

# Hoosier State Chapter Bylaws

---

**Effective: March 18, 2024**

Copyright ©2022 by the Appraisal Institute. All rights reserved.

Printed in the United States of America. No part of this publication may be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, mechanical, photocopy, recording or otherwise, without the prior written consent of the publisher.

**HOOSIER STATE CHAPTER BYLAWS**

---

**Table of Contents**

**ARTICLE I: Name, Charter and Jurisdiction ..... 5**  
Part A: Name ..... 5  
Part B: Charter..... 5  
Part C: Jurisdiction..... 5

**ARTICLE II: Purposes ..... 6**

**ARTICLE III: Belonging to a Chapter ..... 7**  
Part A: Classifications of Membership, Candidacy or Affiliation..... 7  
Part B: Requirement of Chapter Membership, Candidacy or Affiliation ..... 7  
Part C: Assignment..... 7  
Part D: Transfer ..... 7  
Part E: Primary Chapter ..... 7  
Part F: Belonging to Multiple Chapters..... 7

**ARTICLE IV: Designated Members, Candidates, Practicing Affiliates and Affiliates of the Chapter and Their Privileges ..... 9**  
Part A: Designated Members ..... 9  
Part B: Candidates ..... 9  
Part C: Practicing Affiliates ..... 10  
Part D: Affiliates ..... 10

**ARTICLE V: Fiscal year, Chapter Dues, and Fees..... 12**  
Part A: Fiscal Year..... 12  
Part B: Annual Chapter Dues or Fees ..... 12  
Part C: Dues of New Designated Members, or Fees of New Candidates, Practicing Affiliates, or Affiliates ..... 12  
Part D: Administrative Fees for Designated Members ..... 12  
Part E: Payment Date ..... 12  
Part F: Late Fee and Nonpayment ..... 13  
Part G: Waiver of Dues or Fees ..... 13  
Part H: Limitation on Dues and Fees..... 13  
Part I: Special Assessments ..... 13  
Part J: Special Assessment Payment Date ..... 13  
Part K: Waiver of Special Assessment ..... 13

**ARTICLE VI: Chapter Board of Directors ..... 14**  
Part A: General Authority..... 14  
Part B: Composition..... 14

Part C: Term .....	14
Part D: Eligibility.....	14
Part E: Removal.....	14
Part F: Vacancies .....	15
Part G: Notice of Regular Meetings.....	15
Part H: Meetings .....	15
Part I: Special Board of Directors Meetings .....	15
Part J: Meetings in Person or by Interactive Technology .....	16
Part K: Action Without a Meeting.....	16
Part L: Quorum .....	16
<b>ARTICLE VII: Chapter Officers .....</b>	<b>17</b>
Part A: General Provision .....	17
Part B: Eligibility .....	17
Part C: Removal .....	17
Part D: Vacancies .....	17
Part E: Duties of the Chapter President .....	18
Part F: Duties of the Chapter Vice President .....	18
Part G: Duties of the Chapter Secretary.....	18
Part H: Duties of the Chapter Treasurer.....	19
<b>ARTICLE VIII: Nominations and Elections .....</b>	<b>21</b>
Part A: Composition of Chapter Nominating Committee .....	21
Part B: Eligibility to Serve and Removal .....	21
Part C: Duties of Chapter Nominating Committee.....	21
Part D: Report of Chapter Nominating Committee .....	22
Part E: Additional Nominations.....	22
Part F: Chapter Elections .....	22
Part G: Notification of Results .....	23
Part H: Chapter Representatives to the Regional Committee.....	23
Part I: Use of Alternate Chapter Representatives .....	23
<b>ARTICLE IX: Chapter Committees .....</b>	<b>24</b>
Part A: General .....	24
Part B: Required Chapter Committees .....	25
Part C: Optional Chapter Committees .....	26
<b>ARTICLE X: Chapter Meetings and Quorums.....</b>	<b>31</b>
Part A: Regular Chapter Meetings.....	31
Part B: Special Chapter Meetings .....	31
Part C: Quorum.....	31
Part D: Joint Meetings .....	32
Part E: Robert’s Rules of Order.....	32

<b>ARTICLE XI: Branch Chapters .....</b>	<b>33</b>
Part A: Purpose .....	33
Part B: Formation.....	33
Part C: Procedures and Directives .....	33
Part D: Branch Chapter .....	33
Part E: Branch Chapter Leadership.....	33
Part F: Removal.....	33
Part G: Branch Chapter Chair .....	34
Part H: Branch Chapter Vice Chair.....	34
Part I: Branch Chapter Advisory Board .....	34
Part J: Branch Chapter Meetings .....	34
Part K: Branch Chapter Funding .....	34
Part L: Branch Chapter Reports .....	34
 <b>ARTICLE XII: Chapter Publications .....</b>	 <b>35</b>
Part A: Chapter Directory .....	35
Part B: Chapter Newsletter .....	35
Part C: Chapter Website.....	35
 <b>ARTICLE XIII: Restrictions Upon the Powers of Chapters .....</b>	 <b>36</b>
Part A: General Limitation .....	36
Part B: Adoption and Amendment of Chapter Bylaws.....	36
Part C: Restriction Upon Committing the Appraisal Institute.....	36
Part D: Acting in the Name of the Appraisal Institute .....	37
Part E: Acting in the Name of the Chapter .....	37
Part F: Restriction Upon Incorporation .....	37
Part G: Use of Chapter Funds .....	37
Part H: Chapter Education Trust Funds .....	37
 <b>ARTICLE XIV: Suspension or Revocation of Charter .....</b>	 <b>39</b>
Part A: Suspension or Revocation for Cause.....	39
Part B: Surrender of Charter.....	39
Part C: Disposition of Assets .....	39

