

# 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

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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 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

### 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

### 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

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### 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

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- 1) such individual chooses a primary Chapter; and
- 2) the Chapter that is not primary permits individuals to join the Chapter as their non-primary 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



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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 Statuses**

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 Life Designated  
101 Member or Practicing Semi-Retired Designated Member. Non-Practicing Designated Members may  
102 also hold the status of Non-Practicing Retired Designated Member or Non-Practicing Life Designated  
103 Member.

104  
105 **Section 2. Voting Rights**

106 Designated Members in good standing except Non-Practicing Designated Members who do not hold  
107 the status of Non-Practicing Retired Designated Member or Non-Practicing Life Designated Member  
108 shall have the right to vote at the 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 any  
112 Chapter committee, panel, project team or other Chapter body if such Designated Members:

- 113  
114 a) are members of the Chapter in good standing;  
115  
116 b) hold the status “continuing education completed”;  
117  
118 c) have not been subject to a publishable disciplinary action by the Appraisal Institute within the five  
119 (5) years prior to election or appointment;  
120  
121 d) stay up-to-date on the content of Appraisal Institute communications, including but not limited 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 **Section 2. Voting Rights**

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

- 134  
135 a) education issues where examination security is impacted; or  
136  
137 b) admissions issues.  
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### **Section 3. Eligibility for Service**

Except where provided otherwise, Candidates in good standing 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, 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.

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## **Part C: Practicing Affiliates**

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

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

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

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

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

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

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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.

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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:

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- a) are a Practicing Affiliate in good standing;
- b) have completed any continuing education requirements for Practicing Affiliates; and

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- 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.

242

## 243 **Fiscal Year, Chapter Dues, and Fees**

244

### 245 **Part A: Fiscal Year**

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

247

248

249

### 250 **Part B: Annual Chapter Dues or Fees**

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

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

264

265

### 266 **Part C: Dues of New Designated Members, or Fees of New Candidates, 267 Practicing Affiliates, or Affiliates**

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

272

273

### 274 **Part D: Administrative Fees for Designated Members**

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

280

### 281 **Part E: Payment Date**

282 Annual Chapter membership dues, Candidate fees, Practicing Affiliate fees, Affiliate fees and Chapter  
283 administrative fees for Non-Practicing Retired Designated Members shall be payable in accordance  
284 with the policy set by the national Board of Directors.

285

### 286 **Part F: Late Fee and Nonpayment**

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

289 The rules governing suspension or termination of a Designated Member, Candidate, Practicing  
290 Affiliate or 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 funds for the Chapter held in reserve or to pay the cost of  
311 a 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.

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, Practicing Affiliate and Affiliate belonging to the  
318 Chapter, shall not exceed the amount of the individual's current annual national dues or fees to the  
319 Appraisal 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, Practicing Affiliates and Affiliates at the time the  
325 special 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, Practicing Affiliate or Affiliate belonging  
331 to the Chapter. The Chair of the national Finance Committee must receive notice delivered in writing  
332 of the waiver of a Chapter special assessment and the reason for such waiver.

333

335  
336 **Chapter Board of Directors**

337  
338 **Part A: General Authority**

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

343  
344  
345 **Part B: Composition**

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

352  
353 There shall be no fewer than six (6) elected members of the Chapter Board of Directors.

354  
355  
356 **Part C: Term**

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

359  
360  
361 **Part D: Eligibility**

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

366  
367  
368 **Part E: Removal**

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

374  
375 An elected member of the Chapter Board of Directors shall be automatically removed if he or she:

- 376  
377 a) ceases to meet any of the service eligibility requirements set forth in these Bylaws; or  
378  
379 b) receives a publishable disciplinary action by Appraisal Institute.

380  
381 In the event of removal under this Part, a vacancy for the position shall be declared, and the vacancy  
382 shall be filled as described in these Bylaws.

