

Greater Tennessee Chapter of Appraisal Institute Bylaws

Revised October, 2017

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105 ARTICLE I

106

107 **Name, Charter and Jurisdiction**

108

109 **Part A: Name**

110 The name of this organization is the Greater Tennessee Chapter of the Appraisal
111 Institute (hereinafter referred to as “Chapter”).

112

113

114 **Part B: Charter**

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

117

118

119 **Part C: Jurisdiction**

120 The territorial jurisdiction assigned to this Chapter by the Board of Directors of the
121 Appraisal Institute is *[indicate Chapter area as defined]*:

123

124 **Purposes**

125

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

130

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

135

136

138

139 **Belonging to a Chapter**

140

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

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

145

146

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

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

152

153

154 **Part C: Assignment**

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

158

159

160 **Part D: Transfer**

161 A Chapter may not unilaterally waive the requirement that a Designated Member,
162 Candidate, Practicing Affiliate or Affiliate within its jurisdiction belong to the Chapter.
163 However, a Designated Member, Candidate, Practicing Affiliate or Affiliate may
164 transfer from the Chapter with jurisdiction to a Chapter with contiguous territory upon
165 written agreement between both Chapters and the individual involved, and written
166 notice delivered to the national headquarters.

167

168

169 **Part E: Primary Chapter**

170 A Designated Member, Candidate, Practicing Affiliate or Affiliate may belong to more
171 than one Chapter, however, such individual must choose a primary Chapter.

172 Chapter size shall be determined as of January 1 of each year. For purposes of
173 determining Chapter size for representation to the regional committee, only those
174 Designated Members who have chosen the Chapter as their primary Chapter shall
175 be counted.

176

177 A Designated Member shall vote only in his or her primary Chapter on Regional and
178 national issues. A Candidate, Practicing Affiliate or Affiliate shall have the right to
179 vote only in his or her primary Chapter on Regional and national issues except on
180 admissions issues and education issues where examination security is impacted.

181

182

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

184 A Designated Member, Candidate, Practicing Affiliate or Affiliate may belong to more
185 than one Chapter provided that:

186

187 1) such individual chooses a primary Chapter; and

188

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

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

193

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

196

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

200

201 **Designated Members, Candidates, Practicing**
202 **Affiliates and Affiliates of the Chapter and**
203 **Their Privileges**

204

205 **Part A: Designated Members**

206 **Section 1. Categories and Statuses**

207 Chapters shall have Practicing and Non-Practicing Designated Members as defined
208 in the national Bylaws. Practicing Designated Members may also hold the status of
209 Practicing Past President Member, Practicing Life Member or Practicing Semi-
210 Retired Member. Non-Practicing Designated Members may also hold the status of
211 Temporarily Non-Practicing Member, Non-Practicing Retired Member, Non-
212 Practicing Past President Member or Non-Practicing Life Member.

213

214 **Section 2. Voting Rights**

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

219

220 **Section 3. Eligibility for Service**

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

224

225 a) are members of the Chapter in good standing;

226

227 b) hold the status “continuing education completed”;

228

229 c) have not been subject to a publishable disciplinary action by the Appraisal
230 Institute within the five (5) years prior to election or appointment;

231

232 d) stay up-to-date on the content of Appraisal Institute communications,
233 including but not limited to, the content of all non-commercial e-mails originating
234 from the national organization, the individual’s region and the individual’s
235 chapter; and

236

237 e) are not otherwise precluded from serving by these Bylaws.

238

239

240 **Part B: Candidates**

241 **Section 1. Candidates**

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

245

246 **Section 2. Voting Rights**

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

- 249
- 250 a) education issues where examination security is impacted; or
- 251
- 252 b) admissions issues.
- 253

254
255
256

257 **Section 3. Eligibility for Service**

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

- 262
- 263 a) are Candidates in good standing;
- 264
- 265 b) have completed the continuing education requirements for Candidates;
- 266
- 267 c) have not been subject to a publishable disciplinary action by the Appraisal
268 Institute within the five (5) years prior to election or appointment; and
- 269
- 270 d) stay up-to-date on the content of Appraisal Institute communications,
271 including but not limited to, the content of all non-commercial e-mails originating
272 from the national organization, the individual's region and the individual's
273 chapter.
- 274

275
276

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

- 277 a) education issues where examination security is impacted; or
- 278
- 279 b) confidential admissions issues.
- 280

281
282

282 **Part C: Practicing Affiliates**

283 **Section 1. Practicing Affiliates**

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

285
286

286 **Section 2. Voting Rights**

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

- 289
- 290 a) education issues where examination security is impacted; or
- 291
- 292 b) admissions issues.
- 293

294
295

294 **Section 3. Eligibility for Service**

295 Except where provided otherwise, Practicing Affiliates may not serve in any Chapter
296 offices, or on the Chapter Board of Directors. Practicing Affiliates who were elected
297 or appointed to hold Chapter offices, or serve on the Chapter Board of Directors
298 prior to January 1, 2013 may complete the balance of their terms so long as they

299 continue to meet all other requirements for service and maintain their Practicing
300 Affiliate status, but shall not be eligible for re-election or re-appointment unless they
301 become Candidates or Designated Members.

