



**American Society of Appraisers**

# **Operations Procedures Manual**

[v022724]

## **American Society of Appraisers (“Society”) Operations Procedures Manual**

This Operations Procedures Manual supplements the Constitution, Bylaws and the Governance Policy Manual of the Society and shall serve as an explanation and implementation of procedures for the CEO and operations of the Society.

# Table of Contents

<b>OPERATIONS PROCEDURE RULE I—USE OF SOCIETY NAME, LOGO AND DESIGNATIONS .....</b>	<b>5</b>
SECTION 1—PRIVILEGE OF USE.....	5
SECTION 2—LOGO USE GUIDELINES .....	5
SECTION 3—MISREPRESENTATION PROHIBITED.....	5
SECTION 4—NON-DESIGNATED MEMBER USE (APPLICANTS, CANDIDATES, STUDENTS, ALLIES, AND AFFILIATES) 6	
<b>OPERATIONS PROCEDURE RULE II—MEMBERSHIP AND ORGANIZATION .....</b>	<b>7</b>
SECTION 1—APPRAISAL SPECIALTY GROUPS.....	7
SECTION 2—CHAPTERS .....	8
<b>OPERATIONS PROCEDURE RULE III—DELEGATION OF AUTHORITY .....</b>	<b>10</b>
SECTION 1—EMPLOYEES .....	10
<b>OPERATIONS PROCEDURE RULE IV—PROFESSIONAL STANDARDS AND ETHICS.....</b>	<b>11</b>
SECTION 1—SUPPLEMENTAL PROFESSIONAL STANDARDS.....	11
SECTION 2—COMPLAINTS.....	11
SECTION 3—PROCESSING COMPLAINTS .....	11
SECTION 4—NOTICE OF COMPLAINT .....	12
SECTION 5—NOTICE OF INVESTIGATION.....	13
SECTION 6—PROCEDURES BEFORE BOARD OF INQUIRY.....	14
SECTION 7—AUTHORITY OF ETHICS COMMITTEE .....	15
SECTION 8—GENERAL ADMINISTRATION .....	16
<b>OPERATIONS PROCEDURE RULE V—MEMBERSHIP APPLICATION.....</b>	<b>17</b>
SECTION 1—GENERAL QUALIFICATIONS FOR MEMBERSHIP .....	17
SECTION 2—QUALIFICATIONS FOR AFFILIATE MEMBERSHIP .....	17
SECTION 3—QUALIFICATIONS FOR CANDIDATES .....	17
SECTION 4—ACCEPTANCE AND COMPLIANCE WITH BYLAWS, OPERATIONS PROCEDURES MANUAL AND ADMINISTRATIVE RULES/BOARD PROCEDURES MANUAL .....	17
SECTION 5—INDIVIDUAL NATURE AND TRANSFERABILITY OF MEMBERSHIP.....	17
SECTION 6—APPLICATIONS AND MEMBERSHIP .....	17
SECTION 7—MEMBERSHIP STATUS AND CHANGES.....	19
<b>OPERATIONS PROCEDURE RULE VI—MEMBER ACCREDITATION.....</b>	<b>21</b>
SECTION 1—PREAMBLE .....	21
SECTION 2—ACCREDITED MEMBER (AM) REQUIREMENTS .....	21
SECTION 3—ACCREDITED SENIOR APPRAISER (ASA) REQUIREMENTS .....	21
SECTION 4—LIFE MEMBERSHIP .....	22
SECTION 5—QUALIFICATIONS FOR BESTOWAL OF HONORARY MEMBERSHIP .....	22
SECTION 6—GENERAL PROCEDURES FOR ACCREDITATION .....	22
SECTION 7—ADDITIONAL APPRAISAL SPECIALTIES AND DISCIPLINES.....	24
SECTION 8—REACCREDITATION NOTIFICATION .....	25
SECTION 9—PROCEDURES FOR REACCREDITATION .....	25
SECTION 10—AUDITS.....	25
SECTION 11—APPEALS .....	26
SECTION 12—REACCREDITATION MAINTENANCE CRITERIA.....	26
SECTION 13—ASA REACCREDITATION CRITERIA AND REQUIREMENTS .....	30
<b>OPERATIONS PROCEDURE RULE VII—FINANCES, FEES AND DUES .....</b>	<b>32</b>
SECTION 1—DRAWINGS OF MONIES.....	32
SECTION 2—MEMBERSHIP FEES AND DUES .....	32

SECTION 3—SCHEDULE OF DUES, FEES AND ASSESSMENTS ..... 32

**OPERATIONS PROCEDURE RULE VIII—BUDGETING..... 34**

**OPERATIONS PROCEDURE RULE IX—CEO PROCEDURES..... 35**

**OPERATIONS PROCEDURES RULE X—ELECTIONS ..... 37**

SECTION 1—NOMINATING AND AWARDS COMMITTEE ..... 37

SECTION 2—ELECTION PROCEDURES ..... 38

# **Operations Procedure Rule I—Use of Society Name, Logo and Designations**

## **Section 1—Privilege of Use**

- A. Only designated members, who are in good standing, are permitted to use the name and logo of the Society and state his/her affiliation with the Society, in print or electronically, as follows:
  - 1. Accredited Member (AM), American Society of Appraisers;
  - 2. Accredited Senior Appraiser (ASA), American Society of Appraisers;
  - 3. Fellow (FASA), American Society of Appraisers; and
  - 4. Life Member, American Society of Appraisers.
- B. Any statement of designation must appear after or below the name of the member in type no larger or more prominent than used for the member's name. No designation may be used in or by any association or appended to the name of any corporation, business entity or organization.
- C. Use of the designation (including but not limited to print or electronic use) shall be limited to only the factual statement of the designation.
- D. Members shall state their discipline(s) and applicable specialty(ies) in which their accreditations or certifications were achieved in any and/or statement(s) presented to or received by clients. (See Page 3, ASA Branding Guide for examples of how to present this information.)
- E. Any public notice or advertisement of the member's services may include the name of the member, his/her designation, and the logo of the Society, which shall be used only to identify the status of the member.

## **Section 2—Logo Use Guidelines**

- A. Members are permitted to use the logo of the Society in print or electronically, in a manner consistent with the provisions set out in Section 1 of this Operations Procedures Manual.
- B. Members shall not abuse the privilege of the use of the name or logo of the Society or of his/her affiliation with the Society. The logo must clearly identify the individual Member and not a company, business entity or organization.
- C. Members shall not imply the Society is responsible for or the sponsor of any publication, policy or practice of the business or activity of the member.
- D. The logo may be used in conjunction with any appraisal course, conference or seminar, organized and/or authorized under the auspices of the Discipline Committees and/or the International Conference Committee.

## **Section 3—Misrepresentation Prohibited**

- A. Any inaccurate, misleading, false or deceptive representation in connection with any public notice, advertisement or description of appraisal services the member offers to the public or to clients or in connection with any use of the name and/or logo of the Society is strictly prohibited and is subject to disciplinary action as prescribed in these Operations Procedures Manual.

- B. It is improper for a member to:
1. Misrepresent in any way his/her connection or affiliation with the Society or any other organization;
  2. Misrepresent his/her background, education, training or expertise;
  3. Misrepresent services available, or prior or current service to any client;
  4. Misrepresent the identity of any client in any public disclosure (except when required by court order) or for the purpose of advertising, without express written permission of such client;
  5. Represent, guarantee or imply that a particular appraisal, estimate of value or result of an engagement will be tailored or adjusted to any particular use or conclusion; and
  6. Use any professional designation without having successfully completed the requirements for use of such designation, including such testing, certification and recertification requirements as applicable.
- C. The logo of the Society shall not be used in connection with any other forum, or event, unless the board of governors has given prior formal approval.

