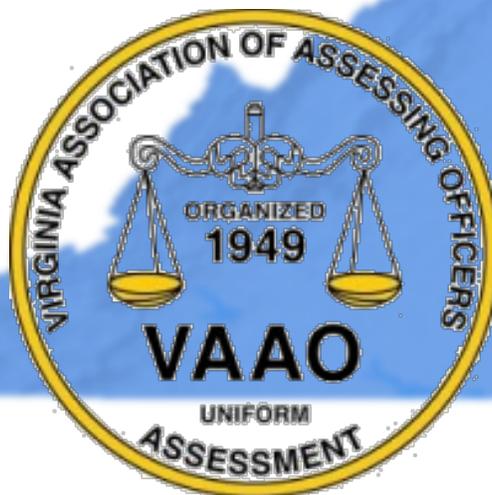


# VAAO

VIRGINIA ASSOCIATION OF ASSESSING OFFICERS



**2015–2016**

**Officers – Directors – Committees  
By Laws – Constitution – Oath of Office**

## BOARD OF DIRECTORS' MEETINGS

2015–2016

All officers, directors, committee chairs, and committee members  
please mark your calendars to attend.  
All VAAO members are welcome to attend.

<u>DATES</u>	<u>TIMES</u>	<u>LOCATIONS</u>
December 4, 2015	10:00 am	<u>The Chamberlin – Fort Monroe, Hampton</u>
March 18, 2016	10:00 am	<u>The Jefferson Hotel – Downtown Richmond</u>
July 13, 2016	Noon	<u>Miller &amp; Rhoads Hilton – Downtown Richmond</u>
November 18, 2016	8:00 am	<u>Kingsmill Resort, Williamsburg</u>

## Table of Contents

BOARD OF DIRECTORS' MEETINGS.....	2
OFFICERS.....	7
DIRECTORS.....	8
COMMITTEES REPORTING TO THE PRESIDENT .....	9
LEGISLATIVE COMMITTEE (Standing Committee) .....	9
COMMITTEE CHAIR .....	9
COMMITTEE .....	9
EDUCATION COMMITTEE (Standing Committee).....	9
COMMITTEE CHAIRS.....	9
EX-OFFICIO .....	9
ONE-YEAR MEMBERS .....	9
TWO-YEAR MEMBERS.....	10
THREE-YEAR MEMBERS.....	10
IAAO REPRESENTATIVE .....	10
DEPARTMENT OF TAXATION REPRESENTATIVE .....	10
USE-VALUE LIAISON.....	10
PDP-LIAISON .....	10
ARRANGEMENTS LIAISON .....	11
COMMISSIONER OF THE REVENUE LIAISON.....	11
ELGIN 'PISTOL' MCMILLAN SCHOLARSHIP PROGRAM SUB-COMMITTEE (Standing Committee).....	11
SUB-COMMITTEE CHAIR.....	11
COMMITTEE .....	11
ARRANGEMENTS COMMITTEE (Standing Committee).....	11
COMMITTEE CHAIR .....	11
EX-OFFICIOS .....	11
COMMITTEE .....	11
EDUCATION COMMITTEE LIAISONS.....	12
COMMISSIONER OF THE REVENUE LIAISON.....	12
IAAO REPRESENTATIVE .....	12
CONTRACTS & SITE REVIEW COMMITTEE (Standing Committee) .....	12
COMMITTEE CHAIR .....	12
COMMITTEE .....	12
NOMINATING COMMITTEE (Standing Committee) .....	13
COMMITTEE CHAIR – IMMEDIATE PAST PRESIDENT.....	13
COMMITTEE .....	13
COMMISSIONER OF THE REVENUE LIAISON .....	14
PARLIAMENTARIAN (Special Appointment) .....	14
IAAO REPRESENTATIVE(S) – 2015/2016 and 2016/2017 .....	14
COMMITTEES REPORTING TO THE PRESIDENT-ELECT.....	15
COMMUNICATIONS AND TECHNOLOGY (Standing Committee).....	15
COMMITTEE CHAIR .....	15
COMMITTEE .....	15
ASSIGNMENT .....	15
USE VALUE COMMITTEE (Standing Committee).....	15
COMMITTEE CHAIRS.....	15
COMMITTEE .....	15
ASSIGNMENT .....	15

REGIONAL SEMINAR COMMITTEE (Standing Committee) .....	15
COMMITTEE CHAIR .....	15
NORTHERN VIRGINIA .....	15
COMMITTEE .....	15
CENTRAL VIRGINIA .....	15
HAMPTON ROADS .....	16
SOUTHWEST VIRGINIA .....	16
ASSIGNMENT .....	16
AUDIT AND FINANCE COMMITTEE (Standing Committee) .....	16
COMMITTEE CHAIR .....	16
COMMITTEE .....	16
ASSIGNMENT .....	16
COMMITTEES REPORTING TO THE FIRST VICE PRESIDENT .....	17
MEMBERSHIP COMMITTEE (Standing Committee) .....	17
COMMITTEE CHAIR .....	17
PROFESSIONAL DESIGNATION PROGRAM ADVISORY COMMITTEE (Standing Committee) ..	17
COMMITTEE CHAIR .....	17
COMMITTEE .....	17
FLAG BEARER/SERGEANT AT ARMS (Special Appointment) .....	18
HISTORIAN (Special Appointment Every Three Years) .....	18
CHAPLAIN (Special Appointment) .....	18
COMMITTEES REPORTING TO THE SECOND VICE PRESIDENT .....	19
PUBLICITY COMMITTEE .....	19
COMMITTEE CHAIR .....	19
COMMITTEE .....	19
PERSONNEL COMMITTEE .....	19
COMMITTEE CHAIR .....	19
COMMITTEE .....	19
AWARDS COMMITTEE .....	19
COMMITTEE CHAIR .....	19
COMMITTEE .....	19
RESOLUTIONS COMMITTEE .....	20
COMMITTEE CHAIR .....	20
MANUAL COMMITTEE (Standing Committee) .....	20
COMMITTEE CHAIR .....	20
COMMITTEE .....	20
VIRGINIA ASSOCIATION OF ASSESSING OFFICERS .....	21
BY LAWS .....	21
Article I – Membership .....	21
Section 1. Application for Membership .....	21
Section 2. Dues .....	21
Section 3. Replacing Members .....	21
Section 4. Retired Members .....	21
Section 5. Honorary Membership .....	21
Section 6. Lifetime Membership .....	21
Article II – Committees .....	21
Section 1. Standing Committees .....	21
Section 2. Education Committee .....	22
Section 3. Arrangements Committee .....	22
Section 4. Publicity Committee .....	22