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,  
141 other than President, on the Chapter Board of Directors and on Chapter committees, panels, project  
142 teams or other Chapter bodies if such Candidates:

143

144 a) have completed the continuing education requirements for Candidates;

145

146 b) have not been subject to a publishable disciplinary action by the Appraisal Institute within the five  
147 (5) years prior to election or appointment; and

148

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

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

151

152 b) confidential admissions issues.

153

154

155 **Part C: Practicing Affiliates**

156 **Section 1. Practicing Affiliates**

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

158

159 **Section 2. Voting Rights**

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

161

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

163

164 b) admissions issues.

165

166 **Section 3. Eligibility for Service**

167 Except where provided otherwise, Practicing Affiliates in good standing may serve in any Chapter  
168 office, other than President, on the Chapter Board of Directors and on Chapter committees, panels,  
169 project teams and other Chapter bodies, if such Practicing Affiliates:

170

171 a) have completed any continuing education requirements for Practicing Affiliates; and

172

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

175

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

177

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

179

180 b) confidential admissions issues.

181

182

183 **Part D: Affiliates**

184 **Section 1. Affiliates Category**

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

186

187 **Section 2. Voting Rights**

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

189

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

191  
192  
193  
194  
195  
196  
197  
198  
199  
200  
201  
202  
203  
204  
205  
206  
207

b) admissions issues.

**Section 3. Eligibility for Service**

Except where provided otherwise, Affiliates in good standing may serve in any Chapter offices, other than President, on the Chapter Board of Directors and on Chapter committees, panels, project teams and other Chapter bodies if such Affiliates:

- a) 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.

209  
210 **Fiscal Year, Chapter Dues, and Fees**

211  
212 **Part A: Fiscal Year**

213 The fiscal year of the Chapter shall be the calendar year.  
214  
215

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

217 Except as provided otherwise, all Designated Members, Candidates, Practicing Affiliates and  
218 Affiliates belonging to a Chapter shall pay annual Chapter dues or fees. The amount of Chapter dues  
219 and fees shall be set by the Chapter Board of Directors if the national Board of Directors has not  
220 established such amount. The amount set for Chapter dues and fees may not exceed the annual  
221 national dues and fees set by the national Board of Directors for Designated Members, Candidates,  
222 Practicing Affiliates or Affiliates. Invoices for dues and fees shall be issued by the Appraisal Institute  
223 with the Chapter dues and fees being remitted to chapter bank accounts. Except where the national  
224 Bylaws, Regulations, and policies of the Appraisal Institute provide otherwise, dues and fees  
225 collected during one month shall be remitted to chapter bank accounts no later than the fifteenth of  
226 the subsequent month. Other Chapter expenses, such as meal costs and assessments, shall be the  
227 responsibility of the Chapter for collection and shall not be considered as dues or fees.  
228

229 As defined in the national Bylaws of the Appraisal Institute, Honorary Members, national Past  
230 Presidents and Non-Practicing Retired Designated Members are not required to pay Chapter dues.  
231

232 **Part C: Dues of New Designated Members, or Fees of New Candidates,**  
233 **Practicing Affiliates, or Affiliates**

234 The Chapter dues of a new Designated Member or fees for a new Candidate, Practicing Affiliate or  
235 Affiliate for the year in which he or she is admitted shall be prorated on a monthly basis. The Chapter  
236 dues of Designated Members or fees of Candidates, Practicing Affiliates or Affiliates joining after  
237 November 1 shall be credited to the following fiscal year.  
238  
239

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

241 Non-Practicing Retired Designated Members shall pay an annual Chapter administrative fee in an  
242 amount set by the Chapter Board of Directors. The amount set for a Chapter administrative fee may  
243 not exceed the annual national administrative fee set by the national Board of Directors. Non-  
244 Practicing Retired Designated Members who fail to pay the administrative fee shall cease to receive  
245 any services from the Chapter.  
246

247 **Part E: Payment Date**

248 Annual Chapter membership dues, Candidate fees, Practicing Affiliate fees, Affiliate fees and Chapter  
249 administrative fees for Non-Practicing Retired Designated Members shall be payable in accordance  
250 with the policy set by the national Board of Directors.  
251  
252  
253  
254

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

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

258  
259 The rules governing suspension or termination of a Designated Member, Candidate, Practicing  
260 Affiliate or Affiliate for nonpayment of dues, fees or administrative fees are found in the national  
261 Bylaws.