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

- 306
- 307 a) are a Practicing Affiliate in good standing;
- 308
- 309 b) have completed any continuing education requirements for Practicing
- 310 Affiliates;
- 311
- 312 c) have not been subject to a publishable disciplinary action by the Appraisal
- 313 Institute within the five (5) years prior to appointment; and
- 314
- 315 d) stay up-to-date on the content of Appraisal Institute communications,
- 316 including but not limited to, the content of all non-commercial e-mails originating
- 317 from the national organization, the individual's region and the individual's
- 318 chapter.
- 319

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

- 321 a) education issues where examination security is impacted; or
- 322
- 323 b) confidential admissions issues.
- 324

325

326 **Part D: Affiliates**

327 **Section 1. Affiliates Category**

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

329

330 **Section 2. Voting Rights**

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

332

- 333 a) education issues where examination security is impacted; or
- 334
- 335 b) admissions issues.
- 336

336

337 **Section 3. Eligibility for Service**

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

345

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

348

349 a) are Affiliates in good standing;

350

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

353

354 c) stay up-to-date on the content of Appraisal Institute communications,
355 including but not limited to, the content of all non-commercial e-mails originating
356 from the national organization, the individual's region and the individual's
357 chapter.

358

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

360

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

362

363 b) confidential admissions issues.

364

365

367

368 **Fiscal Year, Chapter Dues, and Fees**

369

370 **Part A: Fiscal Year**

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

372

373

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

375 Except as provided otherwise, all Designated Members, Candidates, Practicing
376 Affiliates and Affiliates belonging to a Chapter shall pay annual Chapter dues or
377 fees. The amount of Chapter dues and fees shall be set by the Chapter Board of
378 Directors if the national Board of Directors has not established such amount. The
379 amount set for Chapter dues and fees may not exceed the annual national dues and
380 fees set by the national Board of Directors for Designated Members, Candidates,
381 Practicing Affiliates or Affiliates. Invoices for dues and fees shall be issued by the
382 Appraisal Institute with the Chapter dues and fees being remitted to the bank
383 accounts held by the Chapter. Except where the national Bylaws, Regulations, and
384 policies of the Appraisal Institute provide otherwise, dues and fees collected during
385 one month shall be remitted to bank accounts held by Chapters no later than the
386 fifteenth of the subsequent month. Other Chapter expenses, such as meal costs
387 and assessments, shall be the responsibility of the Chapter for collection and shall
388 not be considered as dues or fees.

389

390 As defined in the national Bylaws of the Appraisal Institute, Honorary Members,
391 Practicing and Non-Practicing Past President Members, Temporarily Non-Practicing
392 Designated Members and Non-Practicing Retired Designated Members are not
393 required to pay Chapter dues.

394

395

396 **Part C: Dues of New Designated Members, or Fees of New Candidates, 397 Practicing Affiliates, or Affiliates**

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

403

404

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

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

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Part E: Payment Date

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

Part F: Late Fee and Nonpayment

A late fee shall be charged to all Designated Members, Candidates, Practicing Affiliates and Affiliates who have not paid their dues, fees or administrative fees by April 1 of each year.

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

Part G: Waiver of Dues or Fees

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

Part H: Limitation on Dues and Fees

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

Part I: Special Assessments

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

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

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

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

466

467

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

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

475

476 Chapter Board of Directors

477

478 Part A: General Authority

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

484

485

486 Part B: Composition

487 The Chapter Board of Directors shall consist of elected and *ex officio* voting and
488 nonvoting members.

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

495

496 There shall be a minimum of *three (3)* elected members of the Chapter Board of
497 Directors.

498

499

500 Part C: Term

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

503

504

505 Part D: Eligibility

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

511

512

513 Part E: Removal

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

520

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

- 523
- 524 a) ceases to meet any of the service eligibility requirements set forth in these
 - 525 Bylaws; or
 - 526
 - 527 b) receives a publishable disciplinary action by Appraisal Institute.
 - 528

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

531 **Part F: Vacancies**

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

536

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

- 540
- 541 a) at the next regular Chapter meeting;
 - 542
 - 543 b) at a special Chapter meeting held before the next regular Chapter meeting;
 - 544
 - 545 c) via secure mail ballot if a majority of the Chapter Board of Directors approves
 - 546 such voting procedure; or
 - 547
 - 548 d) via secure electronic means if a majority of the Chapter Board of Directors
 - 549 approves such voting procedure.
 - 550

551

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

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

556

557

558 **Part H: Meetings**

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

562

563

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

565 A special Chapter Board of Directors meeting shall be called by the Chapter
566 Secretary upon receipt of a request that is delivered in writing and that is signed by
567 the Chapter President or at least two (2) of the voting members of the Chapter Board
568 of Directors. Notice of a special Chapter Board of Directors meeting may be either in
569 accordance with the notice provision for regular Chapter Board of Directors meetings

570 or, if there is not sufficient time to permit such notice, the Chapter Secretary shall
571 deliver notice to each Director in person or by telephone, facsimile, traceable carrier
572 or electronic transmission at least twenty-four (24) hours in advance of the special
573 meeting. If the latter alternative for notice is used, at least seventy-five percent
574 (75%) of the total number of Directors must attend the special meeting, and this fact
575 must be reflected in the minutes of the meeting. Notice of a special Chapter Board of
576 Directors meeting shall specify the date, time, place and purpose of the special
577 meeting.

578
579

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

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

587

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

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

594

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

598
599

600 **Part L: Quorum**

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

609

Chapter Officers

610

611

612

Part A: General Provision

613

The officers of the Chapter shall include a President, at least one (1) Vice President, a Secretary and

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615

a Treasurer (or a Secretary-Treasurer). Each Chapter officer shall be elected

616

annually to a one (1) year term by a majority vote of the Designated Members,

617

Candidates, Practicing Affiliates and Affiliates belonging to the Chapter in the

618

manner required by these Bylaws.

