

# Hoosier State Chapter Bylaws

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**Appraisal  
Institute®**

*Professionals Providing  
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**HOOSIER STATE CHAPTER BYLAWS**

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1 **ARTICLE I**

---

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

48

### 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 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.

138

139 **Section 3. Eligibility for Service**

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

- 143  
144 a) are Candidates in good standing;  
145  
146 b) have completed the continuing education requirements for Candidates;  
147  
148 c) have not been subject to a publishable disciplinary action by the Appraisal Institute within the five  
149 (5) years prior to election or appointment; and  
150  
151 d) stay up-to-date on the content of Appraisal Institute communications, including but not limited to,  
152 the content of all non-commercial e-mails originating from the national organization, the  
153 individual's region and the individual's chapter.

154

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

- 156 a) education issues where examination security is impacted; or  
157  
158 b) confidential admissions issues.

159

160

161 **Part C: Practicing Affiliates**

162 **Section 1. Practicing Affiliates**

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

164

165 **Section 2. Voting Rights**

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

167

- 168 a) education issues where examination security is impacted; or  
169  
170 b) admissions issues.

171

172 **Section 3. Eligibility for Service**

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

179

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

183

- 184 a) are a Practicing Affiliate in good standing;  
185  
186 b) have completed any continuing education requirements for Practicing Affiliates; and  
187  
188 c) have not been subject to a publishable disciplinary action by the Appraisal Institute within the five  
189 (5) years prior to appointment.

190 Practicing Affiliates who serve at the Chapter level may not participate in:  
191  
192 a) education issues where examination security is impacted; or  
193  
194 b) confidential admissions issues.  
195

## 196 **Part D: Affiliates**

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

198 Chapters shall have Affiliates as defined in the national Bylaws.  
199

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

201 Affiliates in good standing shall have the right to vote at the Chapter level except on:  
202

- 203  
204 a) education issues where examination security is impacted; or  
205  
206 b) admissions issues.  
207

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

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

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

- 220  
221 a) are a Practicing Affiliate in good standing;  
222  
223 b) have completed any continuing education requirements for Practicing Affiliates; and  
224  
225 c) have not been subject to a publishable disciplinary action by the Appraisal Institute within  
226 the five (5) years prior to appointment.  
227

228 Practicing Affiliates who serve at the Chapter level may not participate in:  
229

- 230 a) education issues where examination security is impacted; or  
231  
232 b) confidential admissions issues.  
233

235

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

237

### 238 **Part A: Fiscal Year**

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

240

241

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

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

254

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

257

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

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

264

265

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

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

272

### 273 **Part E: Payment Date**

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

277

278

279

280

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

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

284  
285 The rules governing suspension or termination of a Designated Member, Candidate, Practicing  
286 Affiliate or Affiliate for nonpayment of dues, fees or administrative fees are found in the national  
287 Bylaws.

288  
289

290 **Part G: Waiver of Dues or Fees**

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

296  
297

298 **Part H: Limitation on Dues and Fees**

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

302  
303

304 **Part I: Special Assessments**

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

310  
311

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

317  
318

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

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

323  
324

325 **Part K: Waiver of Special Assessment**

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

331  
332 **Chapter Board of Directors**

333  
334 **Part A: General Authority**

335 The affairs and activities of the Chapter shall be administered by a Board of Directors. The Chapter  
336 Board of Directors shall exercise all powers specifically delegated to the Chapters by Regulation No.  
337 8, the national Bylaws, and the policies of the Appraisal Institute, subject to the restrictions upon such  
338 powers set forth in Regulation No. 8 and established by the national Board of Directors.

339  
340  
341 **Part B: Composition**

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

348  
349 There shall be no fewer than six (6) elected members of the Chapter Board of Directors.

350  
351  
352 **Part C: Term**

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

355  
356  
357 **Part D: Eligibility**

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

362  
363  
364 **Part E: Removal**

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

370  
371 An elected member of the Chapter Board of Directors shall be automatically removed if he or she:

- 372  
373 a) ceases to meet any of the service eligibility requirements set forth in these Bylaws; or  
374  
375 b) receives a publishable disciplinary action by Appraisal Institute.

