

Massachusetts and Rhode Island Chapter Bylaws

November 1, 2017

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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 Statuses**

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

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

149 **Section 3. Eligibility for Service**

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

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:

170
171
172
173
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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:

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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:

202

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

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

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

229

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

233

234 **Part C: Dues of New Designated Members, or Fees of New Candidates,
235 Practicing Affiliates, or Affiliates**

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

240

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

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

250 **Part E: Payment Date**

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

254

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

256 A late fee shall be charged to all Designated Members, Candidates, Practicing Affiliates and Affiliates
257 who have not paid their dues, fees or administrative fees by April 1 of each year. The rules governing
258 suspension or termination of a Designated Member, Candidate, Practicing Affiliate or Affiliate for
259 nonpayment of dues, fees or administrative fees are found in the national Bylaws.

260

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

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

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

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

271

272 **Part I: Special Assessments**

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

279

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

285 **J: Special Assessment Payment Date**

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

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

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

292 to the Chapter. The Chair of the national Finance Committee must receive notice delivered in writing
293 of the waiver of a Chapter special assessment and the reason for such waiver.
294

295 **ARTICLE VI**

296
297 **Chapter Board of Directors**
298

299 **Part A: General Authority**

300 The affairs and activities of the Chapter shall be administered by a Board of Directors. The Chapter
301 Board of Directors shall exercise all powers specifically delegated to the Chapters by [Regulation No.](#)
302 [8](#), the national Bylaws and the policies of the Appraisal Institute, subject to the restrictions upon such
303 powers set forth in Regulation No. 8 and established by the national Board of Directors.

304 **Part B: Composition**

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

311
312 There shall be nine (9) elected members of the Chapter Board of Directors including the Chair of the
313 Rhode Island Branch who will be a voting member of the Chapter's Board of Directors (from Merger
314 Plan approved 10/5/12).

315 **Part C: Term**

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

318 **Part D: Eligibility**

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

323 **Part E: Removal**

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

329
330 An elected member of the Chapter Board of Directors shall be automatically removed if he or she:

- 331
332 a) ceases to meet any of the service eligibility requirements set forth in these Bylaws; or
333
334 b) receives a publishable disciplinary action by Appraisal Institute.
335

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

338 **Part F: Vacancies**

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

342

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

346

347 a) at the next regular Chapter meeting;

348

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

350

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

353

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

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

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

359 **Part H: Meetings**

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

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

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

375

376

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378

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

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

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

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

390
391 An action by written consent shall have the same force and effect as any other validly approved
392 action of the Chapter Board of Directors. The written consent(s) shall be filed with the minutes of the
393 meetings of the Chapter Board of Directors.

394 **Part L: Quorum**

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

401

ARTICLE VII

Chapter Officers

Part A: General Provision

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

Part B: Eligibility

A Designated Member 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.

Part C: Removal

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

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

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

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

Part D: Vacancies

In the event that a vacancy occurs in any Chapter office (other than the office of President), the Chapter Board of Directors, by majority vote, shall fill the vacancy. The 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.

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

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

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

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

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

- 450
- 451 a) preside at all regular and special Chapter meetings;
 - 452
 - 453 b) preside at all regular and special meetings of the Chapter Board of Directors;
 - 454
 - 455 c) carry out the policies and programs adopted by the Chapter Board of Directors;
 - 456
 - 457 d) serve as an *ex officio* non-voting member of all Chapter committees except the Nominating
 - 458 Committee;
 - 459
 - 460 e) attend all Regional Committee meetings;
 - 461
 - 462 f) have an e-mail address and web access;
 - 463
 - 464 g) be familiar with the Bylaws, Regulations and policies of the Appraisal Institute and the Chapter
 - 465 Bylaws; and
 - 466
 - 467 h) make Chapter committee appointments in accordance with these Bylaws.
 - 468

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

472

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

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

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

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

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

492

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

497

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

500

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

505

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

508

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

510 **Section 1. This section shall be applicable to the Massachusetts and Rhode Island Chapter if the**
511 **Appraisal Institute Chapter Financial Management and Administration Policy has not been**
512 **implemented for the Massachusetts and Rhode Island Chapter. Upon the full implementation of**
513 **the Appraisal Institute Chapter Financial Management and Administration Policy for the**
514 **Massachusetts and Rhode Island Chapter, this section shall automatically expire.**