## 383 **Part F: Vacancies**

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

387  
388 To fill the remainder of the unexpired term, the Chapter shall first follow the nominating process set  
389 forth in these Bylaws. After the nominating process is completed, the vacancy shall be filled by  
390 election:

- 391 a) at the next regular Chapter meeting;
- 392 b) at a special Chapter meeting held before the next regular Chapter meeting;
- 393  
394 c) via secure mail ballot if a majority of the Chapter Board of Directors approves such voting  
395 procedure; or
- 396 d) via secure electronic means if a majority of the Chapter Board of Directors approves such voting  
397 procedure;  
398  
399  
400  
401

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

403 The Chapter Executive Director shall deliver in writing notice of each regular Chapter Board of  
404 Directors meeting to each Director no fewer than fourteen (14) days prior to each meeting.  
405  
406

## 407 **Part H: Meetings**

408 The Chapter Board of Directors shall hold at least four (4) regular meetings a year. The regular  
409 meetings shall be scheduled to permit timely discussion of matters to be considered by the national  
410 Board of Directors at its meetings.  
411  
412

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

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

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

428 The Chapter Board of Directors may hold its meetings either in person or by interactive technology,  
429 so long as all Directors participating in the meeting can communicate with one another. Interactive  
430 technology includes, but is not limited to, conference telephone, electronic transmission, Internet  
431



432 usage, and remote communication. Action taken at a meeting held via interactive technology shall be  
433 as effective as if the Directors had met in person.  
434

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

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

441 An action by written consent shall have the same force and effect as any other validly approved  
442 action of the Chapter Board of Directors. The written consent(s) shall be filed with the minutes of the  
443 meetings of the Chapter Board of Directors.  
444

### 445 **Part L: Quorum**

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

453

455  
456 **Chapter Officers**

457  
458 **Part A: General Provision**

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

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464  
465 **Part B: Eligibility**

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

469  
470  
471 **Part C: Removal**

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

476  
477 A Chapter officer shall be automatically removed if he or she:

- 478  
479 a) ceases to meet any of the service eligibility requirements set forth in these Bylaws; or  
480  
481 b) receives a publishable disciplinary action by the Appraisal Institute.

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

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486  
487 **Part D: Vacancies**

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

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

- 497  
498 a) at the next regular Chapter meeting;  
499  
500 b) at a special Chapter meeting held before the next regular Chapter meeting;  
501

- 502 c) via secure mail ballot if a majority of the Chapter Board of Directors approves such voting  
503 procedure; or  
504  
505 d) via secure electronic means if a majority of the Chapter Board of Directors approves such voting  
506 procedure.  
507

### 508 **Part E: Duties of the Chapter President**

509 The Chapter President shall be the chief executive officer of the Chapter and shall:  
510

- 511  
512 a) preside at all regular and special Chapter meetings;  
513  
514 b) preside at all regular and special meetings of the Chapter Board of Directors;  
515  
516 c) carry out the policies and programs adopted by the Chapter Board of Directors;  
517  
518 d) serve as an *ex officio* non-voting member of all Chapter committees except the Nominating  
519 Committee;  
520  
521 e) attend all Regional Committee meetings;  
522  
523 f) have an e-mail address and web access;  
524  
525 g) be familiar with the Bylaws, Regulations and policies of the Appraisal Institute and the Chapter  
526 Bylaws; and  
527  
528 h) make Chapter committee appointments in accordance with these Bylaws.  
529

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

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

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

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

### 548 **Part G: Duties of the Chapter Secretary**

549 The Chapter Secretary shall keep an accurate record of the proceedings at all regular and special  
550 Chapter meetings. Chapter records relating to Chapter Board of Directors meetings and Chapter  
551 meetings shall be open for inspection upon written request by any Designated Member, Candidate,  
552

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

557

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

562

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

565

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

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

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

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**Section 1.** This section shall be applicable to the Hoosier State Chapter if the Appraisal Institute  
Chapter Financial Management and Administration Policy has not been implemented for the Hoosier  
State Chapter. Upon the full implementation of the Appraisal Institute Chapter Financial Management  
and Administration Policy for the Hoosier State Chapter, this section shall automatically expire.

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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.

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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 Chapter Treasurer shall deliver a  
written report about the Chapter's general financial condition to the Chief Executive Officer of the  
Appraisal Institute within thirty (30) days of the report's presentation to the Chapter Board of  
Directors. 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.

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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 audit shall be submitted to the Chair of the  
national Audit Committee and the national Chief Financial Officer.

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

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

**Section 2.** This section shall be applicable to the Hoosier State Chapter if the Appraisal Institute Chapter Financial Management and Administration Policy has been implemented.

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 Designated Member, Candidate, Practicing Affiliate or Affiliate who wishes to inspect such statements.

