



AMERICAN SOCIETY OF HOME INSPECTORS

ASHI International Chapter and MG Policy Manual

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7 ASHI INTERNATIONAL CHAPTERS & MG

7.1 ASHI International Chapter Meetings and Chapter Members

1. ASHI International Chapters and meeting groups (MG) may conduct meetings at a physical location, by using electronic communication, or by any combination of these methods.
2. An ACI, ASHI Inspector, or ASHI Associate (collectively referred to as an ASHI member for purposes of this section) may be a member of one or more ASHI International Chapter and International MGs regardless of the location of the ASHI member and of the ASHI International Chapter and International MG.
3. An ASHI member shall not be a member of more than one ASHI chapter, ASHI International Chapter, International MG, or MG for purposes of CoR representation.
4. CoR representation shall be determined by the ASHI Bylaws. This includes determining ASHI members eligible to be counted when determining CoR representation and includes the quantity of CoR representatives for which an ASHI International Chapter or group is eligible. Cross-reference: Chapter Rosters and CoR Representatives, Section 7.9.

7.2 ASHI International Meeting Groups (MG)

1. An International MG shall be defined as a group of ASHI members, the purpose of
 - a. to provide education to its members,
 - b. for CoR representation,
 - c. possible forerunner for becoming a chapter, and
 - d. group camaraderie.
2. An International MG may be formed as a precursor to forming an ASHI chapter or as a permanent independent group.
3. An International MG shall have at least three (3) members representing at least two (2) different inspection businesses.
4. An International MG shall have a group leader and an assistant group leader.
5. An International MG is not an ASHI International Chapter, shall not identify itself as such, and shall not publicly promote itself and its members using ASHI intellectual property (i.e., ASHI name, logo, etc.).
6. An International MG shall not request or accept dues or money, except to defray actual out-of-pocket expenses, shall not establish a bank account, shall not incorporate, and shall not engage in other activities that are reserved to ASHI International Chapters.
7. An International MG shall be entitled to CoR representation as specified in the ASHI Bylaws.
8. ASHI members who propose to form a new International MG shall submit a written application to both the ASHI staff and to the CRC chair. This application shall include:
 - a. a list of ASHI members who will be members of the proposed International MG, and
 - b. acknowledgment of the International MG viability policies.

9. The CRC shall review the proposed International MG's application to determine if the proposed International MG complies with the requirements to form a new International MG and to determine if the proposed International MG is in the best interest of ASHI, and of ASHI members.
10. The CRC may recommend that the ASHI Board approve or deny the proposed International MG.
11. The ASHI Board may approve one of the options by majority vote and may impose conditions.
12. ASHI International MG, do not get any legal protection from ASHI and will provide whatever insurance is required or customary in their country of origin.

7.3 Requirements for New ASHI International Chapter Formation

1. At least eight (8) ASHI members representing at least three (3) different inspection businesses shall be required in order to form a new ASHI International Chapter.
2. ASHI members who live outside of the United States may form an ASHI International Chapter or an international meeting group (MG) in accordance with ASHI Bylaws and policies.

7.4 ASHI International Chapter Formation

1. ASHI members who propose to form a new ASHI International Chapter shall submit a written application to ASHI staff, and to the CRC chair. This application shall include:
 - a. identification of the geographic area that the proposed chapter intends to serve, including the city, state or province, and country where the chapter intends to have its mailing address,
 - b. a list of ASHI members who will be the proposed chapter members,
 - c. a plan to increase the proposed chapter membership, and
 - d. acknowledgement of the chapter viability policies.
2. The CRC shall review the proposed ASHI International chapter's application to determine if the proposed ASHI International Chapter complies with the requirements to form a new ASHI International Chapter and to determine if forming the proposed chapter is in the best interest of ASHI, and of ASHI members.
3. The CRC shall recommend that the ASHI Board:
 - a. approve the proposed ASHI International Chapter, in which case the proposed ASHI International Chapter shall be granted two (2) year conditional status or
 - b. deny the propose ASHI International chapter, in which case the ASHI members may form or continue an International MG and reapply in not less than one year.
4. The ASHI Board shall approve one of the options by majority vote.
5. If the new ASHI International Chapter fails to comply with section 7.5.5 a & b within 30 days. CRC will request ASHI staff send written notice with 15 days to comply, or else their status will be terminated by CRC with no additional board action required.
6. The CRC shall retain jurisdiction over a conditional ASHI International chapter and shall monitor the ASHI International chapter's viability and compliance with ASHI policies.
7. Conditional ASHI International chapters may submit an application to the CRC for recognition as an unconditional ASHI International chapter after functioning for two (2) years.