515

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

523

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

532

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

537

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

540

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

546

547 **Section 2. This section shall be applicable to the Massachusetts and Rhode Island Chapter if the**
548 **Appraisal Institute Chapter Financial Management and Administration Policy has been**
549 **implemented.**

550

551 **The Chapter Treasurer shall receive all monies collected by the Chapter, or by any officer or other**
552 **party on behalf of the Chapter, and shall deposit such monies in a bank account designated for**
553 **such Chapter. The Chapter Treasurer shall approve disbursements for expenses that have been**
554 **approved within the annual Chapter operating budget. The Chapter President may approve**
555 **disbursements for expenses that have been approved within the annual Chapter operating budget**
556 **if the Treasurer is unavailable and/or delay in approval could incur late fees or cause other harm**
557 **to the Chapter. Disbursements not otherwise approved under a Chapter budget must be approved**
558 **by a majority vote of the Chapter Board of Directors. The Chapter shall follow the Appraisal**
559 **Institute Chapter Financial Management and Administration policy adopted by the Appraisal**
560 **Institute.**

561

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

565

566 **ARTICLE VIII**

567

568 **Nominations and Elections**

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

570 The Chapter shall annually create a Chapter Nominating Committee consisting of an *ex officio*
571 member, two (2) appointed committee members and two (2) committee members elected by the
572 Designated Members, Candidates, Practicing Affiliates and Affiliates belonging to the Chapter.
573

574 The *ex officio* member of the Chapter Nominating Committee shall be the Immediate Past President
575 of the Chapter. He or she shall serve as Chair of the Chapter Nominating Committee and shall be a
576 full voting member of that committee in accordance with *Robert's Rules of Order, Newly Revised*. If
577 the Immediate Past President of the Chapter is unwilling or unable to serve in this capacity, the
578 Chapter Board of Directors shall elect an individual to act as Chair of the Chapter Nominating
579 Committee.
580

581 The Chapter President shall appoint one (1) Chapter Nominating Committee member at, or prior to,
582 the first regular meeting of the Chapter Board of Directors each year. The Chapter Board of Directors
583 shall appoint one (1) Chapter Nominating Committee member at its first regular meeting each year.
584 Appointed members of the Chapter Nominating Committee shall serve a one (1) year term and shall
585 not be eligible to serve consecutive terms on the Chapter Nominating Committee.
586

587 The two (2) elected members of the Chapter Nominating Committee shall be elected by the
588 Designated Members, Candidates, Practicing Affiliates and Affiliates belonging to the Chapter at the
589 first regular Chapter meeting in each year. All nominations for the elected positions shall be made
590 from the floor. Elected members of the Chapter Nominating Committee shall serve a one (1) year
591 term and shall not be eligible to serve consecutive terms on the Chapter Nominating Committee.
592 Members of the Chapter Nominating Committee shall not be eligible for nomination by the Chapter
593 Nominating Committee for any positions. One member of the Nominating Committee shall be a
594 member of the Rhode Island Branch (from Merger Plan approved 10/5/12).
595

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

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

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

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

601 Each year the Chapter Nominating Committee shall prepare a slate consisting of at least one (1)
602 nominee for each of the following positions, as necessary and subject to the expiration of terms as
603 specified in these Bylaws: each Chapter office, each vacancy on the Chapter Board of Directors and
604 each vacant Chapter Representative position to be filled for the succeeding year.
605

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

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

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

616 **Part E: Additional Nominations**

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

625 **Part F: Chapter Elections**

626 Chapter elections shall be held prior to June 30 each year. At the regular Chapter meeting at which
627 the election is to be held, the Designated Members, Candidates, Practicing Affiliates and Affiliates
628 belonging to the Chapter shall receive the Chapter Nominating Committee report and any petitions for
629 additional nominations. No additional nominations may be made from the floor.
630

631 The Designated Members, Candidates, Practicing Affiliates and Affiliates belonging to the Chapter
632 shall then proceed to elect the necessary Chapter officers, Chapter Directors, Chapter
633 Representatives, and at the option of the Chapter, alternative Chapter Representatives, for the
634 succeeding year.
635

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

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

651 **Part G: Notification of Results**

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

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

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

664
665 The Chapter President shall automatically serve on the Regional Committee in addition to any elected
666 Chapter Representatives to the Regional Committee.

