consist of elected and *ex officio* voting and nonvoting members.
350 The elected officers of the Chapter, the immediate past President of the Chapter and the Chair of the
351 Branch Chapters(s) (if any) shall be *ex officio* voting members of the Chapter Board of Directors.
352 Each member of the national Board of Directors who belongs to the Chapter shall be an *ex officio*
353 nonvoting member of the Chapter Board of Directors including the right to introduce and second
354 motions and resolutions.

355
356 There shall be nine elected directors (not including Chapter Officers) elected members of the Chapter
357 Board of Directors plus an Executive Director, (at the discretion of the Board).

358
359
360 **Section 1.28 Part C: Term**

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

363
364
365 **Section 1.29 Part D: Eligibility**

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

370
371
372 **Section 1.30 Part E: Removal**

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

378
379 An elected member of the Chapter Board of Directors shall be automatically removed if he or she:

- 380
381 a) ceases to meet any of the service eligibility requirements set forth in these Bylaws; or
382
383 b) receives a publishable disciplinary action by Appraisal Institute.
384

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

387 **Section 1.31 Part F: Vacancies**

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

391

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

395

396 a) at the next regular Chapter meeting;

397

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

399

400 c) via secure mail ballot if a majority of the Chapter Board of Directors approves such voting
401 procedure; or

402

403 d) via secure electronic means if a majority of the Chapter Board of Directors approves such voting
404 procedure.

405

406

407 **Section 1.32 Part G: Notice of Regular Meetings**

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

410

411

412 **Section 1.33 Part H: Meetings**

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

416

417

418 **Section 1.34 Part I: Special Board of Directors Meetings**

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

430

431

432 **Section 1.35 Part J: Meetings in Person or by Interactive Technology**

433 The Chapter Board of Directors may hold its meetings either in person or by interactive technology,
434 so long as all Directors participating in the meeting can communicate with one another. Interactive
435 technology includes, but is not limited to, conference telephone, electronic transmission, Internet
436 usage, and remote communication. Action taken at a meeting held via interactive technology shall be
437 as effective as if the Directors had met in person.

438

439 **Section 1.36 Part K: Action Without a Meeting**

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

444

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

448

449

450 **Section 1.37 Part L: Quorum**

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

457

459 Chapter Officers

460 Section 1.38 Part A: General Provision

461 The officers of the Chapter shall include a President, a President Elect, a Vice President, a Secretary
462 and

463 a Treasurer (or a Secretary-Treasurer). Each Chapter officer shall be elected annually to a one (1)
464 year term by a majority vote of the Designated Members, Candidates, Practicing Affiliates and
465 Affiliates belonging to the Chapter in the manner required by these Bylaws.
466

467 Section 1.39 Part B: Eligibility

468 A Designated Member or Candidate belonging to the Chapter is eligible to serve as a Chapter officer
469 if he or she meets the requirements set forth in these Bylaws. The Chapter President shall be a
470 Designated Member.
471

472 Section 1.40 Part C: Removal

473 A Chapter officer who fails to fulfill the duties of his or her position or who fails to attend three (3)
474 consecutive regularly scheduled Board meetings may be removed from office by a sixty percent
475 (60%) vote of the voting members of the Chapter Board of Directors. Further, the national Board of
476 Directors may remove a Chapter officer for cause by a sixty percent (60%) vote.
477

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

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

481 In the event of removal under this Part, a vacancy for the position shall be declared, and the vacancy
482 shall be filled as described in these Bylaws.
483

484 Section 1.41 Part D: Vacancies

485 In the event that a vacancy occurs in any Chapter office (other than the office of President), the
486 Chapter Board of Directors, by majority vote, shall fill the vacancy. The Designated Member or
487 Candidate elected in this manner shall serve until the remainder of the unexpired term is filled by
488 election as set forth below.
489

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

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

- 507 c) via secure mail ballot if a majority of the Chapter Board of Directors approves such voting
508 procedure; or
509
510 d) via secure electronic means if a majority of the Chapter Board of Directors approves such voting
511 procedure.
512

