

# Hoosier State Chapter Bylaws

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**HOOSIER STATE CHAPTER BYLAWS**

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1 **ARTICLE I**

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2  
3 **Name, Charter and Jurisdiction**

4  
5 **Part A: Name**

6 The name of this organization is the Hoosier State Chapter of the Appraisal Institute (hereinafter  
7 referred to as "Chapter").  
8  
9

10 **Part B: Charter**

11 This Chapter was created and exists solely by reason of the charter granted to it by the Appraisal  
12 Institute and shall hold all its property in trust for the Appraisal Institute.  
13

14  
15 **Part C: Jurisdiction**

16 The territorial jurisdiction assigned to this Chapter by the Board of Directors of the Appraisal Institute  
17 is the State of Indiana - with the exception of Lake County, which is held by the Chicago Chapter.  
18 Also included are the Illinois counties of Edwards, Gallatin, Hamilton, Hardin, Pope, Saline, Wabash,  
19 Wayne and White, and the Michigan counties of Berrien and Cass

20

22

## 23 Purposes

24

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

29

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

33

35

## 36 **Belonging to a Chapter**

37

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

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

41

42

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

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

47

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### 49 **Part C: Assignment**

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

52

53

### 54 **Part D: Transfer**

55 A Chapter may not unilaterally waive the requirement that a Designated Member, Candidate,  
56 Practicing Affiliate or Affiliate within its jurisdiction belong to the Chapter. However, a Designated  
57 Member, Candidate, Practicing Affiliate 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.

60

61

### 62 **Part E: Primary Chapter**

63 A Designated Member, Candidate, Practicing Affiliate 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.

68

69 A Designated Member shall vote only in his or her primary Chapter on Regional and national issues.  
70 A Candidate, Practicing Affiliate 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, Practicing Affiliate 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

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

86

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

88

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

90



92  
93 **Designated Members, Candidates, Practicing**  
94 **Affiliates and Affiliates of the Chapter and Their**  
95 **Privileges**

96  
97 **Part A: Designated Members**

98 **Section 1. Categories and Statures**

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

104  
105 **Section 2. Voting Rights**

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

109  
110 **Section 3. Eligibility for Service**

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

- 114  
115 a) are members of the Chapter in good standing;  
116  
117 b) hold the status “continuing education completed”;  
118  
119 c) have not been subject to a publishable disciplinary action by the Appraisal Institute within the five  
120 (5) years prior to election or appointment; and  
121  
122 d) are not otherwise precluded from serving by these Bylaws.

123  
124  
125 **Part B: Candidates**

126 **Section 1. Candidates**

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

129  
130 **Section 2. Voting Rights**

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

- 132  
133 a) education issues where examination security is impacted; or  
134  
135 b) admissions issues.

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### **Section 3. Eligibility for Service**

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

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

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: Practicing Affiliates**

### **Section 1. Practicing Affiliates**

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

### **Section 2. Voting Rights**

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

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

### **Section 3. Eligibility for Service**

Except where provided otherwise, Practicing Affiliates may not serve in any Chapter offices, or on the Chapter Board of Directors. Practicing Affiliates who were elected or appointed to hold Chapter offices, or serve on the Chapter Board of Directors or serve on a Chapter committee 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 Practicing Affiliate status, but shall not be eligible for re-election or re-appointment unless they become Candidates or Designated Members.

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

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

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

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

## **Part D: Affiliates**

### **Section 1. Affiliates Category**

Chapters shall have Affiliates as defined in the national Bylaws.

### **Section 2. Voting Rights**

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

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

### **Section 3. Eligibility for Service**

Except where provided otherwise, Practicing Affiliates may not serve in any Chapter offices, or on the Chapter Board of Directors. Practicing Affiliates 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 as they continue to meet all other requirements for service and maintain their Practicing Affiliate status, but shall not be eligible for re-election or re-appointment unless they become Candidates or Designated Members.