8. The CRC shall review the conditional ASHI International chapter's viability and compliance with ASHI policies.
9. The CRC shall recommend that the ASHI Board:
 - a. approve the conditional ASHI International chapter's application to become an unconditional ASHI International chapter, or
 - b. continue the ASHI International chapter's conditional status, in which case the conditional ASHI International chapter may reapply in not less than one year, or
 - c. disqualify the conditional ASHI International chapter, in which case the ASHI members may form an International MG or may dissolve the ASHI International chapter.
10. The ASHI Board shall approve one of the options by majority vote.

7.5 ASHI International Chapter Incorporation, Taxes, and Insurance

1. ASHI International chapters shall be incorporated or obtain the legal entity required for non-profit associations/societies in accordance with the laws and regulations governing non-profit corporations, business entities, or equivalent in the in the country of origin and state or province where the chapter is located and if deemed applicable by ASHI.
2. ASHI International chapters shall obtain if required in the country of origin a tax identification number with the country of origins federal, state, or provincial revenue agency and if deemed applicable by ASHI.
3. ASHI International chapters shall file tax exemption documents equivalent with the United States 501 (c) (6) tax-exempt status if required by the country of origin's federal, state, or provincial revenue agency to obtain tax exemption, as required by their current laws and regulations and if deemed applicable by ASHI.
4. ASHI International chapters shall file both Federal and State tax returns and shall pay taxes as required by then-current laws and regulations if required by the country of origin's federal, state, or provincial revenue agency and if deemed applicable by ASHI.
5. ASHI International chapters shall obtain and maintain the following documents or equivalent documents if applicable and if required by the country of origin's federal, state, or provincial revenue agency, and shall provide ASHI staff with a copy when the document is first obtained, and when the information on the document changes:
 - a. certificate of incorporation or equivalent if applicable must be provide to ASHI HQ or the Committee, within thirty (30) days of board approval,
 - b. Equivalent to the United States IRS 501 (c) (6) Federal tax-exempt status and State or provincial tax-exempt status, or evidence of group tax-exempt status if available and if required and applicable by the country of origin's federal, state, or provincial revenue agency and if deemed applicable by ASHI must be provide to ASHI HQ or the Committee, within thirty (30) days of board approval,
 - c. chapter balance sheet and income statement as of the chapter's fiscal year-end,
 - d. chapter membership roster,
 - e. chapter officers and CoR representatives,
 - f. chapter checking account,
 - g. Tax identification number with the country of origins federal, state, or provincial revenue agency,

- h. State or Provincial & Federal tax returns (the legal entity required for non-profit associations/societies in the country of origin), and
 - i. Highly Recommended liability insurance/treasures bond, if any, but is not required
- 6. ASHI International Chapters and MG's, do not get any legal protection that comes from ASHI and will obtain whatever insurance is required or customary in their country of origin. If the ASHI International Chapter does obtain corporate liability insurance, and/or D&O insurance they will name ASHI as an additional insured. ASHI is not able to provide insurance coverage outside of the United States to chapters and meeting groups.

7.6 ASHI International Chapter Roster

1. ASHI International chapters shall provide the following documentation. If the country of origin's has an applicable **information privacy law or data protection laws** which prohibit the disclosure of personal information about private individuals without consent by the individual. The ASHI International chapter will get consent from each of their ASHI members to release any of the following information to ASHI for the purpose of chapter compliance. ASHI will not share any member personal data provided by the ASHI International Chapter with any third party unless legally obligated to do so.
 - a. Name
 - b. ASHI ID Number
 - c. Address
 - d. Email Address
 - e. Phone Numbers
2. The ASHI International Chapter will provide ASHI a chapter membership roster when requested. The member roster should include at a minimum of the member's name and ASHI ID number.

