

Chicago Chapter Bylaws

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**Appraisal
Institute®**

*Professionals Providing
Real Estate Solutions*

CHICAGO CHAPTER BYLAWS

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1 **ARTICLE I**

2
3 **Name, Charter and Jurisdiction**

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5 **Part A: Name**

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

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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.

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15 **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.

ARTICLE II

Purposes

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

ARTICLE III

Belonging to a Chapter

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

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

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

44 All Designated Members, Candidates, Associates and Affiliates must belong to a Chapter.
45 All individuals of the Appraisal Institute who are located with the Chicago Chapter jurisdiction shall be
46 eligible to join the Chicago Chapter. If and when an individual who has belonged to a Chapter ceases
47 to be a Designated Member, Candidate, Associate or Affiliate, such individual shall no longer
48 belong to such Chapter.

49 **Part C: Assignment**

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

54 **Part D: Transfer**

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

62 **Part E: Primary Chapter**

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

69 A Designated Member shall vote only in his or her primary Chapter on Regional and national issues.

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

73
74

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

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

78

79 1) such individual chooses a primary Chapter; and

80

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

83 A Designated Member, Candidate, Associate or Affiliate who belongs to more than one
84 Chapter shall:

85

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

87

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

89

91 **Designated Members, Candidates, Associates and**
92 **Affiliates of the Chapter and Their Privileges**
93

94 **ARTICLE IV, Designated Members, Candidates, Associates and**
95 **Affiliates of the Chapter and Their Privileges**
96

97
98 **Part A: Designated Members**

99 **Section 1. Categories and Statuses**

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

105 **Section 2. Voting Rights**

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

110 **Section 3. Eligibility for Service**

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

- 113 a) are members of the Chapter in good standing;
114
115 b) hold the status “continuing education completed” if a Practicing Designated Member;
116
117 c) have not been subject to a publishable disciplinary action by the Appraisal Institute within the
118 five (5) years prior to election or appointment;
119
120 d) stay up-to-date on the content of Appraisal Institute communications, including but not limited
121 to,
122 the content of all non-commercial e-mails originating from the national organization, the
123 individual’s region and the individual’s chapter; and
124
125 e) are not otherwise precluded from serving by these Bylaws.
126
127

128 **Part B: Candidates**

129 **Section 1. Candidates**

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

132
133 **Section 2. Voting Rights**

134 Candidates in good standing shall have the right to vote at the Chapter level except on:
135

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

Section 3. Eligibility for Service

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

- 177
- 178 a) are Candidates in good standing;
- 179 b) have completed the continuing education requirements for Candidates;
- c) have not been subject to a publishable disciplinary action by the Appraisal Institute within the five (5) years prior to election or appointment; and
- d) stay up-to-date on the content of Appraisal Institute communications, including but not limited to, the content of all non-commercial e-mails originating from the national organization, the individual's region and the individual's chapter.

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

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

Part C: Associates

Section 1. Associates

Chapters shall have Associates as defined in the national Bylaws.

Section 2. Voting Rights

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

180 Except where provided otherwise, Associates may serve on Chapter Committees of
181 Education, Finance, Government Relations, External Relations, and Public Relations, on Chapter
182 panels, project teams and other Chapter bodies where permitted if such Associates:

- 183
- 184 a) are a Associate in good standing;
- 185
- 186 b) have completed any continuing education requirements for Associates;
- 187

- 188 c) have not been subject to a publishable disciplinary action by the Appraisal Institute within the five
189 (5) years prior to appointment; and
190
191 d) stay up-to-date on the content of Appraisal Institute communications, including but not limited to,
192 the content of all non-commercial e-mails originating from the national organization, the
193 individual's region and the individual's chapter.

194 Associates who serve at the Chapter level may not participate in:
195

- 196 a) education issues where examination security is impacted; or
197
198 b) confidential admissions issues.

199

200 **Part D: Affiliates**

201 **Section 1. Affiliates Category**

202 Chapters shall have Affiliates as defined in the national Bylaws.
203

204

205 **Section 2. Voting Rights**

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

207

- 208 a) education issues where examination security is impacted; or
209
210 b) admissions issues.

