

Regulation No. 9

Regions

Effective January 1, 2012

Table of Contents

ARTICLE I: Purpose	1
ARTICLE II: Territory	2
ARTICLE III: Regional Committees	3
Part A: Duty to Create and Maintain	3
Part B: Composition of the Regional Committee	3
Part C: Regional Financial Officer	3
Part D: Elected Chapter Representatives	3
Part E: Qualifications to Serve	3
Part F: Removal From Committee	4
Part G: Vacancies	4
ARTICLE IV: Regional Directors	6
Part A: Number and Terms	6
Part B: Eligibility to Serve as a Regional Director	6
Part C: Vacancies	6
Part D: Duties of the Regional Committee Chair	7
Part E: Duties of Regional Committee Vice Chair	8
Part F: Duties of Third Regional Director	8
ARTICLE V: Subcommittees	10
Part A: General	10
Part B: Regional Nominating Committee	10
Part C: Regional Committee of Chapter Education Chairs	11
Part D: Regional Associate Member Committee	12
ARTICLE VI: Elections	13
Part A: Distribution of Regional Nominating Committee Report	13
Part B: Additional Nominations	13
Part C: Election to Regional Positions	13
Part D: Notification to Regional Committee and to the Appraisal Institute	13
ARTICLE VII: Regional Committee Meetings and Quorums	14
Part A: Regular Meeting of the Regional Committee	14
Part B: Special Meetings of the Regional Committee	14
Part C: Quorum Requirements	14
Part D: Voting	15
Part E: Minutes	15

ARTICLE VIII: Regional Committee Funds	16
ARTICLE IX: Restrictions upon Regions	18
Part A: General Limitation upon Regional Powers	18
Part B: Restrictions upon Committing the Appraisal Institute	18
Part C: Restriction upon Speaking for or Acting in the Name of the Appraisal Institute	18
Part D: Restriction upon Speaking for or Acting in the Name of the Region	18
Part E: Restrictions upon Use of Regional Funds	18
Part F: Restriction upon Right to Incorporate	19

1 **ARTICLE I**

2

3 **Purpose**

4

5 The purpose of this Regulation is to:

- 6
- 7 a. establish uniform rules governing the powers, duties, responsibilities and obligations of Regions;
- 8
- 9 b. state and define the powers, duties, responsibilities and obligations of members of Regional
- 10 Committees; and
- 11
- 12 c. establish criteria for service on Regional Committees.
- 13

14 Additional rules governing the powers, duties, responsibilities and obligations of Regions are found in

15 the Bylaws, other Regulations, policies, resolutions and directives of the Appraisal Institute.

16

17

18 **ARTICLE II**

19

20 **Territory**

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22 The geographic territory assigned to each Region shall be determined by the national Board of
23 Directors.

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25

27

28 **Regional Committees**

29

30 **Part A: Duty to Create and Maintain**

31 A Regional Committee shall be organized and maintained in each Region of the Appraisal Institute.

32

33

34 **Part B: Composition of the Regional Committee**

35 The Regional Committee shall consist of the following members: the Regional Chair who shall be a
36 regional and national director, the Regional Vice Chair who shall be a regional and national director, a
37 third regional director in even numbered years, the immediate past Regional Chair, the Regional
38 Financial Officer (unless already serving on the Regional Committee), the Regional Education
39 Liaison, the representatives elected from the chapters, the Chapter Presidents, the Chair of the
40 Regional Associate Member Committee, and the member from the Region appointed by the
41 President to serve on the national Government Relations Committee serving as a representative from
42 the Region.

43

44

45 **Part C: Regional Financial Officer**

46 The Regional Financial Officer shall be appointed by the Regional Chair for a one (1) year term
47 concurrent with the term of the appointing Regional Chair, and shall be eligible for reappointment.
48 Those eligible for the position of Regional Financial Officer shall be any past Regional Chair or Vice
49 Chair, past or current Regional Committee member, past or current member of the national Board
50 of Directors, past or current chapter officer, and past or current member of the national Finance
51 Committee of the Appraisal Institute. The Regional Financial Officer shall report to the Regional Chair
52 and shall be responsible for budgeting for the Region. If a vacancy occurs in the position of Regional
53 Financial Officer, the Regional Chair shall appoint an individual to fill the unexpired term.