Section 5. Legislative Committee.....	22
Section 6. Membership Committee.....	22
Section 7. Contracts & Site Review Committee.....	23
Section 8. Awards Committee.....	23
Section 9. Nominating Committee.....	24
Section 10. Audit Committee.....	24
Section 11. Professional Designation Program Advisory Committee.....	24
Section 12. Personnel Committee.....	24
Section 13. Resolutions Committee.....	24
Section 14. Manual Committee.....	24
Section 15. Use Value Committee.....	24
Section 16. Communications and Technology Committee.....	24
Section 17. Regional Seminar Committee.....	24
Section 18. Committee Chairperson.....	25
Section 19. Committee Members.....	25
Article III – Special Appointments.....	25
Section 1. Guidelines.....	25
Section 2. Parliamentarian.....	25
Section 3. Chaplain.....	25
Section 4. Flag Bearer/Sergeant at Arms.....	25
Section 5. Commissioner of the Revenue Liaison.....	25
Article IV – Miscellaneous.....	26
Section 1. Fiscal Year.....	26
Section 2. Reimbursements.....	26
Article V – Amendments to the Bylaws.....	26
Section 1. Amendments.....	26
Section 2. Waiver.....	26
Article VI – Funds.....	26
Section 1. Funds.....	26
Section 2. Budget.....	26
Section 3. Annual Meeting Fund.....	26
Section 4. Bond.....	26
Article VII – Nomination and Election of Officers and Directors.....	27
Section 1. Nominations.....	27
Section 2. Terms of Office.....	27
Article VIII – Meetings.....	27
Section 1. Annual Business Meeting.....	27
Section 2. Procedure for Changing Time and Place.....	27
Article IX – Effective Date.....	27
Section 1. The provisions of these bylaws.....	27
<b>VIRGINIA ASSOCIATION OF ASSESSING OFFICERS CONSTITUTION.....</b>	<b>28</b>
Article I – Name and Objectives.....	28
Section 1. Name.....	28
Section 2. Objectives.....	28
Article II – Membership.....	28
Section 1. Regular Members.....	28
Section 2. Associate Members.....	28
Section 3. Retired Members.....	28
Section 4. Past President Members.....	28
Section 5. Honorary Members.....	28

Section 6. Lifetime Members .....	28
Section 7. Voting Rights.....	28
Section 8. Membership Application.....	28
Section 10. Expulsion or Suspension of Members.....	29
Section 11. Dues.....	29
Article III – Officers .....	29
Section 1. Officers.....	29
Section 2. Selection .....	29
Section 3. President–Elect.....	29
Section 4. Oath of Office.....	29
Article IV – Board of Directors .....	29
Section 1. Governing Body .....	29
Section 2. Board of Directors .....	29
Section 3. Vacancy .....	29
Section 4. Meetings .....	30
Article V – Duties of Officers .....	30
Section 1. President.....	30
Section 2. President–elect .....	30
Section 3. First Vice–President.....	30
Section 4. Second Vice–President.....	30
Section 5. Secretary.....	30
Section 6. Treasurer.....	30
Article VI – Funds.....	30
Section 1. Creation .....	30
Section 2. Operation .....	30
Section 3. Bonds.....	30
Article VII – Meetings .....	31
Section 1. Annual Business Meeting.....	31
Article VIII – Nomination, Election, and Removal of Officers and Directors.....	31
Section 1. Nomination.....	31
Section 2. Elections .....	31
Section 3. Removal.....	31
Article IX – Amendments to the Constitution .....	31
Section 1. How Proposed .....	31
Section 2. How Amended .....	31
Article X – Educational Programs.....	31
Section 1. Property Assessment Seminar.....	31
Article XI – Committees.....	31
Section 1. Creation .....	31
Section 2. Duties.....	31
Article XII – Miscellaneous Provisions.....	31
Section 1. Fiscal Year .....	31
Section 2. Effective Date.....	31
VIRGINIA ASSOCIATION OF ASSESSING OFFICERS OATH OF OFFICE .....	32

## OFFICERS

### NAME AND ADDRESS

### TELEPHONE

Brian E. Gordineer, AAS, President  
Office of the Assessor of Real Estate  
City of Hampton  
1 Franklin Street, Suite 602  
Hampton, VA 23669-3580  
[bgordineer@hampton.gov](mailto:bgordineer@hampton.gov)

(757) 728-5185  
(757) 728-3510 Fax

Billy Driver, President-Elect  
Real Estate Assessor's Office  
Roanoke County  
PO Box 29800  
Roanoke, VA 24018-0798  
[bdriver@roanokecountyva.gov](mailto:bdriver@roanokecountyva.gov)

(540) 772-2040  
(540) 776-7129 Fax

David Sanford, CAE, SRA, First Vice President  
Real Estate Assessor's Office  
City of Chesapeake  
306 Cedar Road, 4th Floor  
Chesapeake, VA 23322-5514  
[dsanford@cityofchesapeake.net](mailto:dsanford@cityofchesapeake.net)