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

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

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

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

236  
237 **Fiscal Year, Chapter Dues, and Fees**

238  
239 **Part A: Fiscal Year**

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

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243 **Part B: Annual Chapter Dues or Fees**

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

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

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260  
261 **Part C: Dues of New Designated Members, or Fees of New Candidates,**  
262 **Practicing Affiliates, or Affiliates**

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

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270 **Part D: Administrative Fees for Designated Members**

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

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278  
279 **Part E: Payment Date**

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

283

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

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

288

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

292

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, Practicing Affiliate, or Affiliate fees or Chapter administrative fees  
297 by any Designated Member, Candidate, Practicing Affiliate or Affiliate belonging to the Chapter. The  
298 Chair of the national Finance Committee must receive notice delivered in writing of the waiver of  
299 Chapter dues, 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, Practicing Affiliate, or Affiliate fees or  
304 administrative fees other than as authorized above without the approval of the national Board of  
305 Directors. A Chapter 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, Practicing  
310 Affiliates and Affiliates to create or maintain a specific Chapter reserve fund 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 Practicing Affiliates and Affiliates of the Chapter present and voting at a Chapter meeting. Notice of  
314 the Chapter meeting at which the vote on a special assessment is to be taken shall specify the time,  
315 date and purpose of such meeting. The amount of any special assessment, as applied to each  
316 individual Designated Member, Candidate, Practicing Affiliate and Affiliate belonging to the Chapter,  
317 shall not exceed the amount of the individual's current annual national dues or fees to the Appraisal  
318 Institute.

319

320

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

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

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**Part K: Waiver of Special Assessment**

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

336  
337 **Chapter Board of Directors**

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339 **Part A: General Authority**

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

344  
345  
346 **Part B: Composition**

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

353  
354 There shall be no fewer than six (6) elected members of the Chapter Board of Directors.

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357 **Part C: Term**

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

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362 **Part D: Eligibility**

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

367  
368  
369 **Part E: Removal**

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

375  
376 An elected member of the Chapter Board of Directors shall be automatically removed if he or she:

- 377  
378 a) ceases to meet any of the service eligibility requirements set forth in these Bylaws; or  
379  
380 b) receives a publishable disciplinary action by Appraisal Institute.

381  
382 In the event of removal under this Part, a vacancy for the position shall be declared, and the vacancy  
383 shall be filled as described in these Bylaws.

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## **Part F: Vacancies**

If a vacancy occurs among the elected members of the Chapter Board of Directors, the Board, 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 vacancy shall be filled by election:

- a) at the next regular Chapter meeting;
- b) at a special Chapter meeting held before the next regular Chapter meeting;
- c) via secure mail ballot if a majority of the Chapter Board of Directors approves such voting procedure; or
- d) via secure electronic means if a majority of the Chapter Board of Directors approves such voting procedure.

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

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

## **Part H: Meetings**

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

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

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

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### **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.

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460 **Chapter Officers**

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462 **Part A: General Provision**

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

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468  
469 **Part B: Eligibility**

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

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474  
475 **Part C: Removal**

476 A Chapter officer who fails to fulfill the duties of his or her position or who fails to attend three (3)  
477 consecutive regularly scheduled Board meetings may be removed from office by a sixty percent  
478 (60%) vote of the voting members of the Chapter Board of Directors. Further, the national Board of  
479 Directors may remove a Chapter officer for cause by a sixty percent (60%) vote.

480  
481 A Chapter officer shall be automatically removed if he or she:

- 482  
483 a) ceases to meet any of the service eligibility requirements set forth in these Bylaws; or  
484  
485 b) receives a publishable disciplinary action by the Appraisal Institute.

486  
487 In the event of removal under this Part, a vacancy for the position shall be declared, and the vacancy  
488 shall be filled as described in these Bylaws.

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490  
491 **Part D: Vacancies**

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

496  
497 To fill the remainder of the unexpired term, the Chapter shall first follow the nominating process set  
498 forth in these Bylaws. After the nominating process is completed, the Designated Members,  
499 Candidates, Practicing Affiliates and Affiliates belonging to the Chapter shall fill the vacancy for the  
500 remainder of the unexpired term by an election:

- 501  
502 a) at the next regular Chapter meeting;  
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504 b) at a special Chapter meeting held before the next regular Chapter meeting;  
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- 506 c) via secure mail ballot if a majority of the Chapter Board of Directors approves such voting  
507 procedure; or  
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509 d) via secure electronic means if a majority of the Chapter Board of Directors approves such voting  
510 procedure.  
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### **Part E: Duties of the Chapter President**

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

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a) preside at all regular and special Chapter meetings;

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b) preside at all regular and special meetings of the Chapter Board of Directors;

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c) carry out the policies and programs adopted by the Chapter Board of Directors;

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d) serve as an *ex officio* non-voting member of all Chapter committees except the Nominating Committee;

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e) attend all Regional Committee meetings;

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f) have an e-mail address and web access;

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g) be familiar with the Bylaws, Regulations and policies of the Appraisal Institute and the Chapter Bylaws; and

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h) make Chapter committee appointments in accordance with these Bylaws.

