

Massachusetts and Rhode Island Chapter Bylaws

September 20, 2016

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1 **ARTICLE I**
2 **Name, Charter and Jurisdiction**
3

4 **Part A: Name**

5 The name of this organization is the Massachusetts and Rhode Island Chapter of the Appraisal
6 Institute (hereinafter referred to as “Chapter”).
7
8

9 **Part B: Charter**

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

14 **Part C: Jurisdiction**

15 The territorial jurisdiction assigned to this Chapter by the Board of Directors of the Appraisal Institute
16 is the **State of Massachusetts and the State of Rhode Island:**

17
18

19 **ARTICLE II**

20 **Purposes**

21

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

26

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

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ARTICLE III

Belonging to a Chapter

Part A: Classifications of Membership, Candidacy or Affiliation

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

Part B: Requirement of Chapter Membership, Candidacy or Affiliation

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

Part C: Assignment

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

Part D: Transfer

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

Part E: Primary Chapter

A Designated Member, Candidate, Practicing Affiliate or Affiliate may belong to more than one Chapter, however, such individual must choose a primary Chapter. Chapter size shall be determined as of January 1 of each year. For purposes of determining Chapter size for representation to the regional committee, only those Designated Members who have chosen the Chapter as their primary Chapter shall be counted.

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

Part F: Belonging to Multiple Chapters

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

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

72 A Designated Member, Candidate, Practicing Affiliate or Affiliate who belongs to more than one
73 Chapter shall:
74
75 1) pay dues and fees specified in these Bylaws to each Chapter to which he or she belongs; and
76
77 2) have the Chapter voting rights specified in these Bylaws only in his or her primary Chapter.
78

79 **ARTICLE IV**

80
81 **Designated Members, Candidates, Practicing**
82 **Affiliates and Affiliates of the Chapter and Their**
83 **Privileges**
84

85 **Part A: Designated Members**

86 **Section 1. Categories and Statures**

87 Chapters shall have Practicing and Non-Practicing Designated Members as defined in the national
88 Bylaws. Practicing Designated Members may also hold the status of Practicing Past President
89 Member, Practicing Life Member or Practicing Semi-Retired Member. Non-Practicing Designated
90 Members may also hold the status of Temporarily Non-Practicing Member, Non-Practicing Retired
91 Member, Non-Practicing Past President Member or Non-Practicing Life Member.

92
93 **Section 2. Voting Rights**

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

97
98 **Section 3. Eligibility for Service**

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

- 102
103 a) are members of the Chapter in good standing;
104
105 b) hold the status “continuing education completed”;
106
107 c) have not been subject to a publishable disciplinary action by the Appraisal Institute within the five
108 (5) years prior to election or appointment; and
109
110 d) are not otherwise precluded from serving by these Bylaws.

111 **Part B: Candidates**

112 **Section 1. Candidates**

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

115
116 **Section 2. Voting Rights**

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

- 118
119 a) education issues where examination security is impacted; or
120
121 b) admissions issues.

122 **Section 3. Eligibility for Service**

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

- 126
127 a) are Candidates in good standing;
128
129 b) have completed the continuing education requirements for Candidates; and
130
131 c) have not been subject to a publishable disciplinary action by the Appraisal Institute within the five
132 (5) years prior to election or appointment.

133
134 Candidates who serve at the Chapter level may not participate in:

- 135
136 a) education issues where examination security is impacted; or
137
138 b) confidential admissions issues.

139 **Part C: Practicing Affiliates**

140 **Section 1. Practicing Affiliates**

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

142 **Section 2. Voting Rights**

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

- 144
145 a) education issues where examination security is impacted; or
146
147 b) admissions issues.

148 **Section 3. Eligibility for Service**

149
150 Except where provided otherwise, Practicing Affiliates may not serve in any Chapter offices, or on the
151 Chapter Board of Directors. Practicing Affiliates who were elected or appointed to hold Chapter
152 offices, or serve on the Chapter Board of Directors prior to January 1, 2013 may complete the
153 balance of their terms so long as they continue to meet all other requirements for service and
154 maintain their Practicing Affiliate status, but shall not be eligible for re-election or re-appointment
155 unless they become Candidates or Designated Members.

156
157
158 Except where provided otherwise, Practicing Affiliates may serve on Chapter Committees of
159 Education, Finance, Government Relations, External Relations, and Public Relations, on
160 Chapter panels, project teams and other Chapter bodies where permitted if such Practicing Affiliates:

- 161
162 a) are a Practicing Affiliate in good standing;
163
164 b) have completed any continuing education requirements for Practicing Affiliates; and
165
166 c) have not been subject to a publishable disciplinary action by the Appraisal Institute within
167 the five (5) years prior to appointment.

168
169 Practicing Affiliates who serve at the Chapter level may not participate in:

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171
172
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175

a) education issues where examination security is impacted; or

b) confidential admissions issues.

176

Part D: Affiliates

177

Section 1. Affiliates Category

178

Chapters shall have Affiliates as defined in the national Bylaws.

179

180

Section 2. Voting Rights

181

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

182

183

a) education issues where examination security is impacted; or

184

185

b) admissions issues.

186

187

Section 3. Eligibility for Service

188

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

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

193

194

a) are Affiliates in good standing; and

195

196

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

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

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203

a) education issues where examination security is impacted; or

204

205

b) confidential admissions issues.

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210 **ARTICLE V**

211

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

213 **Part A: Fiscal Year**

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

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

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

227

228 As defined in the national Bylaws of the Appraisal Institute, Honorary Members, Practicing and Non-
229 Practicing Past President (Appraisal Institute, AIREA, SREA) Members, Temporarily Non-Practicing
230 Designated Members and Non-Practicing Retired Designated Members are not required to pay
231 Chapter dues.