211

212 **Section 3. Eligibility for Service**

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

218

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

221

- 222 a) are Affiliates in good standing;
223
224 b) have not been subject to a publishable disciplinary action by the Appraisal Institute within the five
225 (5) years prior to appointment; and
226
227 c) stay up-to-date on the content of Appraisal Institute communications, including but not limited to,
228 the content of all non-commercial e-mails originating from the national organization, the
229 individual's region and the individual's chapter.

230

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

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

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Fiscal Year, Chapter Dues, and Fees

Part A: Fiscal Year

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

Part B: Annual Chapter Dues or Fees

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

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

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

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

Part D: Administrative Fees for Designated Members

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

Part E: Payment Date

The rules governing dates that dues and fees are payable, late fees, and the suspension or termination of Members for nonpayment of dues or fees are set in the national Bylaws. .

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

288 A late fee shall be charged to all Designated Members, Candidates, Associates and Affiliates in
289 accordance with the policy set by the national Board of Directors ..

290
291 The rules governing suspension or termination of a Designated Member, Candidate, Associate
292 or Affiliate for nonpayment of dues, fees or administrative fees are found in the national Bylaws.

293
294 **Part G: Waiver of Dues or Fees**

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

301
302 **Part H: Limitation on Dues and Fees**

303 The Chapter may not charge member dues, Candidate, Associate, or Affiliate fees or administrative
304 fees other than as authorized above without the approval of the national Board of Directors. A Chapter
305 may, however, charge for meal costs and/or levy special assessments.
306

307
308 **Part I: Special Assessments**

309 The Chapter may levy a special assessment upon its Designated Members, Candidates, Associates
310 and Affiliates to create or maintain funds for the Chapter held in reserve or to pay the cost of a
311 specific Chapter special activity or project. A special assessment must be authorized by the
312 affirmative vote of not less than seventy-five percent (75%) of the Designated Members, Candidates,
313 Associates and Affiliates of the Chapter present and voting at a Chapter meeting.
314

315 Notice of the Chapter meeting at which the vote on a special assessment is to be taken shall specify
316 the time, date and purpose of such meeting. The amount of any special assessment, as applied to
317 each individual Designated Member, Candidate, Associate and Affiliate belonging to the Chapter,
318 shall not exceed the amount of the individual's current annual national dues or fees to the Appraisal
319 Institute.
320

321
322 **Part J: Special Assessment Payment Date**

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

327
328 **Part K: Waiver of Special Assessment**

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

Chapter Board of Directors

Part A: General Authority

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

Part B: Composition

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

There shall be nine elected directors (not including Chapter Officers) forming the Chapter Board of Directors plus an Executive Director (at the discretion of the Board).

Part C: Term

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

Part D: Eligibility

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

Part E: Removal

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

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

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

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

386 **Part F: Vacancies**

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

390

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

394

395 a) at the next regular Chapter meeting;

396

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

398

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

401

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

404

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

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

409

410

411 **Part H: Meetings**

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

415

416

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

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

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Part J: Meetings in Person or by Interactive Technology

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

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Part K: Action Without a Meeting

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

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

449

Part L: Quorum

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

456

Chapter Officers

Part A: General Provision

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

Part B: Eligibility

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

Part C: Removal

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

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

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

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

Part D: Vacancies

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

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

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

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

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

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

- 513
514 a) preside at all regular and special Chapter meetings;
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516 b) preside at all regular and special meetings of the Chapter Board of Directors;
517
518 c) carry out the policies and programs adopted by the Chapter Board of Directors;
519
520 d) serve as an *ex officio* non-voting member of all Chapter committees except the Nominating
521 Committee;
522
523 e) attend all Regional Committee meetings;
524
525 f) have an e-mail address and web access;
526
527 g) be familiar with the Bylaws, Regulations and policies of the Appraisal Institute and the Chapter
528 Bylaws; and
529
530 h) make Chapter committee appointments in accordance with these Bylaws.
531
532

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

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

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

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

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

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

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

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

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

Part H: Duties of the Chapter Treasurer

Section 1. This section shall be applicable to the Chicago Chapter.

