



**American Society of Appraisers**

**Discipline Committee  
Organizational Structure &  
Rules of Procedure**

[v012826]

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The Board of Governors of the American Society of Appraisers (the “Society”) established these Organizational Structure & Rules of Procedure for all discipline committees (the “Committee”) of the Society on June 27, 2017 and has adopted this update on January 28, 2026. This document is intended to supersede the separate Rules of Procedure documents that were previously approved for each discipline. The intention of this document is to have a single uniform set of rules that will be consistent for each discipline. Certain provisions in this document are expected to become obsolete as certain milestones are achieved as set forth herein.

## **ARTICLE I—THE CHARTER**

### **Section 1: Designated Duties**

- A. The Committee is an operating committee with the authority to assist the Chief Executive Officer of the Society and is commissioned by the By-Laws and Administrative Rules/Board Procedures Manual of the Society to provide technical expertise in an advisory role as requested and in collaboration with the CEO, and/or the CEO’s designee (hereinafter in this document referred to as the CEO).

## **ARTICLE II—COMMITTEE MEMBERS AND OFFICERS**

### **Section 1: Committee Governance**

- A. The Committee shall include, but is not limited to, a Chair and a Vice Chair.

### **Section 2: Eligibility of Members and Officers**

- A. In order to be an officer, or member of the Committee, the individual must:
  - 1. Be a designated member in the discipline, and
  - 2. Be a member in good standing of the Society.

### **Section 3: Appointment of Members and Officers; Terms of Office**

- A. In collaboration with the discipline Governor, the CEO shall appoint based on consultation and recommendation, the Chair and Vice Chair before the beginning of the administrative year to serve a term of two (2) years who may be eligible to serve up two (2) successive terms in the same office. In collaboration with the discipline Governor, the CEO may remove or replace the officers.
- B. In collaboration with the Chair and Vice Chair, the CEO may appoint additional Members of the Committee.
- C. Members shall continue to include those who were previously granted life-time emeritus status.

#### **Section 4: Committee Meeting Rules and Procedures**

- A. The CEO shall keep a record of the proceedings of the Committee, copies of which shall be made available to members of the discipline, the Board of Governors, and the international officers of the Society upon request.

#### **Section 5: Duties of Discipline Committee Chair**

- A. In addition to the duties prescribed elsewhere in this document and in the Bylaws and Administrative Rules/Board Procedures Manual of the Society, the discipline committee chair shall:
  - 1. Preside at all meetings of the Committee;
  - 2. Maintain and enforce the organizational structure of the Committee;
  - 3. Conduct such communication with interested parties as deemed to be in the best interests of the Committee;
  - 4. Perform all other duties customary to the office of discipline committee chair and as delegated by the CEO.

#### **Section 6: Duties of Vice Chair**

- A. In addition to the duties prescribed elsewhere in this document and in the Bylaws and Administrative Rules/Board Procedures Manual of the Society, the vice chair shall:
  - 1. Serve as the temporary discipline committee chair in the event of the absence, disability or disinclination of the discipline committee chair to act;
  - 2. Perform all other duties customary to the office of vice chair and as delegated by the discipline committee chair or the CEO.

#### **Section 7: Duties of Committee Members**

- A. The duties of the Committee members include the following:
  - 1. Carry out the duties defined in Article 1; Section 1: Designated Duties
  - 2. Committee members are expected to have knowledge and understanding of all ASA Governing documents, and perform their duties in good faith, in a manner reasonably believed to be in the best interests of the Society, and with care to their responsibilities as any prudent and ordinary person would use under similar circumstances.
  - 3. Committee members will be properly prepared for committee meetings.
  - 4. Committee members will use best efforts to attend and participate in all physical and virtual meetings and use best effort to participate in activities of the committee. Committee members will inform the Chair by email of any expected absence or non-participation at least twenty-four (24) hours before the scheduled meeting time or deadline. If an emergency precludes prior notification, an email explaining the absence or non-participation shall be sent as soon as is practical.

5. Committee members will make reasonable efforts to be available for and participate in special or unscheduled committee meetings; and
6. Committee members will actively participate on task forces and subcommittees and perform specific duties as required and requested by Chair.