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 and shall be
236 payable within ten (10) days of notice delivered in writing. The Chapter dues of Designated Members
237 or fees of Candidates, Practicing Affiliates or Affiliates joining after November 1 shall be credited to
238 the following fiscal year.

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

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

248 **Part E: Payment Date**

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

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

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

256
257 The rules governing suspension or termination of a Designated Member, Candidate, Practicing
258 Affiliate or Affiliate for nonpayment of dues, fees or administrative fees are found in the national
259 Bylaws.

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

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

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

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

270 **Part I: Special Assessments**

271 The Chapter may levy a special assessment upon its Designated Members, Candidates, Practicing
272 Affiliates and Affiliates to create or maintain a specific Chapter reserve fund or to pay the cost of a
273 specific Chapter special activity or project. A special assessment must be authorized by the
274 affirmative vote of not less than seventy-five percent (75%) of the Designated Members, Candidates,
275 Practicing Affiliates and Affiliates of the Chapter present and voting at a Chapter meeting. Notice of
276 the Chapter meeting at which the vote on a special assessment is to be taken shall specify the time,
277 date and purpose of such meeting. The amount of any special assessment, as applied to each
278 individual Designated Member, Candidate, Practicing Affiliate and Affiliate belonging to the Chapter,
279 shall not exceed the amount of the individual's current annual national dues or fees to the Appraisal
280 Institute.

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

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

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

286 The Chapter Board of Directors may suspend or waive, in whole or in part, the payment of a Chapter
287 special assessment by any Designated Member, Candidate, Practicing Affiliate or Affiliate belonging

288 to the Chapter. The Chair of the national Finance Committee must receive notice delivered in writing
289 of the waiver of a Chapter special assessment and the reason for such waiver.
290

291 **ARTICLE VI**

292
293 **Chapter Board of Directors**
294

295 **Part A: General Authority**

296 The affairs and activities of the Chapter shall be administered by a Board of Directors. The Chapter
297 Board of Directors shall exercise all powers specifically delegated to the Chapters by [Regulation No.](#)
298 [8](#), the national Bylaws and the policies of the Appraisal Institute, subject to the restrictions upon such
299 powers set forth in Regulation No. 8 and established by the national Board of Directors.

300 **Part B: Composition**

301 The Chapter Board of Directors shall consist of elected and *ex officio* voting and nonvoting members.
302 The elected officers of the Chapter, the immediate past President of the Chapter and the Chair of the
303 Branch Chapters(s) (if any) shall be *ex officio* voting members of the Chapter Board of Directors.
304 Each member of the national Board of Directors who belongs to the Chapter shall be an *ex officio*
305 nonvoting member of the Chapter Board of Directors including the right to introduce and second
306 motions and resolutions.

307
308 There shall be nine (9) elected members of the Chapter Board of Directors including the Chair of the
309 Rhode Island Branch who will be a voting member of the Chapter's Board of Directors (from Merger
310 Plan approved 10/5/12).

311 **Part C: Term**

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

314 **Part D: Eligibility**

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

319 **Part E: Removal**

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

325
326 An elected member of the Chapter Board of Directors shall be automatically removed if he or she:

- 327
328 a) ceases to meet any of the service eligibility requirements set forth in these Bylaws; or
329
330 b) receives a publishable disciplinary action by Appraisal Institute.
331

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

334 **Part F: Vacancies**

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

338

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

342

343 a) at the next regular Chapter meeting;

344

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

346

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

349

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

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

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

355 **Part H: Meetings**

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

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

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

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

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

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

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

386
387 An action by written consent shall have the same force and effect as any other validly approved
388 action of the Chapter Board of Directors. The written consent(s) shall be filed with the minutes of the
389 meetings of the Chapter Board of Directors.

390 **Part L: Quorum**

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

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ARTICLE VII

400

Chapter Officers

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Part A: General Provision

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

406

Part B: Eligibility

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

410

Part C: Removal

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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.

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

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421

- 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.

422
423

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.

424

Part D: Vacancies

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429

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 Designated Member or Candidate elected in this manner shall serve until the remainder of the unexpired term is filled by election as set forth below.

430
431
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433

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:

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- 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

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

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

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

- 446
- 447 a) preside at all regular and special Chapter meetings;
 - 448
 - 449 b) preside at all regular and special meetings of the Chapter Board of Directors;
 - 450
 - 451 c) carry out the policies and programs adopted by the Chapter Board of Directors;
 - 452
 - 453 d) serve as an *ex officio* non-voting member of all Chapter committees except the Nominating
 - 454 Committee;
 - 455
 - 456 e) attend all Regional Committee meetings;
 - 457
 - 458 f) have an e-mail address and web access;
 - 459
 - 460 g) be familiar with the Bylaws, Regulations and policies of the Appraisal Institute and the Chapter
 - 461 Bylaws; and
 - 462
 - 463 h) make Chapter committee appointments in accordance with these Bylaws.
 - 464

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

468

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

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

473 The Vice President of the Chapter shall perform the duties of the Chapter President in the event of
474 the Chapter President's absence or disability. The Chapter Vice President shall also perform such
475 other duties as may be assigned to him or her by the Chapter Board of Directors or the Chapter
476 President. The Chapter Vice President or the Chapter officer that is next in line to the Chapter
477 President shall succeed to the office of Chapter President should that office become vacant, except
478 that if the Chapter Vice President or the Chapter officer that is next in line to the Chapter President is
479 not a Designated Member, a special election to fill the Presidential vacancy shall be held.