Section 2. The Chapter Treasurer shall receive all monies collected by the Chapter, or by any officer or other party on behalf of the Chapter, and shall deposit such monies in a bank account designated for such Chapter. The Chapter Treasurer shall approve disbursements for expenses that have been approved within the annual Chapter operating budget. The Chapter President may approve disbursements for expenses that have been approved within the annual Chapter operating budget if the Treasurer is unavailable and/or delay in approval could incur late fees or cause other harm to the Chapter. Disbursements not otherwise approved under a Chapter budget must be approved by a majority vote of the Chapter Board of Directors. The Chapter shall follow the Appraisal Institute Chapter Financial Management and Administration policy adopted by the Appraisal Institute.

The annual financial statements shall, upon written request, be open for inspection by any Chapter Member, who wishes to inspect such statements.

636 Executive Director of the Chapter

636a The Executive Director will be a hired staff position selected by the Chapter Board of Directors. The
636b Executive Director shall report to the Board of Directors. The Executive Director shall have the general
636c powers and duties of management usually vested in the position of chapter executive directors of an
636d association and such other powers and duties as may be prescribed by these Bylaws and the Chapter
636e Board of Directors from time to time.

636f The Executive Director will be a non-voting, ex officio member of the Chapter Board of Directors, but
636g may introduce topics for discussion and consideration.

637

Nominations and Elections

Part A: Composition of Chapter Nominating Committee

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

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

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

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

Should a vacancy occur while the Chapter Nominating Committee is in the process of fulfilling its duties, the Chapter Nominating Committee can proceed with a minimum of three (3) members plus the Chair.

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

Part B: Eligibility to Serve and Removal

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

Part C: Duties of Chapter Nominating Committee

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

In addition, the Chapter Nominating Committee may nominate up to ten (10) alternate Chapter Representatives in ranked order (First Alternate, Second Alternate, etc.) who would be available to fulfill the duties of a Chapter Representative elected by the Chapter, or the Chapter President, who are unable to attend a Regional Committee meeting.

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

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

692
693 **Part E: Additional Nominations**

694 Additional nominations may be made by a timely filing of a written petition signed by at least five
695 percent (5%) of the total number of Designated Members, Candidates, Associates and Affiliates
696 in the Chapter. Such petition may be in electronic form. To be effective, each nominating petition
697 must be delivered in writing to the Chapter Secretary at least fifteen (15) days before the regular
698 Chapter meeting at which the election is to be held. The Chapter Secretary shall deliver in writing
699 a copy of any petition filed to each Designated Member, Candidate, Associate and Affiliate
700 belonging to the Chapter at least ten (10) days before the date on which elections are scheduled
701 to be held.
702

703
704 **Part F: Chapter Elections**

705 Chapter elections shall be held prior to June 30 each year. At the regular Chapter meeting at which
706 the election is to be held, the Designated Members, Candidates, Associates and Affiliates belonging
707 to the Chapter shall receive the Chapter Nominating Committee report and any petitions for additional
708 nominations. No additional nominations may be made from the floor.
709

710 The Designated Members, Candidates, Associates and Affiliates belonging to the Chapter shall then
711 proceed to elect the necessary Chapter officers, Chapter Directors, Chapter Representatives, and at
712 the option of the Chapter, alternative Chapter Representatives, for the succeeding year.
713

714 Alternatively, by at least a majority vote of the Chapter Board of Directors, Chapter elections may be
715 conducted by mail ballot or electronic means. If a mail ballot or electronic means are used, the
716 Chapter must adopt a procedure that ensures voting security. For voting by mail ballot, such security
717 shall include at a minimum, the mailing by the Chapter Secretary of a numbered ballot to each
718 Designated Member, Candidate, Associate and Affiliate with a numbered return envelope. At least
719 twenty (20) days shall be allowed for the return of ballots. For voting by electronic means, the
720 procedure must ensure that each ballot is cast by a Designated Member, Candidate, Associate or
721 Affiliate having the right to vote, and that such individual has voted no more than once.