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

668 Chapters may elect Alternate Chapter Representative(s) to the Regional Committee. If the Chapter
669 President or a Chapter Representative to the Regional Committee is unable to attend a Regional
670 Committee meeting, the Chapter President shall notify the first Alternate Chapter Representative and
671 request that such Alternate attend the Regional Committee meeting. If the first Alternate is unable to
672 attend, the Chapter President shall proceed down the list of elected Alternate(s) until one who is able
673 to attend the Regional Committee meeting is found or the list is exhausted. The Chapter President
674 shall provide notice delivered in writing to the Regional Chair of the use of Alternate Chapter
675 Representatives to the Regional Committee.

676 **ARTICLE IX**

677
678 **Chapter Committees**

679 **Part A: General**

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

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

- 682
- 683 a) Candidate Guidance Committee;
 - 684
 - 685 b) General and Residential Appraiser Education Committees (at the Chapter's discretion, the
 - 686 General Appraiser and Residential Appraiser Education Committees may be combined into one
 - 687 Chapter Education Committee);
 - 688
 - 689 c) Finance Committee;
 - 690
 - 691 d) Government Relations Committee (in lieu of having its own Government Relations Committee, a
 - 692 Chapter shall participate in a statewide government relations coalition or work with another
 - 693 Chapter in its state that has a Government Relations Committee); and
 - 694
 - 695 e) Nominating Committee.
 - 696

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

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

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

700 Committee.

701

702 **Section 2. Eligibility to Serve**

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

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

705

706 **Section 3. Removal**

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

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

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

710 sixty percent (60%) vote.

711

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

- 713
- 714 a) ceases to meet any of the service eligibility requirements set forth in these Bylaws; or
 - 715
 - 716 b) receives a publishable disciplinary action by the Appraisal Institute.
 - 717

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

719 as described in these Bylaws.

720

721 **Section 4. Vacancies**

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

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

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

727

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

730 **Part B: Required Chapter Committees**

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

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

736

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

742

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

744

- 745 a) facilitate networking among Advisors to Candidates; and
- 746
- 747 b) arrange special programs and events for Candidates belonging to the Chapter to encourage and
748 help them in their efforts to become Appraisal Institute Designated Members; and
- 749
- 750 c) perform such other duties as may be assigned by the national Board of Directors and the
751 Chapter.

752

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

754 The Chapter Education Committee(s) shall consist of a Chair and 2 other Committee members. The
755 currently serving Chapter President shall appoint the Chair(s) of the Chapter Education Committee(s) in
756 the first quarter of the year preceding the commencement of the Chapter Education Chair's(s) term
757 subject to approval of the Chapter Board of Directors. The Chapter Education Chair(s) shall serve
758 either:

759

- 760 a) two (2) year term(s); or
- 761
- 762 b) one (1) year term(s) where the Chair(s) served as Vice Chair of the Chapter Education Committee
763 during the previous year unless the Regional Committee with jurisdiction over the Chapter
764 approves additional term(s).

765

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

767

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

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

774

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

780

781 **Section 3. Chapter Finance Committee**

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

784

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

787

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

792

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

798

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

801

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

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

805

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

811

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

815

816 **Section 5. Chapter Nominating Committee**

817 The composition, powers and duties of the Chapter Nominating Committee are set forth in Article VIII
818 of these Bylaws.
819

820 **Part C: Optional Chapter Committees**

821 **Section 1. Chapter Bylaws Committee**

822 If the Chapter Bylaws provide for a Chapter Bylaws Committee, such Committee shall consist of a
823 Chair and a minimum of two (2) other Committee members.
824

825 The Chapter President shall appoint the Committee Chair and Committee members whose terms
826 shall commence at the same time as the President's, subject to approval of the Chapter Board of
827 Directors. The Chair shall be appointed for a one (1) year term. The other Committee members shall
828 be appointed to serve three (3) year staggered terms and shall not be eligible to serve consecutive
829 terms.
830

831 The duties of the Chapter Bylaws Committee shall be to maintain the Chapter Bylaws and make
832 recommendations regarding the national Bylaws and Regulations.
833