(757) 382-6363  
(757) 382-6844 Fax

Ryan Davis, Second Vice President  
Real Estate Assessor's Office  
City of Fall's Church  
300 Park Ave, Suite 104-W  
Falls Church, VA 22046-3301  
[rdavis@fallschurchva.gov](mailto:rdavis@fallschurchva.gov)

(703) 248-5110  
(703) 248-5184 Fax

Jason Hughes, Secretary  
Virginia Department of Taxation  
Commonwealth of Virginia  
P. O. Box 565  
Richmond, VA 23218-0565  
[jason.hughes@tax.virginia.gov](mailto:jason.hughes@tax.virginia.gov)

(804) 371-0842  
(804) 371-4991 Fax

Mary Deas, CMS, Treasurer  
State Corporation Commission – PST Division  
Commonwealth of Virginia  
1300 East Main Street, 4<sup>th</sup> Floor  
Richmond, VA 23219  
[mary.deas@scc.virginia.gov](mailto:mary.deas@scc.virginia.gov)

(804) 371-9577  
(804) 371-9797 Fax

## DIRECTORS

Ronald D. Agnor, Past-President  
Real Estate Assessor's Office  
City of Virginia Beach  
2424 Courthouse Drive  
Virginia Beach, VA 23456-9054  
[ragnor@vb.gov](mailto:ragnor@vb.gov)

(757) 385-8549  
(757) 385-5727 Fax

Lisa Freeman, 1 Year  
Real Estate Assessment  
City of Fall's Church  
300 Park Avenue  
Falls Church, VA 22046  
[lfreeman@fallschurchva.gov](mailto:lfreeman@fallschurchva.gov)

(703) 248-5447  
(703) 248-5184 Fax

Jonathan Garner, 1 Year  
Office of the Assessor of Real Estate  
City of Hampton  
1 Franklin Street, Suite 602  
Hampton, VA 23669  
[jgarner@hampton.gov](mailto:jgarner@hampton.gov)

(757) 728-5194  
(757) 728-3510 Fax

Mary Terry, 1 Year  
Real Estate Assessor's Office  
City of Charlottesville  
P. O. Box 911  
Charlottesville, VA 22902  
[terrym@charlottesville.org](mailto:terrym@charlottesville.org)

(434) 970-3147  
(434) 970-3232 Fax

Aruna Pearson, RES, AAS, 2 Years  
Department of Tax Administration  
County of Fairfax  
12000 Government Center PW, Suite 357  
Fairfax, VA 22035  
[Aruna.pearson@fairfaxcounty.gov](mailto:Aruna.pearson@fairfaxcounty.gov)

(703) 324-4940  
(703) 324-4935 Fax

Kevin Prine, RES, AAS, 2 Years  
Assessor's Office  
City of Chesapeake  
306 Cedar Road, 4th Floor  
Chesapeake, VA 23322  
[kprine@cityofchesapeake.net](mailto:kprine@cityofchesapeake.net)

(757) 382-6081  
(757) 382-6864 Fax

David Nelligar-King, RES, 2 Years  
Office of the Real Estate Assessor  
City of Norfolk  
810 Union Street, Room 402  
Norfolk, VA 23510  
[david.nelligar-king@norfolk.gov](mailto:david.nelligar-king@norfolk.gov)

(757) 664-4732  
(757) 664-4128 Fax

## COMMITTEES REPORTING TO THE PRESIDENT

Brian E. Gordineer, AAS

### LEGISLATIVE COMMITTEE (Standing Committee)

#### *COMMITTEE CHAIR*

James D. Hester, CAE, RES, MAI, SRA City of Richmond (804) 646-5304  
[james.hester@richmondgov.com](mailto:james.hester@richmondgov.com)

#### *COMMITTEE*

Charlie Crowson, Jr. City of Newport News (retired) (757) 570-5834  
[cdcjr2@verizon.net](mailto:cdcjr2@verizon.net)

Susan Lower, SRA City of Roanoke (540) 853-1812  
[susan.lower@roanokeva.gov](mailto:susan.lower@roanokeva.gov)

Lori Stevens Dinwiddie County (804) 469-4500  
[lstevens@dinwiddieva.us](mailto:lstevens@dinwiddieva.us)

Robert Wertz Loudoun County (703) 777-0667  
[Robert.Wertz@loudoun.gov](mailto:Robert.Wertz@loudoun.gov)

#### *ASSIGNMENT*

Monitor and report to the board on any legislation pending in the General Assembly that could directly or indirectly affect VAAO members and their jurisdictions. Prepare a report to be presented at the Property Assessment Seminar in July.

### EDUCATION COMMITTEE (Standing Committee)

#### *COMMITTEE CHAIRS*

Trudy Clatterbaugh City of Hampton (757) 728-5183  
[tclatterbaugh@hampton.gov](mailto:tclatterbaugh@hampton.gov) (757) 728-3510 Fax

Michele Packard City of Hampton (757) 728-5180  
[mpackard@hampton.gov](mailto:mpackard@hampton.gov) (757) 728-3510 Fax

#### *EX-OFFICIO*

Kevin Prine, RES, AAS City of Chesapeake (757) 382-6061  
[kprine@cityofchesapeake.net](mailto:kprine@cityofchesapeake.net) (757) 382-6864 Fax

#### *ONE-YEAR MEMBERS*

Catherine Brincefield Fairfax County (703) 324-4812  
[Catherine.Brincefield@fairfaxcounty.gov](mailto:Catherine.Brincefield@fairfaxcounty.gov)

Richard Gasper Louisa County (540) 894-6553  
[rgasper@louisa.org](mailto:rgasper@louisa.org)