**Section 4—Non-Designated Member Use (Applicants, Candidates, Students, Allies, and Affiliates)**

- A. Non-Designated Applicants, Candidates, Students, Allies, and Affiliates shall not use the ASA logo.
- B. Non-Designated Applicants, Candidates, Students, Allies, and Affiliates may not refer to any “Professional Membership” association with the ASA, but may use an applicable term on a qualifications sheet under the heading “Association Memberships”, as follows:
  - Applicant, American Society of Appraisers
  - Candidate, American Society of Appraisers
  - Student, American Society of Appraisers
  - Ally, American Society of Appraisers
  - Affiliate, American Society of Appraisers

## **Operations Procedure Rule II—Membership and Organization**

### **Section 1—Appraisal Specialty Groups**

- A. The appraisal specialty groups of the Society are as follows:
  - 1. Machinery & Technical Specialties:
    - a. Aircraft;
    - b. Cost Surveys;
    - c. Machinery & Equipment;
    - d. Marine Survey—Commercial;
    - e. Marine Survey—Yachts;
    - f. Mines & Quarries;
    - g. Oil & Gas; and
    - h. Public Utilities.
  - 2. Real Property:
    - a. Ad Valorem/Mass Appraisal-General;
    - b. Ad Valorem/Mass Appraisal-Residential;
    - c. Real Property;
    - d. Residential;
    - e. Rural
    - f. Timber & Timberland
    - g. Going Concern
  - 3. Personal Property:
    - a. Fine Arts;
    - b. Antiques & Decorative Arts;
    - c. Residential Contents; and
    - d. Automotive Specialties.
  - 4. Gems & Jewelry.
  - 5. Business Valuation:
    - a. Intangible Asset.
  - 6. Appraisal Review & Management.
- B. Additional appraisal specialties, except in the personal property discipline, are approved pursuant to the following procedures:
  - 1. Requests for new specialties shall first be brought before the appropriate discipline committee for consideration and approval;
  - 2. Person(s) requesting the specialty shall prepare a presentation for the discipline committee that includes the rationale for the new specialty and the outline of a technical examination that addresses the appraisal specialty;

3. Upon approval by the discipline committee, the presentation shall be submitted to the Board of Examiners for approval; and
  4. If approved, the Board of Examiners shall present the approval along with the exams and study guide to the board of governors for their information.
- C. The following are additional requirements related to the development and approval of additional appraisal specialties:
1. The relevant discipline committee shall require the appraisal specialty proposer(s) to prepare 200 exam questions including a bibliography;
    - a. A subcommittee of the discipline committee shall determine the acceptability of the questions.
  2. The appraisal specialty proposer(s) shall develop a study guide for the technical examination; and
  3. If approved by the Board of Examiners, Candidates or others working for advancement in the new appraisal specialty shall be required to pass at least four (4) appropriate Principles of Valuation courses, or successfully challenge the appropriate open group examination as approved by the discipline committee, in addition to passing the technical examination for the appraisal specialty.
- D. No new appraisal specialty shall be recognized by the Society unless the procedures outlined in this Operations Procedures Manual are followed and the Board of Examiners approves of the appraisal specialty.
- E. Additional appraisal specialties for the personal property discipline, are approved pursuant to the following procedures:
1. Any request for a new specialty shall be presented to the Personal Property Discipline Committee for approval;
  2. Any Candidate wishing to be designated in an appraisal specialty other than those stated in Section 1 A. 3. of this Operations Procedures Manual, shall sit for and pass with a minimum grade of seventy-five (75) per cent an examination prepared by the discipline committee and approved by the Board of Examiners. The Candidate shall provide all other requirements for advancement; and
  3. The Personal Property Discipline Committee shall inform the Board of Examiners of any new appraisal specialty.

## **Section 2—Chapters**

- A. International Headquarters shall withhold chapter dues and assessment reimbursement until the administrative requirements are met.
- B. Chapter's failure to comply with the administrative requirements shall result in the following action(s):
  1. International Headquarters shall send a letter to the relevant region governor detailing the lack of compliance;
  2. The region governor shall communicate to the chapter its lack of compliance within thirty (30) days of receipt of headquarters notification;
  3. The chapter and the region governor shall create a plan to bring the chapter into compliance;



4. The chapter shall have ninety (90) days to comply after the plan has been established;
5. Should the chapter fail after ninety (90) days; the board of governors shall have the option of revoking the chapter charter and dissolving the chapter; and
6. Should the chapter not have officers for the region governor to communicate with and resolve any compliance issues, the region governor shall:
  - a. Communicate to all chapter members stating the lack of compliance issues;
  - b. Attempt to recruit new chapter officers;
  - c. Complete the above to bring the chapter into compliance; and
  - d. Should no or enough chapter members and Candidates volunteer, to meet the requirements to have and maintain a chapter, the chapter may be dissolved pursuant to current ASA procedures.

#### C. Chapter Meetings

1. Chapters shall offer a minimum of four (4) chapter meetings per administrative year;
2. Chapters shall provide a minimum of four (4) touchpoints of education that offer four (4) hours of credit (continuing education [CE] or professional activities [PA] per year.);
3. Chapters shall strive to offer meetings throughout the fiscal year that touch each discipline directly or indirectly through a multi-discipline offering;
4. Special meetings of a chapter may be called by its president or upon written request to its president by a majority of the chapter members; and
5. The chapter secretary shall send out all notices of special meetings.

#### D. Chapter Quorum

1. Five (5) members, or ten (10) percent of the chapter membership, whichever is lesser, shall constitute a quorum for the transaction of chapter business.

#### E. Multiple Chapter Memberships

1. Any member desiring to belong to more than one chapter may do so by paying the appropriate chapter dues and assessments of all the chapters to which he/she belongs; and
2. Members and Candidates of each chapter shall vote in chapter elections.

#### F. Transferring Chapters

1. Members may transfer freely from one chapter to another;
2. Except in the instance of the formation and chartering of new chapters, there shall be no pro-rating or allocation of dues between the chapters for the remainder of the fiscal year;
3. Both the transferring and the receiving chapters shall notify International Headquarters (HQ) of the transfer and HQ shall notify the involved chapters of any transfer requests; and
4. In the case of international chapter members, HQ shall fulfill the function of the transferring chapter.

## **Operations Procedure Rule III—Delegation of Authority**

### **Section 1—Employees**

- A. Authority and responsibility to manage and direct all aspects of the business operations and employees of the Society (Delegation: CEO with authority to re-delegate).

## **Operations Procedure Rule IV—Professional Standards and Ethics**

### **Section 1—Supplemental Professional Standards**

- A. Discipline committees may adopt supplemental professional standards.
- B. Such supplemental professional standards shall be adopted by the respective discipline committee and shall be approved by an affirmative majority vote of the entire board of governors.

### **Section 2—Complaints**

- A. Any complaint received by the Society, alleging conduct by a member that is contrary to, or in violation of, the Governance Policy Manual, Constitution Bylaws, Administrative Rules/Board Procedures Manual (AR/BPM), ASA Educational materials, Principles of Appraisal Practice and Code of Ethics, Uniform Standards of Professional Appraisal Practice (USPAP), International Valuation Standards (IVS) or supplemental professional standards shall be resolved pursuant to the following.

### **Section 3—Processing Complaints**

- A. All communication regarding complaints against member (s) shall be in writing.
- B. Any complaint against a member (“member charged”) alleging conduct contrary to or in violation of the Constitution, Bylaws, AR/BPM, Governance Policy Manual, Principles of Appraisal Practice, Code of Ethics, USPAP, IVS, and/or supplemental professional standards shall be sent by the complainant to the CEO.
- C. No complaint shall be officially acknowledged or accorded process unless it is in writing and signed by the complainant.
- D. In the event that the complaint deals with a matter or matters that are considered old (i.e., two (2) years or more have passed since the disposition of the matter by litigation or three (3) years or more have passed since the issuance date of the subject appraisal report) the complaint shall not be accepted and the complainant notified unless required by law.
- E. Upon receipt by the CEO, the complaint shall be promptly referred to the Chair of the Ethics Committee, who, with deliberate speed shall provide the Member charged with a “Notice of Complaint” of the specific violations alleged, including the specific provision of the Constitution, Bylaws, AR/BPM, ASA’s Educational materials, Governance Policy Manual, Principles of Appraisal Practice and Code of Ethics, USPAP; IVS, and/or supplemental professional standards alleged to have been violated, and the identity of the complainant(s).
- F. The member charged shall have forty-five (45) days from the date of the notice of complaint, to submit explanation in response to the circumstances of the complaint.
- G. The Ethics Committee shall, at its next meeting following receipt of the explanation from the member charged, or failure by the member charged to respond in a timely manner, determine whether there is a reasonable basis for the complaint. If there is such a basis, the Ethics Committee shall have ninety (90) days to provide the member charged with the “notice of investigation” with a copy to the CEO, unless the complaint may be processed pursuant to other provisions of the Administrative Rules/Board

Procedures Manual or Operations Procedures Manual.