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**ARTICLE VIII**

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## Nominations and Elections

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

634 The Chapter shall annually create a Chapter Nominating Committee consisting of an *ex officio*  
635 member, two (2) appointed committee members and two (2) committee members elected by the  
636 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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The current President of the Chapter shall not serve on the Chapter Nominating Committee.

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

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

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

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

672

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

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

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

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### 698 **Part F: Chapter Elections**

699 Chapter elections shall be held prior to June 30 each year. At the regular Chapter meeting at which  
700 the election is to be held, the Designated Members, Candidates, Practicing Affiliates and Affiliates  
701 belonging to the Chapter shall receive the Chapter Nominating Committee report and any petitions for  
702 additional nominations. No additional nominations may be made from the floor.  
703

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

709

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

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

727 Immediately upon completion of the annual election, the Chapter Secretary shall provide notice  
728 delivered in writing to the Designated Members, Candidates, Practicing Affiliates and Affiliates  
729 belonging to the Chapter and the Regional Chair and the Chief Executive Officer of the Appraisal  
730 Institute as to the names and addresses of the individuals elected for the ensuing year.  
731

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

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

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

747 Chapters may elect Alternate Chapter Representative(s) to the Regional Committee. If the Chapter  
748 President or a Chapter Representative to the Regional Committee is unable to attend a Regional  
749 Committee meeting, the Chapter President shall notify the first Alternate Chapter Representative and  
750 request that such Alternate attend the Regional Committee meeting. If the first Alternate is unable to  
751 attend, the Chapter President shall proceed down the list of elected Alternate(s) until one who is able  
752 to attend the Regional Committee meeting is found or the list is exhausted. The Chapter President  
753 shall provide notice delivered in writing to the Regional Chair of the use of Alternate Chapter  
754 Representatives to the Regional Committee.



756  
757 **Chapter Committees**

758 **Part A: General**

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

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

- 761  
762  
763 a) Candidate Guidance Committee;
- 764  
765 b) General and Residential Appraiser Education Committees (at the Chapter's discretion, the  
766 General Appraiser and Residential Appraiser Education Committees may be combined into one  
767 Chapter Education Committee);
- 768  
769 c) Finance Committee; and
- 770  
771 d) Nominating Committee.

772  
773 Chapters whose jurisdiction covers an entire state or territory shall have a Government Relations  
774 Subcommittee in accordance with Regulation No. 8 (see Regulation No. 8 Government Relations  
775 Subcommittee for requirements).

776  
777 Each Chapter may have additional committees consistent with the Bylaws, Regulations and policies  
778 of the Appraisal Institute. Such additional committees may include but are not limited to the following:  
779 Bylaws Committee; Candidate Committee; External Relations Committee; Public Relations  
780 Committee; and Government Relations Committee where there are multiple Chapters with jurisdiction  
781 over portions of a state or territory.

782  
783 **Section 2. Eligibility to Serve**

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

786  
787 **Section 3. Removal**

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

792  
793 A Chapter Committee member shall be automatically removed if he or she:

- 794  
795 a) ceases to meet any of the service eligibility requirements set forth in these Bylaws; or
- 796  
797 b) receives a publishable disciplinary action by the Appraisal Institute.

798  
799 In the event of removal under this Section, a vacancy shall be declared and the vacancy shall be filled  
800 as described in these Bylaws.

801  
802 **Section 4. Vacancies**

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

805 President or by election for the remainder of the term, depending on the means by which the position  
806 is regularly filled. However, the individual so appointed or elected must be qualified to serve in the  
807 position from the time of appointment or election.  
808

809 Any appointment by the Chapter President to fill a vacant Chapter committee position shall be subject  
810 to approval by the Chapter Board of Directors at its next regular or special meeting.  
811

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

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

815 The Chapter Candidate Guidance Committee shall consist of a Chair and a minimum of three (3)  
816 other Committee members. The Committee Chair and Committee members must be Designated  
817 Members of the Appraisal Institute and are encouraged to serve as Advisors to Candidates.  
818

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

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

826  
827  
828

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

834

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

836 The Chapter Education Committee(s) shall consist of a Chair and at least three (3) other Committee  
837 members.  
838

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

843

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

845

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

850 The Chapter Education Chair(s) shall have an e-mail address and shall have web access.  
851  
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853

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

858

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

864

### 865 **Section 3. Chapter Finance Committee**

866 The Chapter Finance Committee shall consist of the Treasurer of the Chapter and a minimum of  
867 three (3) other Committee members.