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Part B: Eligibility

622

A Designated Member or Candidate belonging to the Chapter is eligible to serve as

623

a Chapter officer if he or she meets the requirements set forth in these Bylaws. The

624

Chapter President shall be a Designated Member.

625

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627

Part C: Removal

628

A Chapter officer who fails to fulfill the duties of his or her position or who fails to

629

attend three (3) consecutive regularly scheduled Board meetings may be removed

630

from office by a sixty percent (60%) vote of the voting members of the Chapter

631

Board of Directors. Further, the national Board of Directors may remove a Chapter

632

officer for cause by a sixty percent (60%) vote.

633

634

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

635

636

a) ceases to meet any of the service eligibility requirements set forth in these

637

Bylaws; or

638

639

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

640

641

In the event of removal under this Part, a vacancy for the position shall be declared,

642

and the vacancy shall be filled as described in these Bylaws.

643

644

645

Part D: Vacancies

646

In the event that a vacancy occurs in any Chapter office (other than the office of

647

President), the Chapter Board of Directors, by majority vote, shall fill the vacancy.

648

The Designated Member or Candidate elected in this manner shall serve until the

649

remainder of the unexpired term is filled by election as set forth below.

650

651

To fill the remainder of the unexpired term, the Chapter shall first follow the

652

nominating process set forth in these Bylaws. After the nominating process is

653

completed, the Designated Members, Candidates, Practicing Affiliates and Affiliates

654

belonging to the Chapter shall fill the vacancy for the remainder of the unexpired

655

term by an election:

656

- 657 a) at the next regular Chapter meeting;
658
659 b) at a special Chapter meeting held before the next regular Chapter meeting;
660
661 c) via secure mail ballot if a majority of the Chapter Board of Directors approves
662 such voting procedure; or
663
664 d) via secure electronic means if a majority of the Chapter Board of Directors
665 approves such voting procedure.
666

667
668 **Part E: Duties of the Chapter President**

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

- 670
671 a) preside at all regular and special Chapter meetings;
672
673 b) preside at all regular and special meetings of the Chapter Board of Directors;
674
675 c) carry out the policies and programs adopted by the Chapter Board of Directors;
676
677 d) serve as an *ex officio* non-voting member of all Chapter committees except the
678 Nominating Committee;
679
680 e) attend all Regional Committee meetings;
681
682 f) have an e-mail address and web access;
683
684 g) be familiar with the Bylaws, Regulations and policies of the Appraisal Institute
685 and the Chapter Bylaws; and
686
687 h) make Chapter committee appointments in accordance with these Bylaws.
688

689 The Chapter President may not serve more than two (2) consecutive complete terms
690 as Chapter President, unless recommended by the Regional Committee with
691 jurisdiction over the Chapter and approved by the national Board of Directors.
692

693 The incoming Chapter President must attend the Chapter Leadership Program at the
694 national meetings in the year prior to his or her presidency, or the Chapter must
695 send another of its officers in place of such incoming Chapter President.
696

697
698 **Part F: Duties of the Chapter Vice President**

699 The Vice President of the Chapter shall perform the duties of the Chapter President
700 in the event of the Chapter President's absence or disability. The Chapter Vice
701 President shall also perform such other duties as may be assigned to him or her by
702 the Chapter Board of Directors or the Chapter President. The Chapter Vice
703 President or the Chapter officer that is next in line to the Chapter President shall
704 succeed to the office of Chapter President should that office become vacant, except
705 that if the Chapter Vice President or the Chapter officer that is next in line to the
706 Chapter President is not a Designated Member, a special election to fill the
707 Presidential vacancy shall be held.
708

709

710

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

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

720

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

725

726 The Chapter Secretary shall prepare and issue the Chapter roster, effective January
727 1st of each calendar year. The Chapter Secretary shall also maintain the Chapter
728 roster.

729

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

734

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

737

738 The duties of the Chapter Secretary shall be coordinated with the Executive Director
739 for the chapter.

740

741

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

743

744 **Section 1. This section shall be applicable to the Greater Tennessee Chapter**
745 **if the Appraisal Institute Chapter Financial Management and Administration**
746 **Policy has not been implemented for the Greater Tennessee Chapter. Upon**
747 **the full implementation of the Appraisal Institute Chapter Financial**
748 **Management and Administration Policy for the Greater Tennessee Chapter,**
749 **this section shall automatically expire.**

750

751 The Chapter Treasurer shall receive all monies collected by the Chapter, or by any
752 officer or other party on behalf of the Chapter, and shall deposit such monies in a
753 bank or other financial institution specified by the Chapter Board of Directors. The
754 Chapter Treasurer shall make disbursements for expenses under \$ 5,000.
755 Disbursements exceeding the predetermined maximum amount must be authorized
756 by a majority vote of the Chapter Board of Directors at a regular or special meeting,

757 unless previously approved under the Chapter's budget and requires two signatures.
758 The Chapter shall follow the investment policy adopted by the Appraisal Institute.

759

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

769

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

775

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

778

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

784

785 **Section 2. This section shall be applicable to the Greater Tennessee Chapter**
786 **if the Appraisal Institute Chapter Financial Management and Administration**
787 **Policy has been implemented.**

788

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

800

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

805

806 Nominations and Elections

807

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

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

813

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

821

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

828

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

837

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

840

841

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

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

846

847

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

849 Each year the Chapter Nominating Committee shall prepare a slate consisting of at
850 least one (1) nominee for each of the following positions, as necessary and subject

851 to the expiration of terms as specified in these Bylaws: each Chapter office, each
852 vacancy on the Chapter Board of Directors and each vacant Chapter Representative
853 position to be filled for the succeeding year.