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

481 The Chapter Secretary shall keep an accurate record of the proceedings at all regular and special
482 Chapter meetings. Chapter records relating to Chapter Board of Directors meetings and Chapter
483 meetings shall be open for inspection upon written request by any Designated Member, Candidate,
484 Practicing Affiliate or Affiliate belonging to the Chapter who wishes to inspect such records; however,
485 Chapter records relating to litigation, privileged information and Chapter recommendation with respect
486 to an application for Designated membership, or an application for a Candidate, Practicing Affiliate or
487 an Affiliate shall not be open for inspection.

488

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

493

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

496

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

501

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

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

505

506 The Chapter Treasurer shall receive all monies collected by the Chapter, or by any officer or other
507 party on behalf of the Chapter, and shall deposit such monies in a bank or other financial institution
508 specified by the Chapter Board of Directors. The Chapter Treasurer shall make disbursements for
509 expenses up to \$ 7500.00. Disbursements exceeding the predetermined maximum amount must be
510 authorized by a majority vote of the Chapter Board of Directors at a regular or special meeting, unless
511 previously approved under the Chapter's budget. The Chapter shall follow the investment policy
512 adopted by the Appraisal Institute.

513

514

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

520

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

531

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

534

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

540

541 **ARTICLE VIII**

542

543 **Nominations and Elections**

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

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

548

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

555

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

561

562 The two (2) elected members of the Chapter Nominating Committee shall be elected by the
563 Designated Members, Candidates, Practicing Affiliates and Affiliates belonging to the Chapter at the
564 first regular Chapter meeting in each year. All nominations for the elected positions shall be made
565 from the floor. Elected members of the Chapter Nominating Committee shall serve a one (1) year
566 term and shall not be eligible to serve consecutive terms on the Chapter Nominating Committee.
567 Members of the Chapter Nominating Committee shall not be eligible for nomination by the Chapter
568 Nominating Committee for any positions. One member of the Nominating Committee shall be a
569 member of the Rhode Island Branch (from Merger Plan approved 10/5/12).

570

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

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

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

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

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

580

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

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

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

591 **Part E: Additional Nominations**

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

600 **Part F: Chapter Elections**

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

605
606 The Designated Members, Candidates, Practicing Affiliates and Affiliates belonging to the Chapter
607 shall then proceed to elect the necessary Chapter officers, Chapter Directors, Chapter
608 Representatives, and at the option of the Chapter, alternative Chapter Representatives, for the
609 succeeding year.

610
611 Alternatively, by at least a majority vote of the Chapter Board of Directors, Chapter elections may be
612 conducted by mail ballot or electronic means. If a mail ballot or electronic means are used, the
613 Chapter must adopt a procedure that ensures voting security. For voting by mail ballot, such security
614 shall include at a minimum, the mailing by the Chapter Secretary of a numbered ballot to each
615 Designated Member, Candidate, Practicing Affiliate and Affiliate with a numbered return envelope. At
616 least twenty (20) days shall be allowed for the return of ballots. For voting by electronic means, the
617 procedure must ensure that each ballot is cast by a Designated Member, Candidate, Practicing
618 Affiliate or Affiliate having the right to vote, and that such individual has voted no more than once.
619 Examples of such secure electronic voting procedures include use of electronic signatures and
620 passwords. At least ten (10) days shall be allowed for the return of electronic ballots and access to
621 electronic ballots shall be limited to the Chapter Secretary and/or no more than two individuals
622 designated by the Chapter Board of Directors. Tabulation of mail or electronic ballots shall be
623 conducted by the Chapter Secretary and/or no more than two individuals designated by the Chapter

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

626 **Part G: Notification of Results**

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

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

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

639
640 The Chapter President shall automatically serve on the Regional Committee in addition to any elected
641 Chapter Representatives to the Regional Committee.

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

643 Chapters may elect Alternate Chapter Representative(s) to the Regional Committee. If the Chapter
644 President or a Chapter Representative to the Regional Committee is unable to attend a Regional
645 Committee meeting, the Chapter President shall notify the first Alternate Chapter Representative and
646 request that such Alternate attend the Regional Committee meeting. If the first Alternate is unable to
647 attend, the Chapter President shall proceed down the list of elected Alternate(s) until one who is able
648 to attend the Regional Committee meeting is found or the list is exhausted. The Chapter President
649 shall provide notice delivered in writing to the Regional Chair of the use of Alternate Chapter
650 Representatives to the Regional Committee.

651 **ARTICLE IX**

652
653 **Chapter Committees**

654 **Part A: General**

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

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

- 657
- 658 a) Candidate Guidance Committee;
 - 659
 - 660 b) General and Residential Appraiser Education Committees (at the Chapter’s discretion, the
 - 661 General Appraiser and Residential Appraiser Education Committees may be combined into one
 - 662 Chapter Education Committee);
 - 663
 - 664 c) Finance Committee;
 - 665
 - 666 d) Government Relations Committee (in lieu of having its own Government Relations Committee, a
 - 667 Chapter shall participate in a statewide government relations coalition or work with another
 - 668 Chapter in its state that has a Government Relations Committee); and
 - 669
 - 670 e) Nominating Committee.
 - 671

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

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

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

675 Committee.

676

677 **Section 2. Eligibility to Serve**

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

679 **to serve on a Chapter Committee if he or she meets the requirements set forth in these bylaws.**

680

681 **Section 3. Removal**

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

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

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

685 sixty percent (60%) vote.