7.7 ASHI International Chapter Finances and Accounting

1. ASHI International chapters may establish the amount of dues, if any, and may establish the amount of payment for chapter activities.
2. ASHI International chapters shall establish and maintain accurate accounting records.
3. ASHI International Chapters should have a written policy for financial transactions (and contracts) approved by their BOD.
4. ASHI reserves the right to request a financial audit if determined necessary and justifiable by CRC and the board.

7.8 ASHI International Chapter Legal

1. Any potential legal claims must be promptly reported to the committee and HQ.

7.9 ASHI International Chapter Bylaws and Policies

1. ASHI International chapters shall adopt chapter Bylaws. ASHI International chapters may adopt a policy manual.
2. New ASHI International Chapters, and existing ASHI International chapters that do not have chapter Bylaws, shall submit draft chapter Bylaws to ASHI staff, and to ASHI Legal Counsel, for review and approval prior to adoption by the ASHI chapter. The ASHI chapter shall review the sample chapter Bylaws for conformity with ASHI Bylaws, and for conformity with ASHI policies.

3. ASHI International Chapters shall submit chapter Bylaw amendments to ASHI staff, and to ASHI Legal Counsel, for review and approval prior to adoption by the ASHI International Chapter. The ASHI International Chapter shall review the chapter Bylaws amendments for conformity to ASHI Bylaws, and for conformity with ASHI policies.
4. ASHI International Chapter Bylaws and policies shall be consistent with ASHI Bylaws and policies, and with ASHI Board directives pertaining to ASHI chapters.
5. ASHI International Chapters shall conduct business meetings according to Robert's Rules of Order, most current edition, except where inconsistent with the chapter's Bylaws.
6. ASHI International Chapters shall conduct annual elections for chapter officers and directors by secret ballot.
7. ASHI chapter elections should occur in June so that all ASHI chapters will be on the same election cycle. The same election cycle allows for identification of ASHI International Chapter leaders prior to LDC, and prior to the ASHI election cycle.

7.10 Complaints and Member Discipline

1. ASHI International Chapters shall not discipline ASHI International Chapter members, except for failure to pay chapter dues and other financial obligations.
2. ASHI International Chapters shall refer disciplinary actions to the appropriate ASHI committee including, but not limited to, complaints involving violations of the ASHI SoP and CoE.
3. ASHI International Chapters shall not deny ASHI International Chapter membership, and shall not terminate chapter membership, to an ASHI member in good standing with ASHI, except for failure to pay chapter dues and other financial obligations.
4. The CRC shall review all complaints against ASHI International Chapters and shall provide recommendations regarding appropriate action to the ASHI Board.

7.11 ASHI International Chapter and International MG Viability Reports

1. ASHI International Chapters and International MGs shall send a Viability Report to the ASHI staff member in charge of chapter relations, and to the CRC Chair, annually on or before 31 December. The Viability Report shall:
 - contain the names of chapter/MG members,
 - contain the names and contact information for chapter officers/MG leaders,
 - contain the name and contact information for CoR representatives (if applicable),
 - provide requested financial information for the most recent chapter year-end on a form provided by ASHI staff,
 - provide verification that the chapter has filed reports and tax returns if required in the country, state, or province of origin to remain in good standing with regulatory and tax authorities in the jurisdiction in which the chapter is located.
2. ASHI staff shall send a written notice to the last known chapter president/MG leader and to the last known chapter treasurer if the chapter/MG has not complied with 7.10.1 by the due date. ASHI staff shall also notify the CoR Speaker and the CRC Chair. ASHI staff shall send this written notice to the chapter/MG on or before 10 January. ASHI staff may use any appropriate means to send this written notice. This written notice shall include a request that the chapter/MG comply with 7.10.1 on or before 31 January.