Janice Hudgins <a href="mailto:jhudgins@cityofchesapeake.net">jhudgins@cityofchesapeake.net</a> <a href="mailto:jehmvh@aol.com">jehmvh@aol.com</a>	City of Chesapeake	(757) 382-6363 (757) 408-8574 Cel (757) 382-6844 Fax
David Nelligar-King, RES <a href="mailto:david.nelligar-king@norfolk.gov">david.nelligar-king@norfolk.gov</a>	City of Norfolk	(757) 664-4134 (757) 664-4128 Fax
Nancy Pope <a href="mailto:nancy.pope@norfolk.gov">nancy.pope@norfolk.gov</a>	City of Norfolk	(757) 664-4127
<i>TWO-YEAR MEMBERS</i>		
Holt (Billy) W. Butt, III <a href="mailto:butth@portsmouthva.gov">butth@portsmouthva.gov</a>	City of Portsmouth	(757) 393 8631x2161
Greg Daniels, CAE <a href="mailto:greg.daniels@lynchburgva.gov">greg.daniels@lynchburgva.gov</a>	City of Lynchburg	(434) 455-3821
Brian Hall <a href="mailto:bhall@roanokecountyva.gov">bhall@roanokecountyva.gov</a>	Roanoke County	(540) 772-2035x206
Justin Kuzmich <a href="mailto:jkuzmich@salemva.gov">jkuzmich@salemva.gov</a>	City of Salem	(540) 378-0175
<i>THREE-YEAR MEMBERS</i>		
Esis Bowman <a href="mailto:ebowman@goochlandva.us">ebowman@goochlandva.us</a>	Goochland County	(804) 556-6202
Christi Hess <a href="mailto:chess@goochlandva.us">chess@goochlandva.us</a>	Goochland County	(804) 556-5853
Jason Hughes <a href="mailto:jason.hughes@tax.virginia.gov">jason.hughes@tax.virginia.gov</a>	Department of Taxation	(804) 371-0842
<i>IAAO REPRESENTATIVE</i>		
Kim Smith, AAS <a href="mailto:kssmith@vb.gov">kssmith@vb.gov</a>	City of Virginia Beach	(757) 385-8851
<i>DEPARTMENT OF TAXATION REPRESENTATIVE</i>		
Nick Morris <a href="mailto:nicholas.morris@tax.virginia.gov">nicholas.morris@tax.virginia.gov</a>	Department of Taxation	(804) 371-0856
<i>USE-VALUE LIAISON</i>		
Mary Garris <a href="mailto:GarrisMG@ci.Waynesboro.va.us">GarrisMG@ci.Waynesboro.va.us</a>	City of Waynesboro	(540) 942-6722
<i>PDP-LIAISON</i>		
David Nelligar-King, RES <a href="mailto:david.nelligar-king@norfolk.gov">david.nelligar-king@norfolk.gov</a>	City of Norfolk	(757) 664-4134 (757) 664-4128 Fax



Kevin Prine, RES, AAS  
[kprine@cityofchesapeake.net](mailto:kprine@cityofchesapeake.net) City of Chesapeake (757) 382-6081

Pam Stepanick  
[pstepanick@pwvcgov.org](mailto:pstepanick@pwvcgov.org) Prince William County (703) 792-7922

*EDUCATION COMMITTEE LIAISONS*

Trudy Clatterbaugh  
[tclatterbaugh@hampton.gov](mailto:tclatterbaugh@hampton.gov) City of Hampton (757) 728-5183  
(757) 728-3510 Fax

Michele Packard  
[mpackard@hampton.gov](mailto:mpackard@hampton.gov) City of Hampton (757) 728-5180  
(757) 728-3510 Fax

*COMMISSIONER OF THE REVENUE LIAISON*

Debra Reason  
[dreason@hopewellva.gov](mailto:dreason@hopewellva.gov) City of Hopewell (804) 541-2237

*IAAO REPRESENTATIVE*

Kim Smith, AAS  
[kssmith@vbqgov.com](mailto:kssmith@vbqgov.com) City of Virginia Beach (757) 385-8851

*ASSIGNMENT*

Plan and conduct the 2016 Annual Conference and make recommendations to the 2017 Annual Meeting Committee.

CONTRACTS & SITE REVIEW COMMITTEE (Standing Committee)

*COMMITTEE CHAIR*

Brian E. Gordineer, AAS  
[bgordineer@hampton.gov](mailto:bgordineer@hampton.gov) City of Hampton (757) 728-5185

*COMMITTEE*

Janice Hudgins  
[jhudgins@cityofchesapeake.net](mailto:jhudgins@cityofchesapeake.net) City of Chesapeake (757) 382-6363  
[jehmvh@aol.com](mailto:jehmvh@aol.com) (757) 408-8574 Cel  
(757) 382-6844 Fax

Mary Deas, CMS  
[mary.deas@scc.virginia.gov](mailto:mary.deas@scc.virginia.gov) State Corp.Commission (804) 371-9577

Ryan Davis  
[rdavis@fallschurchva.gov](mailto:rdavis@fallschurchva.gov) City of Falls Church (703) 248-5110

*ASSIGNMENT*

Investigate those sites recommended by the President and Board of Directors for annual conferences and education seminars.

NOMINATING COMMITTEE (Standing Committee)

*COMMITTEE CHAIR – IMMEDIATE PAST PRESIDENT*

Ronald D. Agnor, Past-President  
City of Virginia Beach  
Real Estate Assessor's Office  
2424 Courthouse Drive  
Virginia Beach, VA 23456-9054  
[ragnor@vbgov.com](mailto:ragnor@vbgov.com)

(757) 385-8549  
(757) 385-5727 Fax

*COMMITTEE*

*PRECEDING PAST PRESIDENT*

William Marchand  
[Bill.marchand@norfolk.gov](mailto:Bill.marchand@norfolk.gov)

City of Norfolk

(804) 664-4126

*PRECEDING SECOND PAST PRESIDENT*

Larry A. Mackereth, CAE  
[la.mackereth@gmail.com](mailto:la.mackereth@gmail.com)

Fairfax County

(301) 606-6593

Greg Daniels, CAE  
[greg.daniels@lynchburgva.gov](mailto:greg.daniels@lynchburgva.gov)