262  
263

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

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

270  
271

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

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

276  
277

278 **Part I: Special Assessments**

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

284  
285

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

290  
291

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

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

296  
297

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

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

303

305  
306 **Chapter Board of Directors**

307  
308 **Part A: General Authority**

309 The affairs and activities of the Chapter shall be administered by a Board of Directors. The Chapter  
310 Board of Directors shall exercise all powers specifically delegated to the Chapters by Regulation No.  
311 8, the national Bylaws, and the policies of the Appraisal Institute, subject to the restrictions upon such  
312 powers set forth in Regulation No. 8 and established by the national Board of Directors.

313  
314  
315 **Part B: Composition**

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

322  
323 There shall be no fewer than six (6) elected members of the Chapter Board of Directors.

324  
325  
326 **Part C: Term**

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

329  
330  
331 **Part D: Eligibility**

332 A Designated Member, Candidate, Practicing Affiliate or Affiliate of the Chapter is eligible to serve on  
333 the Chapter Board of Directors if he or she meets the requirements set forth in this Part and in Article  
334 IV of this Regulation. No elected director shall serve consecutive three (3) year terms unless  
335 recommended by the Regional Committee with jurisdiction over the Chapter and approved by the  
336 national Board of Directors.

337  
338  
339 **Part E: Removal**

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

345  
346 An elected member of the Chapter Board of Directors shall be automatically removed if he or she:

- 347  
348 a) ceases to meet any of the service eligibility requirements set forth in these Bylaws; or  
349  
350 b) receives a publishable disciplinary action by Appraisal Institute.  
351

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

354

### 355 **Part F: Vacancies**

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

359

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

363

364 a) at the next regular Chapter meeting;

365

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

367

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

370

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

373

374

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

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

378

379

### 380 **Part H: Meetings**

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

384

385

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

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

398

399  
400  
401  
402  
403  
404  
405  
406

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

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

407  
**Part K: Action Without a Meeting**

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

412  
413 An action by written consent shall have the same force and effect as any other validly approved  
414 action of the Chapter Board of Directors. The written consent(s) shall be filed with the minutes of the  
415 meetings of the Chapter Board of Directors.

416  
417  
418 **Part L: Quorum**

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

425

## Chapter Officers

### Part A: General Provision

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

### Part B: Eligibility

A Designated Member, Candidate, Practicing Affiliate or Affiliate belonging to the Chapter is eligible to serve as a Chapter officer if he or she meets the requirements set forth in this Part and in Article IV of this Regulation. The Chapter President shall be a Designated Member.

### Part C: Removal

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

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

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

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

### Part D: Vacancies

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

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

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

476 d) via secure electronic means if a majority of the Chapter Board of Directors approves such voting  
477 procedure.  
478

479

480

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

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

482

483 a) preside at all regular and special Chapter meetings;

484

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

486

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

488

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

491

492 e) attend all Regional Committee meetings;

493

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

495

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

498

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

500

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

504

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

508

509

510

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

511 The Vice President of the Chapter shall perform the duties of the Chapter President in the event of  
512 the Chapter President's absence or disability. The Chapter Vice President shall also perform such  
513 other duties as may be assigned to him or her by the Chapter Board of Directors or the Chapter  
514 President. The Chapter Vice President or the Chapter officer that is next in line to the Chapter  
515 President shall succeed to the office of Chapter President should that office become vacant, except  
516 that if the Chapter Vice President or the Chapter officer that is next in line to the Chapter President is  
517 not a Designated Member, a special election to fill the Presidential vacancy shall be held.

518

519

520

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

521 The Chapter Secretary shall keep an accurate record of the proceedings at all regular and special  
522 Chapter meetings. Chapter records relating to Chapter Board of Directors meetings and Chapter  
523 meetings shall be open for inspection upon written request by any Designated Member, Candidate,  
524 Practicing Affiliate or Affiliate belonging to the Chapter who wishes to inspect such records; however,  
525 Chapter records relating to litigation, privileged information and Chapter recommendation with respect

526 to an application for Designated membership, or an application for a Candidate, Practicing Affiliate or  
527 an Affiliate shall not be open for inspection.

528

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

533

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

536

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

541

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

544

545

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

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

551

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

559

560 The Chapter Treasurer shall ensure that annual financial statements (balance sheet and income  
561 statement) are prepared in compliance with the standard chart of accounts for Chapters using the  
562 online accounting system required by the Appraisal Institute. The Chapter Treasurer shall deliver a  
563 written report about the Chapter's general financial condition to the Chief Executive Officer of the  
564 Appraisal Institute within thirty (30) days of the report's presentation to the Chapter Board of  
565 Directors. The annual financial statements shall, upon written request, be open for inspection by any  
566 Chapter Designated Member, Candidate, Practicing Affiliate or Affiliate who wishes to inspect such  
567 statements.

568

569 A Chapter's receipts and/or funds shall be audited by an independent Certified Public Accountant  
570 (CPA) if required by law or if the national Board of Directors deems such audit is in the best interest of  
571 the Appraisal Institute. The report resulting from any audit shall be submitted to the Chair of the  
572 national Audit Committee and the national Chief Financial Officer.

