

National Job Descriptions— Leadership Resource Registry

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Admissions and Designation Qualifications Committee

General Description

The purpose of the ADQC is to achieve peer and public recognition for Appraisal Institute members through a robust commitment to provide effective professional development opportunities for our membership.

Reporting

The Admissions and Designation Qualifications Committee shall report to the Board of Directors.

Composition

The Admissions and Designation Qualifications Committee shall consist of a Chair and ten (10) members at large, all of whom shall be Designated members of the Appraisal Institute. The ten (10) members shall include members who have a practice that is primarily residential in nature and members who have a practice that is not primarily residential in nature.

Minimum Qualifications for Members

- Holds one or more AI designations;
- Adept at and possesses technical capability for prompt Internet communication including the ability to access and respond to e-mail;
- Membership status in good-standing;
- Holds the status “continuing education completed”;
- Not subject to a publishable disciplinary action by AI within past 5 years prior to appointment;
- At time of appointment, actively engaged in appraisal practice as defined by USPAP;
- Previous service in one or more of the following AI roles: Board of Directors, demo grader, experience reviewer, instructor, or service on AI Councils or Admissions, Appeals, Education or International Committees;
- Meets requirements for experience, prerequisite knowledge, skills, specialized training and work-style characteristics applicable to all governing and implementation body members.

Desirable Qualifications for Members

Previous experience related to AI’s Associate members including guidance, mentoring, education and admissions.

Minimum Qualifications for Chair

- Able to serve simultaneously as chair of ADQC and as a voting member of the Strategic Planning Committee;
- Adept at and possesses technical capability for prompt Internet communication including the ability to access and respond to e-mail;
- Holds one or more AI designations;
- Membership status in good-standing;
- Not subject to a publishable disciplinary action by AI within past 5 years prior to appointment;
- Holds status “continuing education completed”;
- Meets established requirements for experience, skills, knowledge and work-style characteristics for the position;
- Minimum 1 year experience as an AI national committee, project team or panel member.

Desirable Qualifications for Chair

- Experience as a committee or project team chair for AI or any not-for-profit organization;
- Chapter committee and/or officer experience;
- Previous experience related to AI’s Associate members including guidance, mentoring, education and admissions.

Duties as Specified in Regulation 7

- Review and analyze trends in the appraisal profession and real estate markets; review and analyze the requirements for Appraisal Institute designations and the value of Appraisal Institute designations in the marketplace; and review and analyze the effectiveness of admissions processes;
- Recommend to the Board of Directors membership admissions requirements, policies and procedures; monitor the appropriateness application and effectiveness of admissions requirements, policies and procedures; and recommend to the Board of Directors adjustments to admissions requirements, policies and procedures as appropriate;
- Recommend to the Board of Directors continuing education requirements, policies and procedures for members; monitor appropriateness of, compliance with and effectiveness of such requirements, policies and procedures; and recommend to the Board of Directors adjustments to continuing education requirements, policies and procedures as appropriate;
- Identify, recommend and oversee development of programs to encourage Associate members to fulfill the requirements for Appraisal Institute designation and to provide appropriate assistance to Associate members in doing so;
- Recommend positions to the Board of Directors relating to certification and licensing matters under the jurisdiction of the Appraiser Qualifications Board (AQB) of The Appraisal Foundation; in consultation with the President, ensure that the Appraisal Institute is represented at AQB meetings where certification and licensing matters are addressed; and in consultation with the President, ensure that Appraisal Institute positions regarding certification and licensing matters are presented to the AQB.
- Perform such other duties as may be assigned to it by the Board of Directors.

Additional Chair's Duties

- Serve as a voting member of the Strategic Planning Committee.

Ongoing Duties

Scanning and External Responsibilities

- Review and analyze the value of AI designations in the marketplace
- Review all scanning input of relevance to the designations, designation and admissions processes (e.g. AQB/USPAP requirements, legal counsel/Ethics and Standards Committee recommendations). As necessary, recommend to the Board revisions to the admissions and designation qualifications policy.
- Monitor practice quality among the profession as a whole, identify practice issues and recommend to the Board as necessary revisions to the education requirements for designation and continuing education requirements to retain designation

Education Committee Interface

ADQC may recommend that the Board mandate specific continuing education topics as requirements for designation. Subject to Board approval, such topics will be referred to the Education Committee for development. The Education Committee may develop other continuing education topics, as determined by scanning and market research, and may recommend mandated AI CE topics to the ADQC for consideration.

- In each calendar quarter, review the Education Committee's scanning data and conclusions to assess impact on designation education qualification requirements
- Consider AI CE requirements recommendations from the Education Committee
- Consult with the Education Committee to coordinate education program and examination content with designation/advanced requirements
- Ratify Education Committee decisions on approved curriculum of college/university master's or other formal education degree programs for AI education qualifications equivalency.

Designation Qualification Requirements

- Monitor overall designation qualification requirements and recommend to the Board adjustments as necessary
- Recommend to the Board paths to designation; determine content for and ensure creation of education materials and design mentoring programs to encourage and assist Associate members along that path (form project teams as necessary to accommodate special initiatives and resulting workloads)

Designation Education Qualification Requirements

Recommend to the Board revisions as necessary to the education qualification requirements and compliance monitoring processes for designation and number of hours of continuing education required to retain designation. In addition, recommend to the Board the following:

- Required number of hours/cycle;
- What topics are creditable toward a cycle; communicate that information to the Education Committee for topic delivery;

- How programs can be taken; communicate that information to the Education Committee as delivery guidelines (e.g., online education is acceptable, but correspondence courses are not);
- Mandatory topics that members must take in a cycle Monitoring/tracking members' compliance with AI CE requirements (i.e., have met the minimum number of hours in creditable topics + have met the USPAP requirement + have met the Business Ethics requirement).

Experience Credit Screening

- Recommend to the Board revisions to policies/procedures related to experience credit screening;
- Monitor credit screening effectiveness and recommend corrective action to the Board as necessary;
- Recommend revisions as necessary to the duties/qualifications for National Experience Screener.

Examination and Demonstration Reports and Report Alternatives

Monitor the effectiveness and recommend to the Board revisions as necessary to the policies and procedures related to examination requirements

Procedural Protocols

Recommend to the Board uniform procedural rules to monitor admission to designation and AI CE requirements.

Panels under ADQC

Comprehensive Examination Panel

Demonstration Appraisal Grading Panel

Experience Screening Panel

DIVERSITY

It is the goal of the Appraisal Institute to foster a corporate culture that so thoroughly embraces diversity that it no longer needs a diversity committee or diversity initiative; diversity is integral to every aspect of the Appraisal Institute.

The Appraisal Institute is committed to becoming an organization that is representative of all aspects of society, including but not limited to race, ethnicity, national origin, gender, age, physical ability, sexual orientation, religion and family status. Diversity also includes political and opposing opinions. Committee Chairs should make sure committee members with differing opinions are free to express their opinions during meetings.

Professional Standards and Guidance Committee

General Descriptions

The purpose of the Professional Standards and Guidance Committee is to monitor and influence the creation and administration of national and international appraisal practice standards.

Reporting

The Professional Standards and Guidance Committee reports to the Board of Directors.

Composition

The Professional Standards and Guidance Committee shall consist of a Chair and nine (9) members at large, and the Appraisal Institute representative to The Appraisal Foundation Advisory Council, all of whom shall be Designated Members of the Appraisal Institute.

Minimum Qualifications for Members

- In-depth knowledge of appraisal standards (USPAP) and where applicable IVSC standards;
- Holds one or more AI designations;
- Membership status in good standing;
- Not subject to a publishable disciplinary action by AI in past 5 years prior to appointment/election to committee;
- Adept at and possesses technical capability for prompt Internet communication including the ability to access and respond to e-mail;
- Holds status "continuing education completed."

Desirable Qualifications for Members

- Skilled writer;
- Experienced speaker; articulate, persuasive and credible;
- ASB-certified instructor.

Minimum Qualifications for Chair

- Holds one or more AI designations;
- Adept at and possesses technical capability for prompt Internet communication including the ability to access and respond to e-mail;
- Meets requirements specified by the ASB and/or IVSC;
- Membership status in good standing;
- Not subject to a publishable disciplinary action by AI in past 5 years prior to appointment/election to committee;
- Thinks big-picture and long-range;
- Ability to translate abstract ideas into tangible statements of desired outcomes;

- In-depth knowledge of current and pending appraisal standards;
- Experienced speaker; articulate, persuasive and credible;
- Holds status "continuing education completed."

Desirable Qualifications for Chair

- Previous service with one or more standards organizations;
- ASB-certified instructor.

Powers & Duties as Specified in the Regulation 7

- Review and analyze information relating to services appraisers provide, standards and ethics for the profession and appraisal practice issues where further guidance may be beneficial;
- Seek input from appropriate Appraisal Institute and external bodies and individuals on standards and ethics for the appraisal profession;
- Develop positions on exposure drafts of standards and ethics impacting the appraisal profession both in the United States and world-wide;
- Recommend to the Board of Directors amendments to the Appraisal Institute Code of Professional Ethics and Standards of Professional Appraisal Practice;
- Provide general guidance to the Appraisal Institute membership on professional practice issues; and
- Perform such other duties as may be assigned to it by the Board of Directors.

Additional Powers and Duties of Committee Chair

Ensure, in consultation with the President, that the Appraisal Institute representative:

- Attends meetings of the Appraisal Standards Board of The Appraisal Foundation and presents Appraisal Institute positions to such Board;
- Attends meetings of the International Valuation Standards Committee and presents Appraisal Institute positions to such Committee; and
- Interfaces with other entities establishing standards and ethics impacting the appraisal profession.

Ongoing Duties

- Comment on ASB and IVSC Exposure Drafts
- Develop positions relating to exposure drafts and other ongoing work of the ASB and the IVSC, suggesting to those bodies concepts and initiatives which have been approved by the Institute's Board

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sexual orientation, religion and family status. Diversity also includes political and opposing opinions. Committee Chairs should make sure committee members with differing opinions are free to express their opinions during meetings.

Diversity Committee

General Descriptions

The purpose of the Diversity Committee is to actualize profession-wide cultural change, making diversity integral to every aspect of the Appraisal Institute and the appraisal profession and effectively communicating the business case for diversity to the organization.