City of Lynchburg

(434) 455-3821

Susan Lower, SRA  
[susan.lower@roanokeva.gov](mailto:susan.lower@roanokeva.gov)

City of Roanoke

(540) 853-1812

Bob Willingham  
[bwillingham@albemarle.org](mailto:bwillingham@albemarle.org)

Albemarle County

(434) 296-5856

Janice Hudgins  
[jhudgins@cityofchesapeake.net](mailto:jhudgins@cityofchesapeake.net)  
[jehmvh@aol.com](mailto:jehmvh@aol.com)

City of Chesapeake

(757) 382-6363  
(757) 408-8574 Cel  
(757) 382-6844 Fax

Tommy Rice, CAE  
[ricecold@comcast.net](mailto:ricecold@comcast.net)

Retired

(703) 836-2963

*ASSIGNMENT*

Notify the regular membership by VAAO publication or in writing not less than sixty days prior to the annual business meeting of a complete slate of officers and directors subject to election by the membership.

COMMISSIONER OF THE REVENUE LIAISON

Debra Reason  
[dreason@hopewellva.gov](mailto:dreason@hopewellva.gov)

City of Hopewell

(804) 541-2237

*ASSIGNMENT*

Present any information from the Commissioner of the Revenue Association relevant to the membership of the VAAO. Advise the Commissioner of the Revenue Association of actions of VAAO of interest to the membership of the Commissioner of the Revenue Association. Assist the Education Committee and Annual Meeting Committee to develop topics of Interest to Commissioners. Advise VAAO President and Board Members on meeting dates and potential conflicts with the Commissioner of the Revenue functions.

PARLIAMENTARIAN (Special Appointment)

Larry A. Mackereth, CAE  
[la.mackereth@gmail.com](mailto:la.mackereth@gmail.com)

Fairfax County

(301) 606-6593

*ASSIGNMENT*

Ascertain that all board business is conducted in accordance with acceptable rules of order.

IAAO REPRESENTATIVE(S) – 2015/2016 and 2016/2017

Greg Goodwyn  
[franklin.goodwyn@scc.virginia.gov](mailto:franklin.goodwyn@scc.virginia.gov)

State Corporate Commission

(804) 371-9579

Derek Green  
[dgreen@gloucesterva.info](mailto:dgreen@gloucesterva.info)

Gloucester County

(804) 693-1323

Deidre Kelly, AAS  
[dkelly@arlingtonva.us](mailto:dkelly@arlingtonva.us)

Arlington County

(703) 228-3906

Kim Smith, AAS  
[kssmith@vbqov.com](mailto:kssmith@vbqov.com)

City of Virginia Beach

(757) 385-8851



*HAMPTON ROADS*  
Kim Smith, AAS  
[kssmith@vb.gov](mailto:kssmith@vb.gov)

City of Virginia Beach

(757) 385-8851

*SOUTHWEST VIRGINIA*  
Justin Kuzmich  
[jkuzmich@salemva.gov](mailto:jkuzmich@salemva.gov)

City of Salem

(540) 378-0175  
(540) 375-3003 Fax

*ASSIGNMENT*

Plan and direct educational programs that focus on member attendees in a particular region of Virginia. The committee will work with the Education Committee, Arrangements Committee and Department of Taxation to avoid conflicts with other programs offered statewide.

AUDIT AND FINANCE COMMITTEE (Standing Committee)

*COMMITTEE CHAIR*

Rod Compton  
[rcompton@princegeorgecountyva.gov](mailto:rcompton@princegeorgecountyva.gov)

Prince George County

(804) 722-8629  
(804) 732-3977 Fax

*COMMITTEE*

Steve Esenbock  
[steve.esenbock@fairfaxcounty.gov](mailto:steve.esenbock@fairfaxcounty.gov)

Fairfax County

(703) 324-3557

Charles Haney  
[chaney@albemarle.org](mailto:chaney@albemarle.org)

Albemarle County

(434) 296-5856

*ASSIGNMENT*

Audit VAAO Treasurer's records. Audit Arrangements and Education Committees records when complete. Make any recommendations concerning the financial status or record keeping procedures to the Board.

## COMMITTEES REPORTING TO THE FIRST VICE PRESIDENT

David Sanford, CAE, SRA

### MEMBERSHIP COMMITTEE (Standing Committee)

#### *COMMITTEE CHAIR*

William Bacon

[william.bacon@scc.virginia.gov](mailto:william.bacon@scc.virginia.gov)

State Corporation Commission (804) 371-9578

#### *ASSIGNMENT*

Promote membership in the VAAO by contacting any persons associated with Assessment Officers, Commissioner of the Revenue offices or private associations who would benefit from membership in the VAAO. Extend one complimentary membership to all Commissioners of the Revenue and Assessment offices not currently a member of the Association. Promote involvement from Associate Members. Distribute VAAO membership packets and pins to new members.

### PROFESSIONAL DESIGNATION PROGRAM ADVISORY COMMITTEE (Standing Committee)

#### *COMMITTEE CHAIR*

David Nelligar-King, RES

[david.nelligar-king@norfolk.gov](mailto:david.nelligar-king@norfolk.gov)

City of Norfolk

(757) 664-4134

#### *COMMITTEE*

#### IAAO Professional Designation Advisors

Biff Leonard, CAE, SRA

[leo02@henrico.us](mailto:leo02@henrico.us)

Henrico County

(804) 501-4969

David Sanford, CAE, SRA

[dsanford@cityofchesapeake.net](mailto:dsanford@cityofchesapeake.net)

City of Chesapeake

(757) 382-6363

Tammy Carroll, CAE

[tammy.carroll@gmail.com](mailto:tammy.carroll@gmail.com)

City of Manassas (retired)

(540) 840-9743

#### Candidate Club Coordinators

Patrick Dorris, CAE

[pdorris@hampton.gov](mailto:pdorris@hampton.gov)