686

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

- 688
- 689 a) ceases to meet any of the service eligibility requirements set forth in these Bylaws; or
 - 690
 - 691 b) receives a publishable disciplinary action by the Appraisal Institute.
 - 692

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

694 as described in these Bylaws.

695

696 **Section 4. Vacancies**

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

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

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

702

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

705 **Part B: Required Chapter Committees**

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

707 The Chapter Candidate Guidance Committee shall consist of a Chair and 2 other Committee
708 members. One member shall be a member of the Rhode Island Branch. The Committee Chair and
709 Committee members must be Designated Members of the Appraisal Institute and are encouraged to
710 serve as Advisors to Candidates.

711

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

717

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

719

720 a) facilitate networking among Advisors to Candidates; and

721

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

724

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

727

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

729 The Chapter Education Committee(s) shall consist of a Chair and 2 other Committee members. The
730 currently serving Chapter President shall appoint the Chair(s) of the Chapter Education Committee(s) in
731 the first quarter of the year preceding the commencement of the Chapter Education Chair's(s) term
732 subject to approval of the Chapter Board of Directors. The Chapter Education Chair(s) shall serve
733 either:

734

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

736

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

740

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

742

743 The Chapter President shall appoint the members of the Chapter Education Committee(s) whose
744 terms commence at the same time as the Chapter President's term, subject to approval of the
745 Chapter Board of Directors. The Chapter Education Committee(s) members shall be appointed to

746 serve three (3) year staggered terms and shall not be eligible to serve consecutive terms. One
747 member of the Chapter Education Committee shall be a RI Branch member (from Merger Plan
748 approved 10/5/12)

749

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

755

756 **Section 3. Chapter Finance Committee**

757 The Chapter Finance Committee shall consist of the Treasurer of the Chapter and 3 other Committee
758 members.

759

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

762

763 The Chapter President shall appoint any Committee members whose terms shall commence at the
764 same time as the Chapter President's, subject to the approval of the Chapter Board of Directors.
765 Committee members shall serve staggered three-year terms and shall not be eligible to serve
766 consecutive terms. The Education Chair shall serve on the Finance Committee.

767

768 The Chapter Finance Committee shall prepare a proposed budget for the succeeding operating year
769 and shall deliver in writing its recommendations concerning proposed changes in the Chapter budget
770 for the current year to the Chapter Board of Directors for approval. The Chapter Treasurer shall
771 deliver in writing a copy of the approved budget to the Chief Executive Officer of the Appraisal
772 Institute no later than January 31 of each year.

773

774 The Chapter Finance Committee must periodically review the general financial condition of the
775 Chapter and submit reports concerning such condition to the Chapter Board of Directors. The
776 Chapter Treasurer shall deliver in writing a copy of such report to the Chief Executive Officer of the
777 Appraisal Institute within thirty (30) days of the report's presentation to the Chapter Board of
778 Directors.

779

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

781 The Chapter Government Relations Committee shall consist of a Chair and 2 other Committee
782 members. One member shall be a member of the Rhode Island Branch.

783

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

789

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

793

794 **Section 5. Chapter Nominating Committee**

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

797

798 **Part C: Optional Chapter Committees**

799 **Section 1. Chapter Bylaws Committee**

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

802

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

808

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

811

812 **Section 2. Chapter Candidate Committee**

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

815

816 The Chair of the Chapter Candidate Committee shall be elected from among the Candidates of the
817 Chapter via an electronic vote. Candidates for the Chair position shall put forward their names when
818 asked. The Chair shall be elected by the Candidates belonging to the Chapter present and voting at
819 the election.

820

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

826

827 The Chapter Candidate Committee shall:

828

829 a) discuss issues impacting Candidates and provide recommendations to other bodies as
830 appropriate;

831

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

834

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

836
837 d) work to develop future leaders for the Chapter and the organization as a whole.
838

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

840 If the Chapter Bylaws provide for a Chapter External Relations Committee, such Committee shall
841 consist of a Chair and a minimum of two (2) other Committee members.
842

843 The Chapter President shall appoint the Committee Chair and Committee members whose terms
844 shall commence at the same time as the President's, subject to approval of the Chapter Board of
845 Directors. The Chair shall be appointed to a one (1) year term. The other Committee members shall
846 be appointed to serve three (3) year staggered terms and shall not be eligible to serve consecutive
847 terms.
848

849 The duties of the External Relations Committee shall be to develop Chapter relations with other
850 organizations, including other appraisal organizations, other Chapters of the Appraisal Institute, other
851 professional organizations and various public bodies when the actions of such organizations or public
852 bodies may affect the Chapter and those who belong to the Chapter.
853

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

855 If the Chapter Bylaws provide for a Chapter Public Relations Committee, such Committee shall
856 consist of a Chair and a minimum of two (2) other Committee members.
857

858 The Chapter President shall appoint the Committee Chair and Committee members whose terms
859 shall commence at the same time as the President's, subject to approval of the Chapter Board of
860 Directors. The Chair shall be appointed to serve a one (1) year term. The other Committee members
861 shall be appointed to serve three (3) year staggered terms and shall not be eligible to serve
862 consecutive terms.
863

864 The duties of the Chapter Public Relations Committee shall be to publicize the activities and
865 programs of the Chapter and to promote attendance at Chapter meetings and educational events.
866

867 **Section 5. Other Chapter Committees**

868 *Legacy Council* – The Legacy Council is a volunteer group of Past Presidents. This group is
869 formed to honor their service to the Chapter, preserve their legacy, and retain their voluntary
870 involvement with the Chapter (i.e., the group consists of those not already actively serving on
871 Committees or Board positions). The Council's purpose is to provide guidance the Chapter's
872 board and committees, as may be needed.