573

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

576

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

582

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

585

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

595

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

600

## 601 Nominations and Elections

602

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

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

607

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

614

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

620

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

628

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

630

631

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

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

635

636

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

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

642

643 In addition, the Chapter Nominating Committee may nominate up to ten (10) alternate Chapter  
644 Representatives in ranked order (First Alternate, Second Alternate, etc.) who would be available to

645 fulfill the duties of a Chapter Representative elected by the Chapter, or the Chapter President, who  
646 are unable to attend a Regional Committee meeting.

647  
648

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

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

656  
657

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

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

667  
668

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

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

674

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

679

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

693 Board of Directors. The Chapter Secretary shall be responsible for the notification of results as  
694 provided for in the following section.

695

696

697

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

698

699

700

701

702

703

704

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

705

706

707

708

709

710

711

712

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

713

714

715

716

717

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

718

719

720

721

722

723

724

725

726

727

728

729

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

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

731

## 732 Chapter Committees

733

### 734 **Part A: General**

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

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

- 737 a) Candidate Guidance Committee;
- 738
- 739 b) General and Residential Appraiser Education Committees (at the Chapter's discretion, the  
740 General Appraiser and Residential Appraiser Education Committees may be combined into one  
741 Chapter Education Committee);
- 742
- 743 c) Finance Committee; and
- 744
- 745 d) Nominating Committee.

746

747 Chapters whose jurisdiction covers an entire state or territory shall have a Government Relations  
748 Subcommittee in accordance with Regulation No. 8 (see Regulation No. 8 Government Relations  
749 Subcommittee for requirements).

750

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

756

### 757 **Section 2. Eligibility to Serve**

758 A Designated Member, a Candidate, a Practicing Affiliate or an Affiliate belonging to the Chapter shall  
759 be eligible to serve on a Chapter Committee if he or she meets the requirements set forth in Article IV  
760 of this Regulation.

761

### 762 **Section 3. Removal**

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

767

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

- 769
- 770 a) ceases to meet any of the service eligibility requirements set forth in these Bylaws; or
- 771
- 772 b) receives a publishable disciplinary action by the Appraisal Institute.
- 773

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

776

### 777 **Section 4. Vacancies**

778 Unless otherwise provided by the national Bylaws or these Bylaws, if a vacancy occurs for whatever  
779 reason on a Chapter committee, such vacancy shall be filled by appointment by the Chapter  
780 President or by election for the remainder of the term, depending on the means by which the position  
781 is regularly filled. However, the individual so appointed or elected must be qualified to serve in the  
782 position from the time of appointment or election.

783

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

786

787

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

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

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

793

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

799

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

801

802 a) facilitate networking among Advisors to Candidates; and

803

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

806

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

809

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

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

813

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

818

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

820

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

824

825 The Chapter Education Chair(s) shall have an e-mail address and shall have web access. The Chair of  
826 the Education Committee will serve *ex officio* as a member of the Chapter Homegrown CE  
827 Committee.

828  
829  
830  
831  
832  
833  
834  
835  
836  
837  
838  
839  
840  
841  
842  
843  
844  
845  
846  
847  
848  
849  
850  
851  
852  
853  
854  
855  
856  
857  
858  
859  
860  
861  
862  
863  
864  
865  
866  
867  
868  
869  
870  
871  
872  
873  
874  
875  
876  
877

The Chapter President shall appoint the members of the Chapter Education Committee(s) whose terms commence at the same time as the Chapter President's term, subject to approval of the Chapter Board of Directors. The Chapter Education Committee(s) 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 Education Committee(s) shall be to formulate and submit to the Chapter Board of Directors a general program for qualifying and designation educational activities at the Chapter level for the year and to take all steps necessary to prepare and conduct Chapter qualifying and designation education programs. The Chapter must offer Appraisal Institute approved educational programs totaling at least ten (10) hours during each calendar year, unless the Chapter opts out of providing education.

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

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

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

The Chapter President shall appoint 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. Committee members shall serve staggered three-year terms and shall not be eligible to serve consecutive terms.

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

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

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

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

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

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

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

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

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

880  
881 **Section 2. Chapter Candidate Committee**

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

884  
885 The Chair of the Chapter Candidate Committee shall be elected from among the Candidates of the  
886 Chapter at the same time that the Chapter holds its other elections pursuant to these Bylaws. The  
887 Chair shall be elected by the Candidates belonging to the Chapter present and voting at the election.

888  
889 The Chair shall serve a two (2) year term and may serve two (2) consecutive two (2) year terms. The  
890 term of a Chair shall commence on the January 1st following election. If the individual elected as  
891 Chair becomes a Designated Member before commencing his or her term or if the Chair becomes a  
892 Designated Member during his or her term as Chair, such individual can fulfill his or her complete two  
893 (2) year term but shall not be eligible for election to another term.