City of Hampton

(757) 728-5202

David L. Jones, RES, AAS

[djones@cityofchesapeake.net](mailto:djones@cityofchesapeake.net)

City of Chesapeake

(757) 382-6747

#### *ASSIGNMENT*

Maintain contact with all IAAO candidates in Virginia. Conduct regular candidates club meetings. Provide assistance to those candidates working on their demonstration appraisal report. Present newly designated members with IAAO recognition mementos. Encourage



## COMMITTEES REPORTING TO THE SECOND VICE PRESIDENT

Ryan Davis

### PUBLICITY COMMITTEE

#### *COMMITTEE CHAIR*

Paul Bidanset

[paul.bidanset@norfolk.gov](mailto:paul.bidanset@norfolk.gov)

City of Norfolk

(757) 823-1336

#### *COMMITTEE*

Derek Green

[dgreen@gloucesterva.info](mailto:dgreen@gloucesterva.info)

Gloucester County

(804) 693-1323

#### *ASSIGNMENT*

Continue to develop, design and distribute the Network - a quarterly publication to the members of the VAAO, as well as the Surge – a periodic newsletter. Distribution may be via the website and email. Prepare and submit an application to the International Association of Assessing Officers for consideration to receive the Zangerle Award for best newsletter Publication.

### PERSONNEL COMMITTEE

#### *COMMITTEE CHAIR*

Kevin Prine, RES, AAS

[kprine@cityofchesapeake.net](mailto:kprine@cityofchesapeake.net)

City of Chesapeake

(757) 382-6081

(757) 382-6864

#### *COMMITTEE*

Justin Kuzmich

[jkuzmich@salemva.gov](mailto:jkuzmich@salemva.gov)

City of Salem

(540) 378-0175

#### *ASSIGNMENT*

Conduct and complete VAAO Assessment Survey for 2016 prior to the 2016 Annual Conference. Facilitate posting of study to the website in the Member's-Only section. Coordinate with the Commissioner of Revenue Survey to consolidate survey.

### AWARDS COMMITTEE

#### *COMMITTEE CHAIR*

Steve Edwards

[sedwards@hampton.gov](mailto:sedwards@hampton.gov)

City of Hampton

(757) 728-5194

#### *COMMITTEE*

Charles Vester

[cvester@nngov.com](mailto:cvester@nngov.com)

City of Newport News

(757) 926-1900

#### *ASSIGNMENT*

Administer the Comprehensive Awards Program of the VAAO. Make recommendations for award recipients to the Second Vice President and President. Present the awards at the Annual Conference. Post VAAO award nominee application on website and in the network by mid-July.

RESOLUTIONS COMMITTEE

*COMMITTEE CHAIR*

Charles T. Vester  
[cvester@nngov.com](mailto:cvester@nngov.com)

City of Newport News

(757) 926-1900  
(757) 298-0040 Fax

*ASSIGNMENT*

Identify any VAAO members (past or present) or VAAO event deserving VAAO recognition.

MANUAL COMMITTEE (Standing Committee)

*COMMITTEE CHAIR*

John Kiger  
[kigerjm@ci.waynesboro.va.us](mailto:kigerjm@ci.waynesboro.va.us)

City of Waynesboro

(540) 942-6622

*COMMITTEE*

Lisa Neunlist  
[lisan@harrisonburgva.gov](mailto:lisan@harrisonburgva.gov)

City of Harrisonburg

(540) 432-7795

Mary Garris  
[garrismg@ci.waynesboro.va.us](mailto:garrismg@ci.waynesboro.va.us)

City of Waynesboro

(540) 942-6722

*ASSIGNMENT*

Review the current manual for possible changes and/or additions and prepare Revisions for distribution through the Membership Committee and presentation on the VAAO web site.

# VIRGINIA ASSOCIATION OF ASSESSING OFFICERS BY LAWS

## Article I – Membership

*Section 1. Application for Membership.* All applications for membership shall conform to all rules and regulations adopted and implemented by the board of directors, no such rule or regulation shall be discriminatory and or in violation of the constitution or bylaws of the association.

*Section 2. Dues.* Annual dues shall be based on a calendar year. The treasurer shall mail invoices by February 1 to be payable on or before April 1. A second notice shall be mailed to all delinquent members by May 1. Memberships not paid by June 1 shall lapse but may be reinstated upon payment of dues. The treasurer shall submit a list of all delinquent members to Membership Committee chairperson by July 1 for follow-up. All paid dues are non-refundable.

*Section 3. Replacing Members.* When any member whose dues are paid by their employer terminates their employment, no additional dues shall be required for the current year for the person appointed to fill the vacancy providing a new application for membership is properly filed stating the name of the replacement and the name of the member who is being replaced.

*Section 4. Retired Members.* Any president who retires while in office and receives a unanimous vote of the board may continue to serve with all the rights of regular membership through specified term of office.

*Section 5. Honorary Membership.* Any person, who has rendered outstanding service to VAAO, by unanimous vote of those voting at any meeting of the board of directors, becomes an honorary member. Nominations for honorary membership may be initiated by the board of directors or by the membership committee.

*Section 6. Lifetime Membership.* Any regular member, who has rendered outstanding service to VAAO, by unanimous vote of those voting at any meeting of the board of directors, becomes a lifetime member. Nominations for lifetime membership may be initiated by the board of directors or by the membership committee.

## Article II – Committees

*Section 1. Standing Committees.* The following committees shall be the standing committees of the association and all committee appointments shall coincide with the term of the president unless otherwise specified in the constitution or these bylaws. Committee chairpersons shall be regular members. Any associate member appointed as a committee member shall have no vote. All members of the legislative committee shall be regular members.

Only the President or his/her assignee may sign a contract on the behalf of the organization. Any assignation by the President must be in writing (via letter, email, or in the board minutes). At the discretion of the president, with board approval, reasonable committee meeting expenses may be reimbursed upon request by the committee members. Reasonable expenses will be limited to budgeted amounts.