- H. In the event of an investigation, the chair of the Ethics Committee shall inquire of the member charged whether they desires a hearing before the Board of Inquiry under the procedure established in the Administrative Rules/Board Procedures Manual or agrees to submit the complaint to the Ethics Committee without hearing. The member charged shall have thirty (30) days from the date of notice of investigation to elect a hearing. Failure to respond within thirty (30) days shall be deemed a waiver of a hearing by the member charged.
- I. In the event that the member charged elects to submit the complaint to the Ethics Committee without a hearing, or has waived a hearing by failing to elect a hearing, the Ethics Committee shall complete its investigation and make a complete report in writing, including its recommendations, to the CEO within sixty (60) days of the waiver of hearing by the member charged.
- J. Upon receipt, the CEO shall deliver a copy of the Ethics Committee's report, including its findings and recommendations to the president to be presented at the next scheduled board of governors meeting for such action as it shall be deemed appropriate under the provisions of this Operations Procedures Manual.
- K. In the event that the member charged elects to appear at a hearing of the Board of Inquiry the CEO notifies the president and the president and board of governors appoints the Board of Inquiry.(see Administrative Rules/Board Procedures Manual for process of the Board of Inquiry)
- L. The Ethics Committee shall be responsible for the investigation and presentation to the Board of Inquiry all matters pertinent to the alleged violation(s). The presentation shall be made at the Board of Inquiry hearing in person by the chair of the Ethics Committee or by his/her designated alternate.
- M. The Board of Inquiry may call witnesses to testify at the hearing, as it may deem appropriate. The member charged is entitled to be present at the hearings with or without counsel and shall be given an opportunity to be heard and to present such evidence or testimony as he/she may deem appropriate.
- N. The regular site of a Board of Inquiry hearing is HQ or virtually. If mutually agreed, alternative sites may be selected. The chair of the Board of Inquiry shall notify in writing all parties involved as to the time and location of the hearing. Any costs incurred by the member charged for the presentation of the appeal, including legal counsel and witnesses, will be borne by the member charged. The hearing shall take place within sixty (60) days of the appointment of the chair of the Board of Inquiry, although the chair may, at their discretion, grant an extension of up to sixty (60) days beyond that time for good cause.

#### **Section 4—Notice of Complaint**

- A. Prior to sending a notice of complaint to the CEO and member charged, the Ethics Committee shall determine, based on the facts alleged in the complaint, whether or not:
  - 1. The complaint should be dismissed without further action;
  - 2. Additional information should be obtained from the complainant; or

3. The complaint should be processed without sending a notice of complaint.
- B. A complaint shall be processed without sending a notice of complaint if, in the opinion of the Ethics Committee:
1. The complaint is a technical violation of the any and all of the rules including the Governance Policy Manual, Constitution, Bylaws, Administrative Rules/Board Procedures Manual, ASA’s Educational material, Principles of Appraisal Practice and Code of Ethics, USPAP, IVS or supplemental professional standards; *and*
  2. The alleged violation is minor in nature; *and*
  3. Such action will be effective in correcting the complaint.
- C. If the Ethics Committee concludes that the complaint should be dismissed, then it shall dismiss the complaint and notify the president, complainant and member charged.
- D. If the Ethics Committee concludes that additional information is necessary, it shall:
1. Request the complainant to provide the additional information within ninety (90) days of receipt of the complaint;
  2. Extend for a reasonable time the sending of notice of complaint until receipt of the additional information; and
  3. Within ninety (90) days after receipt of such additional information, dismiss the complaint, process the complaint without sending a notice of complaint, or send a notice of complaint pursuant to these Operations Procedures Manual.
- E. If the Ethics Committee concludes that the complaint should be processed without sending a notice of complaint, the Ethics Committee shall:
1. Notify the President and CEO, complainant, and member charged;
  2. Require the member charged to acknowledge the processing of the complaint; and
  3. If appropriate, require the member charged to comply with any corrective action determined by the Ethics Committee.
- F. If the Ethics Committee concludes that dismissal, additional information, or processing without sending a notice of complaint is not appropriate, the Ethics Committee shall send the notice of complaint to the CEO, member charged, and complainant.

**Section 5—Notice of Investigation**

- A. Prior to sending a notice of investigation, the Ethics Committee shall determine, based on the facts alleged in the complaint and any response of the member charged, whether or not:
1. The complaint should be dismissed without further action;
  2. Additional information should be obtained from the complainant or member charged; or
  3. The complaint should be processed without sending a Notice of Investigation.
- B. The Ethics Committee may process the complaint without a notice of investigation if:
1. The complaint can be so processed and
  2. Such action will be effective to correct the alleged complaint.

- C. If the Ethics Committee determines the complaint may be processed without sending a Notice of Investigation, such complaint shall be processed by any combination of the following actions:
  - 1. Sending a letter of caution to the member charged;
  - 2. Requiring the member charged to take specified courses;
  - 3. Requiring the member charged to take other specified action acceptable to the Ethics Committee and the member charged; and
  - 4. In all cases, advising the complainant that such action has been taken, but without specification.
- D. If the Ethics Committee concludes that dismissal or such processing is not appropriate, it shall send a notice of investigation to the CEO, complainant, and member charged.

### **Section 6—Procedures before Board of Inquiry**

- A. At any hearing of the Board of Inquiry called pursuant to the Operations Procedures Manual, the following procedures and rules shall apply.
  - 1. Rules of evidence.
    - a. The Board of Inquiry shall consider any evidence that it believes may be relevant and credible to the matter at hand.
    - b. Rulings on objections to proffered evidence shall be made by a majority of the Board of Inquiry.
  - 2. Examination of witnesses.
    - a. The direct examination of any witness shall be conducted by one or more of the following:
      - a. Board of Inquiry;
      - b. Chair or a member of the Ethics Committee;
      - c. Board of Inquiry member designated by the chair of the Board of Inquiry;
      - d. Counsel to the Board of Inquiry;
      - e. Counsel for the member charged (or the member charged if unrepresented by counsel); and/or
      - f. Counsel for the witness.
    - b. Cross-examination of any witness shall be permitted and shall be conducted by one or more of the following:
      - (1) Board of Inquiry;
      - (2) Chair or a member of the Ethics Committee;
      - (3) Board of Inquiry member designated by the chair;
      - (4) Counsel to the Board of Inquiry; and/or
      - (5) Counsel for the member charged (or the member charged if unrepresented by counsel).
    - c. All witnesses shall be sworn; and

- d. All witnesses may be sequestered at the discretion of the Board of Inquiry.
3. Order of proceeding.
- a. The chair of the Board of Inquiry shall be the presiding officer;
  - b. The chair of the Board of Inquiry shall summarize the complaint, including the specific provisions of the Governance Policy Manual, Constitution, Bylaws, Administrative Rules/Board Procedures Manual, ASA's Educational materials, Principles of Appraisal Practice and Code of Ethics, USPAP, IVS and/or supplemental professional standards allegedly violated by the member charged;
  - c. The chair of the Board of Inquiry shall state the reason for the hearing and shall allow the chair or a member of the Ethics Committee and the member charged or their counsel to make opening statements;
  - d. The chair or member of the Ethics Committee shall state the nature of the complaint, provide all detailed and relevant information of which the chair is knowledgeable, call witnesses and offer documents to support the charges;
  - e. There shall be a report of any investigation caused to be made by the Ethics Committee;
  - f. The Board of Inquiry shall consider any other testimony and evidence supporting or refuting the complaint;
  - g. The member charged shall be permitted to provide such defense as may be relevant;
  - h. The chair or member of the Ethics Committee and the member charged or their counsel shall be allowed to make a closing statement; and
  - i. The record shall be declared closed by the chair of the Board of Inquiry unless they determine to keep the record open for additional investigation.
- B. A verbatim record of the proceedings of the hearing shall be kept.
- C. The hearing shall be closed to the public, and all matters relating to the complaint shall be confidential until the Board of Inquiry makes a finding.
- D. No person who participates in the hearing shall make any disclosure of the testimony, evidence, or argument made to the Board of Inquiry.

### **Section 7—Authority of Ethics Committee**

- A. The Ethics Committee is authorized to fulfill its obligations in accordance with the provisions of the ASA Administrative Rules/Board Procedures Manual and Operations Procedures Manual.
- B. In fulfilling its obligations under Section 4 A and B and Section 5 A, B and C, the Ethics committee may direct a member to fulfill a course or other such reasonable obligations to avoid formal disciplinary action.
- C. All members are required to respond to the Ethics Committee's inquiries or mandates within the required timeframe as included in correspondence to the

member.

- D. In the event the member does not respond on a timely basis, the Ethics Committee may:
  - 1. Recommend to the CEO and president that the member be censured, suspended or possibly expelled.
- E. Not responding to the Ethics Committee or adhering to the reasonable directives of the Ethics Committee shall be an infraction of the Administrative Rules/Board Procedures Manual and Operations Procedures Manual and may result in an additional ethical complaint against the member, separate and apart from the original complaint that was filed against the member.