854

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

859

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

861 Each year the Chapter Nominating Committee shall make its selections, prepare an
862 appropriate report and deliver this report in writing to the Chapter Secretary no fewer
863 than thirty (30) days prior to the date on which elections are scheduled to be held.

864 The Chapter Secretary shall deliver in writing a copy of the Chapter Nominating
865 Committee report to each Designated Member, Candidate, Practicing Affiliate and
866 Affiliate belonging to the Chapter no fewer than twenty-five (25) days prior to the
867 date on which elections are scheduled to be held.

868

869

870 **Part E: Additional Nominations**

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

880

881

882 **Part F: Chapter Elections**

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

888

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

893

894 Alternatively, by at least a majority vote of the Chapter Board of Directors, Chapter
895 elections may be conducted by mail ballot or electronic means. If a mail ballot or
896 electronic means are used, the Chapter must adopt a procedure that ensures voting
897 security. For voting by mail ballot, such security shall include at a minimum, the
898 mailing by the Chapter Secretary of a numbered ballot to each Designated Member,

899 Candidate, Practicing Affiliate and Affiliate with a numbered return envelope. At least
900 twenty (20) days shall be allowed for the return of ballots. For voting by electronic
901 means, the procedure must ensure that each ballot is cast by a Designated Member,
902 Candidate, Practicing Affiliate or Affiliate having the right to vote, and that such
903 individual has voted no more than once. Examples of such secure electronic voting
904 procedures include use of electronic signatures and passwords. At least ten (10)
905 days shall be allowed for the return of electronic ballots and access to electronic
906 ballots shall be limited to the Chapter Secretary and/or no more than two individuals
907 designated by the Chapter Board of Directors. Tabulation of mail or electronic ballots
908 shall be conducted by the Chapter Secretary and/or no more than two individuals
909 designated by the Chapter Board of Directors. The Chapter Secretary shall be
910 responsible for the notification of results as provided for in the following section.

911
912

913 **Part G: Notification of Results**

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

919
920

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

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

930

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

933
934

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

936 Chapters may elect Alternate Chapter Representative(s) to the Regional Committee.
937 If the Chapter President or a Chapter Representative to the Regional Committee is
938 unable to attend a Regional Committee meeting, the Chapter President shall notify
939 the first Alternate Chapter Representative and request that such Alternate attend the
940 Regional Committee meeting. If the first Alternate is unable to attend, the Chapter
941 President shall proceed down the list of elected Alternate(s) until one who is able to
942 attend the Regional Committee meeting is found or the list is exhausted. The
943 Chapter President shall provide notice delivered in writing to the Regional Chair of
944 the use of Alternate Chapter Representatives to the Regional Committee.

946

947 Chapter Committees

948

949 Part A: General

950 Section 1. Number and Types of Committees

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

953

954 a) Candidate Guidance Committee;

955

956 b) General and Residential Appraiser Education Committees (at the Chapter's
957 discretion, the General Appraiser and Residential Appraiser Education
958 Committees may be combined into one Chapter Education Committee);

959

960 c) Finance Committee;

961

962 d) Government Relations Committee (in lieu of having its own Government
963 Relations Committee, a Chapter shall participate in a statewide government
964 relations coalition or work with another Chapter in its state that has a
965 Government Relations Committee); and

966

967 e) Nominating Committee.

968

969 Each Chapter may have additional committees consistent with the Bylaws,
970 Regulations and policies of the Appraisal Institute. Such additional committees may
971 include but are not limited to the following: Bylaws Committee; Candidate
972 Committee; External Relations Committee; and Public Relations Committee.

973

974 Section 2. Eligibility to Serve

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

978

979 Section 3. Removal

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

984

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

986

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

989

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

991

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

994

995

996 **Section 4. Vacancies**

997 Unless otherwise provided by the national Bylaws or these Bylaws, if a vacancy
998 occurs for whatever reason on a Chapter committee, such vacancy shall be filled by
999 appointment by the Chapter President or by election for the remainder of the term,
1000 depending on the means by which the position is regularly filled. However, the
1001 individual so appointed or elected must be qualified to serve in the position from the
1002 time of appointment or election.

1003
1004 Any appointment by the Chapter President to fill a vacant Chapter committee
1005 position shall be subject to approval by the Chapter Board of Directors at its next
1006 regular or special meeting.

1007

1008

1009 **Part B: Required Chapter Committees**

1010 **Section 1. Chapter Candidate Guidance Committee**

1011 The Chapter Candidate Guidance Committee shall consist of a Chair and a
1012 *minimum of two (2)* other Committee members. The Committee Chair and
1013 Committee members must be Designated Members of the Appraisal Institute and
1014 are encouraged to serve as Advisors to Candidates.

1015

1016 The Chapter President shall appoint the Committee Chair and any Committee
1017 members whose terms commence at the same time as the Chapter President's,
1018 subject to the approval of the Chapter Board of Directors. The Chair shall be
1019 appointed to serve a one (1) year term. The other Committee members shall be
1020 appointed to serve three (3) year staggered terms. The Chair and other members of
1021 the Chapter Candidate Guidance Committee are eligible to serve consecutive terms.

1022

1023 The duties of the Chapter Candidate Guidance Committee shall be to:

1024

1025 a) facilitate networking among Advisors to Candidates; and

1026

1027 b) arrange special programs and events for Candidates belonging to the Chapter to
1028 encourage and help them in their efforts to become Appraisal Institute
1029 Designated Members; and

1030

1031 c) perform such other duties as may be assigned by the national Board of Directors
1032 and the Chapter.