54

55

56 **Part D: Elected Chapter Representatives**

57 Chapter representatives to the Regional Committee will be elected on the basis of one (1) for every
58 fifty (50) Designated Members in good standing per chapter. The procedures for chapter election of
59 representatives to the Regional Committee are set forth in the Appraisal Institute's Regulation No. 8
60 concerning chapters.

61

62

63 **Part E: Qualifications to Serve**

64 To be eligible for service on the Regional Committee, an individual shall: (1) be a Designated or
65 Associate Member of the Appraisal Institute in good standing (2) if a Designated Member, hold the
66 status "continuing education completed" or if an Associate Member, have met current continuing
67 education requirements of the Appraisal Institute for Associate Members; (3) have not been subject to

68 publishable disciplinary action by the Appraisal Institute within the five (5) years prior to the
69 commencement of the member's term on the Regional Committee; and (4) meet such other
70 qualifications as the Board of Directors may establish from time to time.

71
72

73 **Part F: Removal From Committee**

74 A member of the Regional Committee shall be automatically removed from the Regional Committee if
75 he or she:

76

77 1. Ceases to be a Designated or Associate Member of the Appraisal Institute in good standing;

78

79 2. Ceases to hold a designation from the Appraisal Institute and is holding a position for which a
80 designation is required as a condition of service;

81

82 3. Ceases to hold the status "continuing education completed" if a Designated Member or fails to
83 meet current continuing education requirements of the Appraisal Institute for Associate Members
84 if an Associate Member;

85

86 4. Receives a publishable disciplinary action from the Appraisal Institute;

87

88 5. Fails to attend any regularly scheduled meeting of the Regional Committee in a calendar year,
89 unless:

90

91 a. The Regional Committee member is a chapter representative who is not a chapter
92 President or Vice President;

93

94 b. The Regional Committee excuses such absence; or
95 c. The Executive Committee excuses such absence in accordance with the provisions
96 below; or

96

97 6. Fails to meet such other requirements as the Board of Directors may establish from time to time.

98

99 If the Regional Committee determines that a member of the Regional Committee was not excused
100 from attending a regularly scheduled meeting of the Regional Committee, the member may request
101 that the Executive Committee review that determination and make a final decision.

102

103 Further, the national Board of Directors may remove a member of a Regional Committee for cause by
104 a sixty percent (60%) vote.

105

106

107 **Part G: Vacancies**

108 The filling of vacancies on the Regional Committee shall be controlled by the Bylaws and Regulations
109 of the Appraisal Institute relating to the position that qualifies such member for service on the
110 Regional Committee. If a vacancy occurs for whatever reason in the position of immediate past
111 Regional Chair, such position shall be filled by the prior immediate past Regional Chair for the
112 unexpired term. If there is no past Regional Chair willing or able to serve, the President of the

113 Appraisal Institute shall appoint an individual to act as immediate past Regional Chair for the
114 unexpired term.

115

116 If a vacancy occurs in a position on the Regional Committee other than Regional Chair or Vice Chair
117 more than sixty (60) days in advance of the next regularly scheduled or special meeting and such
118 position is to be filled by Regional Committee election, then the Regional Committee may elect a
119 successor by secure mail ballot or secure electronic means if a majority of the elected Regional
120 representatives to the national Board of Directors so decide. In such case, the Region shall follow the
121 nominating procedures set forth in this Regulation.

122

123 If the Regional Committee will fill the vacancy by mail ballot, the procedure employed for security
124 purposes shall include at a minimum the mailing of a numbered ballot to each member of the
125 Regional Committee eligible to vote with a numbered return envelope. At least twenty (20) days shall
126 be allowed for the return of ballots. If the Regional Committee will fill the vacancy by electronic
127 means, the procedure employed for security purposes must insure that each ballot is cast by a
128 Regional Committee member having the right to vote and that such member has voted not more than
129 once. Examples of such secure electronic voting procedures include use of electronic signatures and
130 passwords. At least ten (10) days shall be allowed for the return of electronic ballots and access to
131 electronic ballots shall be limited to no more than two individuals designated by the elected Regional
132 representatives to the national Board of Directors.