873 **ARTICLE X**
874

875 **Chapter Meetings and Quorums**

876 **Part A: Regular Chapter Meetings**

877 The Chapter shall hold four (4) regular Chapter meetings a year, unless the Chair of the Chapter's
878 Region approves fewer regular Chapter meetings. The regular Chapter meetings should be

879 scheduled to permit timely discussion of matters to be considered by the national Board of Directors
880 at its meetings. One (1) of these meetings shall be to elect Chapter officers and directors for the
881 subsequent year.

882

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

885 **Part B: Special Chapter Meetings**

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

890

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

897

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

900 **Part C: Quorum**

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

910 **Part D: Joint Meetings**

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

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

916 All meetings are to be conducted according to *Robert's Rules of Order, Newly Revised*.
917

918

919 **ARTICLE XI**
920 **Rhode Island Branch Chapter**

921

922 **Part A: Name**

923 The name of this organization is the Rhode Island Branch Chapter (hereinafter referred to as
924 “Branch”) of the Massachusetts and Rhode Island Chapter of the Appraisal Institute (hereinafter
925 referred to as “Chapter”).

926 **Part B: Boundaries**

927 The territorial jurisdiction assigned to this Branch by the Board of Directors the Appraisal Institute is
928 the State of Rhode Island.

929 **Part C: Procedures and Directives**

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

933 **Part D: Branch Chapter**

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

938 **Part E: Branch Chapter Leadership**

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

943 **Part F: Removal**

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

945

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

947

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

949

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

952 **Part G: Branch Chapter Chair**

953 The Branch Chapter Chair shall be a Designated Member elected by the Branch membership. The
954 term of office for a Branch Chapter Chair shall be one (1) year. The Branch Chapter Chair shall be
955 limited to three (3) years of continuous service.

956

957 The Chair of the Branch Chapter will be a voting member of the Chapter’s Board of Directors.

958

959 The Chair, with the advice of the Advisory Board, shall recommend members of the Rhode Island
960 Branch Chapter for service on the Chapter Education Committee, Government Relations Committee,
961 and Candidate Guidance Committee.

962
963 The Chair, with the advice of the Advisory Board, shall recommend a member of the Rhode Island
964 Branch Chapter for service on the Hewitt Fund Committee.

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

966 The Branch Chapter Vice Chair shall be a Designated Member elected by the Branch membership.
967 The term of office for a Branch Chapter Vice Chair shall be one (1) year.

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

969 The Branch Chapter shall maintain an Advisory Board consisting of three (3) individuals elected by
970 the Designated Members, Candidates, Practicing Affiliates and Affiliates belonging to the Branch
971 Chapter. Branch Chapter Advisory Board members shall be elected to serve staggered three (3) year
972 terms. Designated Members or Candidates are eligible to serve on the Advisory Board, as regulated
973 by Article IV of the Chapter Bylaws.

974
975 Any Branch Chapter Advisory Board member may be appointed by the Branch Chapter Chair to
976 perform the duties of Secretary/Treasurer.

977 **Part J: Branch Chapter Meetings**

978 The Branch Chapter shall hold a minimum of two (2) meetings a year. Additional Branch Chapter
979 meetings shall be at the discretion of the Branch Chapter Chair and the Branch Chapter Advisory
980 Board. The location of each Branch Chapter meeting shall be determined by the Branch Chapter
981 Chair and Vice Chair.

982
983 Joint meetings of the Branch Chapter and Chapter shall be held at least once a year. The Chair and
984 Vice Chair of the Branch Chapter shall each attend at least one Chapter meeting per year.

985
986 This requirement does not preclude the Rhode Island Branch Chapter from hosting additional local
987 functions or gatherings

988 **Part K: Branch Chapter Funding**

989 Chapter dues or service fees shall be paid only to the Chapter. The Chapter shall allocate \$500 for
990 the Branch Chapter as its initial budget. The Chapter shall control the funding of all monies to the
991 Branch Chapter. The Branch Chapter shall operate within its own budget as approved by the Chapter
992 Board of Directors.

993 **Part L: Branch Chapter Reports**

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

996 **Part M: Hope Scholarship**

997 The Hope Scholarship was established with the merger of the Massachusetts Chapter and the Rhode
998 Island Chapter on January 1, 2013. For a period of five (5) years, the Hope Scholarship shall provide
999 financial support to RI Branch Candidates taking Appraisal Institute courses leading to Appraisal
1000 Institute designations. The Hope Scholarship will sunset on December 31, 2017. The total
1001 expenditure of scholarship funds for the Hope Scholarship fund cannot exceed \$30,000 over the five-
1002 year period.

1003

1004 The Hope Scholarship Committee will administer a Hope Scholarship program through the Hewitt
1005 Fund.

1006
1007 The Hope Scholarship Committee shall be composed of three (3) members of the RI Branch.
1008 The members of the Hope Scholarship Committee shall be appointed by the Chair of the RI Branch.

1009 **Part N: Nominations and Elections**

1010 The Branch shall annually create a chapter Nominating Committee consisting of three (3) Designated
1011 Members.

1012
1013 The Nomination Committee shall consist of the immediate past Chair of the Branch, one (1) member
1014 appointed by the Advisory Board, and one (1) member elected by the Branch membership at a
1015 Branch membership meeting. Nominations for the elected member shall be made from the floor. The
1016 immediate past Chair of the Branch shall serve as the Chair of the Nomination Committee or appoint
1017 one member of the Committee to serve as Chair.