Reporting

The Diversity Committee reports to the Board of Directors.

Composition

The Diversity Committee shall consist of a Chair and six (6) members at large. The members at large of the Diversity Committee may be Appraisal Institute members or non-members.

Minimum Qualifications for Members

- Understanding of and commitment to AI diversity goals and policies;
- Adept at and possesses technical capability for prompt Internet communication including the ability to access and respond to e-mail;
- Membership status in good standing;
- Not subject to a publishable disciplinary action by AI in past 5 years prior to appointment/election to committee;
- Holds the status “continuing education completed” (or if an Associate member have met current continuing education requirements of the Appraisal Institute for Associate members).

Desirable Qualifications for Members

- Holds one or more AI designations;
- Previous service on a diversity committee of a similar professional membership organization;
- Direct involvement with diversity initiatives by a similar professional membership organization.

Minimum Qualifications for Chair

- Holds one or more AI designations;
- Adept at and possesses technical capability for prompt Internet communication including the ability to access and respond to e-mail;
- In-depth knowledge of and commitment to AI diversity goals and policies;
- Thinks big-picture and long-range;
- Ability to translate abstract ideas into tangible statements of desired outcomes;
- Membership status in good standing;
- Not subject to a publishable disciplinary action by AI in past 5 years prior to appointment/election to committee.

- Holds status "continuing education completed."

Desirable Qualifications for Chair

- Previous service on a diversity committee of a similar professional membership organization;
- Direct involvement with diversity initiatives by a similar professional membership organization.

Duties as Specified in Regulation 7

- Review and analyze information relating to diversity issues in the Appraisal Institute and the appraisal profession;
- Recommend to the Board of Directors policies relating to diversity in the Appraisal Institute and the appraisal profession;
- Recommend to the Strategic Planning Committee programs to enhance diversity within the Appraisal Institute and the appraisal profession;
- Proactively seek governance and program participation from the diversity of Appraisal Institute membership;
- Work with appropriate bodies and individuals to enhance knowledge of and commitment to the Appraisal Institute's diversity policies and programs;
- Monitor the Appraisal Institute's diversity programs and policies and recommend revisions to such programs and policies as appropriate; and
- Perform such other duties as may be assigned to it by the Board of Directors.

Ongoing Duties

- Recommend diversity policies for Board approval;
- Recommend diversity initiatives for consideration by the Strategic Planning Committee;
- Proactively seek institute program participation from the full diversity of Institute membership;
- Proactively seek institute governance participation from the full diversity of Institute membership;
- Monitor compliance with explicit diversity policy;
- Work with the CEO to support staff commitment to furthering Institute diversity goals;
- Mentor and guide regions and chapters to support grass roots member commitment to furthering Institute diversity goals.

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The Appraisal Institute is committed to becoming an organization that is representative of all aspects of society, including but not limited to race, ethnicity, national origin, gender, age, physical ability, sexual orientation, religion and family status. Diversity also includes political and opposing opinions.

Committee Chairs should make sure committee members with differing opinions are free to express their opinions during meetings.

Education Committee

General Description

The Education Committee crafts overall education strategies to enhance appraisers' professional practices throughout their career until retirement. The Education committee recommends policies, procedures and programs for qualification and development of instructors, crafts overall education policies for new curriculum to create the highest quality education for all needs: qualifying education, continuing education, and designation/advanced education.

Reporting

The Education Committee reports to the Board of Directors.

Composition

The Education Committee shall consist of a Chair and ten (10) members at large, all of whom shall be Designated members of the Appraisal Institute.

Minimum Qualifications for Members

- In-depth knowledge of AI education policies, procedures and control processes;
- Adept at and possesses technical capability for prompt Internet communication including the ability to access and respond to e-mail;
- General knowledge of admissions and designations requirements;
- General knowledge of appraisal standards;
- Membership status in good standing;
- Not subject to a publishable disciplinary action by AI in past 5 years prior to appointment/election to committee;
- Holds one or more AI designations;
- Holds status "continuing education completed."

Desirable Qualifications for Members

Previous service with similar professional membership organizations including in any of the following:

- Education needs assessment;
- Education program development;
- Education committee service;
- Faculty or instructor;
- Education administration.

Minimum Qualifications for Chair

- Holds one or more AI designations;
- Adept at and possesses technical capability for prompt Internet communication including the ability to access and respond to e-mail;

- Able to serve simultaneously as chair of Education Committee and as a voting member of the Strategic Planning Committee;
- In-depth knowledge of AI education policies, procedures and control processes;
- Thinks big-picture and long-range;
- Ability to translate abstract ideas into tangible statements of desired outcomes;
- Membership status in good standing;
- Not subject to a publishable disciplinary action by AI in past 5 years prior to appointment/election to committee;
- Holds status "continuing education completed."

Desirable Qualifications for Chairs

Previous service with similar professional membership organizations including:

- Education needs assessment;
- Education program development;
- Education committee service;
- Faculty or instructor;
- Education administration.

Powers & Duties as Specified in Regulation 7

- Review and analyze information relevant to creating appraiser education strategies, including, but not limited to, market needs, course and seminar performance, instructor performance generally, areas for enhancement of appraiser education and customer needs and satisfaction;
- Recommend to the Board of Directors education programming strategies for qualifying, continuing and advanced education needs;
- Monitor Appraisal Institute courses and seminars to ensure that they fulfill education strategies and qualifications specifications;
- Interface with the Admissions and Designation Qualifications Committee to ensure that education program and examination content meet qualification requirements;
- Review the curriculum of the formal education degree programs of universities, including master's degree programs, for equivalency with Appraisal Institute education qualifications, subject to ratification by the Admissions and Designation Qualifications Committee;
- Recommend positions to the Board of Directors relating to education matters under the jurisdiction of the Appraiser Qualifications Board (AQB) of The Appraisal Foundation; in consultation with the President, ensure that the Appraisal Institute is represented at AQB meetings where education matters are addressed; and, in consultation with the President, ensure that Appraisal Institute positions regarding such education matters are presented to the AQB;
- Recommend to the Board of Directors policies, procedures and programs for qualification and development of instructors, and monitor implementation of such policies, procedures and programs; and
- Perform such other duties as may be assigned to it by the Board of Directors.

Additional Chair's Duties

- Serve as a voting member of the Strategic Planning Committee.

Ongoing Duties

ADQC Interface

ADQC may mandate specific continuing education topics as requirements for designation. Those topics are referred to the Education Committee for development. The Education Committee may develop other continuing education topics, as determined by scanning and market research, and may recommend mandated CE topics to the ADQC for consideration.

- Provide ADQC with the Education Committee's scanning data and conclusions so that ADQC can assess their impact on designation education qualification requirements;
- Based on overall education strategies, recommend where appropriate changes in designation-specific CE requirements to the Admissions and Designation Qualifications Committee;
- Discuss examination expectations with the Admissions and Designation Qualifications Committee to coordinate education program and examination content with qualification requirements;
- Review and approve curriculum of college/university master's or other formal education degree programs for AI education qualifications equivalency; subject to ratification by the Admissions and Designation Qualifications Committee;
- Determine member needs, wants and preferences for education;
- Using conclusions drawn from scanning and needs research, provide analysis input and suggestions to meet education programming needs;
- Together with Strategic Planning Committee and other bodies, identify education programs to be sunset and choose education program endeavors to be undertaken/included in the annual operating plan/budget for the coming year 1) new programs to be designed 2) existing programs to be enhanced 3) "ready" programs to be delivered;
- Analyze member needs assessment/satisfaction and other scanning research; draw conclusions and suggest education programming strategies for qualifying, continuing and advanced education programming:
 - Classroom seminars;
 - Specialty courses (i.e. the 600 and 700 series);
 - Online seminars;
 - Other offerings which meet appraiser education needs as determined from scanning and market research;
- Create policies, procedures and programs to qualify instructors for AI education;
- Monitor and manage the deployment and performance of qualified instructors for AI education;
- Develop and monitor CE credit granting protocols;
- Note: Monitoring member CE credits is an administrative staff function. Committee, with Board approval sets the policies. Staff devises/committee approves procedures, and staff administers them;
- Ensure that AI is represented at and obtains feedback from meetings of the Appraisal Foundation's Appraisal Qualifications Board (AQB) and that, in consultation with the President AI positions are represented to that body.

DIVERSITY

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The Appraisal Institute is committed to becoming an organization that is representative of all aspects of society, including but not limited to race, ethnicity, national origin, gender, age, physical ability, sexual orientation, religion and family status. Diversity also includes political and opposing opinions. Committee Chairs should make sure committee members with differing opinions are free to express their opinions during meetings.

Finance Committee

General Descriptions

The Finance Committee is responsible for: creating financial policy for Board approval; presenting a proposed budget to the Board; monitoring all financial activities and financial outcomes, including AI investments; and recommending remedial action for Board consideration.

Reporting

The Finance Committee reports to the Board of Directors.

Composition

The Finance Committee shall consist of a Chair and six (6) members, all of whom shall be Designated members of the Appraisal Institute. The Chair shall be the Vice President of the Appraisal Institute. At least two (2) of the members must also be members of the Board of Directors with at least one (1) year remaining on their Board terms at the time they assume their positions on the Finance Committee. The other four (4) members shall be members at large.

Minimum Qualifications for Members

- Knowledge of fundamental accounting principles and procedures;
- Adept at and possesses technical capability for prompt Internet communication including the ability to access and respond to e-mail;
- Basic understanding of AI financial management and accounting systems;
- Skilled at assessing the impact significance of proposed AI actions to manage corporate financial risk;
- Ability to correctly interpret balance sheet, income statement and other financial reporting information in AI formats;
- Working knowledge of AI priority projects and committee duties/activities to properly evaluate budget needs and requests;
- Membership status in good standing;
- Not subject to a publishable disciplinary action by AI in past 5 years prior to appointment/election to committee;
- Holds status "continuing education completed."

Desirable Qualifications for Members

- Past service on a financial governing body for a professional membership organization of comparable size;
- Other professional accounting/investment experience.