### **Section 8—General Administration**

- A. The Ethics Committee shall keep the CEO advised who will update the president and board of governors advised at the mid-year and annual meetings of the board of governors of all actions taken pursuant to this Administrative Rules/Board Procedures Manual and Operations Procedures Manual.
- B. The Ethics Committee shall act by majority vote on all actions, but the chair of the Ethics Committee, acting alone, can process complaints (in accordance with this Administrative Rules/Board Procedures Manual) related to the following issues:
  - 1. Advertising;
  - 2. Other misuse of the designations or logo of the Society; and
  - 3. Other minor infractions as defined by the Ethics Committee.
- C. The HQ liaison to the Ethics Committee shall send initial letters to address common logo and membership status infractions. If the matter cannot be quickly resolved, a formal ethics complaint will be forwarded to the Ethics Committee to be processed in accordance with these Operations Procedures Manual and the Administrative Rules/Board Procedures Manual.
- D. To the extent possible, the Ethics Committee shall process all ethics complaints promptly.
- E. Reasons for Ethics Committee delays beyond the time limits specified by the Operations Procedures Manual and Administrative Rules/Board Procedures Manual include, but are not limited to, the following:
  - 1. Cases on hold pending settlement of litigation;
  - 2. Publication of corrections of misleading or unethical advertising; and/or
  - 3. Taking of prescribed appraisal education courses.
- F. An ethics investigation is suspended if a member resigns or is terminated during the course of the investigation until such time that it is resolved or terminated by the Ethics Committee.
- G. Any member who wishes to reinstate membership in the Society and who is the subject of a suspended investigation shall submit to the resolution of the ethics complaint before full reinstatement is granted.



## **Operations Procedure Rule V—Membership Application**

### **Section 1—General Qualifications for Membership**

- A. Membership shall be limited to persons or firms engaged in the appraisal profession.

### **Section 2—Qualifications for Affiliate Membership**

- A. Affiliates shall be of legal age and of good character and shall be interested in the appraisal profession but shall not prepare appraisals or hold themselves out to the public as competent to perform appraisals.

### **Section 3—Qualifications for Candidates**

- A. Candidates shall:
  - 1. Be of legal age and of good character;
  - 2. Have established financial responsibilities and business experience; and
  - 3. Be committed to professional education and development leading to a professional accreditation.

### **Section 4—Acceptance and Compliance with Bylaws, Operations Procedures Manual and Administrative Rules/Board Procedures Manual**

- A. Members and Candidates in every grade of membership, except honorary and Affiliate, shall, by virtue of such membership, be deemed to have agreed to accept and comply with the Operations Procedures Manual, Bylaws and Administrative Rules/Board Procedures Manual and any amendments made thereto.

### **Section 5—Individual Nature and Transferability of Membership**

- A. Membership shall be only on an individual basis.
- B. Membership shall not be transferable.

### **Section 6—Applications and Membership**

- A. The board of governors shall formulate appropriate rules and procedures to be used by the Society's business operations when processing applications and granting membership.
- B. The Operations Procedures Manual and Administrative Rules/Board Procedures Manual shall prescribe the rules and procedures to be used for processing and approving or rejecting applications for membership.
- C. Individuals seeking admittance into the Society shall be assigned to a specific geographic chapter until and/or unless the applicant chooses an alternate chapter. It shall be the responsibility of HQ to make a determination of the eligibility of the prospective member before membership is granted to ensure compliance with the Society's Code of Ethics.
- D. An *applicant* is a person who has applied for the level of Candidate and has not yet:
  - 1. Passed the Society's ethics examination;
  - 2. Provided evidence of an up-to-date USPAP certificate, as required by The

Appraisers Foundation (TAF). For real property applicants, providing a copy of their current state appraisal license is acceptable. For applicants practicing solely outside of North America, they may sign the international standards agreement; and

3. Candidates are members who have completed the above items. Candidates may have also completed (or are working toward the completion) of the required discipline POV courses or their equivalency.
- E. An *ally* is a practicing appraiser and shall be required to possess discipline specific credentials as set forth in these Operations Procedures Manual, if any, as evidence of their status as an actively practicing appraiser. Real property ally members have completed USPAP and are subject to the disciplinary oversight of a state appraisal board or similar government entity. All allies shall observe the Society's Principles of Appraisal Practice and Code of Ethics in all respects and at all times.
- F. Initial application for membership in the American Society of Appraisers shall be for admission as an applicant, Affiliate, student Affiliate or ally.
- G. All members of the Society shall be Affiliated through a chapter.
- H. Membership in the Society shall be available to all who meet the requirements for membership as specified in the *Constitution* and *Bylaws*.
- I. Each application for membership shall be submitted on the approved membership form to HQ. The application shall be processed in accordance with Operations Procedures Manual and Administrative Rules/Board Procedures Manual.
- J. Each application must be submitted with remittance in full payment of the prescribed processing fee.
- K. Each applicant shall designate on their application the appraisal discipline and specialty in which they seeks to qualify.
- L. Each applicant shall furnish at least three (3) written business or professional reference letters.
- M. It shall be the responsibility of HQ to ensure all applicants meet the necessary requirements for admission to the Society. HQ will post all new members to the Online Resource Center for chapters and discipline committee officers to view.
- N. Upon admission to the Society, applicants shall conduct themselves in a manner that reflects credit upon the appraisal profession; protects that profession from any form of activity judged by the board of governors to be unjust, unethical, or detrimental to the profession or the public it serves; and adheres to the Principles of Appraisal Practice and Code of Ethics of the Society.
- O. Each membership application shall include a written agreement signed by the applicant asserting their consent to abide by and conform to these Operations Procedures Manual, Constitution, Bylaws, and Administrative Rules/Board Procedures Manual, and the Principles of Appraisal Practice and Code of Ethics of the Society.
- P. All members in the Society shall consent and submit to the discipline of the Society.

## Section 7—Membership Status and Changes

- A. The Society shall conduct the termination, resignation, reinstatement, and transfer of membership pursuant to the provisions of these Operations Procedures Manuals, Bylaws and Administrative Rules/Board Procedures Manual.
- B. Every member shall be deemed to be in good standing and entitled to all privileges of their grade of membership providing the member's dues are not in arrears and there is no action to suspend or terminate membership by the board of governors.
- C. Member in good standing for at least five (5) years prior to request and not currently conducting appraisals, may apply to HQ for sabbatical status for a period of up to two (2) years.
- D. A member in sabbatical status shall continue to receive Society publications that are included in the cost of regular membership.
- E. A member may apply for partial retired status because of age and reduced level of appraisal work based on the following:
  1. Qualifications for partial-retirement status shall be:
    - a. Senior or Fellow member (or both) of the Society in good standing for not less than twenty (20) years;
    - b. At least seventy (75) years of age. (member must provide proof of age); and
    - c. The member must affirm that he or she has reduced work production by fifty percent (50%) or more, from full time appraisal work.
  2. Partially retired members are required to meet all reaccreditation requirements; however, the requirement is reduced from 100 hours to 75 hours every five years. Discipline-specific USPAP continuing education requirements are still required and may be used toward the 75 hour requirement;
  3. The annual dues for this partial-retirement status shall be fifty percent (50%) of the current fiscal year's international dues; and
  4. The partial-retirement status entitles the member to all the rights and privileges conferred by the Society.
- F. A member may apply for the status of "retired" who meets the following conditions:
  1. The member is no longer engaged in any form of employment or services for compensation connected with the appraisal profession; and
  2. The member is in good standing for the year in which the retirement takes place and has submitted a retirement application to HQ which includes a signed statement that he or she qualifies for this status.
- G. The retired member shall be relieved of international and chapter dues and assessments; however, they will be required to pay an annual fee (see Operations Procedures Rule VII).
- H. Retired members shall be relieved of any reaccreditation requirements.

- I. Retired members may attend all meetings and serve on committees; however, retired members may hold office at the chapter level only.
- J. Retired members shall state their status by including the word “retired” after their grade of membership in all communication.
- K. If a retired member engages in employment or fee services related to the appraisal profession without application for reinstatement to active status within ninety (90) days of accepting a fee paid appraisal, their retired status may be permanently rescinded.

## **Operations Procedure Rule VI—Member Accreditation**

### **Section 1—Preamble**

- A. Applications for accreditation shall be made pursuant to the provisions of the Bylaws and these Operations Procedures Manual.
- B. HQ shall conform to the accreditation application process established by the Board of Examiners and as approved by the board of governors.

### **Section 2—Accredited Member (AM) Requirements**

- A. The following are the minimum requirements for qualification as an Accredited Member (AM):
  - 1. Engagement in the appraisal profession;
  - 2. Associate degree (Real Property only), bachelor's or higher degree from a recognized and fully accredited college or university, a gemology degree (Gems & Jewelry only) from a recognized gemological institution, or such other education, knowledge, or experience as is deemed equivalent by the Board of Examiners; and
  - 3. Attainment of legal age;
  - 4. Seven hundred hours of general personal property appraisal experience (Gems & Jewelry only) or two years of full-time or full-time equivalent appraisal experience (depending on the appraisal discipline), and passage of discipline-specific education criteria.
- B. After attainment of the Accredited Member (AM) designation, submission of evidence of professional growth through continuing education and/or participation in professional activities is required every five (5) years from the date of accreditation is required (or less if the previous reaccreditation process was completed for a shorter term) to maintain the Accredited Member designation.
- C. Accredited Members (AM) failing to reaccredit shall be reduced to the grade of Candidate.