894  
895 The Chapter Candidate Committee shall:

- 896  
897 a) discuss issues impacting Candidates and provide recommendations to other bodies as  
898 appropriate;  
899  
900 b) work to enhance communications among Candidates of the Chapter and between Candidates  
901 and the Regions, and Candidates and the national organization;  
902  
903 c) work with the Chapter Candidate Guidance Committee as appropriate; and  
904  
905 d) work to develop future leaders for the Chapter and the organization as a whole.  
906

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

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

910

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

916

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

921

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

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

925

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

931

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

934

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

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

938

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

944

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

949

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

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

955

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

967

968 **Section 7. Edward L. White Achievement Award Committee**

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

973

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

978

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

986

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

990

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

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

998

999 Originally established as the "Hall of Fame Award" by Chapter V of the Society of Real Estate  
1000 Appraisers, this award was renamed in 2007 as a tribute to the first recipient, Richard E. Nichols,  
1001 MAI, SRA. The Richard E. Nichols, MAI, SRA, Lifetime Achievement Award was established to

1002 recognize those individuals who exemplify Mr. Nichols' high level of service and many contributions to  
1003 the Appraisal Institute, the appraisal profession, and the community as a member of the Hoosier  
1004 State Chapter. The professional lives of these recipients shall have brought wide recognition, historic  
1005 achievement, and meaningful purpose to the Hoosier State Chapter. In appreciation of their efforts,  
1006 each recipient is also informally recognized as a member of the Hoosier State Chapter's "Hall of  
1007 Fame".

1008  
1009 **Section 9. Personnel Committee**

1010 The Personnel Committee shall be composed of the Immediate Past President, the Chapter  
1011 President, the Chapter Vice President, and one (1) non-officer committee member of the Board of  
1012 Directors to be appointed by the President at the first Board of Directors meeting of each year. The  
1013 Personnel Committee will report to the Board of Directors, and will be charged with establishing,  
1014 reviewing, and revising the Hoosier State Chapter (HSC) Personnel Policy. In addition, the Personnel  
1015 Committee shall review the performance of the Executive Director and recommend compensation on  
1016 at least an annual basis prior to the final Board of Directors meeting each year, or more frequently if  
1017 deemed necessary by the President or the Board of Directors.

1018  
1019 **Section 10. Social Committee**

1020 The Social Committee shall consist of a Chair and a minimum of two (2) other Committee members.  
1021 The Chapter President shall appoint the Committee Chair and Committee members whose terms  
1022 shall commence at the same time as the President's, subject to approval of the Chapter Board of  
1023 Directors. The Chair shall be appointed for a one (1) year term. The other Committee members shall  
1024 be appointed to serve three (3) year staggered terms and shall not be eligible to serve consecutive  
1025 terms.

1026  
1027 The duties of the Social Committee shall be to provide social and networking opportunities for all  
1028 members. This will include coordination with all the Branch Chapters in the Chapter.

1029  
1030 **Section 11. Homegrown CE Committee**

1031 The Homegrown CE Committee shall consist of a Chair and a minimum of two (2) other Committee  
1032 members. The Chapter President shall appoint the Committee Chair and Committee members whose  
1033 terms shall commence at the same time as the President's, subject to approval of the Chapter Board  
1034 of Directors. The Chair shall be appointed for a one (1) year term and will also serve *ex officio* as a  
1035 member of the Chapter Education Committee. The other Committee members shall be appointed to  
1036 serve three (3) year staggered terms and shall not be eligible to serve consecutive terms.

1037  
1038 The duties of the Homegrown CE Committee shall be to provide for the continuing education needs of  
1039 all Chapter members in a variety of ways. This will include sponsoring continuing education programs  
1040 created by the Appraisal Institute, developing local educational programs, and coordinating with  
1041 others outside of the Chapter to best provide for the continuing education needs of Chapter members.

1043

## 1044 Chapter Meetings and Quorums

1045

### 1046 **Part A: Regular Chapter Meetings**

1047 The Chapter shall hold at least four (4) regular chapter meetings a year, unless the Chair of the  
1048 Chapter's Region approves fewer regular Chapter meetings. The regular Chapter meetings should be  
1049 scheduled to permit timely discussion of matters to be considered by the national Board of Directors  
1050 at its meetings. One (1) of these meetings shall be to elect Chapter officers and directors for the  
1051 subsequent year.

1052

1053 All regular Chapter meetings shall be open to all Designated Members, Candidates, Practicing  
1054 Affiliates and Affiliates belonging to the Chapter.

1055

### 1056 **Part B: Special Chapter Meetings**

1057

1058 A special Chapter meeting shall be called by the Chapter Secretary upon receipt of a written request  
1059 signed by the Chapter President, the Chapter Board of Directors, or at least ten percent (10%) of the  
1060 combined number of the Designated Members, Candidates, Practicing Affiliates and Affiliates  
1061 belonging to the Chapter.