Minimum Qualifications for Chair

- Adept at and possesses technical capability for prompt Internet communication including the ability to access and respond to e-mail;
- Holds one or more AI designations;
- Knowledge of fundamental accounting principles and procedures;
- Basic understanding of AI financial management and accounting systems;
- Skilled at assessing the impact significance of proposed AI actions to manage corporate financial risk;
- Ability to correctly interpret balance sheet, income statement and other financial reporting information in AI formats;
- Working knowledge of AI priority projects and committee duties/activities to properly evaluate budget needs and requests;
- Membership status in good standing;
- Not subject to a publishable disciplinary action by AI in past 5 years prior to appointment/election to committee;
- Holds status "continuing education completed."

Powers & Duties as Specified in Regulation 7

- Recommend to the Board of Directors financial policies relating to, but not limited to, financial reserves, investments, reimbursements, compensation and financial goals;
- Monitor financial policies and recommend to the Board of Directors revisions of such policies as appropriate;
- Review the staff prepared draft annual operating budget for the coming year to ensure that such draft budget complies with strategic plan priorities, financial policies and financial goals and make appropriate revisions;
- Recommend to the Board of Directors a final operating budget after review and revision of the staff prepared draft annual operating budget and report to the Board of Directors those programs not funded and the amount of funding for new programs;
- Evaluate and assess the Appraisal Institute's financial status and performance, as well as financial risks, on a quarterly and annual basis at minimum;
- Report to the Board of Directors the Appraisal Institute's financial status, financial performance, financial risks and significant variances from the annual operating budget; and
- Perform such other duties as may be assigned to it by the Board of Directors.

Ongoing Duties

- Conduct quarterly and annual reviews to evaluate financial risks and assess the Institute's financial status and performance;
- Recommend adjustments to financial policies for Board approval including those for national, regional and chapter reserves, investments, reimbursements, compensation, financial goals and reporting;
- Review staff's final draft of the annual operating plan for the coming year. Ensure it complies with strategic plan priorities and Institute financial policies. Recommend a final plan/budget

- to the Board, including appendices which identify rejected programmatic or financial endeavors and rationale for rejection;
- Oversee AI designated or special funds.

DIVERSITY

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Government Relations Committee

General Descriptions

The Government Relations Committee proactively advocates on behalf of AI members to influence public policy positions, governmental and regulatory actions affecting appraisers.

Reporting

The Government Relations Committee reports to the Board of Directors.

Composition

The Government Relations Committee shall consist of a Chair and one (1) member from each Region.

The members of the Government Relations Committee may be Appraisal Institute members or non-members. The members of the Government Relations Committee may serve no more than three (3) consecutive two (2) year terms.

Minimum Qualifications for Members

- Adept at and possesses technical capability for prompt Internet communication including the ability to access and respond to e-mail;
- Membership status in good standing;
- Not subject to a publishable disciplinary action by AI in past 5 years prior to appointment/election to committee;
- Holds the status “continuing education completed” (or if an Associate member have met current continuing education requirements of the Appraisal Institute for Associate members);
- Understanding of and commitment to AI public policies, legislative and regulatory initiatives;
- Basic understanding of federal and state governmental structures and legislative procedures;
- Basic knowledge of development and enforcement processes employed by governmental regulatory bodies which exert influence or control over the appraisal profession and/or its practitioners.

Desirable Qualifications for Members

- Holds one or more AI designations;
- Relationships or contacts within federal and/or state legislative and regulatory bodies
- Previous political action or public policy experience in a similar professional membership organization;
- Previous fund raising experience.

Minimum Qualifications for Chair

- Adept at and possesses technical capability for prompt Internet communication including the ability to access and respond to e-mail;

- Holds one or more AI designations;
- Able to serve simultaneously as chair of the Government Relations Committee and as a voting member of the Strategic Planning Committee;
- Commitment to AI public policies, legislative and regulatory initiatives;
- Thinks big-picture and long-range;
- Ability to translate abstract ideas into tangible statements of desired outcomes;
- Membership status in good standing;
- Not subject to a publishable disciplinary action by AI in past 5 years prior to appointment/election to committee;
- Holds status "continuing education completed."

Desirable Qualifications for Chair

- Previous service on a government relations or public policy committee of a similar professional membership organization;
- Direct involvement with legislative or regulatory initiatives by a similar professional membership organization.

Powers & Duties as Specified in Regulation 7

- Recommend to the Strategic Planning Committee legislative, regulatory and other initiatives relating to the appraisal profession;
- Except where provided otherwise, develop positions relating to legislative, regulatory and other proposals and actions relating to the appraisal profession consistent with the policies and directives of the Appraisal Institute;
- In consultation with the President, ensure that the Appraisal Institute is represented at governmental activities that impact the appraisal profession, and that the Appraisal Institute positions regarding legislation, regulation and other proposals impacting the appraisal profession are presented before governmental entities;
- Provide input to the Appraisal Standards Committee on matters relating to The Appraisal Foundation's Appraisal Standards Board and provide input to the Education Committee and Admissions and Designation Qualifications Committee on matters relating to The Appraisal Foundation's Appraiser Qualifications Board as appropriate;
- Recommend to the Board of Directors policies and initiatives regarding the Appraisal Institute's relationships with governmental entities and other external appraisal regulatory bodies; and
- Perform such other duties as may be assigned to it by the Board of Directors.

Additional Chair's Duties

- Serve as a voting member of the Strategic Planning Committee.

Ongoing Duties

The Government Relations Committee, and specifically its staff support, is responsible for monitoring state legislation and regulation: identify needs, which are fed into the strategic planning process, resulting in initiatives funded and administered as part of the AI annual operating plan.

- Continually scan the legislative and regulatory environment to identify potential impacts on appraisal practice;
- Formulate, for Board approval, policies regarding the Appraisal Institute's relationships with governmental entities;
- Suggest AI's legislative and regulatory initiatives through the strategic planning process, and recommend interim actions;
- Maintain a government/regulatory "critical issues" document, update it as new issues arise and circulate updates to the Board of Directors. When new issues arise for inclusion as critical issues:
 - Act on those issues to the extent provided for under the Committee's authority in bylaws, regulations, policy and committee assignments from the annual operating plan.
 - Refer time-critical new action to the Board of Directors for approval
 - Refer other new action recommendations through the strategic planning process.
- In consultation with the President, represent Institute positions before governmental and regulatory agencies;
- Solicit personal PAC voluntary contributions from the membership;
- Select PAC fund recipients.

Ongoing Staff Support Duties

- Monitor and evaluate proposed and pending legislation and regulations of interest and importance to appraisers and report findings to all appropriate audiences;
- Develop relationships with federal and state regulatory and legislative agencies and encourage such agencies to use AI as their resource for decisions;
- Advocate Appraisal Institute positions with federal and state regulatory and legislative agencies;
- Develop programs to solicit personal PAC voluntary contributions.

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International Relations Committee

General Descriptions

The purpose of the International Relations Committee is to sustain a viable program of international scanning and involvement by the Appraisal Institute as needed to support AI's strategic plans.

Reporting

The International Relations Committee reports to the Board of Directors.

Composition

The International Relations Committee shall consist of a Chair, up to eight (8) at-large members who are Members of the Appraisal Institute and the International Member on the Board of Directors.

Minimum Qualifications for Members

- Adept at and possesses technical capability for prompt Internet communication including the ability to access and respond to e-mail;
- Adept at and possesses technical capability for distance communication;
- Able to travel internationally on AI business;
- Informed and well read to acquire global perspective on valuation and real estate appraisal;
- Membership status in good standing;
- Not subject to a publishable disciplinary action by AI in past 5 years prior to appointment/election to committee;
- Holds the status "continuing education completed" (or if an Associate member have met current continuing education requirements of the Appraisal Institute for Associate members).

Desirable Qualifications for Members

- Holds one or more AI designations and/or international designations;
- Multilingual;
- Relationships or contacts within relevant international organizations.

Minimum Qualifications for Chair

- Adept at and possesses technical capability for prompt Internet communication including the ability to access and respond to e-mail;
- Holds one or more AI designations;
- Able to serve simultaneously as chair of the International Relations Committee and as a voting member of the Strategic Planning Committee;
- Thinks big-picture and long-range;
- Ability to translate abstract ideas into tangible statements of desired outcomes;
- Adept at and possesses technical capability for distance communication;
- Able to travel internationally on AI business;
- Informed and well read to acquire global perspective on valuation and real estate appraisal;

- Membership status in good standing;
- Not subject to a publishable disciplinary action by AI in past 5 years prior to appointment/election to committee;
- Holds status "continuing education completed."

Desirable Qualifications for Chair

- Multilingual;
- Relationships or contacts within relevant international organizations.

Powers & Duties as Specified in the Regulation 7

- Review and analyze information relating to international markets and opportunities for the Appraisal Institute, Appraisal Institute members and the appraisal profession;
- Recommend to the Strategic Planning Committee international programs, initiatives and liaisons;
- Recommend to the Board of Directors policies relating to international issues;
- Identify and recommend initiatives to embrace the cultural diversity among appraisers world-wide;
- Monitor effectiveness of international programs and initiatives, and monitor internationally offered educational programs and publications to identify any cultural or language issues;
- In consultation with the President and within the approved budget, ensure that the Appraisal Institute is represented at appropriate international meetings and events; and
- Perform such other duties as may be assigned to it by the Board of Directors

Additional Chair's Duties

- Serve as a voting member of the Strategic Planning Committee.

Ongoing Duties

- Oversee and direct the implementation of AI's International Policy;
- Identify liaison opportunities between AI and international valuation and valuation related organizations, defining outcomes for the liaison effort and recommending them, through the Strategic Planning process, to the Board for approval and funding;
- In consultation with the ADQC and Education Committees, review internationally offered AI courses, seminar and publication offerings to facilitate problem resolution (e.g. cultural and linguistic differences and translation issues);
- Review staff-drafted market research into specific international markets, draw conclusions and provide input to the strategic planning process as to future opportunities;
- Identify and recommend initiatives to embrace and assimilate the full spectrum of cultural diversity among appraisers world-wide;
- Serve as ambassadors of AI to various countries as directed by the Board or at the request of the President. Assignments made to qualified individuals as needed by the President.