376  
377 In the event of removal under this Part, a vacancy for the position shall be declared, and the vacancy  
378 shall be filled as described in these Bylaws.

379 **Part F: Vacancies**

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

383  
384 To fill the remainder of the unexpired term, the Chapter shall first follow the nominating process set  
385 forth in these Bylaws. After the nominating process is completed, the vacancy shall be filled by  
386 election:

- 387  
388 a) at the next regular Chapter meeting;  
389  
390 b) at a special Chapter meeting held before the next regular Chapter meeting;  
391  
392 c) via secure mail ballot if a majority of the Chapter Board of Directors approves such voting  
393 procedure; or  
394  
395 d) via secure electronic means if a majority of the Chapter Board of Directors approves such voting  
396 procedure.

397  
398  
399 **Part G: Notice of Regular Meetings**

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

402  
403  
404 **Part H: Meetings**

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

408  
409  
410 **Part I: Special Board of Directors Meetings**

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

422  
423  
424 **Part J: Meetings in Person or by Interactive Technology**

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



428 usage, and remote communication. Action taken at a meeting held via interactive technology shall be  
429 as effective as if the Directors had met in person.  
430

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

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

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

440  
441

### 442 **Part L: Quorum**

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

449

451  
452 **Chapter Officers**

453  
454 **Part A: General Provision**

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

459  
460  
461 **Part B: Eligibility**

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

465  
466  
467 **Part C: Removal**

468 A Chapter officer who fails to fulfill the duties of his or her position or who fails to attend three (3)  
469 consecutive regularly scheduled Board meetings may be removed from office by a sixty percent  
470 (60%) vote of the voting members of the Chapter Board of Directors. Further, the national Board of  
471 Directors may remove a Chapter officer for cause by a sixty percent (60%) vote.

472  
473 A Chapter officer shall be automatically removed if he or she:

- 474  
475 a) ceases to meet any of the service eligibility requirements set forth in these Bylaws; or  
476  
477 b) receives a publishable disciplinary action by the Appraisal Institute.

478  
479 In the event of removal under this Part, a vacancy for the position shall be declared, and the vacancy  
480 shall be filled as described in these Bylaws.

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482  
483 **Part D: Vacancies**

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

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

- 493  
494 a) at the next regular Chapter meeting;  
495  
496 b) at a special Chapter meeting held before the next regular Chapter meeting;  
497

- 498 c) via secure mail ballot if a majority of the Chapter Board of Directors approves such voting  
499 procedure; or  
500  
501 d) via secure electronic means if a majority of the Chapter Board of Directors approves such voting  
502 procedure.  
503

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

505 The Chapter President shall be the chief executive officer of the Chapter and shall:  
506

- 507  
508 a) preside at all regular and special Chapter meetings;  
509  
510 b) preside at all regular and special meetings of the Chapter Board of Directors;  
511  
512 c) carry out the policies and programs adopted by the Chapter Board of Directors;  
513  
514 d) serve as an *ex officio* non-voting member of all Chapter committees except the Nominating  
515 Committee;  
516  
517 e) attend all Regional Committee meetings;  
518  
519 f) have an e-mail address and web access;  
520  
521 g) be familiar with the Bylaws, Regulations and policies of the Appraisal Institute and the Chapter  
522 Bylaws; and  
523  
524 h) make Chapter committee appointments in accordance with these Bylaws.  
525

526 The Chapter President may not serve more than two (2) consecutive complete terms as Chapter  
527 President, unless recommended by the Regional Committee with jurisdiction over the Chapter and  
528 approved by the national Board of Directors.  
529

530 The incoming Chapter President must attend the Chapter Leadership Program at the national  
531 meetings in the year prior to his or her presidency, or the Chapter must send another of its officers in  
532 place of such incoming Chapter President.  
533

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

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

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

545 The Chapter Secretary shall keep an accurate record of the proceedings at all regular and special  
546 Chapter meetings. Chapter records relating to Chapter Board of Directors meetings and Chapter  
547 meetings shall be open for inspection upon written request by any Designated Member, Candidate,  
548

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

553

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

558

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

561

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

566

567 The Chapter Secretary shall perform such other duties as may be prescribed by the Chapter Board of  
568 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.