868

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

871

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

876

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

882

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

885

886

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

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

890

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

896

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

900

### 901 **Section 5. Chapter Nominating Committee**

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

904 **Part C: Optional Chapter Committees**

905 **Section 1. Chapter Bylaws Committee**

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

908  
909 The Chapter President shall appoint the Committee Chair and Committee members whose terms  
910 shall commence at the same time as the President's, subject to approval of the Chapter Board of  
911 Directors. The Chair shall be appointed for a one (1) year term. The other Committee members shall  
912 be appointed to serve three (3) year staggered terms and shall not be eligible to serve consecutive  
913 terms.

914  
915 The duties of the Chapter Bylaws Committee shall be to maintain the Chapter Bylaws and make  
916 recommendations regarding the national Bylaws and Regulations.

917  
918 **Section 2. Chapter Candidate Committee**

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

921  
922 The Chair of the Chapter Candidate Committee shall be elected from among the Candidates of the  
923 Chapter at the same time that the Chapter holds its other elections pursuant to these Bylaws. The  
924 Chair shall be elected by the Candidates belonging to the Chapter present and voting at the election.

925  
926 The Chair shall serve a two (2) year term and may serve two (2) consecutive two (2) year terms. The  
927 term of a Chair shall commence on the January 1st following election. If the individual elected as  
928 Chair becomes a Designated Member before commencing his or her term or if the Chair becomes a  
929 Designated Member during his or her term as Chair, such individual can fulfill his or her complete two  
930 (2) year term but shall not be eligible for election to another term.

931  
932 The Chapter Candidate Committee shall:

- 933  
934 a) discuss issues impacting Candidates and provide recommendations to other bodies as  
935 appropriate;  
936  
937 b) work to enhance communications among Candidates of the Chapter and between Candidates  
938 and the Regions, and Candidates and the national organization;  
939  
940 c) work with the Chapter Candidate Guidance Committee as appropriate; and  
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942 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. Chapter Government Relations Committee**

If the Chapter Bylaws provide for a Chapter Government 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 any Committee 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 Chair and the other Committee members shall be eligible to serve consecutive terms.

The duties of the Chapter Government Relations Committee shall be to promote the Appraisal Institute's policies and programs regarding legislation and regulations that are of interest and importance to appraisers and to support the Government Relations Subcommittee in the Chapter's state or territory.

**Section 6. 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.

994 The duties of the Chapter Indiana Appraisers Memorial Fund Committee shall be to receive donations  
995 made in the name of past or present Chapter Members. The purpose of this fund shall be to promote  
996 education in the Hoosier State Chapter. The funds may be used to subsidize educational seminars for  
997 the Chapter, provide educational materials for use by Designated Members, Candidates, Practicing  
998 Affiliates and Affiliates belonging to the Chapter (such as video tapes, periodicals, technical  
999 publications, classroom equipment), and the creation of a Hoosier State Chapter Library. Seminars  
1000 made possible by these donations could be named in honor of that individual and educational and/or  
1001 library material purchased by these donations shall be acknowledged in the Chapter newsletter.  
1002 Donations may also be designated to establish an ongoing award named for the individual in whose  
1003 honor the donations are made. An example of this is the Edward L. White Achievement Award which  
1004 is maintained solely by the monies in this fund.  
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**Section 7. 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 8. 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 9. Personnel Committee**

The Personnel Committee shall be composed of the Immediate Past President, the Chapter President, the Chapter Vice President, and one (1) non-officer committee member of the Board of Directors to be appointed by the President at the first Board of Directors meeting of each year. The Personnel Committee will report to the Board of Directors, and will be charged with establishing, reviewing, and revising the Hoosier State Chapter (HSC) Personnel Policy. In addition, the Personnel Committee shall review the performance of the Executive Director and recommend compensation on at least an annual basis prior to the final Board of Directors meeting each year, or more frequently if deemed necessary by the President or the Board of Directors.