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Professional Practice Compliance and Enforcement Committee

General Descriptions

The purpose of the Professional Practice Compliance and Enforcement Committee is to administer the AI Code of Professional Ethics by developing policy and procedures and managing cases related to AI's Code of Professional Ethics and the Standards of Professional Appraisal Practice.

Reporting

The Professional Practice Compliance and Enforcement Committee reports to the Board of Directors.

Composition

The Professional Practice Compliance and Enforcement Committee shall consist of a Chair, the Director of Screening, the Chair of the Professional Standards and Guidance Committee, the Chair of the Professional Practice Appeals Panel and three (3) members at large.

Minimum Qualifications for Members

Note: Qualifications specified for members of the Professional Practice Compliance and Enforcement Committee also apply to appointees to the Experience Screening Panel, Professional Practice Appeals Panel, Appellate Division, Grievance Committee and screening staff.

- Adept at and possesses technical capability for prompt Internet communication including the ability to access and respond to e-mail;
- Holds one or more AI designations;
- Membership status in good standing;
- Not subject to a publishable disciplinary action by AI in past 5 years prior to appointment/election to committee;
- Holds the status "continuing education completed" (or if an Associate member have met current continuing education requirements of the Appraisal Institute for Associate members).

Desirable Qualifications for Members

- Familiarity with USPAP

Minimum Qualifications for Chair

- Adept at and possesses technical capability for prompt Internet communication including the ability to access and respond to e-mail;
- Holds one or more AI designations;
- Thinks big-picture and long-range;
- Ability to translate abstract ideas into tangible statements of desired outcomes;
- Membership status in good standing;
- Not subject to a publishable disciplinary action by AI in past 5 years prior to appointment/election to committee;

- Holds status "continuing education completed."

Powers & Duties as Specified in Regulation 7

- Review and analyze information relating to effectiveness of peer review Regulations, policies and procedures and identify common issues relating to services provided by appraisers;
- Recommend to the Board of Directors Regulations, policies and procedures for peer review proceedings and revisions thereof;
- Exercise general supervision and control over peer review proceedings;
- Notify appropriate bodies and individuals where changes to appraiser education and training may be beneficial based on general findings in peer review proceedings;
- Perform such other duties as provided in the Regulations, procedures and policies governing peer review; and
- Perform such other duties as may be assigned to it by the Board of Directors.

Additional Chair's Duties

- Serve as a voting member of the Strategic Planning Committee.

Ongoing Duties

- Subject to policy guidelines established by the Board, supervise peer review activities
- Oversee educational alternatives in lieu of counseling
- Screen referrals received by AI which indicate that a Member may have violated AI's Code of Professional Ethics or Standards of Professional Practice
- Adjust as necessary procedures to be followed:
 - in referring cases to the Ethics Administration Division
 - in processing a possible violation of the Standards of Professional Appraisal Practice
 - identifying possible violations of the Code of Professional Ethics which may involve civil or criminal action and should not be processed by the Ethics Administration Division unless and until a final determination of the factual issues involved has been made by the appropriate civil or criminal court.
- Review, amend as necessary and adopt procedural rules prepared by any Division of the Ethics and Counseling Committee.
- Review and evaluate actions taken by the Screening Staff
- Exercise authority to discontinue pending peer review proceedings
- Advise the Education Committee and other appropriate governing bodies concerning possible areas of deficiency in appraisal training so that remedial action can be taken

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Strategic Planning Committee

General Description

The Strategic Planning Committee is responsible for the Appraisal Institute's short term strategic planning.

Reporting

The Strategic Planning Committee reports to the Board of Directors.

Composition

The Strategic Planning Committee shall consist of a Chair and nine (9) members. The members of the Strategic Planning Committee shall include: two (2) members who are appointed by the President; a member of the Board of Directors elected by the Board of Directors, the Admissions and Designation Qualifications Committee Chair, the Education Committee Chair, the Government Relations Committee Chair, the International Relations Committee Chair, the Professional Practice Compliance and Enforcement Committee Chair, and the Chief Executive Officer, who shall serve as a non-voting member.

The Chair of the Strategic Planning Committee shall be elected by the Board of Directors at its third regular meeting in the year prior to the commencement of the Chair's term. The Chair of the Strategic Planning Committee shall serve a two (2) year term and may serve no more than two (2) consecutive full two (2) year terms.

The two (2) members appointed by the President shall be Designated or Associate Members of the Appraisal Institute, shall serve two (2) year staggered terms, and shall serve no more than two (2) consecutive full two (2) year terms. The member of the Board of Directors, elected by the Board of Directors, shall serve a two (2) year term, shall serve no more than two (2) consecutive full two (2) year terms, and shall have at least two (2) years remaining on his or her Board of Directors term at the commencement of his or her term on the Strategic Planning Committee.

The Chairs of the Committees shall serve on the Strategic Planning Committee for the duration of their service as Chairs of such committees.

Minimum Qualifications for Members

- Adept at and possesses technical capability for prompt Internet communication including the ability to access and respond to e-mail;
- Membership status in good-standing;
- Not subject to a publishable disciplinary action by AI in past 5 years prior to appointment/election to committee;
- Holds the status "continuing education completed," or if an Associate Member has met current continuing education requirements of the Appraisal Institute for Associate Members;

- Meets requirements for experience, prerequisite knowledge, skills, specialized training and work-style characteristics applicable to all governing and implementation body members.

Desirable Qualifications for Members

- Previous experience on planning bodies of other organizations;
- Thinks big-picture and long-range;
- Ability to translate abstract ideas into tangible statements of desired outcomes.

Minimum Qualifications for Chair

- Adept at and possesses technical capability for prompt Internet communication including the ability to access and respond to e-mail;
- Holds one or more AI designations;
- Membership status in good-standing;
- Not subject to a publishable disciplinary action by AI in past 5 years prior to appointment/election to committee;
- Holds the status “continuing education completed”;
- Minimum 1 year experience as an AI committee, project team or panel member.

Desirable Qualifications for Chair

- Previous experience on planning bodies of other organizations;
- Previous AI board experience;
- Chapter committee and/or officer experience.

Powers & Duties as Specified in Regulation 7

- Monitor issues, trends, opinions and other factors that affect or will affect the Appraisal Institute and the appraisal profession;
- Recommend to the Board of Directors strategic and operating plans, including, but not limited to, mission, goals, strategies, priorities and adjustments thereto; and
- Perform such other duties as may be assigned to it by the Board of Directors.

Additional Chair’s Duties

- Serve as the Chair of the Leadership Development and Advisory Council planning committee.

Ongoing Duties

- Establish scan content requirements – Issues, trends, impact studies, member and client opinion; anything they need for knowledge-based decision making;
- Draw conclusions from scan results;
- Identify needed adjustments to mission, goals;
- Prioritize goals;
- Craft strategies for achieving goals;
- Identifying general areas of endeavor and specific programs and initiatives to be undertaken;
- Prioritize strategies; prioritization driven by goal priorities;
- Create/adjust the Institute’s strategic plan based on conclusions, priorities and purpose;

- Recommend strategic plan content for Board approval;
- Review initial draft of the coming year's operating plan; recommend adjustments to ensure
 - Priority – level of priority in the operating plan in sync with strategic plan priorities
 - Purpose – desired/expected outcome is clear and in sync with strategic plan

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AI Holdings

General Description

To manage the business and affairs of the corporation and to exercise all such powers of the corporation and do all such acts and things in accordance to the General Corporation Law of the State of Delaware, the Certification of Incorporation, these Bylaws and as directed or required to be exercised or done by the stockholders.

Reporting

Any contract, transaction or act of the Corporation or of the directors or of any committee which shall be ratified by the holders of a majority of the shares of stock of the Corporation present in person or by proxy and voting at any annual meeting, or at any special meeting called for such purpose, shall, insofar as permitted by law or by the Certificate of Incorporation, be as valid and as binding as though ratified by every stockholder of the Corporation..

Composition

The number of directors which shall constitute the initial Board of Directors shall be five (5). The directors shall be elected at the annual meeting of the stockholders. Directors shall serve staggered three-year terms and are eligible for re-election.

Minimum Qualifications for Directors

Adept at and possesses technical capability for prompt Internet communication including the ability to access and respond to e-mail.

Duties of AI Board of Directors

Chairman of the Board:

The Chairman of the Board (if the Board of Directors so deems advisable and selects one) shall be an officer of the corporation and, subject to the direction of the Board of Directors, shall perform such executive, supervisory and management functions and duties as from time to time may be assigned to him or her by the Board. The Chairman of the Board, if present, shall preside at all meetings of the stockholders and all meetings of the Board of Directors.

Chief Executive Officer:

The Chief Executive Officer of the corporation shall be responsible for long range business planning and the development and formulation of major policy decisions for the corporation. Except where, by law, the signature of the President is required, the Chief Executive Officer shall have the same power as the President to sign all contracts and other instruments on behalf of the corporation which may be authorized by the Board of Directors. He shall have such other powers and perform such other duties as the Board of Directors may from time to time prescribe.

President:

Subject to the direction of the Board of Directors, the President shall have general charge of the business, affairs and property of the corporation and general supervision over its other officers and agents. In general, the President shall perform all duties incident to the office of President of a stock corporation and shall see that all orders and resolutions of the Board of Directors are carried into effect. Unless otherwise prescribed by the Board of Directors, the President shall have full power and authority on behalf of the corporation to attend, act and vote at any meeting of security holders of other corporations in which the corporation may hold securities. At any such meeting the President shall possess and may exercise any and all rights and powers incident to the ownership of such securities which the corporation possesses and has the power to exercise. The Board of Directors from time to time may confer like powers upon any other person or persons.

The Vice Presidents:

In the event of the absence or disability of the President, each Vice President, in the order designated, or in the absence of any designation, then in the order of their election, shall perform the duties of the President. The Vice Presidents shall also perform such other duties as from time to time may be assigned to them by the Board of Directors or by the chief executive officer of the corporation.