722 Examples of such secure electronic voting procedures include use of electronic signatures and
723 passwords. At least ten (10) days shall be allowed for the return of electronic ballots and access to
724 electronic ballots shall be limited to the Chapter Secretary and/or no more than two individuals
725 designated by the Chapter Board of Directors. Tabulation of mail or electronic ballots shall be
726 conducted by the Chapter Secretary and/or no more than two individuals designated by the Chapter
727 Board of Directors. The Chapter Secretary shall be responsible for the notification of results as
728 provided for in the following section.
729

733 **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, Associates and Affiliates belonging to the
736 Chapter and the Regional Chair and the Chief Executive Officer of the Appraisal Institute as to the
737 names and addresses of the individuals elected for the ensuing year.

738
739 **Part H: Chapter Representatives to the Regional Committee**

740 Chapter Representatives to the Regional Committee will be elected on the basis of one (1) for every
741 (50) Designated Members in good standing per Chapter. If a Chapter has one (1) or more elected
742 Representative(s) to the Regional Committee, one (1) such Representative must be the Chapter Vice
743 President, or the Chapter officer next in line to the Chapter President. Chapter Representatives shall
744 serve no more than two (2) complete two (2) year terms. Chapters with more than one (1)
745 Representative shall elect approximately half of their Representatives each year to achieve staggered
746 terms.
747

748 The Chapter President shall automatically serve on the Regional Committee in addition to any elected
749 Chapter Representatives to the Regional Committee.
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751
752 **Part I: Use of Alternate Chapter Representatives**

753 Chapters may elect Alternate Chapter Representative(s) to the Regional Committee. If the Chapter
754 President or a Chapter Representative to the Regional Committee informs the Chapter President that
755 he or she is unable to attend a Regional Committee meeting for any reason, which need not be
756 disclosed, the Chapter President shall notify the First Alternate Chapter Representative from the
757 Chapter elected ranked list of Alternate(s) and request that such First Alternate attend the Regional
758 Committee meeting. If the First Alternate is unable to attend, the Chapter President shall proceed down
759 the list of elected Alternate(s) until elected Alternate(s) who is able to attend the Regional Committee
760 meeting is found or the list is exhausted. The Chapter President shall provide notice delivered in writing
761 to the Regional Chair of the use of Alternate Chapter Representatives to the Regional
Committee. Such notice shall include the name of the Alternate Chapter Representative(s) attending
and must be delivered in writing to the Regional Chair prior to the commencement of such Regional
Committee meeting.

Part J: Vacancies

In the event that a vacancy occurs in the position of Chapter Representative to the Regional
Committee the First Alternate Chapter Representative from the Chapter elected ranked list of
Alternates shall fill the vacancy. If there is no Alternate Chapter Representative, the Chapter
Board of Directors, by majority vote, shall fill the vacancy. The individual elected in this manner
shall serve until the remainder of the unexpired term is filled by election as set forth below. Also,
in the event a vacancy occurs to an Alternate Chapter Representative, the Chapter Board of
Directors, by majority vote shall fill the vacancy. The individual elected in this manner shall serve
until the remainder of the unexpired term is filled by election as set forth below.

To fill the remainder of the unexpired term, the Chapter shall first follow the nominating process
set forth in these Bylaws. After the nominating process is completed, the members belonging to
the Chapter shall fill the vacancy for the remainder of the unexpired term by an election:

- a) at the next regular Chapter meeting;

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

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

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766 d) via secure electronic means if a majority of the Chapter Board of Directors approves such
767 voting procedure

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ARTICLE IX

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770

Chapter Committees

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Part A: General

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Section 1. Number and Types of Committees

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

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776 a) Appraiser Guidance Committee;

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778 b) General and Residential Appraiser Education Committees (at the Chapter's discretion, the
779 General Appraiser and Residential Appraiser Education Committees may be combined into one
780 Chapter Education Committee);

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782 c) Finance Committee; and

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784 d) Nominating Committee. Chapters whose jurisdiction covers an entire state or territory shall have
785 a Government Relations Subcommittee in accordance with Regulation No. 8 (see Regulation No. 8
786 Government Relations Subcommittee for requirements).