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

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

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

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The Vice President of the Chapter shall perform the duties of the Chapter President in the event of the Chapter President's absence or disability. The Chapter Vice President shall also perform such other duties as may be assigned to him or her by the Chapter Board of Directors or the Chapter President. The Chapter Vice President or the Chapter officer that is next in line to the Chapter President shall succeed to the office of Chapter President should that office become vacant, except that if the Chapter Vice President or the Chapter officer that is next in line to the Chapter President is 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**

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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,

555

556

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

561

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

566

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

569

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

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

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

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

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

If the Chapter's annual receipts and/or total assets exceed \$100,000, then a review consisting of the Agreed Upon Procedures must be completed by an independent Certified Public Accountant (CPA) in compliance with the Appraisal Institute Chapter Financial Review Policy and Procedures. If the Chapter's annual receipts and/or total assets are \$100,000 or less, the national Finance staff shall perform a review consisting of Modified Agreed Upon Procedures approved by the national Audit Committee on a schedule in compliance with the Chapter Financial Review Policy and Procedures. A Chapter's receipts and/or funds shall be audited by an independent Certified Public Accountant (CPA) if required by law or if the national Board of Directors deems such audit is in the best interest of the Appraisal Institute. The report resulting from any review or audit shall be submitted to the Chair of the national Audit Committee and the national Chief Financial Officer.

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

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

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**ARTICLE VIII**

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614

## Nominations and Elections

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

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

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

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

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

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

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

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

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

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

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

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

683 Chapter elections shall be held prior to June 30 each year. At the regular Chapter meeting at which  
684 the election is to be held, the Designated Members, Candidates, Practicing Affiliates and Affiliates  
685 belonging to the Chapter shall receive the Chapter Nominating Committee report and any petitions for  
686 additional nominations. No additional nominations may be made from the floor.  
687

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

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

702

703 Examples of such secure electronic voting procedures include use of electronic signatures and  
704 passwords. At least ten (10) days shall be allowed for the return of electronic ballots and access to  
705 electronic ballots shall be limited to the Chapter Secretary and/or no more than two individuals  
706 designated by the Chapter Board of Directors. Tabulation of mail or electronic ballots shall be

705 conducted by the Chapter Secretary and/or no more than two individuals designated by the Chapter  
706 Board of Directors. The Chapter Secretary shall be responsible for the notification of results as  
707 provided for in the following section.  
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### **Part G: Notification of Results**

711 Immediately upon completion of the annual election, the Chapter Secretary shall provide notice  
712 delivered in writing to the Designated Members, Candidates, Practicing Affiliates and Affiliates  
713 belonging to the Chapter and the Regional Chair and the Chief Executive Officer of the Appraisal  
714 Institute as to the names and addresses of the individuals elected for the ensuing year.  
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### **Part H: Chapter Representatives to the Regional Committee**

718 Chapter Representatives to the Regional Committee will be elected on the basis of one (1) for every  
719 (50) Designated Members in good standing per Chapter. If a Chapter has one (1) or more elected  
720 Representative(s) to the Regional Committee, one (1) such Representative must be the Chapter Vice  
721 President, or the Chapter officer next in line to the Chapter President. Chapter Representatives shall  
722 serve no more than two (2) complete two (2) year terms. Chapters with more than one (1)  
723 Representative shall elect approximately half of their Representatives each year to achieve staggered  
724 terms.  
725

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726 The Chapter President shall automatically serve on the Regional Committee in addition to any elected  
727 Chapter Representatives to the Regional Committee.  
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### **Part I: Use of Alternate Chapter Representatives**

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



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741 **Chapter Committees**

742 **Part A: General**

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

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

- 745  
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- 747 a) Candidate Guidance Committee;
  - 748
  - 749 b) General and Residential Appraiser Education Committees (at the Chapter's discretion, the
  - 750 General Appraiser and Residential Appraiser Education Committees may be combined into one
  - 751 Chapter Education Committee);
  - 752
  - 753 c) Finance Committee;
  - 754
  - 755 d) Government Relations Committee (in lieu of having its own Government Relations Committee, a
  - 756 Chapter shall participate in a statewide government relations coalition or work with another
  - 757 Chapter in its state that has a Government Relations Committee); and
  - 758
  - 759 e) Nominating Committee.
  - 760

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

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

763 Bylaws Committee; Candidate Committee; External Relations Committee; and Public Relations

764 Committee.

765  
766 **Section 2. Eligibility to Serve**

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

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

769  
770 **Section 3. Removal**

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

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

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

774 sixty percent (60%) vote.