3. ASHI staff shall send a written notice to the last known chapter president/MG leader if the chapter/MG has not complied with 7.10.1 and 7.10.2 by the due date. ASHI staff shall also notify the CoR Speaker and the CRC Chair. ASHI staff shall send this written notice on or before 10 February. ASHI staff shall send this written notice to the ASHI chapter/MG using a traceable transmission method that requires a signature for delivery. This notice shall contain a statement that the chapter/MG may be suspended if it does not comply with 7.10.1 on or before 28 February.
4. ASHI staff shall compile a list of chapters/MGs that have not complied with 7.10.1, 7.10.2, and 7.10.3 by the due date. ASHI staff shall send this list to the ASHI President, CoR Speaker, CRC Chair, and ASHI Executive Director. ASHI staff shall send this list on or before 10 March.
5. The ASHI President shall include the list of non-compliant chapters/MGs on the agenda of the April ASHI Board meeting.
6. The ASHI Board shall determine whether or not to suspend non-compliant chapters according to the ASHI Bylaws. The ASHI Board shall determine whether or not to suspend non-compliant MGs according to ASHI policies.
7. CoR representatives from suspended chapters/MGs shall not be eligible to run for the ASHI Board and shall not be eligible to serve on the ONC or the Director Nominating Committee (DNC). The CoR shall replace ineligible ONC and DNC members in a manner determined by the CoR.

7.12 ASHI International Chapter Viability Review

1. ASHI staff shall assist the CRC in conducting an annual review of the viability of each ASHI International Chapter, and the compliance of each ASHI International Chapter with ASHI Bylaws and ASHI policies.
2. ASHI staff and the CRC shall complete this review on or before 31 May.
3. ASHI staff and the CRC shall, as part of this review, determine which chapters are non-viable.
4. ASHI staff and the CRC may use, but shall not be limited to, the following viability guidelines:
 - increasing chapter membership,
 - conducting regularly scheduled board and membership meetings,
 - providing approved CE,
 - mentoring ASHI Associates,
 - maintaining a chapter website with chapter members listed,
 - participating in LDC, CoR, and Inspection World,
 - encouraging chapter members to serve as ASHI officers, directors, and on ASHI committees,
 - filing required documents to maintain chapter incorporation and tax-exempt status if required and applicable by the country of origin's federal, state, or provincial revenue agency and if deemed applicable by ASHI,
 - filing required chapter tax documents if required and applicable by the country of origin's federal, state, or provincial revenue agency and if deemed applicable by ASHI,
 - preparing at least annual chapter financial statements,
 - publishing at least an annual chapter membership roster,
 - conducting annual chapter elections,

- maintaining a chapter checking account with dual signatures required for all financial transactions and other commitments over \$500.00 USD or an equivalent value in the country of origin where the chapter is located,
 - having a FEIN Number or equivalent if required and applicable by the country of origin's federal, state, or provincial revenue agency and if deemed applicable by ASHI,
5. ASHI International Chapters that fail to comply with any of the following may be considered nonviable:
- do not have at least eight (8) members, or
 - do not submit a sufficient Viability Report, or
 - do not substantially satisfy the chapter viability guidelines.

7.13 International Meeting Group Viability Review

1. ASHI staff may assist the CRC in conducting an annual review of the viability of each MG and the compliance of each MG with ASHI policies.
2. The ASHI staff and the CRC shall complete this review on or before 31 May.
3. ASHI staff and the CRC shall, as part of this review, determine which MGs are nonviable.
4. The ASHI staff and the CRC may use, but shall not be limited to, the following viability guidelines:
 - maintaining at least three MG members,
 - conducting regular meetings,
 - participating in LDC and Inspection World,
 - encouraging MG members to serve as ASHI officers, as directors, and on ASHI committees, and
 - participating in the CoR, if applicable.
5. MGs that fail to comply with any of the following may be considered non-viable:
 - do not have at least three (3) members, or
 - do not submit a Viability Report, or
 - do not substantially satisfy the MG viability guidelines.