513
514

Section 1.42 Part E: Duties of the Chapter President

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

516

- 517 a) preside at all regular and special Chapter meetings;
518
519 b) preside at all regular and special meetings of the Chapter Board of Directors;
520
521 c) carry out the policies and programs adopted by the Chapter Board of Directors;
522
523 d) serve as an *ex officio* non-voting member of all Chapter committees except the Nominating
524 Committee;
525
526 e) attend all Regional Committee meetings;
527
528 f) have an e-mail address and web access;
529
530 g) be familiar with the Bylaws, Regulations and policies of the Appraisal Institute and the Chapter
531 Bylaws; and
532
533 h) make Chapter committee appointments in accordance with these Bylaws.
534

535 The Chapter President may not serve more than two (2) consecutive complete terms as Chapter
536 President, unless recommended by the Regional Committee with jurisdiction over the Chapter and
537 approved by the national Board of Directors.
538

539 The incoming Chapter President must attend the Chapter Leadership Program at the national
540 meetings in the year prior to his or her presidency, or the Chapter must send another of its officers in
541 place of such incoming Chapter President.
542

543

Section 1.43 Part F Duties of the President Elect

544 President Elect of the Chapter shall perform the duties of the President in the event of the President's
545 absence or disability. The President Elect shall also perform such duties as may be assigned to him
546 or to her by the Chapter Board of Directors or the President. The President Elect shall succeed to the
547 office of the President should that office become vacant, except that if the President-Elect is not a
548 designated member at the time he or she is to fill the vacancy, a special election to fill the presidential
549 vacancy shall be held.
550

551

Section 1.44 Part G: Duties of the Chapter Vice President

552 The Vice President of the Chapter shall perform the duties of the Chapter President in the event of
553 the Chapter President's and President Elect's absence or disability. The Chapter Vice President shall
554 also perform such other duties as may be assigned to him or her by the Chapter Board of Directors or
555 the Chapter President. The Chapter Vice President or the Chapter officer that is next in line to the
556 Chapter President shall succeed to the office of President Elect should that office become vacant.
557

558 **Section 1.45 Part H: Duties of the Chapter Secretary**

559 The Chapter Secretary shall keep an accurate record of the proceedings at all regular and special
560 Chapter meetings. Chapter records relating to Chapter Board of Directors meetings and Chapter
561 meetings shall be open for inspection upon written request by any Designated Member, Candidate,
562 Practicing Affiliate or Affiliate belonging to the Chapter who wishes to inspect such records; however,
563 Chapter records relating to litigation, privileged information and Chapter recommendation with respect
564 to an application for Designated membership, or an application for a Candidate, Practicing Affiliate or
565 an Affiliate shall not be open for inspection.

566
567 The Chapter Secretary shall deliver in writing a copy of the minutes from each regular or special
568 Chapter meeting and each regular or special meeting of the Chapter Board of Directors to each
569 Chapter Director and the Chief Executive Officer of the Appraisal Institute within thirty (30) days after
570 such meeting.

571
572 The Chapter Secretary shall prepare and issue the Chapter roster, effective January 1st of each
573 calendar year. The Chapter Secretary shall also maintain the Chapter roster.

574
575 The Chapter Secretary shall be responsible for the Chapter's charter, seal, minute book and non-
576 financial records. At the expiration of his or her term of office, the Chapter Secretary shall turn over to
577 his or her successor, the Chapter's charter, seal, minute book and non-financial records in his or her
578 custody or control.

579
580 The Chapter Secretary shall perform such other duties as may be prescribed by the Chapter Board of
581 Directors or the Chapter President.

582 **Section 1.46 Part I: Duties of the Chapter Treasurer**

583
584
585 The Chapter Treasurer shall receive all monies collected by the Chapter, or by any officer or other
586 party on behalf of the Chapter, and shall deposit such monies in a bank or other financial institution
587 specified by the Chapter Board of Directors. The Chapter Treasurer shall make disbursements for
588 expenses up to \$7,500. Disbursements exceeding the predetermined maximum amount must be
589 authorized by a majority vote of the Chapter Board of Directors at a regular or special meeting, unless
590 previously approved under the Chapter's budget. The Chapter shall follow the investment policy
591 adopted by the Appraisal Institute.