The Secretary:

- a) Keep the minutes of the meetings of the stockholders and of the Board of Directors;
- b) See that all notices are duly given in accordance with the provisions of these By Laws or as required by law;
- c) Be custodian of the records and of the seal of the corporation and see that the seal or a facsimile or equivalent thereof is affixed to or reproduced on all documents, the execution of which on behalf of the corporation under its seal is duly authorized;
- d) Have charge of the stock record books of the corporation;
- e) In general, perform all duties incident to the office of Secretary, and such other duties as are provided by these By Laws and as from time to time are assigned to him by the Board of Directors or by the chief executive officer of the corporation.

The Treasurer.

- a) Receive and be responsible for all funds of and securities owned or held by the corporation and, in connection therewith, among other things: keep or cause to be kept full and accurate records and accounts for the corporation; deposit or cause to be deposited to the credit of the corporation all moneys, funds and securities so received in such bank or other depository as the Board of Directors or an officer designated by the Board may from time to time establish; and disburse or supervise the disbursement of the funds of the corporation as may be properly authorized;

b) Render to the Board of Directors at any meeting thereof, or from time to time when ever the Board of Directors or the chief executive officer of the corporation may require, financial and other appropriate reports on the condition of the corporation;

c) In general, perform all the duties incident to the office of Treasurer and such other duties as from time to time may be assigned to him by the Board of Directors or by the chief executive officer of the corporation.

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Appraisal Liability Insurance Program (“ALIP”)

General Description

The purpose of ALIP shall be to research, recommend and endorse various professional liability insurance programs and other related programs for the benefit of real estate appraisal professionals who are Designated, Associated and Affiliate members of the Appraisal Institute.

The name of the corporation is ALIP, INC. (“ALIP”), and it is organized for business under the Illinois Business Corporation Act.

Reporting

The property, business and affairs of ALIP shall be managed by its Board of Directors which shall be the sole authority on all matters relating to ALIP and shall exercise all powers necessary and appropriate to carry out the purposes of the Articles of Incorporation and ALIP’s Bylaws, including the hiring of clerical and administrative staff and the retaining of experts, advisors and consultants.

The ALIP is a fully owned subsidiary of the Appraisal Institute. The Appraisal Institute Board of Directors constitutes the selection committee for ALIP’s Directors.

Composition

The elected officers of ALIP shall be a President, a Vice President, a Secretary-Treasurer, and such other officers as may be elected in accordance with ALIP’s Bylaws. All officers shall be members of the Board of Directors of ALIP; however, the Secretary-Treasurer may be a staff employee of the Appraisal Institute. No individual may hold more than one (1) office at the same time. Each such officer shall serve for a one (1) year term. There shall be six (6) members of the Board of Directors of ALIP. The appropriate number of Directors shall be elected each year by the Appraisal Institute’s Board of Directors acting through its President Elect.

Each Director of ALIP shall serve a term of three (3) years except that the initial Board shall be staggered such that two persons shall serve three-year terms, two persons shall serve two-year terms and two persons shall serve one-year terms.

Minimum Qualifications for Board of Directors of ALIP

An individual must:

- Be a Designated member in good standing of the Appraisal Institute;
- Have held a designation from either the American Institute of Real Estate Appraisers (“AIREA”), the Society of Real Estate Appraisers (“Society”), or the Appraisal Institute for a minimum of five (5) years prior to election;
- Have served on the Governing Council of AIREA, the Board of Governors of the Society, the Board of Directors of the Appraisal Institute, or on a National, Regional or Chapter committee of either the AIREA, the Society, or the Appraisal Institute or on the Residential Appraiser

Board or General Appraiser Board of the Appraisal Institute or on any committee of such Boards;

- Have not been subject to publishable disciplinary action by the Appraisal Institute within the five (5) years prior to the date of election;
- Have met the continuing education requirements of the Appraisal Institute;
- Have met such other qualifications as may be adopted from time to time by the Board of Directors of ALIP.

Duties of ALIP Officers

President:

The President shall be the principal executive officer of ALIP and shall supervise and manage on behalf of the Board of Directors all of the business of ALIP and shall preside over all meetings of the Board of Directors. The President shall be responsible for the day-to-day operations of ALIP and shall perform such other duties and hold such other responsibilities as the Board of Directors may determine from time-to-time. In his or her discretion, the President may delegate such portions of the day-to-day operational functions and responsibilities as the President deems appropriate. However, the President cannot act in a manner inconsistent with the directives and policies of the Board of Directors or the Bylaws.

Vice President:

In the absence of the President or in the event of the President's inability to act, the Vice President shall perform all the duties of the President and when so acting shall have the powers of and be subject to all the restrictions upon the President. The Vice President shall also perform such other duties as from time-to-time may be assigned to him or her by the President or by the Board of Directors.

Secretary-Treasurer:

The Secretary-Treasurer shall keep the minutes of the meetings of the sole shareholder and of the Board of Directors; shall see that all notices are duly given in accordance with the provisions of ALIP's Bylaws or as required; shall be custodian of the corporate records and in general perform all duties incident to the office of the Secretary-Treasurer and such other duties as from time-to-time may be assigned to him or her by the President or by the Board of Directors.

Duties of ALIP Board of Directors

The Board of Directors shall have supervision, control and direction of the affairs of ALIP, shall determine its policies or changes therein within the limits of the Bylaws, shall actively pursue its purposes, and shall have the authority to disburse its funds. The Board of Directors may adopt such rules and regulations for the conduct of its business and the operations of ALIP as the Board shall deem advisable and may, in the execution of the powers granted, appoint such agents as it may consider necessary.

Powers & Duties as Specified in ALIP Bylaws

The property, business and affairs of ALIP shall be managed by its Board of Directors which shall be the sole authority on all matters relating to ALIP and shall exercise all powers necessary and appropriate to carry out the purposes of the Articles of Incorporation and ALIP's Bylaws, including the hiring of clerical and administrative staff and the retaining of experts, advisors and consultants.

DIVERSITY

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The Appraisal Journal Editorial Board

General Description

The Appraisal Journal is a quarterly publication offering appraisers and other real estate professionals timely, practical articles on industry and institute news as well as economic indicators.

Reporting

The Appraisal Journal Editorial Board reports to the Board of Directors.

Composition

The Appraisal Journal Editorial Board shall consist of a Chair, seven (7) Designated members of the Appraisal Institute, and one (1) Associate member of the Appraisal Institute. The members of the Appraisal Journal Editorial Board may serve an unlimited number of consecutive terms. The Appraisal Journal Editorial Board shall report to the Board of Directors and shall be considered a committee for purposes of this Regulation and the Bylaws of the Appraisal Institute.

Minimum Qualifications for Members

- Adept at and possesses technical capability for prompt Internet communication including the ability to access and respond to e-mail;
- Membership status in good standing;
- Not subject to a publishable disciplinary action by AI in past 5 years prior to appointment/election to committee;
- Holds the status "continuing education completed," or if an Associate member has met current continuing education requirements of the Appraisal Institute for Associate members.

Minimum Qualifications for Chair

- Adept at and possesses technical capability for prompt Internet communication including the ability to access and respond to e-mail;
- Holds one or more AI designations;
- Membership status in good standing;
- Not subject to a publishable disciplinary action by AI in past 5 years prior to appointment/election to committee;
- Holds status "continuing education completed."

Powers & Duties as Specified in Regulation 7

The Appraisal Journal Editorial Board shall:

- Oversee the content of *The Appraisal Journal*;
- Recommend to the Board of Directors editorial policies relating to *The Appraisal Journal*;
- Perform such other duties as may be assigned to it by the Board of Directors.

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Appraisal Institute Education Trust (“AIET”)

General Description

The exclusive public purposes for which AIET is organized are charitable, literary, educational and scientific within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, as amended (the “Code”).

Reporting

The AIET is a fully owned subsidiary of the Appraisal Institute. The Appraisal Institute Board of Directors constitutes the selection committee for AIET’s Board of Trustees.

Composition

There shall be thirteen (13) Trustees, divided into two (2) classes, Class A Trustees and Class B Trustees.

- The Class A Trustees shall consist of the four (4) Past Presidents of the Appraisal Institute who served immediately prior to the Immediate Past President of the Appraisal Institute.
- The Class B Trustees shall consist of nine (9) Trustees elected as provided in the Appraisal Institute Education Trust Bylaws.

President Elect of the Appraisal Institute shall nominate Trustees for those Class B Trustee positions whose terms will expire at the end of that year.

The Class A Trustees shall serve a term of four (4) years. The Class B Trustees shall serve three (3) years. Class B Directors may serve a maximum of two (2) consecutive three (3) year terms. If a Class B Director is elected to fill the unexpired portion of a predecessor’s term, he or she shall be eligible for election to his or her complete terms on the Board of Directors.

The officers of AIET shall be a Chair, a Vice Chair, a Secretary, a Treasurer and such other officers as may be elected in accordance with the provisions of the AIET Bylaws. All officers shall be members of the Board of Trustees; however, the Secretary, and Treasurer may be staff employees of the Appraisal Institute. No individual may hold more than one (1) office at the same time.

The officers of AIET shall be elected annually by the Board of Trustees at its annual meeting. Each officer shall hold office until his or her successor shall have been duly elected.

Minimum Qualifications for Members

AIET shall have one (1) class of members who shall be designated as regular members. These regular members shall be those persons who from time to time comprise the voting members of the Board of Directors of the Appraisal Institute, an Illinois not-for-profit corporation organized under the Act.

Minimum Qualifications for AIET Board of Trustees

To be eligible for service on the Board of Trustees, an individual shall

- Be a Member of the Appraisal Institute in good standing;
- Hold the status “continuing education completed” unless the individual is a Retired member as defined in the Appraisal Institute Bylaws;
- Have not been subject to publishable disciplinary action by the Appraisal Institute within the five years prior to the date of election;
- Have met such other minimum qualifications for service as may be adopted by the Board of Trustees from time to time.

Duties of AIET Officers

Chair:

The Chair shall be the principal executive officer of AIET and shall supervise and manage on behalf of the Board of Trustees all of the business of AIET. The Chair shall preside at all meetings of the members and of the Board of Trustees. The Chair shall perform all duties incident to and normally associated with the office of Chair and such other duties as may be prescribed by the Board of Trustees from time to time; provided, however, that the Chair cannot act in a manner inconsistent with the directives and policies of the Board of Trustees or these Bylaws.