133

135

136 **Regional Directors**

137

138 **Part A: Number and Terms**

139 There shall be two (2) Regional Directors in each Region in odd numbered years and three (3)
140 Regional Directors in each Region in even numbered years. Regional Directors shall serve five (5)
141 year terms.

142

143 In the first year of his or her term, the Regional Director shall serve as the Third Regional Director. In
144 the second and third years of his or her term, the Regional Director shall serve as Vice Chair of the
145 Region and a national Director from the Region. In the fourth and fifth years of his or her term, the
146 Regional Director shall serve as Chair of the Region and a national Director from the Region.

147 Elections for Third Director shall occur in odd numbered years.

148

149 Except where provided otherwise, a Regional Director shall automatically succeed to positions in this
150 manner unless good cause is shown and a motion not to succeed is passed by a two-thirds (2/3) vote
151 of the Regional Committee members voting on the issue at a quorum meeting of the Regional
152 Committee.

153

154 If a Regional Director resigns or is removed from such position, the resignation or removal shall be
155 deemed a resignation or removal not only from the Regional Director's current position, but from all
156 succeeding positions as well, including Regional Vice Chair, Regional Chair, and Immediate Past
157 Regional Chair.

158

159 **Part B: Eligibility to Serve as a Regional Director**

160 To be eligible for service as a Regional Director, a member shall meet the requirements for service as
161 a national Director elected by a Region as set forth in the Bylaws, Regulations, policies, resolutions
162 and directives of the Appraisal Institute. If a Regional Director is removed as a national Director
163 pursuant to the Bylaws, Regulations, policies, resolutions and directives of the Appraisal Institute,
164 such individual shall also be removed from his or her position with the Region. If, during the period
165 between election as Regional Director and the assumption of such position, the individual is
166 disqualified from serving as a national Director pursuant to the Bylaws, Regulations, policies,
167 resolutions and directives of the Appraisal Institute, such individual shall also be disqualified from
168 serving as a Regional Director.

169

170

171 **Part C: Vacancies**

172 If a vacancy for whatever reason occurs in the office of the Regional Committee Chair, such vacancy
173 shall be filled by the Regional Committee Vice Chair who shall thereafter serve his or her own term as
174 Regional Committee Chair. An individual shall automatically succeed to positions in this manner
175 unless good cause is shown and a motion not to succeed is passed by two-thirds (2/3) of the
176 Regional Committee members voting on the issue at a quorum meeting.

177

178 If a vacancy for whatever reason occurs in the office of the Regional Committee Vice Chair during an
179 even numbered year, such vacancy shall be filled by the Third Regional Director, who shall thereafter
180 serve his or her own term as Regional Committee Vice Chair. An individual shall automatically
181 succeed to positions in this manner unless good cause is shown and a motion not to succeed is
182 passed by two-thirds (2/3) of the Regional Committee members voting on the issue at a quorum
183 meeting.

184

185 If a vacancy for whatever reason occurs in the office of the Regional Committee Vice Chair during an
186 odd numbered year, such vacancy shall be filled by the individual elected to serve, but not yet serving
187 as Third Regional Director. Such individual shall thereafter serve his or her own term as Regional
188 Committee Vice Chair. If an election for Third Regional Director has not occurred when the Vice
189 Chair position becomes vacant in an odd numbered year, then a successor shall be nominated by the
190 Regional Nominating Committee and thereafter elected by the Regional Committee at its next
191 regularly scheduled or special meeting; however, the individual so nominated must be qualified to
192 serve from the time of nomination until the election. The Immediate Past Regional Committee Chair
193 shall supervise the election. The individual elected shall serve out the term of his or her predecessor
194 and then serve his or her own two-year term as Vice Chair.

195

196 If a vacancy for whatever reason occurs in the office of Third Regional Director, a successor shall be
197 nominated by the Regional Nominating Committee and thereafter elected by the Regional Committee
198 at its next regularly scheduled or special meeting; however, the individual so nominated must be
199 qualified to serve from the time of nomination until the election. The Immediate Past Regional
200 Committee Chair shall supervise the election.