### **Section 3—Accredited Senior Appraiser (ASA) Requirements**

- A. The following are the minimum requirements for qualification as an Accredited Senior Appraiser (ASA):
  - 1. Engagement in the appraisal profession;
  - 2. Bachelor's degree, or higher degree, from a recognized and fully accredited college or university or such other education, knowledge, or experience as is deemed equivalent by the Board of Examiners; and
  - 3. Attainment of legal age, five years of full-time or full-time equivalent appraisal experience, and passage of discipline-specific education criteria.
- B. After attainment of the Accredited Senior Appraiser (ASA) designation, submission of evidence of professional growth through continuing education and/or participation in professional activities is required every five (5) years from the date of accreditation (or less if the previous reaccreditation process was completed for a shorter term) to maintain

the Accredited Senior Appraiser (ASA) designation.

- C. Accredited Senior Appraiser (ASAs) failing to reaccredit shall be reduced to the grade of Accredited Member (AM).

#### **Section 4—Life Membership**

- A. Life members are defined as:
  - 1. Those members awarded life membership status prior to June 23, 2015, and/or
  - 2. Those members awarded life membership status by any organization merging into ASA regardless of date, and/or
  - 3. Those Fellow members of the College of Fellows that are at least seventy (70) years of age and have been Accredited Members of the Society in good standing continuously for at least ten (10) years.
- B. Life members shall be exempt from the payment of all dues and assessments.

#### **Section 5—Qualifications for Bestowal of Honorary Membership**

- A. The qualifications of a nominee for the grade of honorary member shall be as follows:
  - 1. Have, in the judgment of the board of governors, contributed substantially to the appraisal profession and/or performed an unusual and valuable service for the Society sufficient to merit recognition by the Society and
  - 2. Have, in the judgment of the board of governors, distinguished themselves by meritorious service which furthers the ASA's vision, mission and values over a number of years.
- B. Nominations and the award of honorary membership shall proceed pursuant to the provisions of the Bylaws and Administrative Rules/Board Procedures Manual.
- C. Cannot be a current or a past member of the Society.
- D. Honorary members shall be exempt from the payment of all dues and assessments.

#### **Section 6—General Procedures for Accreditation**

- A. An individual seeking accreditation in the membership grade of Accredited Member (AM) or Accredited Senior Appraiser (ASA) shall complete the following activities:
  - 1. Submit a completed application for accreditation together with all required supporting documents to HQ and
  - 2. Remit with their application the full sum of money prescribed for accreditation processing fees.
- B. Upon receipt of required documentation and fees, HQ shall, with deliberate speed, process the application and shall complete this processing within a minimum of thirty (30) business days.
- C. If the application represents extenuating circumstances making a longer processing time necessary, HQ shall notify the applicable Vice Chair of the Board of Examiners, chair of relevant discipline committee and the applicant.
- D. In processing the application, HQ shall:

1. Examine and verify the accuracy and completeness of the information provided in the application;
  2. Ascertain whether the applicant is eligible for the membership grade of Accredited Member (AM) or Accredited Senior Appraiser (ASA) as set forth in the Bylaws;
  3. If necessary, ask the relevant discipline committee to conduct an interview with the applicant to ascertain if their activity in a vocation or vocations qualifies for the membership grade of Accredited Member (AM) or Accredited Senior Appraiser (ASA); and
  4. Advise the applicant that Accredited Members (AMs) and Accredited Senior Appraiser (ASAs) are required to reaccredit every five (5) years from the date of accreditation (or less if the previous reaccreditation process was completed for a shorter term) to maintain the designation. Failure to do so shall result in loss of Accredited Senior Appraiser (ASAs) status to Accredited Member (AMs) status or Accredited Member (AMs) status to Candidate status.
- E. Upon completion of the tasks prescribed in these Operations Procedures Manual, HQ shall copy and retain the original application and supporting documents and forward a copy of those documents to the examiner appointed by the Board of Examiners.
- F. Upon receipt of the application from HQ, the examiner shall with deliberate speed:
1. Evaluate the requisite appraisal report(s) and all other supporting documents;
  2. Evaluate the accreditation or specialty exam, if applicable;
  3. Conduct such additional investigation as is deemed necessary and prudent; and
  4. Return the application materials to International Headquarters upon completion of the appointed activities.
- G. Upon receipt of the application from the examiner, HQ shall forward the materials onto the second Examiner for final review and determination.
- H. Upon completion of their appointed activities, the second examiner shall return the application materials to HQ with the final determination regarding the application.
- I. Upon receiving the application materials and final determination from the second examiner, HQ shall notify the applicant of the success or failure of their application for accreditation and return the requisite report(s), if any, with comments to the applicant.
- J. Upon approval of the application materials, HQ will post the newly Accredited Member to the Online Resource Center.
- K. Each member, upon accreditation, shall receive a certificate of accreditation in the appropriate grade of membership (Accredited Member (AM) or Accredited Senior Appraiser (ASA), a membership pin, and information concerning the logo of the Society.
- L. The certificate shall bear the following information:
1. Seal of the Society;
  2. Member's name, grade, and date of accreditation; and
  3. Relevant discipline and appraisal specialty (if appropriate).
- M. The president and secretary/treasurer shall sign the certificate.

- N. Only designated members may purchase from HQ, for their personal use only, the emblem pin and other insignia of the Society authorized by the board of governors.

### **Section 7—Additional Appraisal Specialties and Disciplines**

- A. Any Accredited Senior Appraiser (ASA) in good standing may apply for a membership grade of Accredited Senior Appraiser (ASA) in more than one appraisal specialty provided that he or she demonstrates competence pursuant to the following criteria:
  - 1. At minimum, the applicant has achieved the equivalent of at least one (1) year of full-time appraisal experience in the relevant appraisal specialty,
  - 2. The applicant has successfully completed the appropriate examination(s) in the relevant appraisal specialty, and
  - 3. The applicant has complied with any other requirements of that discipline for accreditation in his/her declared additional specialty.
- B. Any Accredited Senior Appraiser (ASA) in good standing may apply for a membership grade of Accredited Senior Appraiser (ASA) in more than one appraisal discipline provided that he/she demonstrates competence pursuant to the following criteria:
  - 1. At a minimum, the applicant has achieved the equivalent of at least three (3) years of full-time appraisal experience in the relevant appraisal discipline,
  - 2. The applicant has successfully completed the appropriate examination(s) in the relevant appraisal discipline, and
  - 3. The applicant has complied with any other requirement of that discipline for accreditation in his/her declared additional discipline.
- C. Any Accredited Senior Appraiser (ASA) in good standing may apply for a membership level of Accredited Senior Appraiser (ASA) in their discipline-specific appraisal review and management (ARM) specialty provided that they demonstrates competence pursuant to the following criteria:
  - 1. The applicant has successfully completed ARM 201 and ARM 204 appraisal course work and examinations in appraisal review and management for his/her currently designated discipline.
  - 2. The applicant has a minimum of five (5) years' appraisal experience within his/her appraisal discipline. The years of experience for his/her original designation in their discipline are recognized for this requirement.
  - 3. The applicant submits for peer review one (1) appraisal review and management report that was prepared either for a client, for their own company's internal use, or as a demonstration report for this particular purpose within the past two (2) years that successfully meets the report writing standards of the American Society of Appraisers.
- D. The Board of Examiners shall review the applicant's accreditation materials following the procedures set forth in these Operations Procedures Manual.
- E. Upon recommendation of the Board of Examiners, the applicant shall be granted a membership level of Accredited Senior Appraiser (ASA) status in the relevant appraisal specialty or discipline.



## **Section 8—Reaccreditation Notification**

- A. HQ shall maintain a list of all designated members showing the following:
  - 1. Date the member was originally accredited in his/her discipline;
  - 2. Date the member shall reaccredit;
  - 3. Date the member was reaccredited; and
  - 4. Next date of reaccreditation.
- B. HQ shall:
  - 1. Notify each designated member twelve (12) months and then six (6) months in advance, via written correspondence, of their reaccreditation due date and that a reaccreditation application should be filed within sixty (60) days in accordance with the provisions of the Operations Procedures Manual; and
  - 2. Send designated members past due notices via written correspondence.
- C. Any Accredited Senior Appraiser (ASA) holding designations in multiple disciplines shall be required to file only one application for reaccreditation to cover all disciplines for which certification was granted.
- D. The date of the member's first designation shall be used to compute the reaccreditation time requirements.