1033

1034 **Section 2. Chapter Education Committee(s)**

1035 The Chapter Education Committee(s) shall consist of a Chair and *at least two (2)*
1036 other Committee members.

1037

1038 The currently serving Chapter President shall appoint the Chair(s) of the Chapter
1039 Education Committee(s) in the first quarter of the year preceding the commencement
1040 of the Chapter Education Chair's(s) term subject to approval of the Chapter Board of
1041 Directors. The Chapter Education Chair(s) shall serve either:

1042

1043 a) two (2) year term(s); or

1044

1045 b) one (1) year term(s) where the Chair(s) served as Vice Chair of the Chapter
1046 Education Committee during the previous year unless the Regional Committee
1047 with jurisdiction over the Chapter approves additional term(s).
1048

1049 The Chapter Education Chair(s) shall have an e-mail address and shall have web
1050 access.

1051

1052 The Chapter President shall appoint the members of the Chapter Education
1053 Committee(s) whose terms commence at the same time as the Chapter President's
1054 term, subject to approval of the Chapter Board of Directors. The Chapter Education
1055 Committee(s) members shall be appointed to serve three (3) year staggered terms
1056 and shall not be eligible to serve consecutive terms.

1057

1058 The duties of the Chapter Education Committee(s) shall be to formulate and submit
1059 to the Chapter Board of Directors a general program for educational activities at the
1060 Chapter level for the year and to take all steps necessary to prepare and conduct
1061 Chapter educational programs. The Chapter must offer Appraisal Institute approved
1062 educational programs totaling at least ten (10) hours during each calendar year,
1063 unless the Chapter opts out of providing education.

1064

1065 **Section 3. Chapter Finance Committee**

1066 The Chapter Finance Committee shall consist of the Treasurer of the Chapter and
1067 *minimum of three (3)* other Committee members.

1068

1069 The Chapter Treasurer shall be the Chair of the Chapter Finance Committee and
1070 shall serve a term as Chair that is commensurate with his or her term as Chapter
1071 Treasurer.

1072

1073 The Chapter President shall appoint any Committee members whose terms shall
1074 commence at the same time as the Chapter President's, subject to the approval of
1075 the Chapter Board of Directors. Committee members shall serve staggered three-
1076 year terms and shall not be eligible to serve consecutive terms.

1077

1078 The Chapter Finance Committee shall prepare a proposed budget for the
1079 succeeding operating year and shall deliver in writing its recommendations
1080 concerning proposed changes in the Chapter budget for the current year to the
1081 Chapter Board of Directors for approval. The Chapter Treasurer shall deliver in
1082 writing a copy of the approved budget to the Chief Executive Officer, or staff
1083 designated by the CEO, of the Appraisal Institute no later than January 31 of each
1084 year.

1085

1086 The Chapter Finance Committee must periodically review the general financial
1087 condition of the Chapter and submit reports concerning such condition to the
1088 Chapter Board of Directors.

1089

1090

1091 **Section 4. Chapter Government Relations Committee**

1092 The Chapter Government Relations Committee shall consist of a Chair and a
1093 *minimum of two (2)* other Committee members.

1094
1095 The Chapter President shall appoint the Committee Chair and any Committee
1096 members whose terms shall commence at the same time as the Chapter
1097 President's, subject to the approval of the Chapter Board of Directors. The Chair
1098 shall be appointed to serve a one (1) year term. The other Committee members shall
1099 be appointed to serve three (3) year staggered terms. The Chair and-Committee
1100 members shall be eligible to serve consecutive terms.

1101
1102 The duties of the Chapter Government Relations Committee shall be to promote the
1103 Appraisal Institute's policies and programs regarding legislation and regulations,
1104 which are of interest and importance to appraisers.

1105
1106 **Section 5. Chapter Nominating Committee**

1107 The composition, powers and duties of the Chapter Nominating Committee are set
1108 forth in Article VIII of these Bylaws.

1109
1110 **Part C: Optional Chapter Committees**

1111 **Section 1. Chapter Bylaws Committee**

1112 If the Chapter Bylaws provide for a Chapter Bylaws Committee, such Committee
1113 shall consist of a Chair and a minimum of two (2) other Committee members.

1114
1115 The Chapter President shall appoint the Committee Chair and Committee members
1116 whose terms shall commence at the same time as the President's, subject to
1117 approval of the Chapter Board of Directors. The Chair shall be appointed for a one
1118 (1) year term. The other Committee members shall be appointed to serve three (3)
1119 year staggered terms and shall not be eligible to serve consecutive terms.

1120
1121 The duties of the Chapter Bylaws Committee shall be to maintain the Chapter
1122 Bylaws and make recommendations regarding the national Bylaws and Regulations.

1123
1124 **Section 2. Chapter Candidate Committee**

1125 If the Chapter Bylaws provide for a Chapter Candidate Committee, such Committee
1126 shall consist of the Candidates of the Chapter.

1127
1128 The Chair of the Chapter Candidate Committee shall be elected from among the
1129 Candidates of the Chapter at the same time that the Chapter holds its other
1130 elections pursuant to these Bylaws. The Chair shall be elected by the Candidates
1131 belonging to the Chapter present and voting at the election.

1132
1133 The Chair shall serve a two (2) year term and may serve two (2) consecutive two (2)
1134 year terms. The term of a Chair shall commence on the January 1st following
1135 election. If the individual elected as Chair becomes a Designated Member before
1136 commencing his or her term or if the Chair becomes a Designated Member during
1137 his or her term as Chair, such individual can fulfill his or her complete two (2) year
1138 term but shall not be eligible for election to another term.