1062

1063 Within seven (7) days after receipt of any such written request, the Chapter Secretary shall schedule  
1064 a special Chapter meeting. Notice of such a meeting shall be delivered in writing to all Designated  
1065 Members, Candidates, Practicing Affiliates and Affiliates belonging to the Chapter. This written notice  
1066 shall specify the date, time, place and purpose of the special meeting. The date selected for the  
1067 special Chapter meeting shall be at least ten (10) days but no more than twenty (20) days from the  
1068 date of the transmission of the notice

1069

1070 All special Chapter meetings shall be open to all Designated Members, Candidates, Practicing  
1071 Affiliates and Affiliates belonging to the Chapter.

1072

### 1073 **Part C: Quorum**

1074

1075 A quorum for any regular or special Chapter meeting shall be those Designated Members,  
1076 Candidates, Practicing Affiliates and Affiliates that belong to the Chapter who are present and voting  
1077 at the meeting. The Designated Members, Candidates, Practicing Affiliates and Affiliates may take  
1078 action at a meeting at which a quorum is present upon a majority vote of the Designated Members,  
1079 Candidates, Practicing Affiliates and Affiliates present, unless a different requirement is prescribed by  
1080 these Bylaws. A meeting at which a quorum is initially present may continue to transact business,  
1081 notwithstanding the withdrawal of any Designated Members, Candidates, Practicing Affiliates and  
1082 Affiliates, if any action taken is approved by a majority of the required quorum for that meeting or by a  
1083 majority of the remaining individuals, whichever is greater.

1087  
1088  
1089  
1090  
1091  
1092  
1093  
1094  
1095

**Part D: Joint Meetings**

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

**Part E: Robert’s Rules of Order**

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

1096

**ARTICLE XI**

---

1097

## Branch Chapters

1098

1099

1100

### **Part A: Purpose**

1101

1102

1103

1104

1105

1106

1107

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.

### **Part B: Formation**

1108

1109

1110

1111

1112

1113

1114

1115

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.

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

1116

1117

1118

1119

1120

1121

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.

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

1122

1123

1124

1125

1126

1127

1128

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.

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

1129

1130

1131

1132

1133

1134

1135

The leadership of the Branch Chapter shall consist of a Chair, a Vice Chair and an Advisory Board. A Designated Member, Candidate, Practicing Affiliate, or Affiliate belonging to 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 Article IV of this Regulation.

### **Part F: Removal**

1136

1137

1138

1139

1140

1141

1142

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.

1143

1144

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.

1145 **Part G: Branch Chapter Chair**

1146 The initial Branch Chapter Chair shall be appointed by the Chapter Board of Directors. The term of  
1147 office for a Branch Chapter Chair shall be one (1) year.

1148  
1149

1150 **Part H: Branch Chapter Vice Chair**

1151 The Vice Chair of the Branch Chapter shall be appointed to a one (1) year term by the Chapter Board  
1152 of Directors. The Branch Chapter Vice Chair shall automatically succeed to the office of Chair of the  
1153 Branch Chapter unless good cause is shown and a motion to the contrary is passed by two-thirds  
1154 (2/3) of the Directors voting on the issue at a quorum meeting of the Chapter Board of Directors.

1155  
1156

1157 **Part I: Branch Chapter Advisory Board**

1158 The Branch Chapter shall maintain an Advisory Board consisting of a minimum of three (3) individuals  
1159 elected by the Designated Members, Candidates, Practicing Affiliates and Affiliates belonging to the  
1160 Branch Chapter. Branch Chapter Advisory Board members shall be elected to serve staggered three  
1161 (3) year terms.

1162  
1163

1164 Any Branch Chapter Advisory Board member may be selected by the Branch Chapter Chair to  
1165 perform the duties of Secretary/Treasurer.

1166  
1167

1168 **Part J: Branch Chapter Meetings**

1169 The Branch Chapter shall hold a minimum of two (2) meetings a year. These meetings should be held  
1170 shortly before two of the national Board of Directors meeting each year. Other Branch Chapter  
1171 meetings shall be at the discretion of the Branch Chapter Chair and the Branch Chapter Advisory  
1172 Board. The location of each Branch Chapter meeting shall be determined by the Branch Chapter  
1173 Chair and Vice Chair.

1174  
1175

1176 Joint meetings of the Branch Chapter and Chapter shall be held at least once a year. The Chair and  
1177 Vice Chair of the Branch Chapter shall each attend at least one Chapter meeting per year.

1178  
1179

1180 **Part K: Branch Chapter Funding**

1181 Chapter dues or service fees shall be paid only to the Chapter. The Chapter shall allocate \$200 for  
1182 the Branch Chapter as its initial budget. The Chapter shall control the funding of all monies to the  
1183 Branch Chapter. The Branch Chapter shall operate within its own budget as approved by the Chapter  
1184 Board of Directors. The annual funding for each Branch Chapter shall be a minimum of \$200.00 or a  
1185 maximum of \$2.50 per Branch Chapter Member. These amounts are subject to annual review by the  
1186 Board of Directors to allow for appropriate changes as necessary.