## **Section 9—Procedures for Reaccreditation**

- A. An individual seeking reaccreditation shall:
  - 1. Submit a reaccreditation application according to the current procedures as outlined in the ASA Reaccreditation Guide noting their hours for reaccreditation as stated in the Operations Procedures Manual;
  - 2. Remit with his/her application the full sum of money prescribed for reaccreditation;
  - 3. Retain all documentation pertaining to their reaccreditation for a period of time to be determined by the Board of Examiners; and
  - 4. Attest to the truthfulness of the reaccreditation information submitted to HQ.
  - 5. All members submitting reaccreditation applications may be subject to an audit by the Board of Examiners. See Section 10.

## **Section 10—Audits**

- A. With the assistance of HQ, the Board of Examiners shall conduct random audits of submissions for reaccreditation in accordance with these reaccreditation policies and procedures and may require members to submit documentation supporting the reaccreditation hours they submitted.
- B. Failure to comply with an audit request or misrepresentation of any hours documented for reaccreditation shall result in prompt action by the Board of Examiners which may include the following:
  - 1. Relegating the membership grade from Accredited Senior Appraiser (ASA) to Accredited Member (AM); and

2. Relegating the membership grade from Accredited Member (AM) to Candidate; and/or referral of the matter to the Ethics Committee.
- C. Upon rejection of reaccreditation application for Accredited Senior Appraiser (ASA), HQ shall inform the member that their membership level as an Accredited Senior Appraiser (ASA) has been revoked and they are now in the membership grade of Accredited Member (AM) and that the Accredited Senior Appraiser (ASA) designation can no longer be used by them. Accredited Senior Appraisers (ASA) who fail to reaccredit shall be allowed to reapply for Accredited Senior Appraiser (ASA) status as prescribed in the Operations Procedures Manual.
- D. Upon rejection of reaccreditation application for Accredited Member (AM), HQ shall inform the member that their membership grade as an Accredited Member (AM) has been revoked and they now in the membership grade of Candidate and that the Accredited Member (AM) designation can no longer be used by the member. Accredited Members (AM) who fail to reaccredit shall be allowed to reapply for Accredited Member (AM) status as prescribed in the Operations Procedures Manual.

### **Section 11—Appeals**

- A. Any member having their application audited and then rejected has the right to file an appeal in writing within thirty (30) days stating the basis of their appeal to the Board of Examiners, in care of HQ.
- B. Upon receipt of such an appeal, the Board of Examiners shall review the basis of the appeal and inform in writing, HQ of their decision.
- C. HQ shall notify the member of the findings of the Board of Examiners, which shall be final.

### **Section 12—Reaccreditation Maintenance Criteria**

- A. Reaccreditation credits shall be granted on an accumulated hour system over a five (5) year period (unless the previous reaccreditation was processed for a shorter term), with a total of 100 hours required to maintain full reaccreditation. Shorter reaccreditation terms may be accepted as prescribed in these Operations Procedures Manual.
- B. Definitions:
  1. Continuing education (CE) is defined as time spent learning (whether in a face to face class or through an online class/webinar, at a conference, etc.). CE is earned only when the individual member is learning as a student.
  2. Professional activities (PA) is defined as time spent in instruction, giving speeches and participation in educational programs other than as a student, publishing articles and other literary contributions to the appraisal profession, and other organizational contributions (as further outlined and detailed below).
- C. A minimum of forty (40) hours of the 100 hours required to maintain accreditation shall be in the continuing education (CE) category.
- D. Non ASA-sponsored classes or courses being applied to the CE requirement must be appraisal related and are subject to the review and judgment of the Board of

Examiners. Preapproval may be sought through the BOE if requested. Additional reaccreditation hours may be fulfilled through additional CE hours or by engaging in professional activities (PA) including, but not limited to, speeches, instruction, chapter meeting attendance, publishing articles and other literary contributions to the appraisal profession.

- E. Reaccreditation credit hours for Continuing Education (CE) shall be granted for:
1. Successful completion of courses related to the appraisal profession and relevant subject matter at a fully accredited college or university.
    - a. One (1) hour per classroom hour with a maximum of twenty (20) hours per year.
  2. Attendance at or participation in Society sponsored seminars/courses, including the international conference.
    - a. One (1) hour per classroom hour based on a 60-minute credit hour.
  3. Bonus for verified attendance at all continuing education offerings, including the general session, at the annual conference.
    - a. Three (3) hours.
  4. Participation in educational programs of compeer societies.
    - a. One (1) hour per classroom hour based on a 60-minute credit hour.
  5. Additional educational accomplishments shall be subject to review and judgment by the Board of Examiners to be deemed acceptable for CE credit, as required.
- F. Reaccreditation credit hours for Professional Activities (PA): instruction, speeches and participation in educational programs shall be granted for:
1. Teaching appraisal courses sponsored by recognized appraisal organizations or by an accredited university or college.
    - a. One (1) hour per classroom hour based on a 60-minute credit hour.  
An instructor may only receive credit once per year for teaching any given course.
  2. Appearing as an instructor or workshop leader at a Society educational program.
    - a. One (1) hour per classroom hour based on a 60-minute credit hour.
  3. Giving a presentation—including panel leader, workshop leader, or speaker—at the international or discipline conference.
    - a. One (1) hour per classroom hour based on a 60-minute credit hour.
  4. Being the featured speaker at a Society chapter meeting.
    - a. One (1) hour per classroom hour based on a 60-minute credit hour.
  5. Acting as counselor or advisor to an accredited appraisal sciences degree program (per year).
    - a. Fifteen (15) hours per year.
  6. Giving a presentation—including instructor, panel leader and/or workshop leader—at an appraisal-related course.

- a. One (1) hour per classroom hour based on a 60-minute credit hour.
  - 7. Being the featured guest speaker representing the Society at a non-Society function.
    - a. One (1) hour per classroom hour based on a 60-minute credit hour.
- G. Reaccreditation credit hours for professional activities (PA) for published articles and other literary contributions to the appraisal profession shall be granted for:
  - 1. Development, preparation and acceptance by a discipline education Chair of a new discipline or appraisal course, to include course materials, a study guide (if applicable), bibliography, examination (if applicable), and retake examination (if applicable).
    - a. Forty (40) hours
    - b. If more than one person is involved in the project, the discipline education Chair shall divide the forty (40) hours among the members of the group, as the discipline education Chair deems appropriate.
  - 2. Preparation and acceptance by a discipline education Chair of a new discipline or appraisal specialty examination, to include a new study guide, bibliography, examination, and retake examination.
    - a. Forty (40) hours.
    - b. If more than one person is involved in the project, the discipline education Chair shall divide the forty (40) hours among the members of the group, as the discipline education Chair deems appropriate.
  - 3. Major revision of a current discipline or appraisal specialty examination, with acceptance by the discipline education Chair to include a new study guide, bibliography, examination, and retake examination.
    - a. Twenty-five (25) hours.
    - b. If more than one person is involved in the project, the discipline education Chair shall divide the twenty-five (25) hours among the members of the group, as the discipline education Chair deems appropriate.
  - 4. Articles on appraising published in an American Society of Appraisers (“Society”) or other trade journal, published editorials, letters to the editor, book reviews or similar contributions, magazines or monographs.
    - a. One (1) hour credited for every 250 words with a maximum of ten (10) hours per article and a maximum of thirty (30) hours per year.
  - 5. Published textbooks or appraisal related books (relevance shall be pre-determined by the Board of Examiners).
    - a. One (1) hour credited for every 250 words with a maximum of fifty (50) hours per reaccreditation period (subject to pre-approval by the Board of Examiners).
  - 6. Additional published materials relating to the appraisal profession, subject to

review and judgment of the Board of Examiners.

- H. Reaccreditation credit hours for professional activities (PA) for organizational contributions shall be granted for: members serving as officers, governors, etc. in other professional appraisal organizations that are members of The Appraisal Foundation will be awarded reaccreditation credit on the same schedule as the American Society of Appraisers (“Society”) participation.
1. Attendance at American Society of Appraisers (“Society”) chapter meetings.
    - a. Two (2) hours per chapter meeting.
  2. Serving as a chapter officer.
    - a. Fifteen (15) hours per year.
  3. Serving as a branch officer.
    - a. Eight (8) hours per year.
  4. Serving as a chapter committee Chair.
    - a. One (1) hour for each hour spent on chapter event planning activities up to a maximum of twenty (20) hours per year/per committee.
    - b. To receive PA credit hours in this area, members shall submit time logs signed by the chapter president supporting the time spent in the activity.
  5. Serving as a chapter committee member.
    - a. One (1) hour for each hour spent on chapter event planning activities up to a maximum of fifteen (15) hours per year/per committee.
    - b. To receive PA credit hours in this area, members shall submit time logs signed by chapter president supporting the time spent planning chapter activities.
  6. Serving as a mentor in a chapter mentoring program.
    - a. Two (2) hours per month with a maximum of twenty (20) hours per year.
  7. Proctoring exams.
    - a. One (1) hour per exam to a maximum of ten (10) hours per year.
  8. Serving as a Chair of a standing committee.
    - a. Twenty (20) hours per year/per committee.
  9. Serving as a member of a standing committee.
    - a. Fifteen (15) hours per year/per committee.
  10. Serving as a district director.
    - a. Ten (10) hours per year.
  11. Serving as parliamentarian.
    - a. Twenty (20) hours per year.
  12. Serving as a governor.
    - a. Twenty (20) hours per year.
  13. Serving as an international officer other than president.