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The Chapter Candidate Committee shall:

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

Section 3. Chapter External Relations Committee

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

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

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

Section 4. Chapter Public Relations Committee

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

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

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

Section 5. Other Chapter Committees

Other Chapter Committees may be appointed by the Chapter President and the Board of Directors to perform specific duties required to meet special needs of the Chapter.

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ARTICLE X

1190

1191

Chapter Meetings and Quorums

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Part A: Regular Chapter Meetings

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

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

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The Chapter shall make every effort to rotate annually the meeting place among the major metropolitan areas within the Chapter jurisdiction.

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Part B: Special Chapter Meetings

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

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

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

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Part C: Quorum

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

1235 required quorum for that meeting or by a majority of the remaining individuals,
1236 whichever is greater.

1237

1238

1239 **Part D: Joint Meetings**

1240 Notice of joint meetings of Chapters with other organizations shall be given to
1241 national headquarters no fewer than thirty (30) days prior to the date of the meeting
1242 to avoid conflicts with the national meeting schedule. Joint meetings shall be publicly
1243 announced after the proper notice to the national headquarters.

1244

1245

1246 **Part E: Robert's Rules of Order**

1247 All meetings are to be conducted according to *Robert's Rules of Order, Newly*
1248 *Revised*.

1249

1250

1252

1253 **Branch Chapters**

1254

1255 **There are no branch Chapters for the Greater**
1256 **Tennessee Chapter.**

1257

1258 **If there were a future need, the following would apply to any branch chapter.**

1259

1260 **Part A: Purpose**

1261 Where the jurisdiction of a Chapter covers a large geographical area, a Branch
1262 Chapter or Branch Chapters may be formed to make it more convenient for
1263 Designated Members, Candidates, Practicing Affiliates and Affiliates belonging to
1264 the Chapter to attend the meetings and functions of the Chapter.

1265

1266

1267 **Part B: Formation**

1268 The proposal for the formation of a Branch Chapter including boundaries and
1269 approximate number of Designated Members, Candidates, Practicing Affiliates and
1270 Affiliates belonging to the Chapter shall be considered by the Chapter Board of
1271 Directors and by the Regional Committee, both of which shall make
1272 recommendations. The Regional Chair shall report the Chapter's and region's
1273 recommendations to the national Board of Directors whose decision concerning
1274 approval or disapproval of the Branch Chapter(s) formation shall be final.

1275

1276

1277 **Part C: Procedures and Directives**

1278 The Procedures and Directives of the Branch Chapter (and any proposed changes
1279 to the Procedures and Directives) shall be approved by a majority vote of the
1280 Chapter Board of Directors present and voting at a quorum meeting and must be
1281 consistent with the Chapter Bylaws.

1282

1283

1284 **Part D: Branch Chapter**

1285 Designated Members, Candidates, Practicing Affiliates and Affiliates belonging to
1286 the Chapter who reside or work in the territory covered by the Branch Chapter shall
1287 deliver in writing to the Chapter Secretary a declaration whether they wish to be
1288 included on the list of Designated Members, Candidates, Practicing Affiliates and
1289 Affiliates belonging to the Branch Chapter.

1290

1291

1292 **Part E: Branch Chapter Leadership**

1293 The leadership of the Branch Chapter shall consist of a Chair, a Vice Chair and an
1294 Advisory Board. A Designated Member or Candidate belonging to the Branch

1295 Chapter shall be eligible to serve as Chair, Vice Chair, or Advisory Board member if
1296 he or she meets the requirements set forth in these Bylaws.

1297
1298

1299 **Part F: Removal**

1300 A Branch Chair, Vice Chair, or Advisory Board member shall be automatically
1301 removed if he or she:

1302

1303 1) ceases to meet any of the service eligibility requirements set forth in these
1304 Bylaws; or

1305

1306 2) receives a publishable disciplinary action by Appraisal Institute.

1307

1308 In the event of removal under this Part, the position shall be filled in the manner that
1309 the position was filled originally under these Bylaws.

1310 **Part G: Branch Chapter Chair**

1311 The initial Branch Chapter Chair shall be appointed by the Chapter Board of
1312 Directors. The term of office for a Branch Chapter Chair shall be one (1) year.

1313

1314

1315 **Part H: Branch Chapter Vice Chair**

1316 The Vice Chair of the Branch Chapter shall be appointed to a one (1) year term by
1317 the Chapter Board of Directors. The Branch Chapter Vice Chair shall automatically
1318 succeed to the office of Chair of the Branch Chapter unless good cause is shown
1319 and a motion to the contrary is passed by two-thirds (2/3) of the Directors voting on
1320 the issue at a quorum meeting of the Chapter Board of Directors.

1321

1322

1323 **Part I: Branch Chapter Advisory Board**

1324 The Branch Chapter shall maintain an Advisory Board consisting of _____
1325 *[minimum of three (3)]* individuals elected by the Designated Members, Candidates,
1326 Practicing Affiliates and Affiliates belonging to the Branch Chapter. Branch Chapter
1327 Advisory Board members shall be elected to serve staggered three (3) year terms.

1328

1329 Any Branch Chapter Advisory Board member may be selected by the Branch
1330 Chapter Chair to perform the duties of Secretary/Treasurer.