1187  
1188

1189 **Part L: Branch Chapter Reports**

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

1191

## 1192 Chapter Publications

1193

### 1194 **Part A: Chapter Directory**

1195 If the Chapter publishes a directory for Designated Members, Candidates, Practicing Affiliates and  
1196 Affiliates belonging to the Chapter, and for local users of appraisal services, the directory may include  
1197 list(s) of individuals in one or more of the following categories: Designated Members, Candidates,  
1198 Practicing Affiliates and Affiliates in the Chapter. Any list(s) that includes individuals in more than one  
1199 of these categories shall identify in which category each individual falls. A copy of any Chapter  
1200 directory must be forwarded to the Chief Executive Officer of the Appraisal Institute.

1201

1202

### 1203 **Part B: Chapter Newsletter**

1204 If the Chapter publishes a newsletter for Designated Members, Candidates, Practicing Affiliates and  
1205 Affiliates in the Chapter, and other interested parties, a copy of such Chapter newsletter must be  
1206 delivered in writing to the Chief Executive Officer of the Appraisal Institute.

1207

1208

### 1209 **Part C: Chapter Website**

1210 Each Chapter shall establish and maintain a website to provide information for use by Designated  
1211 Members, Candidates, Practicing Affiliates and Affiliates in the Chapter, and other interested parties.

1212

1214

## 1215 **Restrictions Upon the Powers of Chapters**

1216

### 1217 **Part A: General Limitation**

1218 All actions taken by a Chapter that are not required or authorized by the national Bylaws, Regulations  
1219 and policies of the Appraisal Institute shall be voidable by the national Board of Directors. A Chapter  
1220 shall not act in a manner that is inconsistent with the national Bylaws, Regulations and policies of the  
1221 Appraisal Institute. A Chapter shall not speak or act in a manner that jeopardizes the not-for-profit  
1222 status of the Appraisal Institute and its Chapters.

1223

### 1224 **Part B: Adoption and Amendment of Chapter Bylaws**

1225

1226 At the first Chapter meeting after being chartered, each Chapter shall adopt its own Chapter Bylaws.  
1227 Such Chapter Bylaws shall be consistent with the Articles of Incorporation, the national Bylaws, the  
1228 Regulations and policies of the Appraisal Institute. Within thirty (30) days of their adoption, the  
1229 Chapter Secretary shall deliver in writing to the Chief Executive Officer of the Appraisal Institute such  
1230 Chapter Bylaws.

1231

1232 Each Chapter may, by a majority vote of those Designated Members, Candidates, Practicing Affiliates  
1233 and Affiliates present and voting at a regular or special Chapter meeting called for this purpose,  
1234 amend its Bylaws. However, notice of the proposed changes shall be delivered in writing to the  
1235 Designated Members, Candidates, Practicing Affiliates and Affiliates of the Chapter no fewer than  
1236 fourteen (14) days prior to the meeting, and the amended Bylaws shall be consistent with the Articles  
1237 of Incorporation, national Bylaws, Regulations and policies of the Appraisal Institute. Within thirty (30)  
1238 days after their amendment, the Chapter Secretary shall deliver in writing to the Chief Executive  
1239 Officer of the Appraisal Institute the amended Chapter Bylaws.

1240

1241 Amendments to Chapter Bylaws to ensure consistency with the Articles of Incorporation, national  
1242 Bylaws, Regulations and policies of the Appraisal Institute shall not require approval of the  
1243 Designated Members, Candidates, Practicing Affiliates and Affiliates belonging to the Chapter.

1244

1245 Each Chapter Bylaws, and any amendments thereto, shall be reviewed for consistency as described  
1246 above. Any Chapter Bylaws that is inconsistent with the Articles of Incorporation, the national Bylaws  
1247 any Regulation or any policy of the Appraisal Institute shall be void and of no force or effect. If the  
1248 Appraisal Institute determines that the Chapter Bylaws are inconsistent, the Appraisal Institute shall  
1249 deliver in writing notice to the Chapter that it has ninety (90) days to correct the inconsistency. If the  
1250 Chapter refuses or fails to comply, the appropriate Regional Chair shall be notified and the Chapter's  
1251 regional representation shall be suspended. Continued failure to comply by the Chapter shall be  
1252 cause for the national Board of Directors to suspend or revoke the Chapter's charter.

1253

### 1254 **Part C: Restriction Upon Committing the Appraisal Institute**

1255

1256 A Chapter shall not commit the Appraisal Institute to any financial obligation, or to any other obligation  
1257 whatsoever, unless such commitment is authorized in advance in writing by the national Board of  
1258 Directors.

1260 **Part D: Acting in the Name of the Appraisal Institute**

1261 A Chapter shall not speak for or act in the name of the Appraisal Institute without the prior written  
1262 approval of the national Board of Directors.

1263  
1264 **Part E: Acting in the Name of the Chapter**

1265 When Chapter officers act or speak for the Chapter, the full name of the Chapter shall be used to  
1266 avoid interpretation of such actions or statements as official actions or statements of the Appraisal  
1267 Institute.