592
593 The Chapter Treasurer shall ensure that annual financial statements (balance sheet and income
594 statement) are prepared in compliance with the standard chart of accounts for Chapters using the
595 online accounting system required by the Appraisal Institute. The annual financial statements shall,
596 upon written request, be open for inspection by any Chapter Designated Member, Candidate,
597 Practicing Affiliate or Affiliate who wishes to inspect such statements.

598
599 If the Chapter's annual receipts and/or total assets exceed ~~\$200,000~~\$100,000, then a review
600 consisting of the Agreed Upon Procedures must be completed ~~annually~~ by an independent Certified
601 Public Accountant (CPA) in compliance with the Appraisal Institute Chapter Financial Review Policy
602 and Procedures. If the Chapter's annual receipts and/or total assets are ~~\$200,000~~ \$100,00 or less, ~~a~~
603 ~~review as described above shall be required at least once every five (5) years~~ the national Finance
604 staff shall perform a review consisting of Modified Agreed Upon Procedures approved by the national
605 Audit Committee on a schedule in compliance with the Chapter Financial Review Policy and

606 | ~~Procedures determined by the national Audit Committee.~~ A Chapter's receipts and/or funds shall be
607 audited by an independent Certified Public Accountant (CPA) if required by law or if the national
608 Board of Directors deems such audit is in the best interest of the Appraisal Institute. The report
609 resulting from any review or audit shall be submitted to the Chair of the national Audit Committee and
610 the national Chief Financial Officer.

611

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

614

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

620

621 (a) ARTICLE VIII

622

623 **Executive Director of the Chapter**

624

625 The Executive Director will be a hired staff position selected by the Chapter Board of Directors. The
626 Executive Director shall report to the Board of Directors. The Executive Director shall have the
627 general powers and duties of management usually vested in the position of chapter executive
628 directors of an association and such other powers and duties as may be prescribed by these Bylaws
629 and the Chapter Board of Directors from time to time.

630

631 The Executive Director will be a non-voting, ex officio member of the Chapter Board of Directors, but
632 may introduce topics for discussion and consideration.

633

634

635

637 638 Nominations and Elections

639 **Section 1.47 Part A: Composition of Chapter Nominating Committee**

640 The Chapter shall annually create a Chapter Nominating Committee consisting of an *ex officio*
641 member, two (2) appointed committee members and two (2) committee members elected by the
642 Designated Members, Candidates, Practicing Affiliates and Affiliates belonging to the Chapter.
643

644
645 The *ex officio* member of the Chapter Nominating Committee shall be the Immediate Past President
646 of the Chapter. He or she shall serve as Chair of the Chapter Nominating Committee and shall be a
647 full voting member of that committee in accordance with *Robert's Rules of Order, Newly Revised*. If
648 the Immediate Past President of the Chapter is unwilling or unable to serve in this capacity, the
649 Chapter Board of Directors shall elect an individual to act as Chair of the Chapter Nominating
650 Committee.

651
652 The Chapter President shall appoint one (1) Chapter Nominating Committee member at, or prior to,
653 the first regular meeting of the Chapter Board of Directors each year. The Chapter Board of Directors
654 shall appoint one (1) Chapter Nominating Committee member at its first regular meeting each year.
655 Appointed members of the Chapter Nominating Committee shall serve a one (1) year term and shall
656 not be eligible to serve consecutive terms on the Chapter Nominating Committee.

657
658 The two (2) elected members of the Chapter Nominating Committee shall be elected by the
659 Designated Members, Candidates, Practicing Affiliates and Affiliates belonging to the Chapter at the
660 first regular Chapter meeting in each year. All nominations for the elected positions shall be made
661 from the floor. Elected members of the Chapter Nominating Committee shall serve a one (1) year
662 term and shall not be eligible to serve consecutive terms on the Chapter Nominating Committee.
663 Members of the Chapter Nominating Committee shall not be eligible for nomination by the Chapter
664 Nominating Committee for any positions.