1331

1332

1333 **Part J: Branch Chapter Meetings**

1334 The Branch Chapter shall hold _____ *[minimum of two (2)]* meetings a
1335 year. These meetings should be held shortly before two of the national Board of
1336 Directors meeting each year. Other Branch Chapter meetings shall be at the
1337 discretion of the Branch Chapter Chair and the Branch Chapter Advisory Board. The
1338 location of each Branch Chapter meeting shall be determined by the Branch Chapter
1339 Chair and Vice Chair.

1340

1341 Joint meetings of the Branch Chapter and Chapter shall be held at least once a year.
1342 The Chair and Vice Chair of the Branch Chapter shall each attend at least one
1343 Chapter meeting per year.

1344

1345

1346 **Part K: Branch Chapter Funding**

1347 Chapter dues or service fees shall be paid only to the Chapter. The Chapter shall
1348 allocate \$200 for the Branch Chapter as its initial budget. The Chapter shall control
1349 the funding of all monies to the Branch Chapter. The Branch Chapter shall operate
1350 within its own budget as approved by the Chapter Board of Directors.

1351

1352

1353 **Part L: Branch Chapter Reports**

1354 All Branch Chapter reports, programs, minutes or newsletters shall be transmitted to
1355 the Chapter President.

1356

1358

1359 Chapter Publications

1360

1361 Part A: Chapter Directory

1362 If the Chapter publishes a directory for Designated Members, Candidates, Practicing
1363 Affiliates and Affiliates belonging to the Chapter, and for local users of appraisal
1364 services, the directory may include-list(s) of individuals in one or more of the
1365 following categories: Designated Members, Candidates, Practicing Affiliates and
1366 Affiliates in the Chapter. Any list(s) that includes individuals in more than one of
1367 these categories shall identify in which category each individual falls. A copy of any
1368 Chapter directory must be forwarded to the Chief Executive Officer of the Appraisal
1369 Institute.

1370

1371

1372 Part B: Chapter Newsletter

1373 If the Chapter publishes a newsletter for Designated Members, Candidates,
1374 Practicing Affiliates and Affiliates in the Chapter, and other interested parties, a copy
1375 of such Chapter newsletter must be delivered in writing to the Chief Executive
1376 Officer of the Appraisal Institute.

1377

1378

1379 Part C: Chapter Website

1380 Each Chapter shall establish and maintain a website to provide information for use
1381 by Designated Members, Candidates, Practicing Affiliates and Affiliates in the
1382 Chapter, and other interested parties.

1383

1385

1386 **Restrictions Upon the Powers of Chapters**

1387

1388 **Part A: General Limitation**

1389 All actions taken by a Chapter that are not required or authorized by the national
1390 Bylaws, Regulations and policies of the Appraisal Institute shall be voidable by the
1391 national Board of Directors. A Chapter shall not act in a manner that is inconsistent
1392 with the national Bylaws, Regulations and policies of the Appraisal Institute. A
1393 Chapter shall not speak or act in a manner that jeopardizes the not-for-profit status
1394 of the Appraisal Institute and its Chapters.

1395

1396

1397 **Part B: Adoption and Amendment of Chapter Bylaws**

1398 At the first Chapter meeting after being chartered, each Chapter shall adopt its own
1399 Chapter Bylaws. Such Chapter Bylaws shall be consistent with the Articles of
1400 Incorporation, the national Bylaws, the Regulations and policies of the Appraisal
1401 Institute. Within thirty (30) days of their adoption, the Chapter Secretary shall deliver
1402 in writing to the Chief Executive Officer of the Appraisal Institute such Chapter
1403 Bylaws.

1404

1405 Each Chapter may, by a majority vote of those Designated Members, Candidates,
1406 Practicing Affiliates and Affiliates present and voting at a regular or special Chapter
1407 meeting called for this purpose, amend its Bylaws. However, notice of the proposed
1408 changes shall be delivered in writing to the Designated Members, Candidates,
1409 Practicing Affiliates and Affiliates of the Chapter no fewer than fourteen (14) days
1410 prior to the meeting, and the amended Bylaws shall be consistent with the Articles of
1411 Incorporation, national Bylaws, Regulations and policies of the Appraisal Institute.
1412 Within thirty (30) days after their amendment, the Chapter Secretary shall deliver in
1413 writing to the Chief Executive Officer of the Appraisal Institute the amended Chapter
1414 Bylaws.

1415

1416 Amendments to Chapter Bylaws to ensure consistency with the Articles of
1417 Incorporation, national Bylaws, Regulations and policies of the Appraisal Institute
1418 shall not require approval of the Designated Members, Candidates, Practicing
1419 Affiliates and Affiliates belonging to the Chapter.

1420

1421 Each Chapter Bylaws, and any amendments thereto, shall be reviewed for
1422 consistency as described above. Any Chapter Bylaws that is inconsistent with the
1423 Articles of Incorporation, the national Bylaws
1424 any Regulation or any policy of the Appraisal Institute shall be void and of no force
1425 or effect. If the Appraisal Institute determines that the Chapter Bylaws are
1426 inconsistent, the Appraisal Institute shall deliver in writing notice to the Chapter that
1427 it has ninety (90) days to correct the inconsistency. If the Chapter refuses or fails to
1428 comply, the appropriate Regional Chair shall be notified and the Chapter's regional
1429 representation shall be suspended. Continued failure to comply by the Chapter shall

1430 be cause for the national Board of Directors to suspend or revoke the Chapter's
1431 charter.

1432

1433

1434 **Part C: Restriction Upon Committing the Appraisal Institute**

1435 A Chapter shall not commit the Appraisal Institute to any financial obligation, or to
1436 any other obligation whatsoever, unless such commitment is authorized in advance
1437 in writing by the national Board of Directors.