201

202 If an individual is elected to fill a vacancy as Third Director in an even numbered year, which vacancy
203 is caused by a vacancy in the position of Regional Committee Chair or Vice Chair, such individual will
204 not serve as a Third Director in the following odd numbered year, but will then serve his or her own
205 term as Third Director in the next even numbered year.

206

207 **Part D: Duties of the Regional Committee Chair**

208 Each Regional Chair shall:

209

- 210 1. Coordinate the activities of the Appraisal Institute in the Region that he or she represents and
211 shall act as the representative of that Region.
- 212
- 213 2. Serve as Chair of the Regional Committee, as a Regional director and as a member of the Board
214 of Directors of the Appraisal Institute;
- 215
- 216 3. Preside at all regular and special meetings of the Regional Committee;
- 217
- 218 4. Make such appointments as required by the Bylaws and Regulations of the Appraisal Institute;
- 219

- 220 5. Administer the Regional Committee, including implementing and coordinating Regional programs
221 in accordance with the Bylaws, Regulations, policies, resolutions and directives of the Appraisal
222 Institute;
223
- 224 6. Exercise authority within the Region in a manner consistent with the Bylaws, Regulations,
225 policies, resolutions and directives of the Appraisal Institute of the Board of Directors of the
226 Appraisal Institute;
227
- 228 7. Ensure that the policies, programs and activities of the Appraisal Institute are communicated to
229 chapters and members within the Region;
230
- 231 8. Keep the Board of Directors of the Appraisal Institute apprised as to the Region's activities;
232
- 233 9. Investigate and identify problems of chapters and members within the Region and communicate
234 such information to the Board of Directors of the Appraisal Institute with recommendations as
235 appropriate;
236
- 237 10. Work closely with chapters and coordinate with other Regional Chairs activities that may affect
238 other Regions;
239
- 240 11. Keep the Regional Vice Chair fully informed and involved in Regional activities;
241
- 242 12. Provide support to the Regional Committee and exercise budgetary and program approval; and
243
- 244 13. Perform such other duties as may be prescribed from time to time by the Board of Directors of
245 the Appraisal Institute.
246
247

248 **Part E: Duties of Regional Committee Vice Chair**

249 Each Regional Vice Chair shall:

- 250
- 251 1. Serve as Vice Chair of the Regional Committee, as a Regional director and as a member of the
252 Board of Directors of the Appraisal Institute;
253
- 254 2. Preside at all regular and special meetings of the Regional Committee in the event the Regional
255 Chair is for whatever reason unable to preside; and
256
- 257 3. Perform such other duties as directed by the Regional Chair, Regional Committee and national
258 Board of Directors, and as prescribed by the Bylaws and Regulations of the Appraisal Institute.
259
260

261 **Part F: Duties of Third Regional Director**

262 The Third Regional Director shall:

- 263
- 264 1. Serve as a Regional Director of the Regional Committee;

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2. Attend all the national Board of Directors meetings and execute a confidentiality/non-disclosure agreement, but shall not have floor privileges or voting rights at such Board meetings, although the President may grant the Third Director the right to speak subject to the final authority of the Board;
3. Perform such other duties as directed by the Regional Chair, Regional Committee and national Board of Directors, and as prescribed by the Bylaws and Regulations of the Appraisal Institute.

The Third Regional Director shall be automatically removed from such position if he or she:

1. Ceases to meet the requirements for service as a national Director; or
2. Fails to attend a regularly scheduled or special meeting of the Board of Directors, unless the Board excuses such absence.

284 **Subcommittees**

285

286 **Part A: General**

287 From time to time, the Regional Committee may establish subcommittees and Project Teams as it
288 deems necessary and appropriate. Additional subcommittees and Project Teams to support Regional
289 activities may be appointed at the discretion of the Regional Chair.