665
666 The current President of the Chapter shall not serve on the Chapter Nominating Committee.
667

668 **Section 1.48 Part B: Eligibility to Serve and Removal**

669 The requirements and rules for eligibility and removal for the Chapter Nominating Committee are set
670 forth in the Article of these Bylaws governing Chapter Committees.
671

672 673 **Section 1.49 Part C: Duties of Chapter Nominating Committee**

674 Each year the Chapter Nominating Committee shall prepare a slate consisting of at least one (1)
675 nominee for each of the following positions, as necessary and subject to the expiration of terms as
676 specified in these Bylaws: each Chapter office, each vacancy on the Chapter Board of Directors and
677 each vacant Chapter Representative position to be filled for the succeeding year.
678

679
680 In addition, the Chapter Nominating Committee may recommend up to ten (10) alternate Chapter
681 Representatives who would be available to fulfill the duties of a Chapter Representative elected by
682 the Chapter, or the Chapter President, who are unable to attend a Regional Committee meeting.
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Section 1.50 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.

Section 1.51 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.

Section 1.52 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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733

Section 1.53 Part G: Notification of Results

734

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

735

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

736

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

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

738

739

740

Section 1.54 Part H: Chapter Representatives to the Regional Committee

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742

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

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

744

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

745

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

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

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

748

terms.

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750

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

751

Chapter Representatives to the Regional Committee.

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Section 1.55 Part I: Use of Alternate Chapter Representatives

755

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

757

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

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

762

Representatives to the Regional Committee.

764
765 **Chapter Committees**

766 **Section 1.56 Part A: General**

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

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

- 769
770
771 a) Candidate Guidance Committee;
- 772
773 b) General and Residential Appraiser Education Committees (at the Chapter's discretion, the
774 General Appraiser and Residential Appraiser Education Committees may be combined into one
775 Chapter Education Committee);
- 776
777 c) Finance Committee;
- 778
779 d) Government Relations Committee (in lieu of having its own Government Relations Committee, a
780 Chapter shall participate in a statewide government relations coalition or work with another
781 Chapter in its state that has a Government Relations Committee); and
- 782
783 e) Nominating Committee.

784
785 Each Chapter may have additional committees consistent with the Bylaws, Regulations and policies
786 of the Appraisal Institute. Such additional committees may include but are not limited to the following:
787 Bylaws Committee; Candidate Committee; External Relations Committee; and Public Relations
788 Committee.

789
790 **Section 2. Eligibility to Serve**

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

793
794 **Section 3. Removal**

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

799
800 A Chapter Committee member shall be automatically removed if he or she:

- 801
802 a) ceases to meet any of the service eligibility requirements set forth in these Bylaws; or
- 803
804 b) receives a publishable disciplinary action by the Appraisal Institute.

805
806 In the event of removal under this Section, a vacancy shall be declared and the vacancy shall be filled
807 as described in these Bylaws.

808
809 **Section 4. Vacancies**

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

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

815

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

818

819

820 **Section 1.57 Part B: Required Chapter Committees**

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

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

825

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

831

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

833

834 a) facilitate networking among Advisors to Candidates; and

835

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

838

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

841

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

843 The Chapter Education Committee(s) shall consist of a Chair and two (2) other Committee members
844 and members shall be subject to approval of the Chapter Board of Directors.

845

846 The currently serving Chapter President shall appoint the Chair(s) and any committee members of the
847 Chapter Education Committee(s) in the first quarter of the year preceding the commencement of the
848 Chapter Education Chair's(s) term subject to approval of the Chapter Board of Directors. The Chapter
849 Education Chair(s) shall serve either:

850

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

852

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

856

857 | The Chapter Education Chair(s) shall have an e-mail address and shall have web access. ~~The Chapter~~
858 | ~~Education Chair(s) or their representative must attend at least one Regional Education meeting each year.~~

859

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

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

864

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

870

871 **Section 3. Chapter Finance Committee**

872 The Chapter Finance Committee shall consist of the Treasurer of the Chapter and minimum of three
873 (3) other Committee members.

874

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

877

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

882

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

888

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

894

895

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

897 The Chapter Government Relations Committee shall consist of a Chair and two (2) other Committee
898 members.

899

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

905

906 The duties of the Chapter Government Relations Committee shall be to promote the Appraisal
907 Institute's policies and programs regarding legislation and regulations, which are of interest and
908 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.

Section 1.58 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

The Chapter does not have this committee in place at this time..