599

600

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

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

607  
608 **Section 2.** This section shall be applicable to the Hoosier State Chapter if the Appraisal Institute  
609 Chapter Financial Management and Administration Policy has been implemented.

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

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

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## 626 Nominations and Elections

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

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

632

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

639

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

645

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

653

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

655

656

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

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

660

661

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

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

667

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

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

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

### **Part E: Additional Nominations**

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

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

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

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

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

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

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

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

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

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

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

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



751  
752 **Chapter Committees**

753 **Part A: General**

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

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

- 756 a) Candidate Guidance Committee;
- 757
- 758 b) General and Residential Appraiser Education Committees (at the Chapter's discretion, the
- 759 General Appraiser and Residential Appraiser Education Committees may be combined into one
- 760 Chapter Education Committee);
- 761
- 762 c) Finance Committee; and
- 763
- 764 d) Nominating Committee.
- 765

766 Chapters whose jurisdiction covers an entire state or territory shall have a Government Relations

767 Subcommittee in accordance with Regulation No. 8 (see Regulation No. 8 Government Relations

768 Subcommittee for requirements).

769

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

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

772 Bylaws Committee; Candidate Committee; External Relations Committee; Public Relations

773 Committee; and Government Relations Committee where there are multiple Chapters with jurisdiction

774 over portions of a state or territory.

775

776 **Section 2. Eligibility to Serve**

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

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

779

780 **Section 3. Removal**

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

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

783

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

785 sixty percent (60%) vote.

786

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

788

- 789 a) ceases to meet any of the service eligibility requirements set forth in these Bylaws; or
- 790
- 791 b) receives a publishable disciplinary action by the Appraisal Institute.
- 792

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

794 as described in these Bylaws.

795

796 **Section 4. Vacancies**

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

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

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

802

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

805

806

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

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

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

812

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

818

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

820

821 a) facilitate networking among Advisors to Candidates; and

822

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

825

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

828

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

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

832

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

837

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

839

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

843

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

845

846

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

851

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

857

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

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

861

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

864

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

869

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

875

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

878

### 879 **Section 4. Chapter Nominating Committee**

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

882

## 883 **Part C: Optional Chapter Committees**

### 884 **Section 1. Chapter Bylaws Committee**

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

887

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

893

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

896

### 897 **Section 2. Chapter Candidate Committee**

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

900

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

904

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

910

911 The Chapter Candidate Committee shall:

912

913 a) discuss issues impacting Candidates and provide recommendations to other bodies as  
914 appropriate;

915

916 b) work to enhance communications among Candidates of the Chapter and between Candidates  
917 and the Regions, and Candidates and the national organization;

918

919 c) work with the Chapter Candidate Guidance Committee as appropriate; and

920

921 d) work to develop future leaders for the Chapter and the organization as a whole.

922

923 **Section 3. Chapter External Relations Committee**

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

926

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

932

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

937

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

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

941

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

947

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

950

951 **Section 5. Chapter Government Relations Committee**

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

954

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

960

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

965

966 **Section 6. Indiana Appraisers Memorial Fund Committee**

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

971

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

983

#### 984 **Section 7. Edward L. White Achievement Award Committee**

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

989

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

994

995 Nominations for this award shall be made by the Designated members, Candidates, Practicing  
996 Affiliates and Affiliates belonging to the chapter along the following guidelines: The nominee should  
997 be an appraiser who has furthered the appraisal profession through such activities as teaching,  
998 participation in Chapter activities, being a mentor to newer individuals in the chapter and someone  
999 who has shown a willing and genuine concern in assisting and counseling others. The nominations  
1000 shall be in writing and presented to the Board of Directors for their selection of the recipient of this  
1001 award with the criteria presented being the basis for final selection.

1002

1003 The Edward L. White Achievement Award, if so nominated and selected, shall be presented at that  
1004 Chapter meeting that includes the induction of newly elected Directors and Officers resulting from  
1005 that respective year's nominations, as provided for above.