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788 Each Chapter may have additional committees consistent with the Bylaws, Regulations and policies of
789 the Appraisal Institute. Such additional committees may include but are not limited to the following:
790 Bylaws Committee; Candidate Committee; External Relations Committee; Public Relations
791 Committee; **and Government Relations Committee where there are multiple Chapters with
jurisdiction over portions of a state or territory.**

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792 Each Chapter may have additional committees consistent with the Bylaws, Regulations and policies of
793 the Appraisal Institute. Such additional committees may include but are not limited to the following:
794 Bylaws Committee; Candidate Committee; External Relations Committee; Public Relations
795 Committee; and Government Relations Committee where there are multiple Chapters with jurisdiction
796 over portions of a state or territory.

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Section 2. Eligibility to Serve

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

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Section 3. Removal

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

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

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

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

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

817 **Chapter Committees**

818 **Section 1. Appraiser Guidance Committee**

819 The Appraiser Guidance Committee shall consist of a Chair and a minimum of two (2) other
820 Committee members. The Committee Chair and Committee members must be Designated
821 Members of the Appraisal Institute and are encouraged to serve as Advisors to Candidates.
822

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

829 The duties of the Appraiser Guidance Committee shall be to:
830

- 831 a) facilitate networking among Advisors to Candidates; and
- 832 b) arrange special programs and events for Candidates belonging to the Chapter to encourage and
833 help them in their efforts to become Appraisal Institute Designated Members; and
- 834 c) perform such other duties as may be assigned by the national Board of Directors and the
835 Chapter.
836

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

838 The Chapter Education Committee(s) shall consist of a Chair and a minimum of two (2) other
839 Committee members.
840

841 The currently serving Chapter President shall appoint the Chair(s) of the Chapter Education
842 Committee(s) in the first quarter of the year preceding the commencement of the Chapter Education
843 Chair's(s) term subject to approval of the Chapter Board of Directors. The Chapter Education Chair(s)
844 shall serve either:
845

- 846 a) two (2) year term(s); or
- 847 b) one (1) year term(s) where the Chair(s) served as Vice Chair of the Chapter Education Committee
848 during the previous year unless the Regional Committee with jurisdiction over the Chapter
849 approves additional term(s).
850

851 The Chapter Education Chair(s) shall have an e-mail address and shall have web access.
852

853 The Chapter President shall appoint the members of the Chapter Education Committee(s) whose
854 terms commence at the same time as the Chapter President's term, subject to approval of the
855

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 a 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, or staff designated by
887 the CEO, of the Appraisal 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.

891

Section 4. Government Relations Subcommittee

If a Chapter's jurisdiction covers the entirety of state or territory, or the entirety of multiple states or territories, the Chapter shall have a Government Relations Subcommittee for each such state or territory. The Government Relations Subcommittee(s) shall report to the national Government Relations Committee. The name of the Government Relations Subcommittee shall include the name of the appropriate state or territory.

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

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

- 1) Communicate and coordinate committee activities with the national Government Relations Committee of the Appraisal Institute;

- 2) Monitor legislative and regulatory developments in the state or territory and report such developments to the national Government Relations Committee;
- 3) Promote Appraisal Institute policies and programs in the state or territory in consultation with the national Government Relations Committee and staff;
- 4) Disseminate and promote state and federal legislative and regulatory action items to chapters; and
- 5) Perform such other duties as maybe assigned to it by the nation Government Relations Committee, the Executive Committee or the Board of Directors.

Section 5. Chapter Nominating Committee

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

Chapter Meetings and Quorums

Part A: Regular Chapter Meetings

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

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

Part B: Special Chapter Meetings

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

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

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

Part C: Meetings in Person or by Interactive Technology

Chapter meetings may be held either in person or by interactive technology, so long as all Designated Members, Candidates, Associates and Affiliates belonging to the Chapter and participating in the meeting can communicate with one another. Interactive Technology includes but is not limited to conference telephone, electronic transmission, Internet usage or remote communication. Action taken at a meeting held via interactive technology shall be as effective as if the Designated Members, Candidates, Associates and Affiliates had met in person.

