

# Regulation No. 9

# Regions

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**Effective February 7, 2012**

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1 **ARTICLE I**

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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**

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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.

24

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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; (4) stay up-to-date on the content  
70 of Appraisal Institute communications, including but not limited to, the content of all non-commercial  
71 e-mails originating from the national organization, the individual's region, and the individual's chapter;  
72 and (5) meet such other qualifications as the Board of Directors may establish from time to time.

## 73 74 75 **Part F: Removal From Committee**

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

- 78  
79 1. Ceases to be a Designated or Associate Member of the Appraisal Institute in good standing;  
80
- 81 2. Ceases to hold a designation from the Appraisal Institute and is holding a position for which a  
82 designation is required as a condition of service;  
83
- 84 3. Ceases to hold the status "continuing education completed" if a Designated Member or fails to  
85 meet current continuing education requirements of the Appraisal Institute for Associate Members  
86 if an Associate Member;  
87
- 88 4. Receives a publishable disciplinary action from the Appraisal Institute;  
89
- 90 5. Fails to attend any regularly scheduled meeting of the Regional Committee in a calendar year,  
91 unless:  
92
  - 93 a. The Regional Committee member is a chapter representative who is not a chapter  
94 President or Vice President;
  - 95 b. The Regional Committee excuses such absence; or
  - 96 c. The Executive Committee excuses such absence in accordance with the provisions  
97 below; or
- 98  
99 6. Fails to meet such other requirements as the Board of Directors may establish from time to time.

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

104  
105 Further, the national Board of Directors may remove a member of a Regional Committee for cause by  
106 a sixty percent (60%) vote.  
107  
108

## 109 **Part G: Vacancies**

110 The filling of vacancies on the Regional Committee shall be controlled by the Bylaws and Regulations  
111 of the Appraisal Institute relating to the position that qualifies such member for service on the  
112 Regional Committee. If a vacancy occurs for whatever reason in the position of immediate past  
113 Regional Chair, such position shall be filled by the prior immediate past Regional Chair for the

114 unexpired term. If there is no past Regional Chair willing or able to serve, the President of the  
115 Appraisal Institute shall appoint an individual to act as immediate past Regional Chair for the  
116 unexpired term.

117

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

124

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

135

137

## 138 **Regional Directors**

139

### 140 **Part A: Number and Terms**

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

144

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

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

150

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

155

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

160

### 161 **Part B: Eligibility to Serve as a Regional Director**

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

171

172

### 173 **Part C: Vacancies**

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

179

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

186

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

197

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

203

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

208

## 209 **Part D: Duties of the Regional Committee Chair**

210 Each Regional Chair shall:

211

- 212 1. Coordinate the activities of the Appraisal Institute in the Region that he or she represents and  
213 shall act as the representative of that Region.
- 214
- 215 2. Serve as Chair of the Regional Committee, as a Regional director and as a member of the Board  
216 of Directors of the Appraisal Institute;
- 217
- 218 3. Preside at all regular and special meetings of the Regional Committee;
- 219
- 220 4. Make such appointments as required by the Bylaws and Regulations of the Appraisal Institute;
- 221

- 222 5. Administer the Regional Committee, including implementing and coordinating Regional programs  
223 in accordance with the Bylaws, Regulations, policies, resolutions and directives of the Appraisal  
224 Institute;
- 225
- 226 6. Exercise authority within the Region in a manner consistent with the Bylaws, Regulations,  
227 policies, resolutions and directives of the Appraisal Institute of the Board of Directors of the  
228 Appraisal Institute;
- 229
- 230 7. Ensure that the policies, programs and activities of the Appraisal Institute are communicated to  
231 chapters and members within the Region;
- 232
- 233 8. Keep the Board of Directors of the Appraisal Institute apprised as to the Region's activities;
- 234
- 235 9. Investigate and identify problems of chapters and members within the Region and communicate  
236 such information to the Board of Directors of the Appraisal Institute with recommendations as  
237 appropriate;
- 238
- 239 10. Work closely with chapters and coordinate with other Regional Chairs activities that may affect  
240 other Regions;
- 241
- 242 11. Keep the Regional Vice Chair fully informed and involved in Regional activities;
- 243
- 244 12. Provide support to the Regional Committee and exercise budgetary and program approval; and
- 245
- 246 13. Perform such other duties as may be prescribed from time to time by the Board of Directors of  
247 the Appraisal Institute.
- 248
- 249

## 250 **Part E: Duties of Regional Committee Vice Chair**

251 Each Regional Vice Chair shall:

252

- 253 1. Serve as Vice Chair of the Regional Committee, as a Regional director and as a member of the  
254 Board of Directors of the Appraisal Institute;
- 255
- 256 2. Preside at all regular and special meetings of the Regional Committee in the event the Regional  
257 Chair is for whatever reason unable to preside; and
- 258
- 259 3. Perform such other duties as directed by the Regional Chair, Regional Committee and national  
260 Board of Directors, and as prescribed by the Bylaws and Regulations of the Appraisal Institute.
- 261
- 262

## 263 **Part F: Duties of Third Regional Director**

264 The Third Regional Director shall:

265

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

267

268 2. Attend all the national Board of Directors meetings and execute a confidentiality/non-disclosure  
269 agreement, but shall not have floor privileges or voting rights at such Board meetings, although  
270 the President may grant the Third Director the right to speak subject to the final authority of the  
271 Board;

272

273 3. Perform such other duties as directed by the Regional Chair, Regional Committee and national  
274 Board of Directors, and as prescribed by the Bylaws and Regulations of the Appraisal Institute.