834 **Section 2. Chapter Candidate Committee**

835 If the Chapter Bylaws provide for a Chapter Candidate Committee, such Committee shall consist of
836 the Candidates of the Chapter.
837

838 The Chair of the Chapter Candidate Committee shall be elected from among the Candidates of the
839 Chapter via an electronic vote. Candidates for the Chair position shall put forward their names when
840 asked. The Chair shall be elected by the Candidates belonging to the Chapter present and voting at
841 the election.
842

843 The Chair shall serve a two (2) year term and may serve two (2) consecutive two (2) year terms. The
844 term of a Chair shall commence on the January 1st following election. If the individual elected as
845 Chair becomes a Designated Member before commencing his or her term or if the Chair becomes a
846 Designated Member during his or her term as Chair, such individual can fulfill his or her complete two
847 (2) year term but shall not be eligible for election to another term.
848

849 The Chapter Candidate Committee shall:

- 850
- 851 a) discuss issues impacting Candidates and provide recommendations to other bodies as
852 appropriate;
 - 853
 - 854 b) work to enhance communications among Candidates of the Chapter and between Candidates
855 and the Regions, and Candidates and the national organization;
 - 856
 - 857 c) work with the Chapter Candidate Guidance Committee as appropriate; and
858
 - 859 d) work to develop future leaders for the Chapter and the organization as a whole.
860

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

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

864

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

870

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

875

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

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

879

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

885

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

888

889 **Section 5. Other Chapter Committees**

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

895 **ARTICLE X**

896

897 **Chapter Meetings and Quorums**

898 **Part A: Regular Chapter Meetings**

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

904

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

907 **Part B: Special Chapter Meetings**

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

912
913 Within seven (7) days after receipt of any such written request, the Chapter Secretary shall schedule
914 a special Chapter meeting. Notice of such a meeting shall be delivered in writing to all Designated
915 Members, Candidates, Practicing Affiliates and Affiliates belonging to the Chapter. This written notice
916 shall specify the date, time, place and purpose of the special meeting. The date selected for the
917 special Chapter meeting shall be at least ten (10) days but no more than twenty (20) days from the
918 date of the transmission of the notice

919
920 All special Chapter meetings shall be open to all Designated Members, Candidates, Practicing
921 Affiliates and Affiliates belonging to the Chapter.

922 **Part C: Quorum**

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

932 **Part D: Joint Meetings**

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

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

938 All meetings are to be conducted according to *Robert's Rules of Order, Newly Revised*.
939

940

941 **ARTICLE XI**

942 **Rhode Island Branch Chapter**

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944 **Part A: Name**

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

948 **Part B: Boundaries**

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

951 **Part C: Procedures and Directives**

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

955 **Part D: Branch Chapter**

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

960 **Part E: Branch Chapter Leadership**

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

965 **Part F: Removal**

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

- 967
- 968 1) ceases to meet any of the service eligibility requirements set forth in these Bylaws; or
 - 969
 - 970 2) receives a publishable disciplinary action by Appraisal Institute.

971

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

974 **Part G: Branch Chapter Chair**

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

978

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

980

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

984

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

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

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

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

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

996
997 Any Branch Chapter Advisory Board member may be appointed by the Branch Chapter Chair to
998 perform the duties of Secretary/Treasurer.

999 **Part J: Branch Chapter Meetings**

1000 The Branch Chapter shall hold a minimum of two (2) meetings a year. Additional Branch Chapter
1001 meetings shall be at the discretion of the Branch Chapter Chair and the Branch Chapter Advisory
1002 Board. The location of each Branch Chapter meeting shall be determined by the Branch Chapter
1003 Chair and Vice Chair.

1004
1005 Joint meetings of the Branch Chapter and Chapter shall be held at least once a year. The Chair and
1006 Vice Chair of the Branch Chapter shall each attend at least one Chapter meeting per year.

1007
1008 This requirement does not preclude the Rhode Island Branch Chapter from hosting additional local
1009 functions or gatherings

1010 **Part K: Branch Chapter Funding**

1011 Chapter dues or service fees shall be paid only to the Chapter. The Chapter shall allocate \$500 for
1012 the Branch Chapter as its initial budget. The Chapter shall control the funding of all monies to the
1013 Branch Chapter. The Branch Chapter shall operate within its own budget as approved by the Chapter
1014 Board of Directors.