1006

#### 1007 **Section 8. Richard E. Nichols, MAI, SRA Achievement Award Committee**

1008 The Richard E. Nichols, MAI, SRA Lifetime Achievement Award Committee shall consist of the Vice  
1009 President and up to three (3) to five (5) past award recipients. The Chair of this committee shall be  
1010 selected by the Committee members. The duties of the Richard E. Nichols, MAI, SRA Achievement  
1011 Award Committee shall be to receive nominations for the award recipient as prescribed below. The  
1012 duties of the Richard E. Nichols, MAI, SRA, Lifetime Achievement Award Committee shall be to  
1013 receive nominations for the award recipient as prescribed below.

1014

1015 Originally established as the "Hall of Fame Award" by Chapter V of the Society of Real Estate  
1016 Appraisers, this award was renamed in 2007 as a tribute to the first recipient, Richard E. Nichols,  
1017 MAI, SRA. The Richard E. Nichols, MAI, SRA, Lifetime Achievement Award was established to

1018 recognize those individuals who exemplify Mr. Nichols' high level of service and many contributions to  
1019 the Appraisal Institute, the appraisal profession, and the community as a member of the Hoosier  
1020 State Chapter. The professional lives of these recipients shall have brought wide recognition, historic  
1021 achievement, and meaningful purpose to the Hoosier State Chapter. In appreciation of their efforts,  
1022 each recipient is also informally recognized as a member of the Hoosier State Chapter's "Hall of  
1023 Fame".

1024

1025 **Section 8. Personnel Committee**

1026 The Personnel Committee shall be composed of the Immediate Past President, the Chapter  
1027 President, the Chapter Vice President, and one (1) non-officer committee member of the Board of  
1028 Directors to be appointed by the President at the first Board of Directors meeting of each year. The  
1029 Personnel Committee will report to the Board of Directors, and will be charged with establishing,  
1030 reviewing, and revising the Hoosier State Chapter (HSC) Personnel Policy. In addition, the Personnel  
1031 Committee shall review the performance of the Executive Director and recommend compensation on  
1032 at least an annual basis prior to the final Board of Directors meeting each year, or more frequently if  
1033 deemed necessary by the President or the Board of Directors.

1035

## 1036 Chapter Meetings and Quorums

1037

### 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.

1044

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

1047

1048

### 1049 **Part B: Special Chapter Meetings**

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.

1054

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

1061

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

1064

1065

### 1066 **Part C: Meetings in Person or by Interactive Technology**

1067 Chapter meetings may be held either in person or by interactive technology, so long as all Designated  
1068 Members, Candidates, Practicing Affiliates and Affiliates belonging to the Chapter and participating in  
1069 the meeting can communicate with one another. Interactive Technology includes but is not limited to  
1070 conference telephone, electronic transmission, Internet usage or remote communication. Action  
1071 taken at a meeting held via interactive technology shall be as effective as if the Designated Members,  
1072 Candidates, Practicing Affiliates and Affiliates had met in person.

1073

1074

1075



1076 **Part D: Joint Meetings**

1077 Notice of joint meetings of Chapters with other organizations shall be given to national headquarters  
1078 no fewer than thirty (30) days prior to the date of the meeting to avoid conflicts with the national  
1079 meeting schedule. Joint meetings shall be publicly announced after the proper notice to the national  
1080 headquarters.

1081

1082

1083 **Part E: Robert's Rules of Order**

1084 All meetings are to be conducted according to *Robert's Rules of Order, Newly Revised*.

1086

## 1087 Branch Chapters

1088

### 1089 Part A: Purpose

1090 Where the jurisdiction of a Chapter covers a large geographical area, a Branch Chapter or Branch  
1091 Chapters may be formed to make it more convenient for Designated Members, Candidates,  
1092 Practicing Affiliates and Affiliates belonging to the Chapter to attend the meetings and functions of the  
1093 Chapter.

1094

1095

### 1096 Part B: Formation

1097 The proposal for the formation of a Branch Chapter including boundaries and approximate number of  
1098 Designated Members, Candidates, Practicing Affiliates and Affiliates belonging to the Chapter shall  
1099 be considered by the Chapter Board of Directors and by the Regional Committee, both of which shall  
1100 make recommendations. The Regional Chair shall report the Chapter's and region's  
1101 recommendations to the national Board of Directors whose decision concerning approval or  
1102 disapproval of the Branch Chapter(s) formation shall be final.