275

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

277

278 1. Ceases to meet the requirements for service as a national Director; or

279

280 2. Fails to attend a regularly scheduled or special meeting of the Board of Directors, unless the  
281 Board excuses such absence.

282

283

284

286 **Subcommittees**

287

288 **Part A: General**

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

292

293

294 **Part B: Regional Nominating Committee**

295 **Section 1. Composition.**

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

305

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

308

309 **Section 2. Duties.**

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

315

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

320

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

323

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

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

327

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

331

332

### 333 **Part C: Regional Committee of Chapter Education Chairs**

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

337

#### 338 **Section 2. Regional Education Liaison**

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

340

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

345

346 The Regional Education Liaison shall:

347

348 a. Coordinate educational activities throughout the Region in cooperation with the national office  
349 and the chapters;

350

351 b. Assist in competitor analysis, needs assessment, market research and customer satisfaction  
352 research in the Region's education market;

353

354 c. Serve as an information liaison between chapters and the national office;

355

356 d. Serve as an information resource for chapters and education providers regarding the objectives,  
357 policies and activities of the Appraisal Institute Education Network;

358

359 e. Serve as the primary liaison to the national office regarding education activities co-sponsored by  
360 the national office and the Region;

361

362 f. Identify opportunities for new educational partnerships and special programs in the Region;

363

364 g. Assist chapters with improving educational opportunities for members;

365

366 h. Further the objectives of the Appraisal Institute education network; and

367

368 i. Shall perform such other duties as may be assigned by the Regional Committee or the national  
369 Board of Directors.

370

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

372 The Regional Committee of Chapter Education Chairs will:

- 373  
374 a. Work to coordinate educational activities throughout the Region;  
375  
376 b. Assist in competitor analysis, needs assessment, market research and customer satisfaction  
377 research in the Region's education market;  
378  
379 c. Identify opportunities for new educational partnerships and special programs in the Region;  
380  
381 d. Share means of improving educational opportunities for members;  
382  
383 e. Further the objectives of the Appraisal Institute education network; and  
384  
385 f. Perform such other duties as assigned by the Regional Committee or national Board of Directors.  
386

## 387 **Part D: Regional Associate Member Committee**

### 388 **Section 1. General**

389 The Regional Committee shall have a Regional Associate Member Committee. All Chapter Associate  
390 Member Committee Chairs in the Region shall serve on such Committee.  
391

392 The Chair shall be elected by the Regional Associate Member Committee from among the members  
393 of the Committee. The Chair shall be elected for a two (2) year term and may serve two (2)  
394 consecutive two (2) year terms. The Chair shall sit on the national Associate Member Committee.  
395

396 If a member of the Regional Associate Member Committee becomes a Designated Member during  
397 his or her term, the member may complete his or her term on such Committee.  
398

### 399 **Section 2. Duties of the Regional Associate Member Committee**

400 The Regional Associate Member Committee shall:

- 401
- 402 a) Discuss issues impacting Associate Members and provide recommendations to other bodies  
403 as appropriate;
  - 404 b) Act as a direct conduit for communication among the Region's Chapter Associate Member  
405 Committees;
  - 406 c) Facilitate communications between Associate Members and the national Associate Member  
407 Committee;
  - 408 d) Elect at the first regular Regional Meeting of the year the Chair for the Regional Associate  
409 Member Committee for the succeeding year; and
  - 410 e) Perform such other duties as may be assigned by the Regional Committee or the national  
411 Board of Directors.
- 412

### 413 **Section 3. Implementation of the Regional Associate Member Committee**

414 The regional Associate Member Committee shall be implemented on a date certain, to be determined  
415 by the Board of Directors.  
416

418

419 **Elections**

420

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

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

425

426

427 **Part B: Additional Nominations**

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

435

436

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

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

443

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

451

452

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

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

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459

**ARTICLE VII**

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460

461

## Regional Committee Meetings and Quorums

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463

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

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

469

470

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

474

475

476

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

477

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

480

481

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

486

487

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

493

494

495

### **Part C: Quorum Requirements**

496

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

497

498

499

500

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

503

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

505

#### 506 **Part D: Voting**

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

514

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

517

518

#### 519 **Part E: Minutes**

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

525

526

528

## 529 **Regional Committee Funds**

530

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

536

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

545

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

551

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

561

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

567

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

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

574

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

578

580

## 581 **Restrictions upon Regions**

582

### 583 **Part A: General Limitation upon Regional Powers**

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

589

590

### 591 **Part B: Restrictions upon Committing the Appraisal Institute**

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

595

596

### 597 **Part C: Restriction upon Speaking for or Acting in the Name of the** 598 **Appraisal Institute**

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

601

602

### 603 **Part D: Restriction upon Speaking for or Acting in the Name of the** 604 **Region**

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

609

610

### 611 **Part E: Restrictions upon Use of Regional Funds**

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

614

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

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

617

618

619 2/812