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

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

962

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

968

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

971

972 **Section 5. Other Chapter Committees**

973

974 The Chapter President, with the approval of the Board of Directors, may create such Special
975 Committees, as the President may deem appropriate.

976

977 The purpose of such committees may be, but is not limited to 1) helping the board of directors to
978 provide appropriate programs to benefit the individuals of the chapter, 2) facilitating communication
979 between the board of directors and the chapter and between the individuals of the chapter
980 themselves, 3) recognizing the outstanding contributions of the individuals, 4) facilitating a stronger
981 camaraderie between and among the individuals in the chapter and 5) providing additional services
982 for the benefit of the chapter.

983

984 Each committee of the Chapter may have one or more subcommittees that shall report to the
985 President of the Chapter.

986 Special committees may include, but are not limited to the following:

987

- 988 • Awards Committee,
- 989 • Bylaws Committee
- 990 • Golf Outing Committee,
- 991 • Newsletter Committee
- 992 • Program Committee
- 993 • Public Relations
- 994 • Committee Leadership
- 995 • Development and Advisory Committee
- 996 • Institutional and Governmental Review Appraiser Committee
- 997 • Committee on Committees

997 **Section 6 Chapter Bylaws Committee**

998 If provided for in the Chapter Bylaws, the Chapter Bylaws Committee shall consist of a Chair and a
999 minimum of two (2) other committee members who shall be appointed by the Chapter President with
1000 the approval of the Chapter Board of Directors. The Chair shall be appointed for a one (1) year term.
1001 The other committee members shall be appointed to serve three (3) year staggered terms and shall
1002 not be eligible to serve consecutive terms.

1005 Chapter Meetings and Quorums

1006 **Section 1.59 Part A: Regular Chapter Meetings**

1007 The Chapter shall hold four (4) regular Chapter meetings a year, unless the Chair of the Chapter's
1008 Region approves fewer regular Chapter meetings. The regular Chapter meetings should be
1009 scheduled to permit timely discussion of matters to be considered by the national Board of Directors
1010 at its meetings. One (1) of these meetings shall be to elect Chapter officers and directors for the
1011 subsequent year.
1012

1013
1014 All regular Chapter meetings shall be open to all Designated Members, Candidates, Practicing
1015 Affiliates and Affiliates belonging to the Chapter.
1016

1017 **Section 1.60 Part B: Special Chapter Meetings**

1018 A special Chapter meeting shall be called by the Chapter Secretary upon receipt of a written request
1019 signed by the Chapter President, the Chapter Board of Directors, or at least ten percent (10%) of the
1020 combined number of the Designated Members, Candidates, Practicing Affiliates and Affiliates
1021 belonging to the Chapter.
1022

1023
1024 Within seven (7) days after receipt of any such written request, the Chapter Secretary shall schedule
1025 a special Chapter meeting. Notice of such a meeting shall be delivered in writing to all Designated
1026 Members, Candidates, Practicing Affiliates and Affiliates belonging to the Chapter. This written notice
1027 shall specify the date, time, place and purpose of the special meeting. The date selected for the
1028 special Chapter meeting shall be at least ten (10) days but no more than twenty (20) days from the
1029 date of the transmission of the notice
1030

1031 All special Chapter meetings shall be open to all Designated Members, Candidates, Practicing
1032 Affiliates and Affiliates belonging to the Chapter.
1033

1034 **Section 1.61 Part C: Quorum**

1035 A quorum for any regular or special Chapter meeting shall be those Designated Members,
1036 Candidates, Practicing Affiliates and Affiliates that belong to the Chapter who are present and voting
1037 at the meeting. The Designated Members, Candidates, Practicing Affiliates and Affiliates may take
1038 action at a meeting at which a quorum is present upon a majority vote of the Designated Members,
1039 Candidates, Practicing Affiliates and Affiliates present, unless a different requirement is prescribed by
1040 these Bylaws. A meeting at which a quorum is initially present may continue to transact business,
1041 notwithstanding the withdrawal of any Designated Members, Candidates, Practicing Affiliates or
1042 Affiliates, if any action taken is approved by a majority of the required quorum for that meeting or by a
1043 majority of the remaining individuals, whichever is greater.
1044

1045 **Section 1.62 Part D: Joint Meetings**

1046 Notice of joint meetings of Chapters with other organizations shall be given to national headquarters
1047 no fewer than thirty (30) days prior to the date of the meeting to avoid conflicts with the national
1048 meeting schedule. Joint meetings shall be publicly announced after the proper notice to the national
1049 headquarters.