290

291

292 **Part B: Regional Nominating Committee**

293 **Section 1. Composition.**

294 The Regional Nominating Committee shall consist of a Chair and five (5) to nine (9) members elected
295 by the Regional Committee. Members of the Regional Nominating Committee shall serve two (2) year
296 staggered terms commencing on the January 1st following their election and may serve no more than
297 two (2) consecutive full two (2) year terms. Members elected to the Regional Nominating Committee
298 must have served on the Regional Committee in at least one (1) of the two (2) years preceding
299 service on the Regional Nominating Committee. Of the elected members, there shall be no more than
300 two (2) members elected from the same chapter. The Regional Nominating Committee shall reflect
301 geographic and chapter distribution. The Regional Committee election of the Regional Nominating
302 Committee for the upcoming year shall take place in the second half of each year.

303

304 The Immediate Past Regional Chair shall serve as Chair of the Regional Nominating Committee and
305 shall be a nonvoting member.

306

307 **Section 2. Duties.**

308 Each year the Regional Nominating Committee for the current operating year shall prepare a slate
309 consisting of at least one (1) nominee for each of the following positions, as necessary and subject to
310 the expiration of terms of office as specified in the Bylaws and Regulations: the third Regional
311 director; and one (1) Regional representative and one (1) alternate to the national Nominating
312 Committee.

313

314 The Regional Nominating Committee shall conduct a personal or telephonic interview of all
315 candidates for the Third Regional Director positions, and shall require that all candidates for Director
316 positions complete a written questionnaire regarding their qualifications and their vision of the
317 Appraisal Institute.

318

319 It is the responsibility of the Regional Nominating Committee to inform any potential nominees of the
320 eligibility requirements for the appropriate position in a timely fashion.

321

322 **Section 3. Report of Regional Nominating Committee.**

323 Each year the Regional Nominating Committee shall make its selections and prepare an appropriate
324 report not fewer than thirty-five (35) days prior to the date on which elections are to be held.

325

326 A copy of the Regional Nominating Committee's report shall be delivered in writing by the immediate
327 Past Regional Chair to each member of the Regional Committee eligible to vote not fewer than
328 twenty-five (25) days prior to the date on which elections are to be held.
329
330

331 **Part C: Regional Committee of Chapter Education Chairs**

332 **Section 1. General.** The Regional Committee shall have a Regional Committee of Chapter Education
333 Chairs. All Chapter Education Chairs in the Region shall serve on such Committee. The Chair of the
334 Subcommittee shall be the Regional Education Liaison.
335

336 **Section 2. Regional Education Liaison**

337 The Regional Education Liaisons throughout the Regions shall serve staggered two year terms.
338

339 In the year prior to the expiration of the term of a Regional Education Liaison, the Regional
340 Committee of Chapter Education Chairs will nominate an individual to serve the next term as
341 Regional Education Liaison. A Regional Education Liaison may serve no more than two consecutive
342 full two (2) year terms.
343

344 The Regional Education Liaison shall:

- 345
- 346 a. Coordinate educational activities throughout the Region in cooperation with the national office
347 and the chapters;
- 348
- 349 b. Assist in competitor analysis, needs assessment, market research and customer satisfaction
350 research in the Region's education market;
- 351
- 352 c. Serve as an information liaison between chapters and the national office;
- 353
- 354 d. Serve as an information resource for chapters and education providers regarding the objectives,
355 policies and activities of the Appraisal Institute Education Network;
- 356
- 357 e. Serve as the primary liaison to the national office regarding education activities co-sponsored by
358 the national office and the Region;
- 359
- 360 f. Identify opportunities for new educational partnerships and special programs in the Region;
- 361
- 362 g. Assist chapters with improving educational opportunities for members;
- 363
- 364 h. Further the objectives of the Appraisal Institute education network; and
- 365
- 366 i. Shall perform such other duties as may be assigned by the Regional Committee or the national
367 Board of Directors.
368

369 **Section 3. Duties of the Regional Committee of Chapter Education Chairs**

370 The Regional Committee of Chapter Education Chairs will:

- 371
372 a. Work to coordinate educational activities throughout the Region;
373
374 b. Assist in competitor analysis, needs assessment, market research and customer satisfaction
375 research in the Region's education market;
376
377 c. Identify opportunities for new educational partnerships and special programs in the Region;
378
379 d. Share means of improving educational opportunities for members;
380
381 e. Further the objectives of the Appraisal Institute education network; and
382
383 f. Perform such other duties as assigned by the Regional Committee or national Board of Directors.
384