775  
776 A Chapter Committee member shall be automatically removed if he or she:

- 777
- 778 a) ceases to meet any of the service eligibility requirements set forth in these Bylaws; or
  - 779
  - 780 b) receives a publishable disciplinary action by the Appraisal Institute.
  - 781

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

783 as described in these Bylaws.

784  
785 **Section 4. Vacancies**

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

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

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

791

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

794

795

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

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

798 The Chapter Candidate Guidance Committee shall consist of a Chair and a minimum of three (3)  
799 other Committee members. The Committee Chair and Committee members must be Designated  
800 Members of the Appraisal Institute and are encouraged to serve as Advisors to Candidates.

801

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

807

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

809

810 a) facilitate networking among Advisors to Candidates; and

811

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

814

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

817

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

819 The Chapter Education Committee(s) shall consist of a Chair and at least three (3) other Committee  
820 members.

821

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

826

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

828

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

832

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

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836  
837 The Chapter President shall appoint the members of the Chapter Education Committee(s) whose  
838 terms commence at the same time as the Chapter President's term, subject to approval of the  
839 Chapter Board of Directors. The Chapter Education Committee(s) members shall be appointed to  
840 serve three (3) year staggered terms and shall not be eligible to serve consecutive terms.

841  
842 The duties of the Chapter Education Committee(s) shall be to formulate and submit to the Chapter  
843 Board of Directors a general program for educational activities at the Chapter level for the year and to  
844 take all steps necessary to prepare and conduct Chapter educational programs. The Chapter must  
845 offer Appraisal Institute approved educational programs totaling at least ten (10) hours during each  
846 calendar year, unless the Chapter opts out of providing education.

### 847 848 **Section 3. Chapter Finance Committee**

849 The Chapter Finance Committee shall consist of the Treasurer of the Chapter, the Immediate Past  
850 President of the Chapter, the Chapter Vice President, and a minimum of two (2) other Committee  
851 members.

852  
853 The Chapter Treasurer shall be the Chair of the Chapter Finance Committee and shall serve a term  
854 as Chair that is commensurate with his or her term as Chapter Treasurer.

855  
856 The Chapter President shall appoint any Committee members whose terms shall commence at the  
857 same time as the Chapter President's, subject to the approval of the Chapter Board of Directors.  
858 Committee members shall serve staggered three (3) year terms and shall not be eligible to serve  
859 consecutive terms.

860  
861 The Chapter Finance Committee shall prepare a proposed budget for the succeeding operating year  
862 and shall deliver in writing its recommendations concerning proposed changes in the Chapter budget  
863 for the current year to the Chapter Board of Directors for approval. The Chapter Treasurer shall  
864 deliver in writing a copy of the approved budget to the Chief Executive Officer of the Appraisal  
865 Institute no later than January 31 of each year.

866  
867 The Chapter Finance Committee must periodically review the general financial condition of the  
868 Chapter and submit reports concerning such condition to the Chapter Board of Directors. The  
869 Chapter Treasurer shall deliver in writing a copy of such report to the Chief Executive Officer of the  
870 Appraisal Institute within thirty (30) days of the report's presentation to the Chapter Board of  
871 Directors.

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

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

877

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

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

**Section 5. Chapter Nominating Committee**

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

**Part C: Optional Chapter Committees**

**Section 1. Chapter Bylaws Committee**

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

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

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

**Section 2. Chapter Candidate Committee**

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

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

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

The Chapter Candidate Committee shall:

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

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**Section 3. Chapter External Relations Committee**

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

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

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

**Section 4. Chapter Public Relations Committee**

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

The Chapter President shall appoint the Committee Chair and Committee members whose terms shall commence at the same time as the President's, subject to approval of the Chapter Board of Directors. The Chair shall be appointed to serve 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 Public Relations Committee shall be to publicize the activities and programs of the Chapter and to promote attendance at Chapter meetings and educational events.