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Section 1.63 Part E: Robert's Rules of Order

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

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Chapter Publications

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Section 1.64 Part A: Chapter Directory

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Section 1.65 Part B Chapter Website

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The Chapter website, www.ccai.org, shall be available to Designated members, Candidates, Practicing Affiliates and Affiliates in the chapter, and other interested parties. Chapter activities will be posted on the website, as well as any other notices required and permitted by the National and Chapter bylaws. The Chapter website will provide information for use by Designated Members, Candidates, Practicing Affiliates and Affiliates in the Chapter, and other interested parties.

1075 Restrictions Upon the Powers of Chapters

1076 **Section 1.66 Part A: General Limitation**

1077 All actions taken by a Chapter that are not required or authorized by the national Bylaws, Regulations
1078 and policies of the Appraisal Institute shall be voidable by the national Board of Directors. A Chapter
1079 shall not act in a manner that is inconsistent with the national Bylaws, Regulations and policies of the
1080 Appraisal Institute. A Chapter shall not speak or act in a manner that jeopardizes the not-for-profit
1081 status of the Appraisal Institute and its Chapters.
1082

1083 **Section 1.67 Part B: Adoption and Amendment of Chapter Bylaws**

1084 At the first Chapter meeting after being chartered, each Chapter shall adopt its own Chapter Bylaws.
1085 Such Chapter Bylaws shall be consistent with the Articles of Incorporation, the national Bylaws, the
1086 Regulations and policies of the Appraisal Institute. Within thirty (30) days of their adoption, the
1087 Chapter Secretary shall deliver in writing to the Chief Executive Officer of the Appraisal Institute such
1088 Chapter Bylaws.
1089

1090 Each Chapter may, by a majority vote of those Designated Members, Candidates, Practicing Affiliates
1091 and Affiliates present and voting at a regular or special Chapter meeting called for this purpose,
1092 amend its Bylaws. However, notice of the proposed changes shall be delivered in writing to the
1093 Designated Members, Candidates, Practicing Affiliates and Affiliates of the Chapter no fewer than
1094 fourteen (14) days prior to the meeting, and the amended Bylaws shall be consistent with the Articles
1095 of Incorporation, national Bylaws, Regulations and policies of the Appraisal Institute. Within thirty (30)
1096 days after their amendment, the Chapter Secretary shall deliver in writing to the Chief Executive
1097 Officer of the Appraisal Institute the amended Chapter Bylaws.
1098

1099 Amendments to Chapter Bylaws to ensure consistency with the Articles of Incorporation, national
1100 Bylaws, Regulations and policies of the Appraisal Institute shall not require approval of the
1101 Designated Members, Candidates, Practicing Affiliates and Affiliates belonging to the Chapter.
1102

1103 Each Chapter Bylaws, and any amendments thereto, shall be reviewed for consistency as described
1104 above. Any Chapter Bylaws that is inconsistent with the Articles of Incorporation, the national Bylaws
1105 any Regulation or any policy of the Appraisal Institute shall be void and of no force or effect. If the
1106 Appraisal Institute determines that the Chapter Bylaws are inconsistent, the Appraisal Institute shall
1107 deliver in writing notice to the Chapter that it has ninety (90) days to correct the inconsistency. If the
1108 Chapter refuses or fails to comply, the appropriate Regional Chair shall be notified and the Chapter's
1109 regional representation shall be suspended. Continued failure to comply by the Chapter shall be
1110 cause for the national Board of Directors to suspend or revoke the Chapter's charter.
1111

1112 **Section 1.68 Part C: Restriction Upon Committing the Appraisal Institute**

1113 A Chapter shall not commit the Appraisal Institute to any financial obligation, or to any other obligation
1114 whatsoever, unless such commitment is authorized in advance in writing by the national Board of
1115 Directors.
1116

1122 **Section 1.69 Part D: Acting in the Name of the Appraisal Institute**

1123 A Chapter shall not speak for or act in the name of the Appraisal Institute without the prior written
1124 approval of the national Board of Directors.