1438

1439

1440 **Part D: Acting in the Name of the Appraisal Institute**

1441 A Chapter shall not speak for or act in the name of the Appraisal Institute without the
1442 prior written approval of the national Board of Directors.

1443 **Part E: Acting in the Name of the Chapter**

1444 When Chapter officers act or speak for the Chapter, the full name of the Chapter
1445 shall be used to avoid interpretation of such actions or statements as official actions
1446 or statements of the Appraisal Institute.

1447

1448

1449 **Part F: Restriction Upon Incorporation**

1450 No Chapter existing on January 1, 1991, which has not been previously
1451 incorporated, nor any Chapter chartered subsequent to that date, shall cause or
1452 permit itself to be incorporated under any state or federal law. A Chapter existing on
1453 January 1, 1991, which has been previously incorporated, shall be allowed to remain
1454 incorporated provided it meets the requirements set forth below.

1455

1456 An incorporated Chapter's Articles of Incorporation shall be approved by the national
1457 Board of Directors of the Appraisal Institute. If deemed necessary by the national
1458 Board of Directors, the incorporated Chapter's Articles of Incorporation shall be
1459 amended prior to approval. An incorporated Chapter must file all state tax returns
1460 and corporate documents as required by applicable law and must forward copies of
1461 all such filings within thirty (30) days to the Chief Executive Officer of the Appraisal
1462 Institute. An incorporated Chapter shall enter into a license agreement with the
1463 Appraisal Institute for the use of the Appraisal Institute's tradename, trademark,
1464 service marks and collective marks.

1465

1466 Failure to provide copies of its Articles of Incorporation to the national Board of
1467 Directors for review, failure to file the necessary corporate and state tax documents
1468 or failure to otherwise conform to the national Bylaws, Regulations and policies of
1469 the Appraisal Institute shall be cause for the national Board of Directors to require
1470 the incorporated Chapter to dissolve its corporate status.

1471

1472

1473

1474 **Part G: Use of Chapter Funds**

1475 All funds held by a Chapter shall be used to carry out the purposes of the Chapter.
1476 No funds held by a Chapter shall be diverted from such purposes for the personal
1477 benefit of any individual. Chapters are encouraged to maintain sufficient funds in
1478 reserve to cover six months, but no more than one (1) year, of Chapter operating
1479 expenses.

1480
1481

1482 **Part H: Chapter Education Trust Funds**

1483 To establish a Chapter Education Trust Fund, the Chapter must first receive the
1484 written approval of the national Board of Directors after consideration by the national
1485 Finance Committee.

1486

1487 In reviewing the request of a Chapter for permission to establish an education trust
1488 fund, the national Board of Directors and the national Finance Committee shall
1489 consider: (1) the adequacy of the Chapter's operating funds; (2) the proposed rules
1490 and regulations of the Chapter for establishing and administering the fund; (3) the
1491 impact on the Appraisal Institute Education Trust; and (4) such other matters as may
1492 be appropriate.

1493 This provision does not prohibit a Chapter from designating a portion of the funds
1494 held by a Chapter for educational purposes.

1495

1497

1498 **Suspension or Revocation of Charter**

1499

1500 **Part A: Suspension or Revocation for Cause**

1501 The national Board of Directors may suspend or revoke a Chapter's charter for
1502 cause after six (6) months notice by a two-thirds (2/3) vote of those Directors present
1503 at a regular or special meeting for any of the following reasons:

1504

1505 a) failure to abide by the Bylaws, Regulations and policies of the Appraisal Institute;

1506

1507 b) failure to abide by the Bylaws of the Chapter itself;

1508

1509 c) retention on the Chapter roster of any person who is not a Designated Member,
1510 Candidate, Practicing Affiliate or Affiliate belonging to the Appraisal Institute after
1511 proper notification by the Chief Executive Officer of the Appraisal Institute;

1512

1513 d) failure to maintain the minimum number of Designated Members, Candidates,
1514 Practicing Affiliates and Affiliates necessary for chartering as required by
1515 Appraisal Institute Regulation No 8; however, this provision shall not apply to the
1516 Chapters of the American Institute of Real Estate Appraisers or the Society of
1517 Real Estate Appraisers that existed on December 31, 1990, nor shall this
1518 provision apply to Chapters created by the merger of such existing Chapters prior
1519 to June 21, 1997;

1520

1521 e) failure to abide by any license agreement between the Appraisal Institute and an
1522 incorporated Chapter; or

1523

1524 f) other good cause at the direction of the national Board of Directors.

1525

1526 The Chapter shall be entitled to be heard at the meeting of the national Board of
1527 Directors at which revocation or suspension is considered. The decision of the
1528 national Board of Directors shall be final and conclusive.

1529

1530

1531 **Part B: Surrender of Charter**

1532 The surrender of a charter by action of two-thirds (2/3) of the Chapter Designated
1533 Members, Candidates, Practicing Affiliates and Affiliates present at a Chapter
1534 meeting called for such purpose shall bring about automatic cancellation.

1535

1536

1537 **Part C: Disposition of Assets**

1538 In the event of a revocation, surrender or dissolution of a Chapter, the assets held by
1539 the Chapter shall be transferred to the Appraisal Institute. If two (2) or more
1540 Chapters merge, the assets held by the Chapters shall be merged. If one (1)
1541 Chapter splits into two (2) or more smaller Chapters, the assets held by of the
1542 original Chapter shall first be used to retire any indebtedness of such Chapter, and
1543 the balance of the funds shall then be reallocated to the new Chapters on a per
1544 capita Practicing Designated Member basis.