1015 **Part L: Branch Chapter Reports**

1016 All Branch Chapter reports, programs, minutes or newsletters shall be transmitted to the Chapter
1017 President.

1018 **Part M: Hope Scholarship**

1019 The Hope Scholarship was established with the merger of the Massachusetts Chapter and the Rhode
1020 Island Chapter on January 1, 2013. For a period of five (5) years, the Hope Scholarship shall provide
1021 financial support to RI Branch Candidates taking Appraisal Institute courses leading to Appraisal
1022 Institute designations. The Hope Scholarship will sunset on December 31, 2017. The total
1023 expenditure of scholarship funds for the Hope Scholarship fund cannot exceed \$30,000 over the five-
1024 year period.

1025
1026 The Hope Scholarship Committee will administer a Hope Scholarship program through the Hewitt
1027 Fund.

1028
1029 The Hope Scholarship Committee shall be composed of three (3) members of the RI Branch.
1030 The members of the Hope Scholarship Committee shall be appointed by the Chair of the RI Branch.

1031 **Part N: Nominations and Elections**

1032 The Branch shall annually create a chapter Nominating Committee consisting of three (3) Designated
1033 Members.

1034
1035 The Nomination Committee shall consist of the immediate past Chair of the Branch, one (1) member
1036 appointed by the Advisory Board, and one (1) member elected by the Branch membership at a
1037 Branch membership meeting. Nominations for the elected member shall be made from the floor. The
1038 immediate past Chair of the Branch shall serve as the Chair of the Nomination Committee or appoint
1039 one member of the Committee to serve as Chair.

1040
1041 Each year the Chapter Nominating Committee shall prepare a slate consisting of at least one (1)
1042 nominee for Chair, Vice Chair and each vacancy on the Branch Advisory Board to be filled for the
1043 succeeding year.

1044
1045 The Nominating Committee shall report a slate to the Branch Advisory Board 30 days before
1046 elections. The Chair shall deliver the Nominating Committee Report to the membership 25 days
1047 before the elections.

1048
1049 Branch elections shall be held prior to June 30 each year. Branch elections may be conducted at a
1050 general membership meeting, by mail ballot or by electronic means.

1051
1052 The election shall be conducted held prior to June 30th of each year.

1053
1054 Immediately upon completion of the annual election, the Executive Director shall provide notice
1055 delivered in writing to the Board of Directors of the Chapter and Branch membership.

1056
1057 In the event that a vacancy occurs in any Branch office, the remaining branch officers and Advisory
1058 Board members, by majority vote, shall fill the vacancy. The member elected in this manner shall
1059 serve until the remainder of the unexpired term is filled by election as set forth above.

1060 **ARTICLE XII**

1061
1062 **Chapter Publications**

1063 **Part A: Chapter Directory**

1064 If the Chapter publishes a directory for Designated Members, Candidates, Practicing Affiliates and
1065 Affiliates belonging to the Chapter, and for local users of appraisal services, the directory may include
1066 list(s) of individuals in one or more of the following categories: Designated Members, Candidates,
1067 Practicing Affiliates and Affiliates in the Chapter. Any list(s) that includes individuals in more than one
1068 of these categories shall identify in which category each individual falls. A copy of any Chapter
1069 directory must be forwarded to the Chief Executive Officer of the Appraisal Institute.

1070 **Part B: Chapter Newsletter**

1071 If the Chapter publishes a newsletter for Designated Members, Candidates, Practicing Affiliates and
1072 Affiliates in the Chapter, and other interested parties, a copy of such Chapter newsletter must be
1073 delivered in writing to the Chief Executive Officer of the Appraisal Institute.

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Part C: Chapter Website

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

1079 **ARTICLE XIII**

1080

1081 **Restrictions Upon the Powers of Chapters**

1082 **Part A: General Limitation**

1083 All actions taken by a Chapter that are not required or authorized by the national Bylaws, Regulations
1084 and policies of the Appraisal Institute shall be voidable by the national Board of Directors. A Chapter
1085 shall not act in a manner that is inconsistent with the national Bylaws, Regulations and policies of the
1086 Appraisal Institute. A Chapter shall not speak or act in a manner that jeopardizes the not-for-profit
1087 status of the Appraisal Institute and its Chapters.