1125 **Section 1.70 Part E: Acting in the Name of the Chapter**

1126 When Chapter officers act or speak for the Chapter, the full name of the Chapter shall be used to
1127 avoid interpretation of such actions or statements as official actions or statements of the Appraisal
1128 Institute.

1129
1130 **Section 1.71 Part F: Restriction Upon Incorporation**

1131 No Chapter existing on January 1, 1991, which has not been previously incorporated, nor any
1132 Chapter chartered subsequent to that date, shall cause or permit itself to be incorporated under any
1133 state or federal law. A Chapter existing on January 1, 1991, which has been previously incorporated,
1134 shall be allowed to remain incorporated provided it meets the requirements set forth below.

1135
1136 An incorporated Chapter's Articles of Incorporation shall be approved by the national Board of
1137 Directors of the Appraisal Institute. If deemed necessary by the national Board of Directors, the
1138 incorporated Chapter's Articles of Incorporation shall be amended prior to approval. An incorporated
1139 Chapter must file all tax returns and corporate documents as required by applicable law and must
1140 forward copies of all such filings within thirty (30) days to the Chief Executive Officer of the Appraisal
1141 Institute. An incorporated Chapter shall enter into a license agreement with the Appraisal Institute for
1142 the use of the Appraisal Institute's tradename, trademark, service marks and collective marks. Failure
1143 to provide copies of its Articles of Incorporation to the national Board of Directors for review, failure to
1144 file the necessary corporate and tax documents or failure to otherwise conform to the national
1145 Bylaws, Regulations and policies of the Appraisal Institute shall be cause for the national Board of
1146 Directors to require the incorporated Chapter to dissolve its corporate status.

1147
1148 **Section 1.72 Part F: Use of Chapter Funds**

1149 All funds of a Chapter shall be used to carry out the purposes of the Chapter. No Chapter funds shall
1150 be diverted from such purposes for the personal benefit of any individual. Chapters are encouraged to
1151 maintain sufficient funds in reserve to cover six months, but no more than one year, of Chapter
1152 operating expenses.

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1155 **Section 1.73 Part G: Chapter Education Trust Funds**

1156 To establish a Chapter Education Trust Fund, the Chapter must first receive the written approval of
1157 the national Board of Directors after consideration by the national Finance Committee.

1158
1159 In reviewing the request of a Chapter for permission to establish an education trust fund, the national
1160 Board of Directors and the national Finance Committee shall consider: (1) the adequacy of the
1161 Chapter's operating funds; (2) the proposed rules and regulations of the Chapter for establishing and
1162 administering the fund; (3) the impact on the Appraisal Institute Education Trust; and (4) such other
1163 matters as may be appropriate.

1164
1165 This provision does not prohibit a Chapter from segregating on its books a portion of the Chapter
1166 funds for educational purposes.

1167 **(a) ARTICLE XIV**

1168

Suspension or Revocation of Charter

Section 1.74 Part A: Suspension or Revocation for Cause

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

- a) failure to abide by the Bylaws, Regulations and policies of the Appraisal Institute;
- b) failure to abide by the Bylaws of the Chapter itself;
- c) retention on the Chapter roster of any person who is not a Designated Member, Candidate, Practicing Affiliate or Affiliate belonging to the Appraisal Institute after proper notification by the Chief Executive Officer of the Appraisal Institute;
- d) failure to maintain the minimum number of Designated Members, Candidates, Practicing Affiliates and Affiliates necessary for chartering as required by Appraisal Institute Regulation No 8; however, this provision shall not apply to the Chapters of the American Institute of Real Estate Appraisers or the Society of Real Estate Appraisers that existed on December 31, 1990, nor shall this provision apply to Chapters created by the merger of such existing Chapters prior to June 21, 1997;
- e) failure to abide by any license agreement between the Appraisal Institute and an incorporated Chapter; or
- f) other good cause at the direction of the national Board of Directors.

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

Section 1.75 Part B: Surrender of Charter

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

Article II.

Section 2.01 Part C: Disposition of Assets

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