- a. Education

- b. Arrangements
- c. Publicity
- d. Legislative
- e. Membership
- f. Contracts & Site Review Committee
- g. Awards
- h. Nominating
- i. Audit
- j. Professional Designation Program Advisory
- k. Personnel
- l. Resolutions
- m. Manual
- n. Use Value
- o. Communications and Technology
- p. Regional Seminar Committee

*Section 2. Education Committee.* The Education Committee shall be responsible for the planning and direction of the annual Property Assessment Seminar and any other educational programs that may be directed by the board of directors. The Education Committee shall be composed of a chairperson, an immediate past chairperson and twelve other committee members who shall be appointed to three (3) year terms. The three (3) year terms shall be staggered in such a way that the terms of four members shall expire each year and the president shall appoint four new members for three (3) year terms. The president shall also appoint members to fill any unexpired terms which become vacant. The president may also, after consulting with the chairperson, appoint additional committee members to serve at the pleasure of the president for the express purpose of assisting with special educational projects. The chairperson of the Education Committee shall appoint a sub-committee composed of three members of the Education Committee to administer the VAAO Elgin 'Pistol' McMillian Scholarship Program.

*Section 3. Arrangements Committee.* The Arrangements Committee shall be responsible for arranging the annual conference of the association subject to such limitations and conditions as may be imposed by the president or the board of directors. This committee shall also arrange for educational programs at the annual conference seeking advice and assistance if desired from the Education Committee. Except as may be otherwise specified in the Constitution or these Bylaws, the committee shall establish a fee schedule estimated to cover all expenses of the annual conference. The immediate past chairperson shall serve on the Arrangements Committee to provide assistance planning the annual conference.

*Section 4. Publicity Committee.* The Publicity Committee shall develop, design, and print educational and or informational publications for distribution to the members. Subject to any conditions that may from time to time be imposed by the president or the board of directors.

*Section 5. Legislative Committee.* The Legislative Committee shall consider legislation before the Virginia General Assembly and other duly constituted legislative bodies. The chairperson of the committee, under the general direction of the board of directors, represents the association on matters pertaining to legislation.

*Section 6. Membership Committee.* The Membership Committee shall promote membership in the VAAO and provide a clearinghouse for membership needs. To this end, the committee should explore innovative ideas and utilize any available resources subject to such limitations and conditions as may

be imposed by the president or the board of directors in fulfilling its objectives. The committee shall contact all lapsed memberships by June 1.

*Section 7. Contracts & Site Review Committee.* The Contracts & Site Review Committee shall be composed of a chairperson and three (3) other committee members, who shall be appointed to three (3) year terms. The three (3) year terms shall be staggered in such a way that continuity and knowledge is not disrupted. The president shall also appoint members to fill any unexpired terms which become vacant. The committee shall investigate those sites recommended by the President and Board of Directors for annual conferences and education seminars. The committee may consider two or more years in advance, in order to take advantage of favorable terms for suitable dates and facilities. The committee will provide detailed information, including budget review and recommendations to the President and Board of Directors in time for the board to meet, vote and report its' action to the membership at the annual business meeting. Only the President or his/her assignee may sign a contract on the behalf of the organization.

*Section 8. Awards Committee.* The Awards Committee shall administer the comprehensive awards program of the VAAO. This program shall be a combination of awards for specific contributions to VAAO and assessment administration

**The specific awards are:**

1. ***Outstanding Member Award*** (VAAO members only) This award may be presented to the VAAO member who has achieved the most outstanding professional success. It is the highest award offered by the VAAO and is reserved to recognize truly outstanding accomplishments.
2. ***Most Valuable Member Award*** (VAAO members only) This award may be presented to the VAAO member who has made the greatest contribution to the success of the VAAO. This contribution can be the result of committee assignments or individual acts, and may also be the result of an accumulation of activities, none of which would individually qualify for the award.
3. ***Membership Award*** (VAAO members only) This award may be presented to the VAAO member who recruits the most new members between the last annual meeting and 60 days prior to the annual meeting. The individual should enroll at least eight new members before the award is granted.
4. ***Publication Award*** (Virginia residents only) This award may be presented to a Virginia resident who is the author of an article on some phase of assessment administration, which in the judgment of the Awards Committee is the best publication in the Network since the last annual meeting.
5. ***Distinguished Service Awards*** (open) These awards may be presented to any individual or organization that makes a significant contribution to the improvement of assessment administration in Virginia. This contribution can be the result of committee assignments or individual acts, and may also be the result of an accumulation of activities, none of which would individually qualify for the award. Additional awards in the form of Certificates of Appreciation may also be presented.

Certificates of Appreciation may be presented to individuals who have contributed to VAAO, but not to the degree required to qualify for one of the above rewards. The above criteria for the specific awards has been determined by the board of directors; however, the criteria is such that the recipient shall truly covet the award but not so restrictive as to make the awards unobtainable. The Awards Committee shall consider any application or nomination for an award as well as any knowledge that the committee members may have of the activities of any individual in making decisions concerning awards. The

chairperson shall maintain a record of all awards made for the current year and an accumulative list of prior award recipients. It is specifically not required that each award be granted each year.

*Section 9. Nominating Committee.* The Nominating Committee responsibilities and duties are as specified in Article VII of these bylaws. The Nominating Committee shall consist of at least seven members. The immediate past president shall serve as chairperson. The preceding two past presidents shall serve as committee members provided they are regular members in good standing. Four other regular members in good standing shall be appointed as at-large members by the president. If any of the ex-officio members are not available to serve, the president shall appoint another regular member to the committee. Nothing in this section shall be construed to prevent any past president from serving as an at-large member of the committee.