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## 1062 Chapter Meetings and Quorums

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### 1064 **Part A: Regular Chapter Meetings**

1065 The Chapter shall hold at least four (4) regular chapter meetings a year, unless the Chair of the  
1066 Chapter's Region approves fewer regular Chapter meetings. The regular Chapter meetings should be  
1067 scheduled to permit timely discussion of matters to be considered by the national Board of Directors  
1068 at its meetings. One (1) of these meetings shall be to elect Chapter officers and directors for the  
1069 subsequent year.

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1071 All regular Chapter meetings shall be open to all Designated Members, Candidates, Practicing  
1072 Affiliates and Affiliates belonging to the Chapter.

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### 1074 **Part B: Special Chapter Meetings**

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1076 A special Chapter meeting shall be called by the Chapter Secretary upon receipt of a written request  
1077 signed by the Chapter President, the Chapter Board of Directors, or at least ten percent (10%) of the  
1078 combined number of the Designated Members, Candidates, Practicing Affiliates and Affiliates  
1079 belonging to the Chapter.

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1081 Within seven (7) days after receipt of any such written request, the Chapter Secretary shall schedule  
1082 a special Chapter meeting. Notice of such a meeting shall be delivered in writing to all Designated  
1083 Members, Candidates, Practicing Affiliates and Affiliates belonging to the Chapter. This written notice  
1084 shall specify the date, time, place and purpose of the special meeting. The date selected for the  
1085 special Chapter meeting shall be at least ten (10) days but no more than twenty (20) days from the  
1086 date of the transmission of the notice

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1088 All special Chapter meetings shall be open to all Designated Members, Candidates, Practicing  
1089 Affiliates and Affiliates belonging to the Chapter.

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### 1091 **Part C: Quorum**

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1093 A quorum for any regular or special Chapter meeting shall be those Designated Members,  
1094 Candidates, Practicing Affiliates and Affiliates that belong to the Chapter who are present and voting  
1095 at the meeting. The Designated Members, Candidates, Practicing Affiliates and Affiliates may take  
1096 action at a meeting at which a quorum is present upon a majority vote of the Designated Members,  
1097 Candidates, Practicing Affiliates and Affiliates present, unless a different requirement is prescribed by  
1098 these Bylaws. A meeting at which a quorum is initially present may continue to transact business,  
1099 notwithstanding the withdrawal of any Designated Members, Candidates, Practicing Affiliates and  
1100 Affiliates, if any action taken is approved by a majority of the required quorum for that meeting or by a  
1101 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

### **Part A: Purpose**

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Where the jurisdiction of a Chapter covers a large geographical area, a Branch Chapter or Branch Chapters may be formed to make it more convenient for Designated Members, Candidates, Practicing Affiliates and Affiliates belonging to the Chapter to attend the meetings and functions of the Chapter.

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### **Part B: Formation**

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

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

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

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

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

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

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

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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.

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

1164 **Part G: Branch Chapter Chair**

1165 The initial Branch Chapter Chair shall be appointed by the Chapter Board of Directors. The term of  
1166 office for a Branch Chapter Chair shall be one (1) year.

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1169 **Part H: Branch Chapter Vice Chair**

1170 The Vice Chair of the Branch Chapter shall be appointed to a one (1) year term by the Chapter Board  
1171 of Directors. The Branch Chapter Vice Chair shall automatically succeed to the office of Chair of the  
1172 Branch Chapter unless good cause is shown and a motion to the contrary is passed by two-thirds  
1173 (2/3) of the Directors voting on the issue at a quorum meeting of the Chapter Board of Directors.

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1176 **Part I: Branch Chapter Advisory Board**

1177 The Branch Chapter shall maintain an Advisory Board consisting of a minimum of three (3) individuals  
1178 elected by the Designated Members, Candidates, Practicing Affiliates and Affiliates belonging to the  
1179 Branch Chapter. Branch Chapter Advisory Board members shall be elected to serve staggered three  
1180 (3) year terms.

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1182 Any Branch Chapter Advisory Board member may be selected by the Branch Chapter Chair to  
1183 perform the duties of Secretary/Treasurer.

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1186 **Part J: Branch Chapter Meetings**

1187 The Branch Chapter shall hold a minimum of two (2) meetings a year. These meetings should be held  
1188 shortly before two of the national Board of Directors meeting each year. Other Branch Chapter  
1189 meetings shall be at the discretion of the Branch Chapter Chair and the Branch Chapter Advisory  
1190 Board. The location of each Branch Chapter meeting shall be determined by the Branch Chapter  
1191 Chair and Vice Chair.