## **ARTICLE III—BUDGET**

### **Section 1: Expense Reimbursement**

- A. Expenses for committee members, and individuals authorized by and acting on behalf of the committee, may be reimbursed in amounts no greater than allowed by the expense reimbursement policy of the Society. The Society may reimburse officers, and members for no more than reasonable travel and hotel expenses for the annual members meeting.

## **ARTICLE IV—MEETINGS**

### **Section 1: Regular Meetings**

- A. There may be an annual meeting of the committee held at the same location and immediately preceding the annual members meeting (expected to be held at the annual international conference.)
- B. The Chair in collaboration with the CEO, shall determine the schedule and frequency of other regular meetings of the committee, but no less than quarterly, which may be conducted over a virtual platform or conference call.
- C. The Chair may call for special meetings of the committee.

### **Section 2: Meeting Notice**

- A. The Chair shall cause written notices of all committee meetings to be sent to every committee member either electronically or at their mailing address at least thirty (30) days prior to the date of the meeting, if in person, or ten (10) days prior to the date of the meeting, if telephonically or via email (or other computer platform approved by the committee). When necessary, the Chair may call for an emergency meeting, for a specified purpose, at any time with a minimum of 24 hours advance meeting notice.

### **Section 3: Order of Business**

- A. The Chair, in collaboration with the CEO, shall establish the agenda for committee meetings. Members and officers may request the Chair to add additional agenda items. Such requests shall not be unreasonably denied.

## ARTICLE V—SUBCOMMITTEES

### Section 1: Standing Subcommittees

- A. To assist in performing the duties of the Committee, there may be the following standing subcommittees. These subcommittees may be established but are not required:
1. Conference  
The conference subcommittee duties and responsibilities are to work with the International Headquarters in identifying topics and speakers for the international conference and other ASA conferences.
  2. Education  
The education subcommittee duties and responsibilities are to oversee with International Headquarters the development and updating process of the Principles of Valuation courses, and to identify topics and speakers for other educational activities (i.e. courses, seminars, live webinars, on-demand webinars, etc.)
  3. Government Relations  
The government relations subcommittee duties and responsibilities are to work with International Headquarters in tracking legislation and prioritizing, strategizing and executing advocacy efforts.
  4. Marketing  
The marketing subcommittee duties and responsibilities are to work with International Headquarters in developing the marketing strategies for the activities of the organization.
  5. Membership  
The membership subcommittee duties and responsibilities are to work with International Headquarters in the recruitment and retention of members.
  6. Standards  
The standards subcommittee duties and responsibilities are to develop and monitor standards for the appraisal discipline.
  7. Any other deemed necessary by the Committee.
- B. The discipline committee chair, in consultation with the CEO, shall appoint the members and chairs of standing subcommittees.
- C. Standing subcommittee chairs and members are not required to be members of the Committee,
- D. A member of a subcommittee must:
1. Be a designated member or candidate in the discipline,
  2. Be a member in good standing of the Society

**Section 2: Board of Examiners**

- A. The chair shall appoint the discipline vice chair of the Board of Examiners. The appointment shall be ratified by an affirmative majority vote of the discipline committee.
- B. The chair shall appoint the discipline members of the Board of Examiners, consisting of Examiners and Advisers. The appointments shall be ratified by an affirmative majority vote of the discipline committee.
- C. The discipline vice chair of the Board of Examiners:
  - 1. Shall serve a term of one (1) year and may be reappointed;
  - 2. May be removed by an affirmative majority vote of the discipline committee.
- D. The discipline members of the Board of Examiners:
  - 1. Shall serve a term of one (1) year and may be reappointed;
  - 2. May be removed by the chair or by the chair of the Board of Examiners.
- E. The discipline vice chair of the Board of Examiners shall render a report at each meeting of the discipline committee.

**ARTICLE VI—AMENDMENTS TO THE ORGANIZATIONAL  
STRUCTURE & RULES OF PROCEDURE**

- A. The Organizational Structure and Rules of Procedure of the committee shall be amended by an affirmative majority vote of the Board of Governors, in accordance with the Bylaws and Administrative Rules/Board Procedures Manual of the Society. These Administrative Rules/Board Procedures Manual supplement the Constitution and Bylaws of the Society and shall serve as explanation and implementation of the provisions of the Constitution and Bylaws.