385 **Part D: Regional Associate Member Committee**

386 **Section 1. General**

387 The Regional Committee shall have a Regional Associate Member Committee. All Chapter Associate
388 Member Committee Chairs in the Region shall serve on such Committee.
389

390 The Chair shall be elected by the Regional Associate Member Committee from among the members
391 of the Committee. The Chair shall be elected for a two (2) year term and may serve two (2)
392 consecutive two (2) year terms. The Chair shall sit on the national Associate Member Committee.
393

394 If a member of the Regional Associate Member Committee becomes a Designated Member during
395 his or her term, the member may complete his or her term on such Committee.
396

397 **Section 2. Duties of the Regional Associate Member Committee**

398 The Regional Associate Member Committee shall:
399

- 400 a) Discuss issues impacting Associate Members and provide recommendations to other bodies
401 as appropriate;
402 b) Act as a direct conduit for communication among the Region's Chapter Associate Member
403 Committees;
404 c) Facilitate communications between Associate Members and the national Associate Member
405 Committee;
406 d) Elect at the first regular Regional Meeting of the year the Chair for the Regional Associate
407 Member Committee for the succeeding year; and
408 e) Perform such other duties as may be assigned by the Regional Committee or the national
409 Board of Directors.
410

411 **Section 3. Implementation of the Regional Associate Member Committee**

412 The regional Associate Member Committee shall be implemented on a date certain, to be determined
413 by the Board of Directors.
414

416

417 **Elections**

418

419 **Part A: Distribution of Regional Nominating Committee Report**

420 The immediate past Regional Chair shall deliver in writing a copy of the Regional Nominating
421 Committee's report to each member of the Regional Committee eligible to vote not fewer than twenty-
422 five (25) days prior to the date on which elections are to be held.

423

424

425 **Part B: Additional Nominations**

426 Additional nominations for any Regional position may be made by the timely filing of a written petition
427 signed by at least three (3) members of the Regional Committee eligible to vote. Such petition may be
428 in electronic form. To be effective, the nominating petition must be delivered in writing to the
429 Immediate Past Regional Chair not fewer than fifteen (15) days prior to the date on which the election
430 is to be held. The immediate past Regional Chair shall deliver in writing a copy of any petition filed to
431 each member of the Regional Committee eligible to vote not fewer than ten (10) days prior to the date
432 on which elections are to be held.

433

434

435 **Part C: Election to Regional Positions**

436 The Regional Committee shall hold elections for all Regional positions at a regular meeting in the first
437 half of each year, except for the Regional Nominating Committee and where permitted otherwise. At
438 such regular meeting of the Regional Committee, the membership of the Regional Committee shall
439 receive the report of the Regional Nominating Committee and any petitions making additional
440 nominations for any office.

441

442 The Regional Committee shall then proceed to elect, as necessary and subject to the expiration of
443 terms of office as specified in the Bylaws and Regulations of the Appraisal Institute: the Third
444 Regional Director; the Regional Education Liaison; and one (1) Regional representative and one (1)
445 alternate to the national Nominating Committee. However, if the appropriate quorum required by this
446 Regulation is not achieved at such regular meeting of the Regional Committee, then the election shall
447 be by secure mail or electronic vote supervised by the immediate past Regional Chair as soon as
448 practicable after such regular meeting and as set forth in this Regulation.

449

450

451 **Part D: Notification to Regional Committee and to the Appraisal Institute**

452 Immediately after the completion of the annual election, the Immediate Past Regional Chair shall
453 deliver in writing to the Regional Committee and the Chief Executive Officer of the Appraisal Institute
454 the names and addresses of each elected representative of the Region for the ensuing operating
455 year.

456

458

459 **Regional Committee Meetings and Quorums**

460

461 **Part A: Regular Meeting of the Regional Committee**

462 The Regional Committee shall schedule at least four (4) regular meetings in each calendar year. One
463 regular meeting shall be held prior to each of the four (4) regular national Board of Directors meetings
464 to ensure timely discussion of pertinent topics. Not fewer than twenty-one (21) days prior to each
465 regular meeting of the Regional Committee, the Regional Chair shall deliver in writing notice of such
466 regular meeting to each Regional Committee member.