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1193 Joint meetings of the Branch Chapter and Chapter shall be held at least once a year. The Chair and  
1194 Vice Chair of the Branch Chapter shall each attend at least one Chapter meeting per year.

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1197 **Part K: Branch Chapter Funding**

1198 Chapter dues or service fees shall be paid only to the Chapter. The Chapter shall allocate \$200 for  
1199 the Branch Chapter as its initial budget. The Chapter shall control the funding of all monies to the  
1200 Branch Chapter. The Branch Chapter shall operate within its own budget as approved by the Chapter  
1201 Board of Directors. The annual funding for each Branch Chapter shall be a minimum of \$200.00 or a  
1202 maximum of \$2.50 per Branch Chapter Member. These amounts are subject to annual review by the  
1203 Board of Directors to allow for appropriate changes as necessary.

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1206 **Part L: Branch Chapter Reports**

1207 All Branch Chapter reports, programs, minutes or newsletters shall be transmitted to the Chapter  
1208 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

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## **Part A: General Limitation**

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

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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.

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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.

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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.

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

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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 state tax returns and corporate documents as required by applicable law and must forward copies of all such filings within thirty (30) days to the Chief Executive Officer of the Appraisal Institute. An incorporated Chapter shall enter into a license agreement with the Appraisal Institute for the use of the Appraisal Institute's tradename, trademark, service marks and collective marks.

Failure to provide copies of its Articles of Incorporation to the national Board of Directors for review, failure to file the necessary corporate and state tax documents or failure to otherwise conform to the national Bylaws, Regulations and policies of the Appraisal Institute shall be cause for the national Board of Directors to require the incorporated Chapter to dissolve its corporate status.

**Part G: Use of Chapter Funds**

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

**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 and Relief Foundation; and (4) such other matters as may be appropriate.

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

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## 1333 Suspension or Revocation of Charter

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### 1335 **Part A: Suspension or Revocation for Cause**

1336 The national Board of Directors may suspend or revoke a Chapter's charter for cause after six (6)  
1337 months notice by a two-thirds (2/3) vote of those Directors present at a regular or special meeting for  
1338 any of the following reasons:

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1340 a) failure to abide by the Bylaws, Regulations and policies of the Appraisal Institute;

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1342 b) failure to abide by the Bylaws of the Chapter itself;

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1344 c) retention on the Chapter roster of any person who is not a Designated Member, Candidate,  
1345 Practicing Affiliate or Affiliate belonging to the Appraisal Institute after proper notification by the  
1346 Chief Executive Officer of the Appraisal Institute;

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1348 d) failure to maintain the minimum number of Designated Member, Candidate, Practicing Affiliate or  
1349 Affiliate necessary for chartering as required by Appraisal Institute Regulation No 8; however, this  
1350 provision shall not apply to the Chapters of the American Institute of Real Estate Appraisers or  
1351 the Society of Real Estate Appraisers that existed on December 31, 1990, nor shall this provision  
1352 apply to Chapters created by the merger of such existing Chapters prior to June 21, 1997;

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1354 e) failure to abide by any license agreement between the Appraisal Institute and an incorporated  
1355 Chapter; or

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1357 f) other good cause at the direction of the national Board of Directors.

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1359 The Chapter shall be entitled to be heard at the meeting of the national Board of Directors at which  
1360 revocation or suspension is considered. The decision of the national Board of Directors shall be final  
1361 and conclusive.

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### 1364 **Part B: Surrender of Charter**

1365 The surrender of a charter by action of two-thirds (2/3) of the Chapter Designated Members,  
1366 Candidates, Practicing Affiliates and Affiliates present at a Chapter meeting called for such purpose  
1367 shall bring about automatic cancellation.

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### 1370 **Part C: Disposition of Assets**

1371 In the event of a revocation, surrender or dissolution of a Chapter, the assets held by the Chapter  
1372 shall be transferred to the Appraisal Institute. If two (2) or more Chapters merge, the assets held by  
1373 the Chapters shall be merged. If one (1) Chapter splits into two (2) or more smaller Chapters, the  
1374 assets held by of the original Chapter shall first be used to retire any indebtedness of such Chapter,  
1375 and the balance of the funds shall then be reallocated to the new Chapters on a per capita Practicing  
1376 Designated Member basis.