**Section 5. Indiana Appraisers Memorial Fund Committee**

The Chapter Indiana Appraisers Memorial Fund Committee shall consist of the Chapter Vice President, one Presidential appointee, and one Board of Directors appointee. Committee members may serve consecutive terms at the discretion of the President and the Board of Directors. The Chair shall be the selected by the Committee members.

The duties of the Chapter Indiana Appraisers Memorial Fund Committee shall be to receive donations made in the name of past or present Chapter Members. The purpose of this fund shall be to promote education in the Hoosier State Chapter. The funds may be used to subsidize educational seminars for the Chapter, provide educational materials for use by Designated Members, Candidates, Practicing Affiliates and Affiliates belonging to the Chapter (such as video tapes, periodicals, technical publications, classroom equipment), and the creation of a Hoosier State Chapter Library. Seminars made possible by these donations could be named in honor of that individual and educational and/or library material purchased by these donations shall be acknowledged in the Chapter newsletter. Donations may also be designated to establish an ongoing award named for the individual in whose honor the donations are made. An example of this is the Edward L. White Achievement Award which is maintained solely by the monies in this fund.

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**Section 6. Edward L. White Achievement Award Committee**

The Edward L. White Achievement Award Committee shall consist of the Education Chair, and the immediate past and available award recipients(s). The Chair of this committee shall be the Education Chair. The duties of the Edward L. White Achievement Award Committee shall be to receive nominations for the award recipient as prescribed below.

The Edward L. White Achievement Award shall be presented to the individual who has contributed to the benefit of all at a level of professionalism and devotion to the Chapter, the Institute and the appraisal profession as exemplified by the unselfish dedication of Edward White. Solicitation for the Edward L. White Award nominations shall be requested in the Chapter newsletter.

Nominations for this award shall be made by the Designated members, Candidates, Practicing Affiliates and Affiliates belonging to the chapter along the following guidelines: The nominee should be an appraiser who has furthered the appraisal profession through such activities as teaching, participation in Chapter activities, being a mentor to newer individuals in the chapter and someone who has shown a willing and genuine concern in assisting and counseling others. The nominations shall be in writing and presented to the Board of Directors for their selection of the recipient of this award with the criteria presented being the basis for final selection.

The Edward L. White Achievement Award, if so nominated and selected, shall be presented at that Chapter meeting that includes the induction of newly elected Directors and Officers resulting from that respective year's nominations, as provided for above.

**Section 7. Richard E. Nichols, MAI, SRA Achievement Award Committee**

The Richard E. Nichols, MAI, SRA Lifetime Achievement Award Committee shall consist of the Vice President and up to three (3) to five (5) past award recipients. The Chair of this committee shall be selected by the Committee members. The duties of the Richard E. Nichols, MAI, SRA Achievement Award Committee shall be to receive nominations for the award recipient as prescribed below. The duties of the Richard E. Nichols, MAI, SRA, Lifetime Achievement Award Committee shall be to receive nominations for the award recipient as prescribed below.

Originally established as the "Hall of Fame Award" by Chapter V of the Society of Real Estate Appraisers, this award was renamed in 2007 as a tribute to the first recipient, Richard E. Nichols, MAI, SRA. The Richard E. Nichols, MAI, SRA, Lifetime Achievement Award was established to recognize those individuals who exemplify Mr. Nichols' high level of service and many contributions to the Appraisal Institute, the appraisal profession, and the community as a member of the Hoosier State Chapter. The professional lives of these recipients shall have brought wide recognition, historic achievement, and meaningful purpose to the Hoosier State Chapter. In appreciation of their efforts, each recipient is also informally recognized as a member of the Hoosier State Chapter's "Hall of Fame".

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**Section 8. Personnel Committee**

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The Personnel Committee shall be composed of the Immediate Past President, the Chapter

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President, the Chapter Vice President, and one (1) non-officer committee member of the Board of

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Directors to be appointed by the President at the first Board of Directors meeting of each year. The

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Personnel Committee will report to the Board of Directors, and will be charged with establishing,

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reviewing, and revising the Hoosier State Chapter (HSC) Personnel Policy. In addition, the Personnel

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Committee shall review the performance of the Executive Director and recommend compensation on

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at least an annual basis prior to the final Board of Directors meeting each year, or more frequently if

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deemed necessary by the President or the Board of Directors.