1103

1104

### 1105 Part C: Procedures and Directives

1106 The Procedures and Directives of the Branch Chapter (and any proposed changes to the Procedures  
1107 and Directives) shall be approved by a majority vote of the Chapter Board of Directors present and  
1108 voting at a quorum meeting and must be consistent with the Chapter Bylaws.

1109

1110

### 1111 Part D: Branch Chapter

1112 Designated Members, Candidates, Practicing Affiliates and Affiliates belonging to the Chapter who  
1113 reside or work in the territory covered by the Branch Chapter shall deliver in writing to the Chapter  
1114 Secretary a declaration whether they wish to be included on the list of Designated Members,  
1115 Candidates, Practicing Affiliates and Affiliates belonging to the Branch Chapter.

1116

1117

### 1118 Part E: Branch Chapter Leadership

1119 The leadership of the Branch Chapter shall consist of a Chair, a Vice Chair and an Advisory Board. A  
1120 member of the Branch Chapter shall be eligible to serve as Chair, Vice Chair, or Advisory Board  
1121 member if he or she meets the requirements set forth in these Bylaws.

1122

1123

### 1124 Part F: Removal

1125 A Branch Chair, Vice Chair, or Advisory Board member shall be automatically removed if he or she:

1126

1127 1) ceases to meet any of the service eligibility requirements set forth in these Bylaws; or

1128

1129 2) receives a publishable disciplinary action by Appraisal Institute.

1130

1131 In the event of removal under this Part, the position shall be filled in the manner that the position was  
1132 filled originally under these Bylaws.

1133 **Part G: Branch Chapter Chair**

1134 The initial Branch Chapter Chair shall be appointed by the Chapter Board of Directors. The term of  
1135 office for a Branch Chapter Chair shall be one (1) year.

1136

1137

1138 **Part H: Branch Chapter Vice Chair**

1139 The Vice Chair of the Branch Chapter shall be appointed to a one (1) year term by the Chapter Board  
1140 of Directors. The Branch Chapter Vice Chair shall automatically succeed to the office of Chair of the  
1141 Branch Chapter unless good cause is shown and a motion to the contrary is passed by two-thirds  
1142 (2/3) of the Directors voting on the issue at a quorum meeting of the Chapter Board of Directors.

1143

1144

1145 **Part I: Branch Chapter Advisory Board**

1146 The Branch Chapter shall maintain an Advisory Board consisting of a minimum of three (3) individuals  
1147 elected by the Designated Members, Candidates, Practicing Affiliates and Affiliates belonging to the  
1148 Branch Chapter. Branch Chapter Advisory Board members shall be elected to serve staggered three  
1149 (3) year terms.

1150

1151 Any Branch Chapter Advisory Board member may be selected by the Branch Chapter Chair to  
1152 perform the duties of Secretary/Treasurer.

1153

1154

1155 **Part J: Branch Chapter Meetings**

1156 The Branch Chapter shall hold a minimum of two (2) meetings a year. These meetings should be held  
1157 shortly before two of the national Board of Directors meeting each year. Other Branch Chapter  
1158 meetings shall be at the discretion of the Branch Chapter Chair and the Branch Chapter Advisory  
1159 Board. The location of each Branch Chapter meeting shall be determined by the Branch Chapter  
1160 Chair and Vice Chair.

1161

1162 Joint meetings of the Branch Chapter and Chapter shall be held at least once a year. The Chair and  
1163 Vice Chair of the Branch Chapter shall each attend at least one Chapter meeting per year.

1164

1165

1166 **Part K: Branch Chapter Funding**

1167 Chapter dues or service fees shall be paid only to the Chapter. The Chapter shall allocate \$200 for  
1168 the Branch Chapter as its initial budget. The Chapter shall control the funding of all monies to the  
1169 Branch Chapter. The Branch Chapter shall operate within its own budget as approved by the Chapter  
1170 Board of Directors. The annual funding for each Branch Chapter shall be a minimum of \$200.00 or a  
1171 maximum of \$2.50 per Branch Chapter Member. These amounts are subject to annual review by the  
1172 Board of Directors to allow for appropriate changes as necessary.