467

468 At least one (1) of the regular meetings shall be held in-person. The other regular meetings may be
469 conducted via interactive technology. Interactive technology includes, but is not limited to, conference
470 telephone, electronic transmission, Internet usage or remote communication. Action taken at a
471 regular meeting held via interactive technology shall be as effective as if the Regional Committee had
472 met in-person.

473

474 **Part B: Special Meetings of the Regional Committee**

475 A special meeting of the Regional Committee shall be called by the Regional Chair upon receipt of a
476 request delivered in writing for such special meeting signed by either the Regional Chair or by at least
477 one third (1/3) of the voting members of the Regional Committee.

478

479 Within seven (7) days after receipt of any such request delivered in writing, the Regional Chair shall
480 schedule a special meeting of the Regional Committee and deliver in writing a written notice thereof
481 to all Regional Committee members. This written notice shall specify the date, time and place of such
482 special meeting. The date selected by the Regional Chair for such special meeting shall be not less
483 than ten (10) nor more than thirty (30) days from the date of the mailing of said notice.

484

485 A special meeting may be held in person or, at the option of the national Directors elected by the
486 Region, by interactive technology so long as all members of the Regional Committee can
487 communicate with one another. Interactive technology includes, but is not limited to, conference
488 telephone, electronic transmission, Internet usage or remote communication. Action taken at a
489 special meeting held via interactive technology shall be as effective as if the Regional Committee had
490 met in person.

491

492

493 **Part C: Quorum Requirements**

494 A quorum for any regular or special meeting of a Regional Committee shall consist of a majority of
495 those Regional Committee members eligible to vote, whether present in person or by proxy. The
496 members may take action at a meeting at which a quorum is present upon a majority vote of the
497 members present in person or by proxy, unless a different percentage is prescribed by this
498 Regulation. A meeting at which a quorum is initially present may continue to transact business,

499 notwithstanding the withdrawal of any members, if any action taken is approved by a majority of the
500 required quorum for that meeting.

501

502 A Regional Committee member may attend a meeting by proxy.

503

504 **Part D: Voting**

505 Each member of the Regional Committee shall have one (1) vote on policy matters. Only the
506 following members shall vote in elections: the Regional Chair, Regional Vice Chair, third Regional
507 director (if any), Immediate Past Regional Chair, Regional Education Liaison if a member, Chair of
508 the Regional Associate Member Committee, Chapter Presidents and representatives elected from the
509 chapters. Each member of the Regional Committee shall vote his or her own conscience on every
510 matter brought before the Regional Committee using the best interests of the Appraisal Institute as a
511 guide.

512

513 A member of the Regional Committee may vote by proxy if no Chapter elected alternate is able to
514 attend a Regional Committee meeting in the member's place.

515

516

517 **Part E: Minutes**

518 At the commencement of each regular or special meeting, the Regional Chair shall appoint a
519 recording secretary. The recording secretary shall keep an accurate record of the proceedings. The
520 recording secretary shall deliver in writing a copy of the minutes from each meeting to the Regional
521 Committee members and to the Chief Executive Officer of the Appraisal Institute within thirty (30)
522 days after such meeting.

523

524

526

527 **Regional Committee Funds**

528

529 Each year, the Board of Directors of the Appraisal Institute shall allocate funds in the national budget
530 for the Regions to hold Regional meetings and for specified Regional positions to travel to chapter,
531 Regional and national meetings. The national Board of Directors shall establish a policy that identifies
532 a budget relating to funding these activities, identifies positions to be reimbursed and establishes
533 maximum reimbursable amounts.

534

535 If a Region wishes to spend funds on educational programs, research, scholarships, Regional
536 newsletters, lobbying, administrative assistance unrelated to Regional meetings or any other purpose
537 not specified in the first paragraph of this section, but consistent with the Bylaws and Regulations of
538 the Appraisal Institute, a Region may fund these activities through assessment of the Chapters in the
539 Region, or by drawing upon Regional reserves. A Region may assess the Chapters in the Region for
540 these purposes only if: (1) the Regional Committee adopts such assessment by a two-thirds (2/3)
541 vote of the members present and voting at a quorum meeting of the Regional Committee; and (2) a
542 three-quarters (3/4) vote of the Chapter Presidents present and voting at such meeting.