1018
1019 Each year the Chapter Nominating Committee shall prepare a slate consisting of at least one (1)
1020 nominee for Chair, Vice Chair and each vacancy on the Branch Advisory Board to be filled for the
1021 succeeding year.

1022
1023 The Nominating Committee shall report a slate to the Branch Advisory Board 30 days before
1024 elections. The Chair shall deliver the Nominating Committee Report to the membership 25 days
1025 before the elections.

1026
1027 Branch elections shall be held prior to June 30 each year. Branch elections may be conducted at a
1028 general membership meeting, by mail ballot or by electronic means.

1029
1030 The election shall be conducted held prior to June 30th of each year.

1031
1032 Immediately upon completion of the annual election, the Executive Director shall provide notice
1033 delivered in writing to the Board of Directors of the Chapter and Branch membership.

1034
1035 In the event that a vacancy occurs in any Branch office, the remaining branch officers and Advisory
1036 Board members, by majority vote, shall fill the vacancy. The member elected in this manner shall
1037 serve until the remainder of the unexpired term is filled by election as set forth above.

1038 **ARTICLE XII**

1039 1040 **Chapter Publications**

1041 **Part A: Chapter Directory**

1042 If the Chapter publishes a directory for Designated Members, Candidates, Practicing Affiliates and
1043 Affiliates belonging to the Chapter, and for local users of appraisal services, the directory may include
1044 list(s) of individuals in one or more of the following categories: Designated Members, Candidates,
1045 Practicing Affiliates and Affiliates in the Chapter. Any list(s) that includes individuals in more than one
1046 of these categories shall identify in which category each individual falls. A copy of any Chapter
1047 directory must be forwarded to the Chief Executive Officer of the Appraisal Institute.

1048 **Part B: Chapter Newsletter**

1049 If the Chapter publishes a newsletter for Designated Members, Candidates, Practicing Affiliates and
1050 Affiliates in the Chapter, and other interested parties, a copy of such Chapter newsletter must be
1051 delivered in writing to the Chief Executive Officer of the Appraisal Institute.

1052 **Part C: Chapter Website**

1053 Each Chapter shall establish and maintain a website to provide information for use by Designated
1054 Members, Candidates, Practicing Affiliates and Affiliates in the Chapter, and other interested parties.

1055

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1057 **ARTICLE XIII**

1058

1059 **Restrictions Upon the Powers of Chapters**

1060 **Part A: General Limitation**

1061 All actions taken by a Chapter that are not required or authorized by the national Bylaws, Regulations
1062 and policies of the Appraisal Institute shall be voidable by the national Board of Directors. A Chapter
1063 shall not act in a manner that is inconsistent with the national Bylaws, Regulations and policies of the
1064 Appraisal Institute. A Chapter shall not speak or act in a manner that jeopardizes the not-for-profit
1065 status of the Appraisal Institute and its Chapters.

1066 **Part B: Adoption and Amendment of Chapter Bylaws**

1067 At the first Chapter meeting after being chartered, each Chapter shall adopt its own Chapter Bylaws.
1068 Such Chapter Bylaws shall be consistent with the Articles of Incorporation, the national Bylaws, the
1069 Regulations and policies of the Appraisal Institute. Within thirty (30) days of their adoption, the
1070 Chapter Secretary shall deliver in writing to the Chief Executive Officer of the Appraisal Institute such
1071 Chapter Bylaws.

1072

1073 Each Chapter may, by a majority vote of those Designated Members, Candidates, Practicing Affiliates
1074 and Affiliates present and voting at a regular or special Chapter meeting called for this purpose,
1075 amend its Bylaws. However, notice of the proposed changes shall be delivered in writing to the
1076 Designated Members, Candidates, Practicing Affiliates and Affiliates of the Chapter no fewer than
1077 fourteen (14) days prior to the meeting, and the amended Bylaws shall be consistent with the Articles
1078 of Incorporation, national Bylaws, Regulations and policies of the Appraisal Institute. Within thirty (30)
1079 days after their amendment, the Chapter Secretary shall deliver in writing to the Chief Executive
1080 Officer of the Appraisal Institute the amended Chapter Bylaws.

1081

1082 Amendments to Chapter Bylaws to ensure consistency with the Articles of Incorporation, national
1083 Bylaws, Regulations and policies of the Appraisal Institute shall not require approval of the
1084 Designated Members, Candidates, Practicing Affiliates and Affiliates belonging to the Chapter.

1085

1086 Each Chapter Bylaws, and any amendments thereto, shall be reviewed for consistency as described
1087 above. Any Chapter Bylaws that is inconsistent with the Articles of Incorporation, the national Bylaws
1088 any Regulation or any policy of the Appraisal Institute shall be void and of no force or effect. If the
1089 Appraisal Institute determines that the Chapter Bylaws are inconsistent, the Appraisal Institute shall
1090 deliver in writing notice to the Chapter that it has ninety (90) days to correct the inconsistency. If the
1091 Chapter refuses or fails to comply, the appropriate Regional Chair shall be notified and the Chapter's
1092 regional representation shall be suspended. Continued failure to comply by the Chapter shall be
1093 cause for the national Board of Directors to suspend or revoke the Chapter's charter.

1094

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1096 **Part C: Restriction Upon Committing the Appraisal Institute**

1097 A Chapter shall not commit the Appraisal Institute to any financial obligation, or to any other obligation
1098 whatsoever, unless such commitment is authorized in advance in writing by the national Board of
1099 Directors.