Vice Chair:

In the absence of the Chair or in the event of the Chair's inability to act, the Vice Chair shall perform all the duties of the Chair, and when so acting shall have all the powers of and be subject to all the restrictions upon the Chair. The Vice Chair shall also perform such other duties as from time to time may be assigned to him or her by the Chair or by the Board of Trustees.

Secretary:

The Secretary shall keep the minutes of the meetings of the members and of the Board of Trustees; shall see that all notices are duly given in accordance with the provisions of these Bylaws or as required by the Act; shall be custodian of the corporate records and in general perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned by the Chair or by the Board of Trustees.

Treasurer:

The Treasurer shall (1) receive and be responsible for all moneys and funds of the Board of Trustees, and in connection therewith, among other things, keep or cause to be kept full and accurate records and accounts for the Board of Trustees; deposit or cause to be deposited to the credit of the Board of Trustees all moneys and funds so received in such bank or other depository as the Board of Trustees or a trustee designated by the Board of Trustees may from time to time establish; and disburse or supervise disbursement of the funds of the Board of Trustees as may be properly authorized; (2) render to the Board of Trustees at any meeting thereof, or from time to time whenever the Board of Trustees or the Chair may require financial or other appropriate reports on the condition of the Board of Trustees; and (3) in general, perform all the duties incident to the office of Treasurer and such other duties as from time to time may be assigned to him or her by the Chair or by the Board of Trustees Board.

Powers & Duties as Specified in AIET Bylaws

In furtherance of those purposes, but always limited by the foregoing general purposes, AIET shall have the power to:

- Receive, administer and disburse funds for the purpose of improving, advancing, researching and teaching the techniques of real estate appraisal, with benefits to be made available to the interested public;
- Promote and conduct research and study into all aspects of real estate appraisal, with findings and conclusions to be made available to the interested public;
- Foster the establishment of educational standards for real estate appraisals;
- Maintain a library and encourage and cause the writing and publication of treatises, books and pamphlets relating to real estate appraisal, which are to be made available to the interested public;
- Encourage and interest educational and other organizations in improving, advancing and teaching real estate appraisal;
- Provide scholarships and grants to qualified persons for education in or work in the field of real estate appraisal; and
- Engage in similar activities in furtherance of the purposes stated above. AIET also shall have such powers as are now or may hereafter be granted by the Act.

DIVERSITY

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Appraisal Institute Relief Foundation (“AIRF”)

General Description

The exclusive public purposes for which the Foundation is organized are charitable within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, as amended (the “Code”).

Reporting

The AIRF is a fully owned subsidiary of the Appraisal Institute. The Appraisal Institute Board of Directors constitutes the selection committee for AIRF’s Board of Directors.

Composition

The number of Directors that shall constitute the initial Foundation Board shall be (7) seven. At the annual meeting of the members, the Appraisal Institute Board of Directors shall elect the Directors, one of whom shall be an Officer of the Appraisal Institute. Except as provided below, Directors shall serve staggered two (2) year terms and are eligible for reelection.

The officers of the Foundation shall be a President, a Vice-President, a Secretary, a Treasurer and such other officers as may be elected in accordance with the provisions of this Article. No individual may hold more than one (1) office at the same time. The elected officers shall serve for a term of one (1) year in the office to which he or she has been elected, unless filling a vacancy.

Minimum Qualifications for Directors

The Foundation shall have one (1) class of members who shall be designated as regular members. These regular members shall be those persons who from time to time comprise the members of the Board of Directors of the Appraisal Institute.

Duties of AIRF Board of Directors

The Foundation Board shall have the sole power to accept or reject all special or restricted gifts and to direct all disbursements to be made for the purposes set forth in Article II of these Bylaws. The income from the funds of the Foundation, after payment of all administrative costs and expenses, shall be applied for the purposes set forth in AIRF’s Bylaws in such amount or amounts as the Foundation Board shall, in its discretion, from time to time determine; provided, however, that such determination is consistent with the Articles of Incorporation and AIRF’s Bylaws.

Duties of AIRF Officers

President:

The President shall be an officer of the corporation and, subject to the direction of the Board of Directors, shall perform such executive, supervisory and management functions and duties usually vested in the chief elected officer of a charitable not for profit corporation. The President, if present, shall preside at all meetings of the Members and all meetings of the Foundation Board.

Vice President:

In the absence of the President or in the event of the President's inability to act, the Vice President shall perform all the duties of the President, and when so acting shall have all the powers of and be

subject to all the restrictions upon the President. The Vice President shall also perform such other duties as from time to time may be assigned to him or her by the President or by the Foundation Board.

Secretary:

The Secretary shall (1) keep the minutes of the meetings of the members and of the Foundation Board; (2) shall see that all notices are duly given in accordance with the provisions of these Bylaws or as required by the Act; (3) shall be custodian of the corporate records; and (4) shall perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned by the Foundation Board or by the President.

Treasurer:

The Treasurer shall (1) receive and be responsible for all moneys and funds of the Foundation, and in connection therewith, among other things, keep or cause to be kept full and accurate records and accounts for the Foundation; deposit or cause to be deposited to the credit of the Foundation all moneys and funds so received in such bank or other depository as the Foundation Board or an officer designated by the Foundation Board may from time to time establish; and disburse or supervise disbursement of the funds of the Foundation as may be properly authorized; (2) render to the Foundation Board at any meeting thereof, or from time to time whenever the Foundation Board or the President may require financial or other appropriate reports on the condition of the Foundation; and (3) in general, perform all the duties incident to the office of Treasurer and such other duties as from time to time may be assigned to him or her by the Foundation Board or by the President.

Powers & Duties as Specified in AIRF Bylaws

In furtherance of those purposes, but always limited by the foregoing general purposes, the Foundation shall have the power to:

- Provide emergency financial assistance
 - To members, employees (and dependents of members and employees) of the Appraisal Institute, an Illinois not for profit corporation organized under the Act, and
 - To individuals who have made meaningful contributions to the real estate profession (collectively, the "Recipients"), who have experienced a disaster or emergency that has left the Recipient in a state of financial, physical, or emotional distress;
- Engage in similar activities in furtherance of the purposes stated above. The Foundation also shall have such powers as are now or may hereafter be granted by the Act.

DIVERSITY

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Real Estate Appraisers Group Insurance Trust ("REAGIT")

General Description

The Appraisal Institute established a group insurance trust for the purpose of making available certain insurance benefits for their members.

The purpose of the Trust is to provide and maintain any and all kinds of insurance benefits including, but not limited to, group life, accident, sickness, disability income, medical care, surgical and hospitalization insurance, for the Members and their employees.

Reporting

The REAGIT is a fully owned subsidiary of the Appraisal Institute. The Appraisal Institute Board of Directors constitutes the selection committee for REAGIT's Trustees.

Composition

The Trust and its program shall be administered by six (6) Trustees and be presided over by a Chair, who shall be elected annually by a majority vote of the Trustees. The Trustees shall be comprised of members selected by the Board of Directors of the Appraisal Institute from among the membership of the Appraisal Institute.

Each Designated Trustee shall serve for a term of three (3) years. A Trustee may serve no more than two (2) successive full three (3) year terms.

Minimum Qualifications for Trustees

An individual must:

- Be a Designated member in good standing of the Appraisal Institute;
- Hold a designation from the Appraisal Institute;
- Have not been subject to publishable disciplinary action by the Appraisal Institute within the five (5) years prior to the date of election;
- Have met the continuing education requirements of the Appraisal Institute;
- Have met such other qualifications as may be adopted from time to time by the Trustees of REAGIT.

Duties of the Trustees

The Trustees of the Trust shall hold, administer and distribute the Trust Estate in accordance with the terms, provisions and conditions of the REAGIT Bylaws.

The Trustees shall cause books, records and accounts to be maintained which shall accurately disclose the condition of the Trust.

Powers & Duties as Specified in REAGIT Bylaws

The Trustees shall use and apply the Trust Estate to carry out the said purpose of the Trust as follows:

- To receive from the Participants and to pay or provide for the payment of premiums on any and all kinds of insurance policies for the Participants, which policies may also make dependent coverage available to those Participants who wish to purchase such additional insurance
- To pay or provide for the payment of the costs and expenses of administering the Trust; and
- To return such portion of the Trust Estate as in excess of the amounts required to the Participants in such proportions as they may respectively be entitled to under such rules and regulations as are adopted by the Trustees.

DIVERSITY

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Admissions Appeals Panel

General Description

There shall be an Admissions Appeals Panel that shall report directly to the Board of Directors. The members of the Admissions Appeals Panel shall be Designated Members of the Appraisal Institute, shall meet the qualifications set forth in this Regulation and shall meet the qualifications established by the Board of Directors. A member of the Admissions Appeals Panel may not concurrently serve on the Admissions Appeals Panel and on the Admissions and Designation Qualifications Committee or its Panels.

Reporting

The Admissions Appeals Panel reports to the Admissions and Designation Qualifications Committee.

Composition

The Admissions Appeals Panel shall consist of:

- The Chair, and;
- An unspecified number of members.

Minimum Qualifications for Chair and Members

- Holds one or more AI designations;
- Membership status in good standing;
- Not subject to a publishable disciplinary action by AI in past 5 years prior to appointment/election to committee;
- Adept at and possesses technical capability for prompt Internet communication including the ability to access and respond to e-mail;
- Holds status "continuing education completed."

Duties as Specified in the Regulations

The Chair of the Admissions Appeals Panel shall select individuals from the Panel to serve on Appeal Boards that:

- Conduct appellate proceedings and render decisions on appeals as set forth in the Admissions Regulations, policies and procedures of the Appraisal Institute.
- Conduct appellate proceedings and make recommendations concerning readmission to designated membership pursuant to Regulation No. 4 and the related procedures and policies of the Appraisal Institute; and
- Conduct appellate proceedings and render decisions on appeals regarding suspension or termination of membership for failure to fulfill continuing education requirements as set forth in the Bylaws and Regulations and related procedures and policies of the Appraisal Institute.

The Chair and members of the Admissions Appeals Panel may recommend to the Admissions and Designation Qualifications Committee and the Board of Directors changes to the procedures relating to admissions, readmission and continuing education.