1268  
1269  
1270 **Part F: Restriction Upon Incorporation**

1271 No Chapter existing on January 1, 1991, which has not been previously incorporated, nor any  
1272 Chapter chartered subsequent to that date, shall cause or permit itself to be incorporated under any  
1273 state or federal law. A Chapter existing on January 1, 1991, which has been previously incorporated,  
1274 shall be allowed to remain incorporated provided it meets the requirements set forth below.

1275  
1276 An incorporated Chapter's Articles of Incorporation shall be approved by the national Board of  
1277 Directors of the Appraisal Institute. If deemed necessary by the national Board of Directors, the  
1278 incorporated Chapter's Articles of Incorporation shall be amended prior to approval. An incorporated  
1279 Chapter must file all state tax returns and corporate documents as required by applicable law and  
1280 must forward copies of all such filings within thirty (30) days to the Chief Executive Officer of the  
1281 Appraisal Institute. An incorporated Chapter shall enter into a license agreement with the Appraisal  
1282 Institute for the use of the Appraisal Institute's tradename, trademark, service marks and collective  
1283 marks.

1284  
1285 Failure to provide copies of its Articles of Incorporation to the national Board of Directors for review,  
1286 failure to file the necessary corporate and state tax documents or failure to otherwise conform to the  
1287 national Bylaws, Regulations and policies of the Appraisal Institute shall be cause for the national  
1288 Board of Directors to require the incorporated Chapter to dissolve its corporate status.

1289  
1290  
1291 **Part G: Use of Chapter Funds**

1292 All funds held by a Chapter shall be used to carry out the purposes of the Chapter. No funds held by  
1293 a Chapter shall be diverted from such purposes for the personal benefit of any individual. Chapters  
1294 are encouraged to maintain sufficient funds in reserve to cover six months, but no more than one  
1295 year, of Chapter operating expenses.

1296  
1297  
1298 **Part H: Chapter Education Trust Funds**

1299 To establish a Chapter Education Trust Fund, the Chapter must first receive the written approval of  
1300 the national Board of Directors after consideration by the national Finance Committee.

1301  
1302 In reviewing the request of a Chapter for permission to establish an education trust fund, the national  
1303 Board of Directors and the national Finance Committee shall consider: (1) the adequacy of the  
1304 Chapter's operating funds; (2) the proposed rules and regulations of the Chapter for establishing and  
1305 administering the fund; (3) the impact on the Appraisal Institute Education and Relief Foundation; and  
1306 (4) such other matters as may be appropriate.

1307

1308 This provision does not prohibit a Chapter from designating a portion of the funds held by a Chapter  
1309 for educational purposes.  
1310

1312

## 1313 Suspension or Revocation of Charter

1314

### 1315 **Part A: Suspension or Revocation for Cause**

1316 The national Board of Directors may suspend or revoke a Chapter's charter for cause after six (6)  
1317 months notice by a two-thirds (2/3) vote of those Directors present at a regular or special meeting for  
1318 any of the following reasons:

- 1319
- 1320 a) failure to abide by the Bylaws, Regulations and policies of the Appraisal Institute;
  - 1321
  - 1322 b) failure to abide by the Bylaws of the Chapter itself;
  - 1323
  - 1324 c) retention on the Chapter roster of any person who is not a Designated Member, Candidate,  
1325 Practicing Affiliate or Affiliate belonging to the Appraisal Institute after proper notification by the  
1326 Chief Executive Officer of the Appraisal Institute;
  - 1327
  - 1328 d) failure to maintain the minimum number of Designated Member, Candidate, Practicing Affiliate or  
1329 Affiliate necessary for chartering as required by Appraisal Institute Regulation No 8; however, this  
1330 provision shall not apply to the Chapters of the American Institute of Real Estate Appraisers or  
1331 the Society of Real Estate Appraisers that existed on December 31, 1990, nor shall this provision  
1332 apply to Chapters created by the merger of such existing Chapters prior to June 21, 1997;
  - 1333
  - 1334 e) failure to abide by any license agreement between the Appraisal Institute and an incorporated  
1335 Chapter; or
  - 1336
  - 1337 f) other good cause at the direction of the national Board of Directors.

1338

1339 The Chapter shall be entitled to be heard at the meeting of the national Board of Directors at which  
1340 revocation or suspension is considered. The decision of the national Board of Directors shall be final  
1341 and conclusive.

1342

### 1343 **Part B: Surrender of Charter**

1344

1345 The surrender of a charter by action of two-thirds (2/3) of the Chapter Designated Members,  
1346 Candidates, Practicing Affiliates and Affiliates present at a Chapter meeting called for such purpose  
1347 shall bring about automatic cancellation.

1348

### 1349 **Part C: Disposition of Assets**

1350

1351 In the event of a revocation, surrender or dissolution of a Chapter, the assets held by the Chapter  
1352 shall be transferred to the Appraisal Institute. If two (2) or more Chapters merge, the assets held by  
1353 the Chapters shall be merged. If one (1) Chapter splits into two (2) or more smaller Chapters, the  
1354 assets held by of the original Chapter shall first be used to retire any indebtedness of such Chapter,  
1355 and the balance of the funds shall then be reallocated to the new Chapters on a per capita Practicing  
1356 Designated Member basis.