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Part C: Quorum

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

Part D: Joint Meetings

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

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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1039 **Branch Chapters**

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1041 **Part A: Purpose**

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1043 Where the jurisdiction of a Chapter covers a large geographical area, a Branch Chapter or Branch
1044 Chapters may be formed to make it more convenient for Designated Members, Candidates,
1045 Associates and Affiliates belonging to the Chapter to attend the meetings and functions of the
1046 Chapter. The Chicago Chapter has no branches at this time. Parts B through L in this Article are
1047 maintained for potential future purposes.

1048

1048 **Part B: Formation**

1049

1050 The proposal for the formation of a Branch Chapter including boundaries and approximate number of
1051 Designated Members, Candidates, Associates and Affiliates belonging to the Chapter shall
1052 be considered by the Chapter Board of Directors and by the Regional Committee, both of which shall
1053 make recommendations. The Regional Chair shall report the Chapter's and region's
1054 recommendations to the national Board of Directors whose decision concerning approval or
1055 disapproval of the Branch Chapter(s) formation shall be final.

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1057 **Part C: Procedures and Directives**

1058

1059 The Procedures and Directives of the Branch Chapter (and any proposed changes to the Procedures
1060 and Directives) shall be approved by a majority vote of the Chapter Board of Directors present and
1061 voting at a quorum meeting and must be consistent with the Chapter Bylaws.

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1063

1063 **Part D: Branch Chapter**

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1065 Designated Members, Candidates, Associates and Affiliates belonging to the Chapter who
1066 reside or work in the territory covered by the Branch Chapter shall deliver in writing to the Chapter
1067 Secretary a declaration whether they wish to be included on the list of Designated Members,
1068 Candidates, Associates and Affiliates belonging to the Branch Chapter.

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1070 **Part E: Branch Chapter Leadership**

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1072 The leadership of the Branch Chapter shall consist of a Chair, a Vice Chair and an Advisory Board. A
1073 Designated Member or Candidate belonging to the Branch Chapter shall be eligible to serve as Chair,
1074 Vice Chair, or Advisory Board member if he or she meets the requirements set forth in these Bylaws.

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1076 **Part F: Removal**

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1078 A Branch Chair, Vice Chair, or Advisory Board member shall be automatically removed if he or she:

1079

1080 1) ceases to meet any of the service eligibility requirements set forth in these Bylaws; or

1081

1082 2) receives a publishable disciplinary action by Appraisal Institute.

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1085 In the event of removal under this Part, the position shall be filled in the manner that the position was
1086 filled originally under these Bylaws.

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Part G: Branch Chapter Chair

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

Part H: Branch Chapter Vice Chair

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

Part I: Branch Chapter Advisory Board

The Branch Chapter shall maintain an Advisory Board consisting of _____ [minimum of three (3)] individuals elected by the Designated Members, Candidates, Associates and Affiliates belonging to the Branch Chapter. Branch Chapter Advisory Board members shall be elected to serve staggered three (3) year terms.

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

Part J: Branch Chapter Meetings

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

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

Part K: Branch Chapter Funding

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

Part L: Branch Chapter Reports

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

1154 **Restrictions Upon the Powers of Chapters**

1155 **Part A: General Limitation**

1156 All actions taken by a Chapter that are not required or authorized by the national Bylaws, Regulations
1157 and policies of the Appraisal Institute shall be voidable by the national Board of Directors. A Chapter
1158 shall not act in a manner that is inconsistent with the national Bylaws, Regulations and policies of the
1159 Appraisal Institute. A Chapter shall not speak or act in a manner that jeopardizes the not-for-profit
1160 status of the Appraisal Institute and its Chapters.
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1164 **Part B: Adoption and Amendment of Chapter Bylaws**

1165 At the first Chapter meeting after being chartered, each Chapter shall adopt its own Chapter Bylaws.
1166 Such Chapter Bylaws shall be consistent with the Articles of Incorporation, the national Bylaws, the
1167 Regulations and policies of the Appraisal Institute. Within thirty (30) days of their adoption, the
1168 Chapter Secretary shall deliver in writing to the Chief Executive Officer of the Appraisal Institute such
1169 Chapter Bylaws.
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1171