The Admissions Appeals Panel, its Chair and its members shall also perform such other duties as may be assigned to it by the Board of Directors.

DIVERSITY

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Appraisal Guidance Panel

General Description

There shall be an Appraisal Guidance Panel that shall report directly to the Professional Standards and Guidance Committee. The Chair and members of the Appraisal Guidance Panel shall be Designated Members of the Appraisal Institute. The Chair and members of the Appraisal Guidance Panel shall meet the qualifications set forth in this Regulation and shall meet the qualifications established by the Board of Directors.

Reporting

The Appraisal Guidance Panel reports to the Professional Standards and Guidance Committee.

Composition

The Appraisal Guidance Panel shall consist of:

- The Chair, and;
- An unspecified number of members.

Minimum Qualifications for Chair and Members

- Holds one or more AI designations;
- Membership status in good standing;
- Not subject to a publishable disciplinary action by AI in past 5 years prior to appointment/election to committee;
- Adept at and possesses technical capability for prompt Internet communication including the ability to access and respond to e-mail;
- Holds status "continuing education completed."

Duties as Specified in the Regulations

The Appraisal Guidance Panel shall:

- Develop general guidance and formal Guide Notes on specific appraisal practice issues as requested by the Professional Standards and Guidance Committee or Board of Directors; and
- Perform such other duties as may be assigned to it by the Professional Standards and Guidance Committee or Board of Directors.

DIVERSITY

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Client Advisory Board

General Description

There shall be a Client Advisory Board of the Strategic Planning Committee. The Client Advisory Board shall be considered a Panel for purposes of this Regulation. The Chair and members of the Client Advisory Board may be Appraisal Institute members or non-members, shall meet the qualifications set forth in this Regulation and shall meet the qualifications established by the Board of Directors.

Reporting

The Client Advisory Board reports to the Strategic Planning Committee.

Composition

The Client Advisory Board shall consist of:

- The Chair, and;
- An unspecified number of members.

Minimum Qualifications for Chair and Members

- Holds one or more AI designations;
- Membership status in good standing;
- Not subject to a publishable disciplinary action by AI in past 5 years prior to appointment/election to committee;
- Adept at and possesses technical capability for prompt Internet communication including the ability to access and respond to e-mail;
- Holds status "continuing education completed."

Duties as Specified in the Regulations

The Client Advisory Board shall:

- Provide input to the Strategic Planning Committee regarding client needs and perspectives; and
- Perform such other duties as may be assigned to it by the Strategic Planning Committee and Board of Directors.

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sexual orientation, religion and family status. Diversity also includes political and opposing opinions. Committee Chairs should make sure committee members with differing opinions are free to express their opinions during meetings.

Comprehensive Examination Panel

General Description

There shall be a Comprehensive Examination Panel of the Admissions and Designation Qualifications Committee. The Chair and members of the Comprehensive Examination Panel shall be MAI Designated Members, shall meet the qualifications set forth in this Regulation and shall meet the qualifications established by the Admissions and Designation Qualifications Committee.

Reporting

The Comprehensive Examination Panel reports to the Admissions and Designation Qualifications Committee.

Composition

The Comprehensive Examination Panel shall consist of:

- The Chair, and;
- An unspecified number of members.

Minimum Qualifications for Chair and Members

- Holds one or more AI designations;
- Membership status in good standing;
- Not subject to a publishable disciplinary action by AI in past 5 years prior to appointment/election to committee;
- Adept at and possesses technical capability for prompt Internet communication including the ability to access and respond to e-mail;
- Holds status "continuing education completed."

Duties as Specified in the Regulations

The Comprehensive Examination Panel shall:

- Prepare questions and answers for the General Comprehensive Examination;
- Oversee the grading of the General Comprehensive Examination;
- Recommend to the Admissions and Designation Qualifications Committee changes to the general subject matters covered by the General Comprehensive Examination;
- Interface with the Education Committee regarding the content of education programs as it relates to the General Comprehensive Examination; and
- Perform such other duties as may be assigned to it by the Admissions and Designation 317 Qualifications Committee and Board of Directors.

DIVERSITY

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Demonstration Appraisal Grading Panel

General Description

There shall be a Demonstration Appraisal Grading Panel of the Admissions and Designation Qualifications Committee. The Chair and members of the Demonstration Appraisal Grading Panel shall be Designated Members of the Appraisal Institute, shall meet the qualifications set forth in this Regulation and shall meet the qualifications established by the Admissions and Designation Qualifications Committee.

Reporting

The Demonstration Appraisal Grading Panel reports to the Admissions and Designation Qualifications Committee.

Composition

The Demonstration Appraisal Grading Panel shall consist of:

- The Chair, and;
- An unspecified number of members.

Minimum Qualifications for Chair and Members

- Holds one or more AI designations;
- Membership status in good standing;
- Not subject to a publishable disciplinary action by AI in past 5 years prior to appointment/election to committee;
- Adept at and possesses technical capability for prompt Internet communication including the ability to access and respond to e-mail;
- Holds status "continuing education completed."

Duties as Specified in the Regulations

The Chair of the Demonstration Appraisal Grading Panel shall:

- Oversee the assignment of Demonstration Appraisal Grading Panel members to serve as graders of demonstration appraisal reports and their alternatives as set forth in the Admissions Regulations, policies and procedures;
- Perform such other duties as set forth in the Admissions Regulations, policies and procedures.

Panel members assigned to serve as graders of demonstration appraisal reports and their alternatives shall fulfill the duties and responsibilities set forth in the Admissions Regulations, policies and procedures of the Appraisal Institute.

The Chair and members of the Demonstration Appraisal Grading Panel may recommend to Admissions and Designation Qualifications Committee changes to the Admissions Regulations,

policies and procedures of the Appraisal Institute relating to demonstration appraisal reports and their alternatives.

The Demonstration Appraisal Grading Panel, its Chair and its members shall also perform such other duties as may be assigned to it by the Admissions and Designation Qualifications Committee and Board of Directors.

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Experience Screening Panel

General Description

There shall be an Experience Panel of the Admissions and Designation Qualifications Committee. The Chair and members of the Experience Panel shall be Designated Members of the Appraisal Institute, shall meet the qualifications set forth in this Regulation and shall meet the qualifications established by the Admissions and Designation Qualifications Committee.

Reporting

The Experience Screening Panel reports to the Admissions and Designation Qualifications Committee.

Composition

The Experience Screening Panel shall consist of:

- The Chair, and;
- An unspecified number of members.

Minimum Qualifications for Chair and Members

- Holds one or more AI designations;
- Membership status in good standing;
- Not subject to a publishable disciplinary action by AI in past 5 years prior to appointment/election to committee;
- Adept at and possesses technical capability for prompt Internet communication including the ability to access and respond to e-mail;
- Holds status "continuing education completed."

Duties as Specified in the Regulations

The Chair of the Experience Screening Panel shall:

- Oversee the assignment of Experience Panel members to serve as Screeners and to serve on Experience Committees as set forth in the Admissions Regulations, policies and procedures of the Appraisal Institute.

Panel members assigned to serve as Screeners and Review Committee members shall:

- Fulfill the duties and responsibilities set forth in the Admissions Regulations, policies and procedures of the Appraisal Institute.

The Chair and members of the Experience Panel may recommend to the Admissions and Designation Qualifications Committee changes to the Admissions Regulations, policies and procedures of the Appraisal Institute.

The Experience Panel, its Chair and its members shall also perform such other duties as may be assigned to it by the Admissions and Designation Qualifications Committee and Board of Directors.

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Government Relations Panel

General Description

The Government Relations Panel will provide subject matter expertise to the Government Relations Committee to assist in the development of comment letters, testimony and official policy statements. Selected individuals will be called upon on an as-needed basis.

Reporting

The Government Relations Panel will report to the Government Relations Committee.

Composition

The Panel will consist of a Chair and members.

Duties

Members of the Government Relations Panel will provide subject matter expertise and other assistance for development of positions and comment letters, as well as other needs relating to government relations issue.

The Government Relations Panel, its Chair and its members shall also perform such other duties as may be assigned to it by the Board of Directors.

Areas of Interest for Panel Members

- Please indicate your issue of expertise
 - o Federal bank regulations – Residential
 - o Federal bank regulations - Commercial
 - o Valuation for financial reporting/FASB/Auditing
 - o Tax/Internal Revenue Service
 - o Federal Lands Agencies/Natural Resources
 - o Small Business Administration
 - o General Services Administration
 - o Federal Highway Administration/State DOTs
 - o Housing Finance Agencies (FHA, VA, GSEs)
 - o Pension fund/Investment fund/Institutional Investments
 - o State Licensing/Enforcement
 - o State/Local Development/Land Use Agencies
 - o Intangible and Business Enterprise Value Allocation

Minimum Qualifications for Chair

- Designated Member of the Appraisal Institute;
- Membership status in good standing;
- Not subject to a publishable disciplinary action by AI in past 5 years prior to appointment/election to committee;

- Meet the qualifications set forth in this Regulation and the qualifications established by the Board of Directors

Minimum Qualifications for Member

- Membership status in good standing;
- Not subject to a publishable disciplinary action by AI in past 5 years prior to appointment/election to committee;
- Meet the qualifications set forth in this Regulation and the qualifications established by the Board of Directors.

DIVERSITY

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Member Benefits Panel

General Description

To establish a Member Benefits Panel, from which individual members would be selected to provide input on specific member benefits the Appraisal Institute is considering offering. The structure of the Member Benefits Panel will mirror that established for Panels as described in Regulation No. 7.

Reporting

The Member Benefits Panel reports to the Executive Committee.

Composition

The Member Benefits Panel shall consist of:

- The Chair, and;
- An unspecified number of members.

Minimum Qualifications for Chair and Members

- Holds one or more AI designations;
- Membership status in good standing;
- Not subject to a publishable disciplinary action by AI in past 5 years prior to appointment/election to committee;
- Adept at and possesses technical capability for prompt Internet communication including the ability to access and respond to e-mail;
- Holds status "continuing education completed."

Duties as Specified in the Regulations

The Member Benefits Panel shall:

- Provide input on specific member benefits the Appraisal Institute is considering offering
- Perform such other duties as may be assigned to it by the Board of Directors.