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## 1036 Chapter Meetings and Quorums

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### 1038 **Part A: Regular Chapter Meetings**

1039 The Chapter shall hold at least four (4) regular chapter meetings a year, unless the Chair of the  
1040 Chapter's Region approves fewer regular Chapter meetings. The regular Chapter meetings should be  
1041 scheduled to permit timely discussion of matters to be considered by the national Board of Directors  
1042 at its meetings. One (1) of these meetings shall be to elect Chapter officers and directors for the  
1043 subsequent year.

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1045 All regular Chapter meetings shall be open to all Designated Members, Candidates, Practicing  
1046 Affiliates and Affiliates belonging to the Chapter.

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### 1048 **Part B: Special Chapter Meetings**

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1050 A special Chapter meeting shall be called by the Chapter Secretary upon receipt of a written request  
1051 signed by the Chapter President, the Chapter Board of Directors, or at least ten percent (10%) of the  
1052 combined number of the Designated Members, Candidates, Practicing Affiliates and Affiliates  
1053 belonging to the Chapter.

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1055 Within seven (7) days after receipt of any such written request, the Chapter Secretary shall schedule  
1056 a special Chapter meeting. Notice of such a meeting shall be delivered in writing to all Designated  
1057 Members, Candidates, Practicing Affiliates and Affiliates belonging to the Chapter. This written notice  
1058 shall specify the date, time, place and purpose of the special meeting. The date selected for the  
1059 special Chapter meeting shall be at least ten (10) days but no more than twenty (20) days from the  
1060 date of the transmission of the notice

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1062 All special Chapter meetings shall be open to all Designated Members, Candidates, Practicing  
1063 Affiliates and Affiliates belonging to the Chapter.

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### 1065 **Part C: Quorum**

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1067 A quorum for any regular or special Chapter meeting shall be those Designated Members,  
1068 Candidates, Practicing Affiliates and Affiliates that belong to the Chapter who are present and voting  
1069 at the meeting. The Designated Members, Candidates, Practicing Affiliates and Affiliates may take  
1070 action at a meeting at which a quorum is present upon a majority vote of the Designated Members,  
1071 Candidates, Practicing Affiliates and Affiliates present, unless a different requirement is prescribed by  
1072 these Bylaws. A meeting at which a quorum is initially present may continue to transact business,  
1073 notwithstanding the withdrawal of any Designated Members, Candidates, Practicing Affiliates and  
1074 Affiliates, if any action taken is approved by a majority of the required quorum for that meeting or by a  
1075 majority of the remaining individuals, whichever is greater.



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**Part D: Joint Meetings**

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Notice of joint meetings of Chapters with other organizations shall be given to national headquarters

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no fewer than thirty (30) days prior to the date of the meeting to avoid conflicts with the national

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

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headquarters.

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

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

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**ARTICLE XI**

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## Branch Chapters

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### **Part A: Purpose**

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### **Part B: Formation**

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### **Part C: Procedures and Directives**

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### **Part D: Branch Chapter**

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### **Part E: Branch Chapter Leadership**

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### **Part F: Removal**

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

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

1137 In the event of removal under this Part, the position shall be filled in the manner that the position was  
1138 filled originally under these Bylaws.

### 1139 **Part G: Branch Chapter Chair**

1140 The initial Branch Chapter Chair shall be appointed by the Chapter Board of Directors. The term of  
1141 office for a Branch Chapter Chair shall be one (1) year.

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### 1144 **Part H: Branch Chapter Vice Chair**

1145 The Vice Chair of the Branch Chapter shall be appointed to a one (1) year term by the Chapter Board  
1146 of Directors. The Branch Chapter Vice Chair shall automatically succeed to the office of Chair of the  
1147 Branch Chapter unless good cause is shown and a motion to the contrary is passed by two-thirds  
1148 (2/3) of the Directors voting on the issue at a quorum meeting of the Chapter Board of Directors.

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### 1151 **Part I: Branch Chapter Advisory Board**

1152 The Branch Chapter shall maintain an Advisory Board consisting of a minimum of three (3) individuals  
1153 elected by the Designated Members, Candidates, Practicing Affiliates and Affiliates belonging to the  
1154 Branch Chapter. Branch Chapter Advisory Board members shall be elected to serve staggered three  
1155 (3) year terms.

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1157 Any Branch Chapter Advisory Board member may be selected by the Branch Chapter Chair to  
1158 perform the duties of Secretary/Treasurer.