1173

1174

1175 **Part L: Branch Chapter Reports**

1176 All Branch Chapter reports, programs, minutes or newsletters shall be transmitted to the Chapter  
1177 President.

1179

## 1180 Chapter Publications

1181

### 1182 **Part A: Chapter Directory**

1183 If the Chapter publishes a directory for Designated Members, Candidates, Practicing Affiliates and  
1184 Affiliates belonging to the Chapter, and for local users of services, the directory may include list(s) of  
1185 individuals in one or more of the following categories: Designated Members, Candidates, Practicing  
1186 Affiliates and Affiliates in the Chapter. Any list(s) that includes individuals in more than one of these  
1187 categories shall identify in which category each individual falls. A copy of any Chapter directory must  
1188 be forwarded to the Chief Executive Officer of the Appraisal Institute.

1189

1190

### 1191 **Part B: Chapter Newsletter**

1192 If the Chapter publishes a newsletter for Designated Members, Candidates, Practicing Affiliates and  
1193 Affiliates in the Chapter, and other interested parties, a copy of such Chapter newsletter must be  
1194 delivered in writing to the Chief Executive Officer of the Appraisal Institute.

1195

1196

### 1197 **Part C: Chapter Website**

1198 Each Chapter shall establish and maintain a website to provide information for use by Designated  
1199 Members, Candidates, Practicing Affiliates and Affiliates in the Chapter, and other interested parties.

1200

1202

## 1203 **Restrictions Upon the Powers of Chapters**

1204

### 1205 **Part A: General Limitation**

1206 All actions taken by a Chapter that are not required or authorized by the national Bylaws, Regulations  
1207 and policies of the Appraisal Institute shall be voidable by the national Board of Directors. A Chapter  
1208 shall not act in a manner that is inconsistent with the national Bylaws, Regulations and policies of the  
1209 Appraisal Institute. A Chapter shall not speak or act in a manner that jeopardizes the not-for-profit  
1210 status of the Appraisal Institute and its Chapters.

1211

### 1212 **Part B: Adoption and Amendment of Chapter Bylaws**

1213

1214 At the first Chapter meeting after being chartered, each Chapter shall adopt its own Chapter Bylaws.  
1215 Such Chapter Bylaws shall be consistent with the Articles of Incorporation, the national Bylaws, the  
1216 Regulations and policies of the Appraisal Institute. Within thirty (30) days of their adoption, the  
1217 Chapter Secretary shall deliver in writing to the Chief Executive Officer of the Appraisal Institute such  
1218 Chapter Bylaws.

1219

1220 Each Chapter may, by a majority vote of those Designated Members, Candidates, Practicing Affiliates  
1221 and Affiliates present and voting at a regular or special Chapter meeting called for this purpose,  
1222 amend its Bylaws. However, notice of the proposed changes shall be delivered in writing to the  
1223 Designated Members, Candidates, Practicing Affiliates and Affiliates of the Chapter no fewer than  
1224 fourteen (14) days prior to the meeting, and the amended Bylaws shall be consistent with the Articles  
1225 of Incorporation, national Bylaws, Regulations and policies of the Appraisal Institute. Within thirty (30)  
1226 days after their amendment, the Chapter Secretary shall deliver in writing to the Chief Executive  
1227 Officer of the Appraisal Institute the amended Chapter Bylaws.

1228

1229 Amendments to Chapter Bylaws to ensure consistency with the Articles of Incorporation, national  
1230 Bylaws, Regulations and policies of the Appraisal Institute shall not require approval of the  
1231 Designated Members, Candidates, Practicing Affiliates and Affiliates belonging to the Chapter.