1100 **Part D: Acting in the Name of the Appraisal Institute**

1101 A Chapter shall not speak for or act in the name of the Appraisal Institute without the prior written
1102 approval of the national Board of Directors.

1103 **Part E: Acting in the Name of the Chapter**

1104 When Chapter officers act or speak for the Chapter, the full name of the Chapter shall be used to
1105 avoid interpretation of such actions or statements as official actions or statements of the Appraisal
1106 Institute.

1107 **Part F: Restriction Upon Incorporation**

1108 No Chapter existing on January 1, 1991, which has not been previously incorporated, nor any
1109 Chapter chartered subsequent to that date, shall cause or permit itself to be incorporated under any
1110 state or federal law. A Chapter existing on January 1, 1991, which has been previously incorporated,
1111 shall be allowed to remain incorporated provided it meets the requirements set forth below.

1112
1113 An incorporated Chapter's Articles of Incorporation shall be approved by the national Board of
1114 Directors of the Appraisal Institute. If deemed necessary by the national Board of Directors, the
1115 incorporated Chapter's Articles of Incorporation shall be amended prior to approval. An incorporated
1116 Chapter must file all tax returns and corporate documents as required by applicable law and must
1117 forward copies of all such filings within thirty (30) days to the Chief Executive Officer of the Appraisal
1118 Institute. An incorporated Chapter shall enter into a license agreement with the Appraisal Institute for
1119 the use of the Appraisal Institute's trade name, trademark, service marks and collective marks.
1120 Failure to provide copies of its Articles of Incorporation to the national Board of Directors for review,
1121 failure to file the necessary corporate and tax documents or failure to otherwise conform to the
1122 national Bylaws, Regulations and policies of the Appraisal Institute shall be cause for the national
1123 Board of Directors to require the incorporated Chapter to dissolve its corporate status.

1124 **Part G: Use of Chapter Funds**

1125 All funds of a Chapter shall be used to carry out the purposes of the Chapter. No Chapter funds shall
1126 be diverted from such purposes for the personal benefit of any individual. Chapters are encouraged to
1127 maintain sufficient funds in reserve to cover six months, but no more than one year, of Chapter
1128 operating expenses.

1129 **Part H: Chapter Education Trust Funds**

1130 To establish a Chapter Education Trust Fund, the Chapter must first receive the written approval of
1131 the national Board of Directors after consideration by the national Finance Committee.

1132
1133 In reviewing the request of a Chapter for permission to establish an education trust fund, the national
1134 Board of Directors and the national Finance Committee shall consider: (1) the adequacy of the
1135 Chapter's operating funds; (2) the proposed rules and regulations of the Chapter for establishing and
1136 administering the fund; (3) the impact on the Appraisal Institute Education Trust; and (4) such other
1137 matters as may be appropriate.

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1139 This provision does not prohibit a Chapter from segregating on its books a portion of the Chapter
1140 funds for educational purposes.

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ARTICLE XIV

Suspension or Revocation of Charter

Part A: Suspension or Revocation for Cause

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

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

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

Part B: Surrender of Charter

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

Part C: Disposition of Assets

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

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ARTICLE XV – HEWITT SCHOLARSHIP COMMITTEE

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A. Purpose

The purpose of the John D. Hewitt Memorial Scholarship Fund is to honor the memory of John D. Hewitt, MAI, SRPA (1911-1981) by promoting appraisal education leading to Appraisal Institute professional designations and continuing education in the Appraisal Institute.

John D. Hewitt was an outstanding appraiser, educator and family man. He served as President of the New England Chapter of the American Institute of Real Estate Appraisers in 1974, and the Eastern Massachusetts Chapter of the Society of Real Estate Appraisers in 1978-1979. He was a member of the Education Committees of both organizations for many years, and for over twenty years, he taught real estate appraisal courses throughout New England. These organizations consolidated and are now the Appraisal Institute.

B. Establishment

The John D. Hewitt Memorial Scholarship Fund (herein after referred as the Fund), is hereby established upon the following terms and conditions:

C. Administration

1. The Fund shall be administered by the Hewitt Committee (hereinafter Hewitt Committee) of the Massachusetts and Rhode Island Chapter of the Appraisal Institute (herein after referred to as the Chapter) or successor Chapter consisting of seven members as follows:
 - a. The President of the Chapter, for the duration of his or her term; to be succeeded by each successive person holding such office for the duration of his or her term;
 - b. The Vice-President of the Chapter for the duration of his or her term; to be succeeded by each successive person holding such office for the duration of his or her term;
 - c. Two lifetime members, Robert McCarthy, MAI and Paul Reynolds, SRPA with full voting rights.
 - d. An eligible individual who is a Rhode Island resident and belongs to the Rhode Island Branch shall be appointed by the Board of the Rhode Island Branch to serve a three year term.
 - e. An eligible individual who belongs to the Chapter shall be appointed by the Board of Directors of the Chapter for a three-year term.
 - f. An eligible individual who belongs to the Chapter shall be elected for a three year term by a majority vote of the Hewitt Committee.
2. An eligible individual shall be an individual belonging to the chapter who meets the eligibility requirements set forth in the Appraisal Institute Bylaws and Regulation 8.
3. In the event a lifetime member cannot serve or declines to serve on the Hewitt Committee, the position will be replaced by an eligible individual elected by the Hewitt Committee. The individual shall be elected by a vote of the majority of the Hewitt Committee and serve a three (3) year term.
4. In the event the President and/or the Vice President of the Chapter are unable to serve on the Hewitt Committee, another Chapter Officer shall be appointed by the Chapter Board of Directors shall replace the President and/or the Vice President.