543

544 Regional funds are held in trust for the national organization. An accounting must be made of all
545 Regional receipts and/or other monies in the fourth quarter of each year, and this accounting must be
546 delivered in writing to the national Finance Committee in care of the national office. A proposed
547 budget for the upcoming year and a request for allocation of funds to the Region shall also be
548 delivered in writing to the national Finance Committee when this accounting is made.

549

550 If the Region's receipts and/or other funds exceed \$200,000, then a review or audit by an
551 independent accounting firm, according to generally accepted auditing standards must be performed
552 annually and reported to the Chair of the national Finance Committee of the Appraisal Institute. If the
553 Region's receipts and/or funds are reviewed by an independent accounting firm rather than audited,
554 the Board of Directors of the Appraisal Institute of the Appraisal Institute may require that an audit be
555 performed if it believes that such an audit would be in the best interest of the Appraisal Institute. Upon
556 the discretion of the national Finance Committee a review or audit as described above shall be
557 required at least once every five (5) years if the Region's receipts and/or other funds are \$200,000 or
558 less.

559

560 Regional Committee funds may be spent on educational programs, research, scholarships, a
561 Regional newsletter, approved travel to national meetings, administrative costs and other items as
562 authorized by the Regional Committee or the Board of Directors of the Appraisal Institute. Regional
563 Committee funds must be spent in a manner that is consistent with the Bylaws and Regulations of the
564 Appraisal Institute.

565

566 All funds of a Region shall be used to carry out the purposes of the Region, and no Regional funds
567 shall be diverted from such purposes for the personal benefit of any member or other individual. In
568 the event of dissolution of any Region, all funds of such Region shall immediately be transmitted to

569 the Appraisal Institute. In such event, all such funds shall first be used to retire any indebtedness of
570 the dissolved Region, and the balance of the funds shall be retained by the Appraisal Institute and
571 used for its corporate purposes.

572

573 In the event of realignment of the Regions, all such funds shall first be used to retire any
574 indebtedness of the realigned Regions, and the balance of the funds shall then be reallocated to the
575 newly aligned Regions on a per capita Active Member basis.

576

578

579 **Restrictions upon Regions**

580

581 **Part A: General Limitation upon Regional Powers**

582 Each Region is created by and exists solely by reason of action taken by the Board of Directors of the
583 Appraisal Institute. All actions taken by a Region that are not required or permitted by the express
584 terms of this Regulation shall be voidable by the Board of Directors of the Appraisal Institute. A
585 Region shall not act in a manner that is inconsistent with the Bylaws, Regulations, policies,
586 resolutions and directives of the Appraisal Institute.

587

588

589 **Part B: Restrictions upon Committing the Appraisal Institute**

590 A Region shall not commit the Appraisal Institute to any financial obligation or to any other obligation
591 whatsoever unless such commitment is authorized in advance by the Board of Directors of the
592 Appraisal Institute.

593

594

595 **Part C: Restriction upon Speaking for or Acting in the Name of the**
596 **Appraisal Institute**

597 A Region shall not speak for or act in the name of the Appraisal Institute without the prior approval of
598 the Board of Directors of the Appraisal Institute.

599

600

601 **Part D: Restriction upon Speaking for or Acting in the Name of the**
602 **Region**

603 A Region shall not speak or act in a manner that jeopardizes the not for profit status of the Appraisal
604 Institute. When speaking or acting in the name of the Region, members shall not publicly take a
605 position with respect to any professional, social, political or policy issue except in strict conformity with
606 the Bylaws, Regulations, policies, resolutions and directives of the Appraisal Institute.

607

608

609 **Part E: Restrictions upon Use of Regional Funds**

610 Regional funds shall be used only as provided in this Regulation and in accordance with the Bylaws,
611 Regulations, policies, resolutions and directives of the Appraisal Institute.

612

613 **Part F: Restriction upon Right to Incorporate**

614 A Region shall not cause or permit itself to be incorporated under any state or federal law.

615

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617 1/6/12