DIVERSITY

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Committee Chairs should make sure committee members with differing opinions are free to express their opinions during meetings.

Professional Practice Appeals Panel

General Description

There shall be a Professional Practice Appeals Panel that shall report directly to the Board of Directors. The members of the Professional Practice Appeals Panel shall be Designated Members of the Appraisal Institute, shall meet the qualifications set forth in this Regulation and shall meet the qualifications established by the Board of Directors. A member of the Professional Practice Appeals Panel (excepting the Chair) may not concurrently serve on the Professional Practice Compliance and Enforcement Committee.

Reporting

The Professional Practice Appeals Panel reports to the Admissions and Designation Qualifications Committee.

Composition

The Professional Practice Appeals Panel shall consist of:

- The Chair, and;
- An unspecified number of members.

Minimum Qualifications for Chair and Members

- Holds one or more AI designations;
- Membership status in good standing;
- Not subject to a publishable disciplinary action by AI in past 5 years prior to appointment/election to committee;
- Adept at and possesses technical capability for prompt Internet communication including the ability to access and respond to e-mail;
- Holds status "continuing education completed."

Duties as Specified in the Regulations

The Chair of the Professional Practice Appeals Panel shall:

- Select individuals from the Panel to serve on the Professional Practice Appeal Boards that conduct appellate proceedings and render decisions on appeals as set forth in the Regulation No. 6 and related policies and procedures.

The chair and members of the Professional Practice Appeals Panel may:

- Recommend to the Professional Practice Compliance and Enforcement Committee and the Board of Directors changes to the procedures relating the enforcement of the Standards of Professional Appraisal Practice and Code of Professional Ethics.
- Also perform such other duties as may be assigned to it by the Board of Directors.

DIVERSITY

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Publications Review Panel

General Description

There shall be a Publications Review Panel. The Chair of the Publications Review Panel shall be a Designated Member of the Appraisal Institute. The members of the Publications Review Panel shall be members of the Appraisal Institute. The Chair and members of the Publications Review Panel shall also meet the qualifications set forth in this Regulation and the qualifications established by the Board of Directors.

Reporting

The Publications Review Panel reports to the Education Committee.

Composition

The Publications Review Panel shall consist of:

- The Chair, and;
- An unspecified number of members.

Minimum Qualifications for Chair and Members

- Holds one or more AI designations;
- Membership status in good standing;
- Not subject to a publishable disciplinary action by AI in past 5 years prior to appointment/election to committee;
- Adept at and possesses technical capability for prompt Internet communication including the ability to access and respond to e-mail;
- Holds status "continuing education completed."

Duties as Specified in the Regulations

Members of the Publications Review Panel will provide ideas, expertise and other input for Appraisal Institute publications, except for *The Appraisal Journal*.

The Publications Review Panel, its Chair and its members shall also perform such other duties as may be assigned to it by the Education Committee and Board of Directors.

DIVERSITY

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The Appraisal Institute is committed to becoming an organization that is representative of all aspects of society, including but not limited to race, ethnicity, national origin, gender, age, physical ability,

sexual orientation, religion and family status. Diversity also includes political and opposing opinions. Committee Chairs should make sure committee members with differing opinions are free to express their opinions during meetings.

University Relations Panel

General Description

There shall be a University Relations Panel that shall report directly to the Board of Directors. The Chair of the University Relations Panel shall be a Designated Member of the Appraisal Institute in good standing. The members of the University Relations Panel may include members and non-members of the Appraisal Institute. Panel members who are Appraisal Institute members must be in good standing. The Chair and members of the University Relations Panel shall meet the qualifications set forth in this Regulation and any additional qualifications established by the Board of Directors.

Reporting

The University Relations Panel reports to the Board of Directors.

Composition

The University Relations Panel shall consist of:

- The Chair, and;
- An unspecified number of members, which may include members and non-members of the Appraisal Institute.

Minimum Qualifications for Chair and Members of the AI

- Holds one or more AI designations;
- Membership status in good standing;
- Not subject to a publishable disciplinary action by AI in past 5 years prior to appointment/election to committee;
- Adept at and possesses technical capability for prompt Internet communication including the ability to access and respond to e-mail;
- Holds status "continuing education completed."

Duties as Specified in the Regulations

The University Relations Panel shall:

- Provide ideas, expertise and other input to the Board of Directors on how to increase Appraisal Institute's presence and advance Appraisal Institute education with universities, colleges and community colleges with real estate programs;
- Establish and maintain relationships with universities, colleges and community colleges with real estate programs; and
- Perform such other duties as may be assigned to it by the Board of Directors.

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Peer Review Process (under the Professional Practice Compliance and Enforcement Committee): Investigator

General Description

The Appraisal Institute peer review process helps promote and maintain a high level of public trust and confidence in Appraisal Institute Members.

The Director of Screening screens information which indicates that a Member may have failed to observe the requirements of the Code of Professional Ethics and/or Standards of Professional Appraisal Practice. If the Director of Screening determines that further review is warranted, Investigators are appointed to perform a thorough investigation to determine whether any violations of the Code of Professional Ethics and/or Standards of Professional Appraisal Practice occurred as set forth in Regulations, procedures, and policies governing peer review.

Reporting

Investigators shall report to the Professional Practice Department.

Composition

When a matter is referred for further investigation, the Professional Practice Department shall appoint an Investigator. If the Professional Practice Department determines that the Investigator may need assistance, the Professional Practice Department may also appoint one (1) or more Assistant Investigators to assist the Investigator. An Investigator may assign all or any portion of the functions assigned to the Investigator to any Assistant Investigator(s). The Professional Practice Department may appoint a replacement Investigator or Assistant Investigator at any time during the investigation.

Qualifications for Investigators

Minimum Qualifications

- Holds one or more AI designations
- Membership status in good standing
- Not subject to a publishable disciplinary action by AI in past 5 years prior to appointment
- Holds status "continuing education completed"

Desirable Qualifications

- Familiarity with USPAP (or IVS where appropriate) and the Appraisal Institute Code of Professional Ethics
- Ability to lead the investigation to its conclusion in a timely, fair, and confidential manner
- Clear and concise writing skills
- Adept at and possesses technical capability for prompt Internet communication including the ability to access and respond to e-mail and online documents

Duties as Specified in the Regulations

- Review information and documentation provided by the Professional Practice Department to determine whether any possible conflicts of interest and/or bias exist with the subject matter of a peer review file or the subject appraiser
- Perform a thorough investigation of the matter assigned to determine whether the greater weight of the evidence indicates that a violation of the Code of Professional Ethics and/or Standards of Professional Appraisal Practice has occurred.
- Conduct an interview with the subject Member
- Work with the Professional Practice Department staff and legal counsel
- Respond to requests from the Professional Practice Department for status reports
- Prepare a timely report concerning the investigation and recommend what further action should be taken. The Investigator may recommend:
 - that the file be closed with no further action,
 - that the subject member be contacted because of possible violation(s) of the Standards, or
 - that the subject Member be given the right to accept a specified disciplinary action and/or educational alternative.
- Present evidence and testimony in support of the Investigation findings at a Hearing and/or Appeal if necessary
- Maintain the strict confidentiality of the peer review process as set forth in Regulation No. 6

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Peer Review Process (under the Professional Practice Compliance and Enforcement Committee): Hearing Committee

General Description

The Appraisal Institute peer review process helps promote and maintain a high level of public trust and confidence in Appraisal Institute Members.

In the peer review process a Hearing Committee serves in a role similar to that of “judge” in cases where an Investigator files a formal complaint accusing a Member of violating the Appraisal Institute Code of Professional Ethics. A Hearing Committee’s most important responsibility is to ensure that the Hearing process is conducted in a fair and impartial manner.

Reporting

Hearing Committees shall report to the Professional Practice Department.

Composition

A Hearing Committee shall consist of a Chair and not less than two nor more than four other members. Members of the Professional Practice Compliance and Enforcement Committee and its Divisions or Panels are not eligible for appointment to Hearing Committees.

Qualifications for Hearing Committee Chair

Minimum Qualifications

- Holds one or more AI designations
- Membership status in good standing
- Not subject to a publishable disciplinary action by AI in past 5 years prior to appointment/election to committee
- Holds status "continuing education completed"
- Ability to attend Hearing in person

Desirable Qualifications

- Familiarity with USPAP (or IVS where appropriate) and the Appraisal Institute Code of Professional Ethics
- Ability to lead the Hearing Committee proceedings to conclusion in a timely, fair, and confidential manner
- Clear and concise writing skills
- Adept at and possesses technical capability for prompt Internet communication including the ability to access and respond to e-mail and online documents

Qualifications for Hearing Committee Member

Minimum Qualifications

- Holds one or more AI designations
- Membership status in good standing
- Not subject to a publishable disciplinary action by AI in past 5 years prior to appointment/election to committee
- Holds status "continuing education completed"
- Ability to attend Hearing in person

Desirable Qualifications

- Familiarity with USPAP (or IVS where appropriate) and the Appraisal Institute Code of Professional Ethics
- Adept at and possesses technical capability for prompt Internet communication including the ability to access and respond to e-mail and online documents
- Ability to participate in the Hearing Committee process in a timely, fair, and confidential manner

Duties as Specified in the Regulations

- Review information and documentation provided by the Professional Practice Department to determine whether any possible conflicts of interest and/or bias exist with the subject appraiser, the Investigators, and/or the subject matter of the Investigation Complaint.
- Work with the Professional Practice Department staff and legal counsel to prepare for the Hearing
- Attend and preside over the Hearing, where an Investigator will present evidence and testimony in support of the allegations in its Complaint, and the subject member will have an opportunity to present evidence and testimony on his or her behalf.
- After the Hearing, consider the evidence and testimony presented at the Hearing and determine, by greater weight of the evidence, if the subject Member violated the Appraisal Institute Code of Professional Ethics
- If a violation of the Appraisal Institute Code of Professional Ethics is proven, recommend an appropriate disciplinary or alternative action
- Prepare a timely written Hearing Committee Decision
- Maintain the strict confidentiality of the peer review process as set forth in Regulation No. 6

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