1088 **Part B: Adoption and Amendment of Chapter Bylaws**

1089 At the first Chapter meeting after being chartered, each Chapter shall adopt its own Chapter Bylaws.
1090 Such Chapter Bylaws shall be consistent with the Articles of Incorporation, the national Bylaws, the
1091 Regulations and policies of the Appraisal Institute. Within thirty (30) days of their adoption, the
1092 Chapter Secretary shall deliver in writing to the Chief Executive Officer of the Appraisal Institute such
1093 Chapter Bylaws.

1094

1095 Each Chapter may, by a majority vote of those Designated Members, Candidates, Practicing Affiliates
1096 and Affiliates present and voting at a regular or special Chapter meeting called for this purpose,
1097 amend its Bylaws. However, notice of the proposed changes shall be delivered in writing to the
1098 Designated Members, Candidates, Practicing Affiliates and Affiliates of the Chapter no fewer than
1099 fourteen (14) days prior to the meeting, and the amended Bylaws shall be consistent with the Articles
1100 of Incorporation, national Bylaws, Regulations and policies of the Appraisal Institute. Within thirty (30)
1101 days after their amendment, the Chapter Secretary shall deliver in writing to the Chief Executive
1102 Officer of the Appraisal Institute the amended Chapter Bylaws.

1103

1104 Amendments to Chapter Bylaws to ensure consistency with the Articles of Incorporation, national
1105 Bylaws, Regulations and policies of the Appraisal Institute shall not require approval of the
1106 Designated Members, Candidates, Practicing Affiliates and Affiliates belonging to the Chapter.

1107

1108 Each Chapter Bylaws, and any amendments thereto, shall be reviewed for consistency as described
1109 above. Any Chapter Bylaws that is inconsistent with the Articles of Incorporation, the national Bylaws
1110 any Regulation or any policy of the Appraisal Institute shall be void and of no force or effect. If the
1111 Appraisal Institute determines that the Chapter Bylaws are inconsistent, the Appraisal Institute shall
1112 deliver in writing notice to the Chapter that it has ninety (90) days to correct the inconsistency. If the
1113 Chapter refuses or fails to comply, the appropriate Regional Chair shall be notified and the Chapter's
1114 regional representation shall be suspended. Continued failure to comply by the Chapter shall be
1115 cause for the national Board of Directors to suspend or revoke the Chapter's charter.

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1118 **Part C: Restriction Upon Committing the Appraisal Institute**

1119 A Chapter shall not commit the Appraisal Institute to any financial obligation, or to any other obligation
1120 whatsoever, unless such commitment is authorized in advance in writing by the national Board of
1121 Directors.

1122 **Part D: Acting in the Name of the Appraisal Institute**

1123 A Chapter shall not speak for or act in the name of the Appraisal Institute without the prior written
1124 approval of the national Board of Directors.

1125 **Part E: Acting in the Name of the Chapter**

1126 When Chapter officers act or speak for the Chapter, the full name of the Chapter shall be used to
1127 avoid interpretation of such actions or statements as official actions or statements of the Appraisal
1128 Institute.

1129

1130 **Part F: Restriction Upon Incorporation**

1131 No Chapter existing on January 1, 1991, which has not been previously incorporated, nor any
1132 Chapter chartered subsequent to that date, shall cause or permit itself to be incorporated under any
1133 state or federal law. A Chapter existing on January 1, 1991, which has been previously incorporated,
1134 shall be allowed to remain incorporated provided it meets the requirements set forth below.

1135

1136 An incorporated Chapter's Articles of Incorporation shall be approved by the national Board of
1137 Directors of the Appraisal Institute. If deemed necessary by the national Board of Directors, the
1138 incorporated Chapter's Articles of Incorporation shall be amended prior to approval. An
1139 incorporated Chapter must file all **state** tax returns and corporate documents as required by
1140 applicable law and must forward copies of all such filings within thirty (30) days to the Chief
1141 Executive Officer of the Appraisal Institute. An incorporated Chapter shall enter into a license
1142 agreement with the Appraisal Institute for the use of the Appraisal Institute's tradename,
1143 trademark, service marks and collective marks.

1144

1145 Failure to provide copies of its Articles of Incorporation to the national Board of Directors for review,
1146 failure to file the necessary corporate and **state** tax documents or failure to otherwise conform to
1147 the national Bylaws, Regulations and policies of the Appraisal Institute shall be cause for the
1148 national Board of Directors to require the incorporated Chapter to dissolve its corporate status.