1232

1233 Each Chapter Bylaws, and any amendments thereto, shall be reviewed for consistency as described  
1234 above. Any Chapter Bylaws that is inconsistent with the Articles of Incorporation, the national Bylaws  
1235 any Regulation or any policy of the Appraisal Institute shall be void and of no force or effect. If the  
1236 Appraisal Institute determines that the Chapter Bylaws are inconsistent, the Appraisal Institute shall  
1237 deliver in writing notice to the Chapter that it has ninety (90) days to correct the inconsistency. If the  
1238 Chapter refuses or fails to comply, the appropriate Regional Chair shall be notified and the Chapter's  
1239 regional representation shall be suspended. Continued failure to comply by the Chapter shall be  
1240 cause for the national Board of Directors to suspend or revoke the Chapter's charter.

1241

### 1242 **Part C: Restriction Upon Committing the Appraisal Institute**

1243

1244 A Chapter shall not commit the Appraisal Institute to any financial obligation, or to any other obligation  
1245 whatsoever, unless such commitment is authorized in advance in writing by the national Board of  
1246 Directors.

1248 **Part D: Acting in the Name of the Appraisal Institute**

1249 A Chapter shall not speak for or act in the name of the Appraisal Institute without the prior written  
1250 approval of the national Board of Directors.

1251  
1252 **Part E: Acting in the Name of the Chapter**

1253 When Chapter officers act or speak for the Chapter, the full name of the Chapter shall be used to  
1254 avoid interpretation of such actions or statements as official actions or statements of the Appraisal  
1255 Institute.

1256  
1257  
1258 **Part F: Restriction Upon Incorporation**

1259 No Chapter existing on January 1, 1991, which has not been previously incorporated, nor any  
1260 Chapter chartered subsequent to that date, shall cause or permit itself to be incorporated under any  
1261 state or federal law. A Chapter existing on January 1, 1991, which has been previously incorporated,  
1262 shall be allowed to remain incorporated provided it meets the requirements set forth below.

1263  
1264 An incorporated Chapter's Articles of Incorporation shall be approved by the national Board of  
1265 Directors of the Appraisal Institute. If deemed necessary by the national Board of Directors, the  
1266 incorporated Chapter's Articles of Incorporation shall be amended prior to approval. An incorporated  
1267 Chapter must file all state tax returns and corporate documents as required by applicable law and  
1268 must forward copies of all such filings within thirty (30) days to the Chief Executive Officer of the  
1269 Appraisal Institute. An incorporated Chapter shall enter into a license agreement with the Appraisal  
1270 Institute for the use of the Appraisal Institute's tradename, trademark, service marks and collective  
1271 marks.

1272  
1273 Failure to provide copies of its Articles of Incorporation to the national Board of Directors for review,  
1274 failure to file the necessary corporate and state tax documents or failure to otherwise conform to the  
1275 national Bylaws, Regulations and policies of the Appraisal Institute shall be cause for the national  
1276 Board of Directors to require the incorporated Chapter to dissolve its corporate status.

1277  
1278  
1279 **Part G: Use of Chapter Funds**

1280 All funds held by a Chapter shall be used to carry out the purposes of the Chapter. No funds held by  
1281 a Chapter shall be diverted from such purposes for the personal benefit of any individual. Chapters  
1282 are encouraged to maintain sufficient funds in reserve to cover six months, but no more than one  
1283 year, of Chapter operating expenses.

1284  
1285  
1286 **Part H: Chapter Education Trust Funds**

1287 To establish a Chapter Education Trust Fund, the Chapter must first receive the written approval of  
1288 the national Board of Directors after consideration by the national Finance Committee.

1289  
1290 In reviewing the request of a Chapter for permission to establish an education trust fund, the national  
1291 Board of Directors and the national Finance Committee shall consider: (1) the adequacy of the  
1292 Chapter's operating funds; (2) the proposed rules and regulations of the Chapter for establishing and  
1293 administering the fund; (3) the impact on the Appraisal Institute Education and Relief Foundation; and  
1294 (4) such other matters as may be appropriate.

1295  
1296 This provision does not prohibit a Chapter from designating a portion of the funds held by a Chapter  
1297 for educational purposes.

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## 1301 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) months notice by a two-thirds (2/3) vote of those Directors present at a regular or special meeting for any of the following reasons:

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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;

1321

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

1325

1326

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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1332

### **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, Candidates, Practicing Affiliates and Affiliates present at a Chapter meeting called for such purpose shall bring about automatic cancellation.

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

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