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5. No one person shall serve more than two consecutive three-year terms, nor shall any such person serve more than six consecutive years. Lifetime members shall serve lifetime terms.
 6. The Chairperson of the Committee shall be the President of the Chapter. If the President is unavailable, the Vice President shall be the Chairperson. If the President and the Vice President are both unavailable, the Chapter Officer appointed by the Chapter Board of Directors to replace the President's position on the committee shall serve as the Chairperson of the Committee.
 7. The Chapter Executive Director shall note all meetings, elections, awards and contributions to the Hewitt Fund and shall maintain permanent records pursuant to the Appraisal Institute Record Retention Policy or for at least five (5) years whichever is the greater retention period.
 8. Should a Hewitt Committee member not perform his/her duties for any reason and/or miss 3 unexcused consecutive meetings, the Committee may, upon a majority vote of the remainder, remove and replace that member on the Committee.
 9. In the event of a deadlock of Hewitt Committee members voting, the chapter's current Region Chair of the Appraisal Institute shall be asked to cast a deciding vote.
 10. The Committee members shall serve without compensation.
 11. The Committee may expend portions of the Hewitt Fund for reasonable operating expenses as needed.

D. Funding

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1. Hewitt Funds for operations and the furtherance of appraisal education may be accepted from any source at any time, subject to the Hewitt Committee's discretion.
2. The Hewitt Committee, at its discretion, shall also have the right to accept contributions designated for a special purpose, and so distribute these funds.
3. Monies received for the Hewitt Fund shall be turned over to the Treasurer of the Chapter, to be deposited into a separate account, designated as the John D. Hewitt Memorial Scholarship Fund. The money shall be invested in accordance with the same fiduciary requirements governing the Chapter.
4. The Treasurer of the Chapter may report from time to time as to the Hewitt Fund's financial condition as the Committee sees fit, except that a formal reporting in writing or by electronic communication shall be made at least annually to the Hewitt Committee.

E. Voting

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1. Unless otherwise specified, all actions of the Hewitt Committee shall be by a majority vote of the Committee.
2. The vote of any Hewitt Committee member may be in writing or electronic communication, provided the same is submitted to the Committee Chairperson in a timely manner.
3. Any action required or permitted to be taken at any meeting of the Hewitt Committee may be taken without a meeting if a written or electronic consent thereto is forwarded by all the Hewitt Committee members and such consent is filed with the records of the meeting of the

1295 Committee. Such consent shall be treated for all purposes as a vote at the meeting.

1296

1297 **F. Notice of Meeting**

1298

1299 1. The Chairperson, or person designated by him or her shall notify all members of the Hewitt
1300 Committee in writing or by electronic communication at least seven (7) days in advance,
1301 provided that:

1302

1303 a. Telephonic notice shall be permitted, providing all Hewitt Committee members acknowledge
1304 the same in writing or by electronic communication;

1305

1306 b. Meetings on shorter notice than seven (7) days may be held provided all Hewitt Committee
1307 members agree in writing or by electronic communication;

1308

1309 2. All said writings or electronic communications shall be kept in the Hewitt Committee's
1310 records.

1311

1312 **G. Awards**

1313

1314 1. The amount, manner and frequency of educational expenditures shall be determined solely
1315 by the Hewitt Committee, whose decisions shall be final. The Treasurer of the Chapter, on
1316 the direction of the Committee Chairperson, shall expend those funds in conformance with
1317 the Hewitt Committee's intention.

1318

1319 2. The Hewitt Committee shall, from time to time, announce their intention to receive
1320 applications for scholarships or expend funds for the furtherance of appraisal education
1321 through public notice promulgated by the Chapter.

1322

1323 3. All awards granted prior to December 31, 2017 shall be as follows: payments made to Rhode
1324 Island residents shall be dispersed from the Hope Fund. All other awards shall be dispersed
1325 from the Hewitt Fund.

1326

1327 4. Effective January 1, 2018 all awards shall be dispersed from the Hewitt Fund.

1328

1329 5. No individual shall be denied a scholarship on the basis of race, color, nationality, ethnicity,
1330 religion, sex, age, sexual orientation or disability.

1331

1332 6. No member of the Hewitt Committee shall be eligible for a scholarship or participate in the
1333 consideration of a scholarship application by a family member or a business associate.

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1336 **H. Liability**

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1338 Neither the Chapter, its officers, members, Candidates, Practicing Affiliates, Affiliates, employees,
1339 agents, nor the members of the Committee shall be in any way liable for any acts or omissions,
1340 including investment and award decisions, relative to the performance of their duties as to the Hewitt
1341 Fund, provided, however, such individual was attempting in good faith to act according to the Bylaws
1342 and Regulations of the Appraisal Institute, and each shall be indemnified and held harmless by the
1343 Hewitt Fund as to all expenses reasonably incurred in connection with any action or suit brought
1344 against an indemnified party by reason of their position or the performance of their duties relative to
1345 the Hewitt Fund.

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1347 **I. Modifications**

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The duly elected members of the Hewitt Committee may modify terms and conditions hereof, but only upon the written approval of the Board of Directors of the Chapter.

J. Dissolution

1. If, by unanimous vote of the Hewitt Committee and upon the written approval of the Chapter Board of Directors, it is determined to dissolve the Hewitt Fund, the Hewitt Committee shall spend down the then balance of the Hewitt Fund by expending funds promoting appraisal education leading to Appraisal Institute professional designations and continuing education in the Appraisal Institute from the principal until exhausted in the timeliest manner.
2. In no event shall any of the Hewitt Fund revert to the use of the Chapter for operations.