1149

1150 **Part G: Use of Chapter Funds**

1151 All funds **held by** a Chapter shall be used to carry out the purposes of the Chapter. No funds **held by**
1152 **a** Chapter shall be diverted from such purposes for the personal benefit of any individual. Chapters
1153 are encouraged to maintain sufficient funds in reserve to cover six months, but no more than one
1154 year, of Chapter operating expenses.

1155

1156 **Part H: Chapter Education Trust Funds**

1157 To establish a Chapter Education Trust Fund, the Chapter must first receive the written approval of
1158 the national Board of Directors after consideration by the national Finance Committee.

1159

1160 In reviewing the request of a Chapter for permission to establish an education trust fund, the
1161 national Board of Directors and the national Finance Committee shall consider: (1) the adequacy of
1162 the Chapter's operating funds; (2) the proposed rules and regulations of the Chapter for establishing
1163 and administering the fund; (3) the impact on the Appraisal Institute Education Trust; and (4) such
1164 other matters as may be appropriate.

1165

1166 This provision does not prohibit a Chapter from **designating** a portion of the funds **held by a Chapter**
1167 **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 held by the Chapter shall be transferred to the Appraisal Institute. If two (2) or more Chapters merge, the assets held by the Chapters shall be merged. If one (1) Chapter splits into two (2) or more smaller Chapters, the assets held by of the original Chapter shall first be used to retire any indebtedness of such Chapter, and the balance of the funds shall then be reallocated to the new Chapters on a per capita Practicing Designated Member basis.

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.

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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.

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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

1322 Committee. Such consent shall be treated for all purposes as a vote at the meeting.

1323

1324 **F. Notice of Meeting**

1325

1326 1. The Chairperson, or person designated by him or her shall notify all members of the Hewitt
1327 Committee in writing or by electronic communication at least seven (7) days in advance,
1328 provided that:

1329

1330 a. Telephonic notice shall be permitted, providing all Hewitt Committee members acknowledge
1331 the same in writing or by electronic communication;

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1333 b. Meetings on shorter notice than seven (7) days may be held provided all Hewitt Committee
1334 members agree in writing or by electronic communication;

1335

1336 2. All said writings or electronic communications shall be kept in the Hewitt Committee's
1337 records.

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1339 **G. Awards**

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1341 1. The amount, manner and frequency of educational expenditures shall be determined solely
1342 by the Hewitt Committee, whose decisions shall be final. The Treasurer of the Chapter, on
1343 the direction of the Committee Chairperson, shall expend those funds in conformance with
1344 the Hewitt Committee's intention.

1345

1346 2. The Hewitt Committee shall, from time to time, announce their intention to receive
1347 applications for scholarships or expend funds for the furtherance of appraisal education
1348 through public notice promulgated by the Chapter.

1349

1350 3. All awards granted prior to December 31, 2017 shall be as follows: payments made to Rhode
1351 Island residents shall be dispersed from the Hope Fund. All other awards shall be dispersed
1352 from the Hewitt Fund.

1353

1354 4. Effective January 1, 2018 all awards shall be dispersed from the Hewitt Fund.

1355

1356 5. No individual shall be denied a scholarship on the basis of race, color, nationality, ethnicity,
1357 religion, sex, age, sexual orientation or disability.

1358

1359 6. No member of the Hewitt Committee shall be eligible for a scholarship or participate in the
1360 consideration of a scholarship application by a family member or a business associate.

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1363 **H. Liability**

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1365 Neither the Chapter, its officers, members, Candidates, Practicing Affiliates, Affiliates, employees,
1366 agents, nor the members of the Committee shall be in any way liable for any acts or omissions,
1367 including investment and award decisions, relative to the performance of their duties as to the Hewitt
1368 Fund, provided, however, such individual was attempting in good faith to act according to the Bylaws
1369 and Regulations of the Appraisal Institute, and each shall be indemnified and held harmless by the
1370 Hewitt Fund as to all expenses reasonably incurred in connection with any action or suit brought
1371 against an indemnified party by reason of their position or the performance of their duties relative to
1372 the Hewitt Fund.

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1374 **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.

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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.