- a. Fifty (50) hours per year.
- 14. Serving as president.
  - a. One hundred (100) hours per year.
- 15. Serving as an examiner on the Board of Examiners.
  - a. Four (4) hours for each advancement package that is reviewed and reported on for up to a maximum of twenty (20) hours per year.
- I. Other organizational contributions for professional activities (PA) shall be granted for:
  - 1. Members active as officers, governors, directors, committee chairs, or committee members in other professional appraisal organizations that are members of The Appraisal Foundation will be awarded reaccreditation credit on the same schedule established for the American Society of Appraisers (“Society”) participation.
  - 2. Appropriate proof (i.e., transcripts, letters of completion, attendance or participation certified on the sponsoring organization’s letterhead, signed by the leader, chair, president, etc.) shall be submitted as evidence of completion of the reaccreditation hours claimed.
- J. Continuing Education (CE) and Professional Activities (PA) related to USPAP
  - 1. A maximum of fifteen (15) CE hours toward the forty (40) hour CE requirement shall be awarded per reaccreditation period for attending (as a student) a 15–hour USPAP class approved by The Appraisal Foundation and taught by an AQB-Certified USPAP instructor.
  - 2. An AQB-Certified USPAP instructor may receive CE credit towards the forty (40) hour CE requirement as follows:
    - a. AQB-Certified USPAP instructors shall receive a maximum credit of fifteen (15) hours toward the forty (40) hour CE requirement for teaching one 15–hour USPAP class (within a five-year reaccreditation period) in lieu of attending USPAP as a student.
    - b. AQB-Certified USPAP instructors shall receive a maximum credit of fourteen (14) hours toward the forty (40) hour CE requirement for teaching two (2) 7–hour USPAP update courses within a five (5) year reaccreditation period assuming the two (2) courses are different versions of USPAP (i.e., not taught within the same USPAP update cycle) in lieu of attending USPAP as a student.
    - c. In no reaccreditation period shall the CE credit for AQB-Certified USPAP instructors exceed fifteen (15) hours.
    - d. Any hours beyond those allowed in sub Paragraphs H.2.a or H.2.b earned by teaching USPAP courses within any reaccreditation period shall be treated as (PA) and not as CE.
    - e. This is in accordance with the requirements and guidelines set forth by The Appraisal Foundation regarding AQB-Certified instructors.

**Section 13—ASA Reaccreditation Criteria and Requirements**

- A. HQ reserves the right to confirm this evidence with the individual, society, institution or organization to approve or reject such certification of attendance or participation.
- B. Knowingly providing fraudulent evidence to support a claim for reaccreditation hours shall result in the matter being referred to the Ethics Committee.
- C. A designated member who has accumulated fewer than the necessary and required hours for a full five (5) year reaccreditation may request reaccreditation for fewer than five (5) years. Following are the authorized alternatives to the full five (5) year reaccreditation:

<b>ASA Reaccreditation Criteria and Requirements</b>			
<b>Greater Than</b>	<b>But Less Than</b>	<b>Continuing Education</b>	<b>Reaccreditation Will Be For</b>
80 hours	100 hours	32 hours	Four (4) additional years
60 hours	80 hours	24 hours	Three (3) additional years
40 hours	60 hours	16 hours	Two (2) additional years
20 hours	40 hours	8 hours	One (1) additional year

**Fig. # 1: ASA Reaccreditation Criteria and Requirements**

## **Operations Procedure Rule VII—Finances, Fees and Dues**

### **Section 1—Drawings of Monies**

- A. All drawings of chapter monies made by check shall bear the signatures of authorized chapter personnel. The chapter president, with the approval of the chapter treasurer, shall designate the chapter personnel authorized to be signatories for the checks issued by the chapter.
- B. All drawings of chapter monies at the chapter level made by other means (e.g., electronic funds transfers, credit cards, wire transfers, etc.) shall be made in a manner approved of by the chapter President and the chapter Treasurer.
- C. All drawings of Society monies at the international level made by check shall bear the signatures of not less than two authorized International Headquarters personnel. The CEO, with the approval of the international secretary/treasurer, shall designate the HQ personnel authorized to be signatories for checks issued by the Society.
- D. All drawings of Society monies at the International level made by other means (e.g., electronic funds transfers, credit cards, wire transfers, etc.) shall be made in a manner approved of by the International Secretary/Treasurer and the CEO.

### **Section 2—Membership Fees and Dues**

- A. All payments for membership fees and dues to the Society shall be remitted in United States funds in a manner consistent with the provisions of these Operations Procedures Manual.
- B. A chapter or discipline committee shall not adopt any schedule of membership fees or dues that varies from that established by the board of governors.
- C. Members shall pay any chapter or discipline committee assessments approved by the board of governors in order to remain in good standing in the Society.
- D. Statements for annual membership dues, fees, and assessments billed by HQ shall be mailed to each appropriate member no later than thirty (30) days prior to each member's anniversary date.
- E. HQ and chapter presidents shall be notified promptly of any changes in dues and fees or allocations therefore as voted by the board of governors.

### **Section 3—Schedule of Dues, Fees and Assessments**

- A. Any changes to the schedule of fees shall come into effect in the following fiscal year unless specifically authorized by the board of governors.
- B. Payments
  - 1. All membership dues shall be paid annually on the anniversary date of the member's approval or other selected date.
  - 2. New members shall be invoiced annually, beginning with the month in which they are accepted or advanced.
- C. Schedule of Dues, Fees and Assessments
  - 1. The schedule of dues, fees and assessments, maintained by HQ shall include the



following:

- a. International dues;
- b. Chapter dues;
- c. Chapter assessments;
- d. Processing fees for new applications;
- e. Accreditation fees for members;
- f. Application processing fees for Affiliate members;
- g. Membership reinstatement fees;
- h. Reaccreditation fees for designated members;
- i. Fees for members on sabbatical; and
- j. Fees for members in retirement status

#### D. Chapter Assessments

1. Any chapter may impose a special assessment on its members for chapter purposes providing it notifies its membership of the intention to make such an assessment and the amount thereof at least ten (10) days prior to the next regular meeting of the chapter;
2. The proposed assessment shall be approved by a simple majority of the chapter membership who vote;
3. In the event that the members of the chapter approve the proposed assessment, the action shall be ratified by the board of governors before the proposed assessment becomes effective;
4. Newly approved chapter assessments shall carry a finite term of five years and may be renewed only upon approval by a simple majority of the chapter membership who vote and thereafter shall be ratified by the board of governors;
5. Statements of dues, fees, and assessments issued by International Headquarters (HQ) to the members of a chapter shall be fully itemized;
6. All chapters requesting chapter assessments shall submit to the board of governors copies of their budgets and financial statements with their request, for review at the next meeting of the board of governors; and
7. All, or a portion of, chapter assessments may be rescinded by chapters, once during a fiscal year, following the same procedures outlined above for the imposition of chapter assessments.

## **Operations Procedure Rule VIII—Budgeting**

- A. Report to the board of governors on the financial status of the Society and recommend continuation of, or changes to, the Society's financial plans and budgets.
- B. Be responsible for the proper recording, safekeeping, and accounting of all receipts and disbursements of the Society's money and its receivable and payable accounts.
- C. Ensure that all records and vouchers are maintained and available for inspection and/or verification.
- D. Render an annual report to the membership.
- E. Develop a comprehensive business plan that will outline the society's goals for the future and provide a road map to achieve those goals.