7.14 ASHI International Chapter and International MG Viability Improvement Plan

1. ASHI staff and the CRC shall assist non-viable ASHI International Chapters/International MGs to develop a plan to correct viability deficiencies so that the chapter/MG may become viable by 31 December of the year after the CRC determines that a chapter/MG is non-viable.
2. ASHI staff shall send a written notice to the last known chapter president/MG leader and to the last known chapter treasurer if the CRC determines that a chapter/MG is non-viable. ASHI staff shall also notify the CoR Speaker. ASHI staff shall send this written notice to the chapter/MG on or before 10 June. ASHI staff may use any appropriate means to send this written notice. This written notice shall:
 - identify the viability deficiencies that the chapter/MG shall improve to be considered viable, and
 - request that the chapter/MG work with the CRC to send a written viability improvement plan to the ASHI staff member in charge of chapter relations on or before 31 August.
3. ASHI staff shall send a written notice to the last known chapter president/MG leader if the chapter/MG has not complied with 7.13.2 by the due date. ASHI staff shall also notify the CoR Speaker and the CRC Chair. ASHI staff shall send this written notice on or before 10 September. ASHI staff shall send this written notice to the

chapter/MG using a traceable transmission method that requires a signature for delivery. This notice shall contain a statement that the chapter/MG may be suspended if it does not comply with 7.13.2 on or before 30 September.

4. ASHI staff shall compile a list of chapters/MGs that have not complied with 7.13.2 and 7.13.3, by the due date. ASHI staff shall send this list to the ASHI President, CoR Speaker, CRC Chair, and ASHI Executive Director. ASHI staff shall send this list on or before 10 October.
5. The ASHI President shall include the list of non-compliant chapters/MGs on the agenda of the October ASHI Board meeting, or at other ASHI Board meetings.
6. The ASHI Board shall determine whether or not to suspend non-compliant chapters according to the ASHI Bylaws. The ASHI Board shall determine whether or not to suspend non-compliant MGs according to ASHI policies.
7. CoR representatives from suspended chapters/MGs shall not be eligible to run for the ASHI Board and shall not be eligible to serve on the ONC or the Director Nominating Committee (DNC). The CoR shall replace ineligible ONC and DNC members in a manner determined by the CoR.
8. ASHI staff and the CRC shall review the Viability Reports of non-viable chapters/MGs according to the provisions of Section 7.11 and Section 7.12, as applicable.
9. ASHI staff shall compile a list of chapters/MGs that the CRC determines remain nonviable after completing the chapter/MG viability improvement period. ASHI staff shall send this list to the ASHI President, CoR Speaker, CRC Chair, and ASHI Executive Director. ASHI staff shall send this list on or before 10 October.
10. The ASHI President shall include the list of non-viable chapters/MGs on the agenda of the October ASHI Board meeting, or at other ASHI Board meetings.
11. The ASHI Board shall determine whether or not to suspend or disqualify non-viable chapters according to the ASHI Bylaws. The ASHI Board shall determine whether or not to suspend or disqualify non-compliant MGs according to ASHI policies.

7.15 ASHI International Chapter and International MG Suspension or Disqualification

1. The ASHI Board may suspend or disqualify a chapter according to the ASHI Bylaws. The ASHI Board may suspend or disqualify a MG by a two-thirds affirmative vote of those ASHI Board members present.
2. The ASHI Board may suspend a chapter/MG for a period of not more than six (6) months from the date of the ASHI Board meeting when the chapter/MG is suspended.
3. A chapter/MG that has been suspended or disqualified may submit a written petition to the ASHI Board requesting reinstatement not more than five (5) months after the date of the ASHI Board meeting when the chapter/MG was suspended or disqualified.
4. The ASHI Board may reinstate a suspended or disqualified chapter according to the ASHI Bylaws. The ASHI Board may reinstate a suspended or disqualified MG by a two-thirds affirmative vote of those ASHI Board members present.
5. The last known treasurer, or the last known highest-ranking officer, of a disqualified chapter, shall be responsible for:
 - a. filing forms to dissolve the chapter corporation if applicable in the country of origin or in the manner required by the state or province where the ASHI International chapter was located,

- b. remitting any remaining chapter funds, or in accordance with the applicable taxing authority and applicable state or province statutes, and
- c. performing any other actions necessary to cease chapter operations, including but not limited to filing required documents with the country of origins Federal, State, or Province tax authorities.