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### 1161 **Part J: Branch Chapter Meetings**

1162 The Branch Chapter shall hold a minimum of two (2) meetings a year. These meetings should be held  
1163 shortly before two of the national Board of Directors meeting each year. Other Branch Chapter  
1164 meetings shall be at the discretion of the Branch Chapter Chair and the Branch Chapter Advisory  
1165 Board. The location of each Branch Chapter meeting shall be determined by the Branch Chapter  
1166 Chair and Vice Chair.

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1168 Joint meetings of the Branch Chapter and Chapter shall be held at least once a year. The Chair and  
1169 Vice Chair of the Branch Chapter shall each attend at least one Chapter meeting per year.

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### 1172 **Part K: Branch Chapter Funding**

1173 Chapter dues or service fees shall be paid only to the Chapter. The Chapter shall allocate \$200 for  
1174 the Branch Chapter as its initial budget. The Chapter shall control the funding of all monies to the  
1175 Branch Chapter. The Branch Chapter shall operate within its own budget as approved by the Chapter  
1176 Board of Directors. The annual funding for each Branch Chapter shall be a minimum of \$200.00 or a  
1177 maximum of \$2.50 per Branch Chapter Member. These amounts are subject to annual review by the  
1178 Board of Directors to allow for appropriate changes as necessary.

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### 1181 **Part L: Branch Chapter Reports**

1182 All Branch Chapter reports, programs, minutes or newsletters shall be transmitted to the Chapter  
1183 President.

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**ARTICLE XII**

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## Chapter Publications

### **Part A: Chapter Directory**

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If the Chapter publishes a directory for Designated Members, Candidates, Practicing Affiliates and Affiliates belonging to the Chapter, and for local users of appraisal services, the directory may include list(s) of individuals in one or more of the following categories: Designated Members, Candidates, Practicing Affiliates and Affiliates in the Chapter. Any list(s) that includes individuals in more than one of these categories shall identify in which category each individual falls. A copy of any Chapter directory must be forwarded to the Chief Executive Officer of the Appraisal Institute.

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### **Part B: Chapter Newsletter**

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If the Chapter publishes a newsletter for Designated Members, Candidates, Practicing Affiliates and Affiliates in the Chapter, and other interested parties, a copy of such Chapter newsletter must be delivered in writing to the Chief Executive Officer of the Appraisal Institute.

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### **Part C: Chapter Website**

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Each Chapter shall establish and maintain a website to provide information for use by Designated Members, Candidates, Practicing Affiliates and Affiliates in the Chapter, and other interested parties.

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**ARTICLE XIII**

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## Restrictions Upon the Powers of Chapters

### **Part A: General Limitation**

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

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

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

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

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

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

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

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

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

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

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

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

**Part F: Restriction Upon Incorporation**

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

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

**Part G: Use of Chapter Funds**

All funds of a Chapter shall be used to carry out the purposes of the Chapter. No Chapter funds shall be diverted from such purposes for the personal benefit of any individual. Chapters are encouraged to maintain sufficient funds in reserve to cover six (6) months, but no more than one (1) year, of Chapter operating expenses.

**Part H: Chapter Education Trust Funds**

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

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

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

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**ARTICLE XIV**

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## Suspension or Revocation of Charter

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

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The national Board of Directors may suspend or revoke a Chapter's charter for cause after six (6)

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months notice by a two-thirds (2/3) vote of those Directors present at a regular or special meeting for

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any of the following reasons:

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

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

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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;

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d) failure to maintain the minimum number of Designated Member, Candidate, Practicing Affiliate or Affiliate 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;

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

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

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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.

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### **Part B: Surrender of Charter**

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The surrender of a charter by action of two-thirds (2/3) of the Chapter Designated Members,

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Candidates, Practicing Affiliates and Affiliates present at a Chapter meeting called for such purpose

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shall bring about automatic cancellation.

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### **Part C: Disposition of Assets**

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In the event of a revocation, surrender or dissolution of a Chapter, the assets of the Chapter shall be

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transferred to the Appraisal Institute. If two (2) or more Chapters merge, the assets of the Chapters

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shall be merged. If one (1) Chapter splits into two (2) or more smaller Chapters, the assets of the

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original Chapter shall first be used to retire any indebtedness of such Chapter, and the balance of the

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funds shall then be reallocated to the new Chapters on a per capita Active Designated Member basis.

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