## **Operations Procedure Rule IX—CEO Procedures**

- A. Legal compliance.
  - 3. Assure the filing of all legal, tax and regulatory documents and monitor compliance with relevant laws, rules and regulations.
- B. Provide the board of governors with regular updates to keep them fully informed on the condition of ASA and on all the important factors influencing it.
  - 1. Identify actual and potential problems and opportunities as well as plans to address them; and facilitate discussion and deliberation; and
  - 2. Update the board of governors and its committees regarding trends, issues, problems and activities in order to facilitate policy-making, facilitate policy-making discussion and recommend policy positions where appropriate.
- C. Management and administration.
  - 1. Provide general oversight of all ASA activities, manage-the day-to-day operations, and assure a smoothly functioning, efficient organization;
  - 2. Assure program quality and organizational stability through development and implementation of standards and controls, systems and procedures, and regular evaluation;
  - 3. Foster a work environment that recruits, retains and supports quality staff. Review and maintain processes for selecting, developing, motivating, and evaluating staff;
  - 4. Recommend to the board of governors through the Budget and Finance Committee the annual compensation requirements to support the necessary staffing needs. In accordance with board action, hire and fire personnel, negotiate professional contracts and ensure that appropriate salary structures are developed and maintained; and
  - 5. Handle detailed, complex concepts and problems, balance multiple tasks simultaneously, and make rapid decisions regarding administrative issues.
- D. Governance
  - 1. Work with the president and Executive Committee to enable the board of governors to fulfill its governance functions and facilitate the optimum performance by the board of governors, its committees and individual board members;
  - 2. With the president and Executive Committee, focus board of governors attention on long-range strategic issues;
  - 3. With the president and executive committee manage the board of governors's due diligence process to assure timely attention to core issues;
  - 4. Collaborate with the president and Executive Committee and other committees/volunteers as necessary to stimulate thinking and encourage involvement from each board member;
  - 5. Recommend volunteers to participate in the board and its committees; and
  - 6. Work with each discipline committee on reports to the board of governors.

#### E. Finance

1. Produce programs and services in a cost-effective manner, employing economy while maintaining an acceptable level of quality;
2. Provide timely financial reports;
3. Ensure financing to support short- and long-term goals through the Budget and Finance Committee and the board;
4. Assist the board of governors with policy and procedure development focusing on alternative sources of revenue; and
5. Assure the development and operation of property management systems and reporting structures for quality decision-making.

#### F. Government and Peer Organization Relations

1. Convey a professional and positive image and attitude regarding ASA in the not-for-profit and for-profit sectors;
2. Facilitate the integration of ASA into the fabric of the community by using effective marketing and communications strategies;
3. Act as an advocate, within the public and private sectors, for issues relevant to ASA, its services and constituencies;
4. Listen to sponsors, volunteers, and the community in order to improve services and generate appraisal community involvement;
5. Serve as a spokesperson for ASA within the bounds of the governing documents, assuring proper representation of ASA to the community;
6. Initiate, develop, and maintain cooperative relationships with key constituencies; and
7. Work with legislators, regulatory agencies, volunteers and representatives of the not- for-profit sector to address the issues of ASA and promote legislative and regulatory policies that encourage healthy appraisal community.

## **Operations Procedures Rule X—Elections**

Upon the appointment of the members of the Nominating and Awards Committee, HQ shall inform the Society of the composition of this committee and the right of members to recommend to this committee the names of individuals for consideration as honorary members, members as recipients of a Lifetime Achievement Award, Candidates for international officers, and nominees for the position of trustee to The Appraisal Foundation

### **Section 1—Nominating and Awards Committee**

- A. The procedures for the nomination of Candidates for the position of secretary/treasurer shall be as follows:
  1. On or before November 1 of each year, the chair of the Nominating and Awards Committee shall request that members submit the names of Candidates for consideration as nominees for this position;
  2. Recommendations for nominees shall be received at international headquarters (HQ) no later than November 30; and
  3. Subject to the majority approval of the board of governors of the slate of nominees recommended by the Nominating and Awards Committee, the election process shall proceed pursuant to these Operations Procedures Manual.
- B. The Nominating and Awards Committee shall be guided in its deliberations and recommendations for Candidates for secretary/treasurer by the following guidelines:
  1. The minimum qualifications for Candidates nominated for international officers are as follows:
    - a. The individual shall be either an Accredited Senior Appraiser (ASA) or Fellow (FASA), or reciprocal equivalent thereof<sup>1</sup>, and
    - b. The individual will have completed a full term as either governor or chair of a standing committee, or as an officer or director of an entity that has merged into the Society, as of the date of such individual taking the relevant international office.
  2. Nominations shall be made in writing and the nominator shall submit documentation that demonstrates the qualifications of the Candidate as well as verification that the nominee has agreed to the nomination;
  3. Nominations shall only be made by an Accredited Member (AM), Accredited Senior Appraiser (ASA), or Fellow (FASA), or reciprocal equivalent thereof<sup>1</sup>;
  4. No member of the Nominating and Awards Committee shall be included as a nominee; and
  5. For each election, there shall be no less than two Candidates.
- C. The Nominating and Awards Committee shall be guided in its deliberations and recommendations for Candidates for Honorary Membership by the following guidelines:
  1. On or before November 1 of each year, the chair of the Nominating and Awards Committee shall request that members submit the names of individuals for consideration as nominees for this position;
  2. Recommendations for nominees shall be received at HQ no later than

November 30; and

3. Nominations shall be in writing and the nominator shall submit documentation that demonstrates the nominee has met the requirements for Honorary Membership. Subject to the majority approval of the board of governors of the slate of nominees recommended by the Nominating and Awards Committee, the election process shall proceed pursuant to these Operations Procedures Manual.
- D. The Nominating and Awards Committee shall be guided in its deliberations and recommendations for Candidates for the lifetime achievement award by the following guidelines:
1. Be an Accredited Senior Appraiser (ASA) or Fellow (FASA), or reciprocal equivalent thereof<sup>1</sup> in good standing;
  2. Has demonstrated, in the judgment of the board of governors, exemplary, steadfast and consistent dedication, involvement, commitment and loyalty to the Society and the profession that warrant this single honor; and
  3. Has held the grade of Accredited Senior Appraiser (ASA) and/or Fellow (FASA), or reciprocal equivalent thereof<sup>1</sup> for a period of at least twenty-five (25) years and be at least seventy (70) years of age.
  4. Nominations shall be in writing and the nominator shall submit documentation that demonstrates the nominee has met the requirements for the lifetime achievement award.
  5. No member of the Nominating and Awards Committee shall be included as a nominee.

## **Section 2—Election Procedures**

- A. The procedures for election of international officers, governors, discipline committee members, and chapter officers shall comply with the provisions of the Operations Procedures Manual, Bylaws and Administrative Rules/Board Procedures Manual and shall employ a secret ballot.
- B. No person shall be a nominee and/or shall stand for election to more than one elected international, discipline and/or chapter position in any one election year.
- C. A statement of the qualifications of the nominees shall be provided to every member entitled to vote, along with an official ballot.
- D. The procedures for election of governors shall comply with the provisions of the Administrative Rules/Board Procedures Manual including the following:
  1. No later than November 30 (HQ shall notify each incumbent region governor whose term will expire at the end of the current administrative year, and all the currently serving chapter presidents in their respective geographic region, that an election for a successor governor shall take place and that member ballots shall be received at HQ no later than May 31;
  2. No later than November 30, HQ shall notify each incumbent discipline governor whose term will expire at the end of the current administrative year, and the appropriate discipline committee chair, that an election for a successor governor shall take place with member ballots received at HQ no later than May 31;

3. No later than February 15, each president of an active chapter shall deliver a report to the presidents of all other active chapters in their respective region setting forth the names and statements of qualifications of the individuals to be recommended by such chapter for the position of region governor;
  4. No later than February 15, the region or discipline committee nominating and awards committee shall meet in person or by teleconference to nominate at least two Candidates to serve as region governor or discipline governor and submit their nominations to HQ;
  5. Candidates for the position of discipline governor may also be nominated by a petition signed by any group of fifty (50) or more designated members of the discipline or by ten percent (10%) or more of the designated members of the discipline, whichever is the lesser number;
  6. Candidates for the positions of region governor shall have maintained membership in an active chapter within that region for a period of not less than two (2) years;
  7. HQ shall cause a ballot to be prepared and delivered by appropriate means to each member entitled to vote in the appropriate region or discipline;
  8. Ballots shall include the names and a statement of qualifications of all nominees;
  9. Members and Candidates must be in active, partially retired, retired or sabbatical status by April 15 of each year to be eligible to vote in the international election;
  10. Blank ballots shall be distributed to eligible voting members on or before May 15 and shall be received at HQ no later than May 31;
  11. On June 1, HQ shall deliver all ballots received to the Tellers and Credentials Committee; and
  12. In the event of a tie vote, a run-off election shall be initiated within seven (7) days of the report of Tellers and Credentials; the ballots shall be open for a period of fifteen (15) days.
- E. Chapter or discipline committee nominating and awards committees shall be comprised of no less than three designated members and shall be chaired by the immediate past chapter president or immediate past discipline committee chair.
- F. Chapter or discipline committee nominating and awards committees shall submit a report to the chapter governing body or discipline committee which describes its deliberations, sets forth a slate of nominees, and provides statements of the qualifications of each nominee no later than the February meeting of the chapter governing body or discipline committee.
- G. There shall be not less than two nominees for each governor position.