1172 Each Chapter may, by a majority vote of those Designated Members, Candidates, Associates and
1173 Affiliates present and voting at a regular or special Chapter meeting called for this purpose, amend its
1174 Bylaws. However, notice of the proposed changes shall be delivered in writing to the Designated
1175 Members, Candidates, Associates and Affiliates of the Chapter no fewer than fourteen (14) days prior
1176 to the meeting, and the amended Bylaws shall be consistent with the Articles of Incorporation,
1177 national Bylaws, Regulations and policies of the Appraisal Institute. Within thirty (30) days after their
1178 amendment, the Chapter Secretary shall deliver in writing to the Chief Executive Officer of the
1179 Appraisal Institute the amended Chapter Bylaws.
1180

1181 Amendments to Chapter Bylaws to ensure consistency with the Articles of Incorporation, national
1182 Bylaws, Regulations and policies of the Appraisal Institute shall not require approval of the
1183 Designated Members, Candidates, Associates and Affiliates belonging to the Chapter.
1184

1185 Each Chapter Bylaws, and any amendments thereto, shall be reviewed for consistency as described
1186 above. Any Chapter Bylaws that is inconsistent with the Articles of Incorporation, the national Bylaws
1187 any Regulation or any policy of the Appraisal Institute shall be void and of no force or effect. If the
1188 Appraisal Institute determines that the Chapter Bylaws are inconsistent, the Appraisal Institute shall
1189 deliver in writing notice to the Chapter that it has ninety (90) days to correct the inconsistency. If the
1190 Chapter refuses or fails to comply, the appropriate Regional Chair shall be notified and the Chapter's
1191 regional representation shall be suspended. Continued failure to comply by the Chapter shall be
1192 cause for the national Board of Directors to suspend or revoke the Chapter's charter.
1193
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1195 **Part C: Restriction Upon Committing the Appraisal Institute**

1196 A Chapter shall not commit the Appraisal Institute to any financial obligation, or to any other obligation
1197 whatsoever, unless such commitment is authorized in advance in writing by the national Board of
1198 Directors.
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Part D: Acting in the Name of the Appraisal Institute

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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

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

ARTICLE XIV

Suspension or Revocation of Charter

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, Associate 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, Associates 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.

1285 **Part B: Surrender of Charter**

1286 The surrender of a charter by action of two-thirds (2/3) of the Chapter Designated Members,
1287 Candidates, Associates and Affiliates present at a Chapter meeting called for such purpose
1288 shall bring about automatic cancellation.

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1291 **Part C: Disposition of Assets**

1292 In the event of a revocation, surrender or dissolution of a Chapter, the assets held by the Chapter
1293 shall be transferred to the Appraisal Institute. If two (2) or more Chapters merge, the assets held by
1294 the Chapters shall be merged. If one (1) Chapter splits into two (2) or more smaller Chapters, the
1295 assets held by of the original Chapter shall first be used to retire any indebtedness of such Chapter,
1296 and the balance of the funds shall then be reallocated to the new Chapters on a per capita Practicing
1297 Designated Member basis.

1231 **Part G: Use of Chapter Funds**

1232 All funds held by a Chapter shall be used to carry out the purposes of the Chapter. No funds held by
1233 a Chapter shall be diverted from such purposes for the personal benefit of any individual. Chapters
1234 are encouraged to maintain sufficient funds in reserve to cover six months, but no more than one
1235 year, of Chapter operating expenses.

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1238 **Part H: Chapter Education Trust Funds**

1239 To establish a Chapter Education Trust Fund, the Chapter must first receive the written approval of
1240 the national Board of Directors after consideration by the national Finance Committee.

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1242 In reviewing the request of a Chapter for permission to establish an education trust fund, the national
1243 Board of Directors and the national Finance Committee shall consider: (1) the adequacy of the
1244 Chapter's operating funds; (2) the proposed rules and regulations of the Chapter for establishing and
1245 administering the fund; (3) the impact on the Appraisal Institute Education and Relief Foundation; and
1246 (4) such other matters as may be appropriate.