*Section 10. Audit Committee.* The Audit Committee has the responsibility for a full and complete audit of all of the financial records of the association including the annual meeting fund. The committee shall consist of three (3) regular members, one of whom shall be chairperson. The books and accounts of the association shall be audited at the conclusion of the term of the treasurer; and the books and accounts of the Arrangements Committee shall be audited upon the conclusion of the business of that committee. The committee may audit any books and accounts at any time the committee, the president, or the board of directors deems necessary or desirable. The Audit Committee shall report the result of all audits to the board of directors and make such recommendations for the control and accountability of the funds as may be appropriate.

*Section 11. Professional Designation Program Advisory Committee:* The Professional Designation Program Advisory Committee shall maintain contact with all IAAO candidates in Virginia, to encourage regular candidate club meetings and to provide assistance to those candidates working towards a professional designation. The committee shall consist of the IAAO appointed regional Professional Designation Advisors, and any number of additional members entitled Candidate Club Coordinators, appointed each year as deemed necessary by the VAAO president. Of the above mentioned members, one (1) will be appointed by the president to serve as chairperson and must possess an IAAO designation.

*Section 12. Personnel Committee.* The Personnel Committee shall annually produce the assessment survey. The assessment survey shall be published at the discretion of the board of directors.

*Section 13. Resolutions Committee.* The Resolutions Committee shall identify any association member (past or present) or event deserving VAAO recognition and prepare written acknowledgement.

*Section 14. Manual Committee.* The Manual Committee shall annually review and update the VAAO manual for distribution through the Membership Committee and VAAO website.

*Section 15. Use Value Committee.* The Use Value Committee shall monitor and report on issues related to use-value legislation. Coordinate with the Education and Arrangements Committees to develop use value sessions.

*Section 16. Communications and Technology Committee.* The Communications and Technology Committee shall maintain and update the VAAO website located at [www.vaao.org](http://www.vaao.org).

*Section 17. Regional Seminar Committee.* The Regional Seminar Committee shall be responsible for the planning and direction of educational programs targeted at specific regions. The committee shall be composed of a chairperson and three committee members. The chairperson and three committee

members shall be selected to individually represent the areas of Northern Virginia, Central Virginia, Southwestern Virginia and Hampton Roads. The programs of the Regional Seminar Committee shall not conflict or duplicate the Property Assessment Seminar and Annual Conference.

*Section 18. Committee Chairperson.* It is the duty of all committee chairpersons to meet with their respective committee to guide and direct the committee in accomplishing all responsibilities and objectives of the committee and report the committee's progress to the board of directors. When committee chairpersons are requested to attend meetings of the board of directors, they may participate fully in the discussions before the board and may place motions before the board but may not vote. Committee chairpersons may request the president to appoint additional members to their committees. The committee chairperson shall turn all committee material over to their successors with a written overview of the committee's ongoing assignments.

*Section 19. Committee Members.* Committee members shall take an active part in assisting the chairperson and other committee members in carrying out their assigned tasks and meeting the committee objectives, least of which is to be regular attendance at all committee meetings.

### Article III – Special Appointments

*Section 1. Guidelines.* The president may establish and appoint any special committee deemed appropriate for the proper administration of the association, provided, however, that the board of directors may reject any such committee other than those ordered by the membership. The term of the committee shall coincide with the term of the president. These committee chairpersons may enter into discussions of matters before the board of directors and place motions before the board but may not vote.

*Section 2. Parliamentarian.* The parliamentarian shall be appointed by the president for a term of one (1) year. The parliamentarian shall ensure that all board business is conducted in accordance with acceptable rules of order.

*Section 3. Chaplain.* The chaplain shall be appointed by the president for a term of one (1) year. The chaplain shall conduct an opening prayer at each board meeting and other official functions of the VAAO.

*Section 4. Flag Bearer/Sergeant at Arms.* The flag bearer/sergeant at arms shall be appointed by the president for a term of one (1) year. The flag bearer/sergeant at arms shall present the VAAO standard, flag and colors at VAAO functions. The flag bearer/sergeant at arms shall maintain order at association meetings.

*Section 5. Commissioner of the Revenue Liaison.* The commissioner of the revenue liaison shall be appointed by the president for a term of one (1) year. The commissioner of the revenue liaison shall present pertinent information from the Commissioner of the Revenue Association to the membership of the VAAO and vice versa. The commissioner of the revenue liaison shall assist the Education Committee and Annual Meeting Committee to develop topics of interest to Commissioners. The commissioner of the revenue liaison shall advise the board of directors regarding meeting dates and potential conflicts with Commissioner of the Revenue functions.

*Section 6. International Association of Assessing Officers Representative(s).* The International Association of Assessing Officers (IAAO) representative(s) shall be appointed by the president for a term of one (1) year or by the president of IAAO for the designated period. The IAAO representative(s)

shall be a member of IAAO. The IAAO representative(s) shall present pertinent information from the IAAO to the VAAO officers, directors, committees and membership.

#### Article IV – Miscellaneous

*Section 1. Fiscal Year.* The fiscal year of the association shall run from January 1 through December 31.

*Section 2. Reimbursements.* The board of directors may authorize the reimbursement of actual travel, registration and lodging expenses of the president incurred by virtue of attending the annual conference of the International Association of Assessing Officers. The purpose of this provision is to provide for the reimbursement of the expenses of the president in the event the president's employer will not reimburse these expenses.

#### Article V – Amendments to the Bylaws

*Section 1. Amendments.* The board of directors with an affirmative vote of two-thirds may amend these bylaws at any business meeting of the board of directors. Any change to the bylaws shall be published in the next VAAO publication.

*Section 2. Waiver.* The board of directors with an affirmative vote of two-thirds may waive for a specified period of time not to exceed their term of office any provision of these bylaws.

#### Article VI – Funds

*Section 1. Funds.* The funds of the association shall consist of a general operating fund and all other necessary funds.

*Section 2. Budget.* The board of directors shall adopt an annual budget which shall constitute the appropriations for that fiscal year. The board of directors may from time to time amend the budget and may increase or decrease any budgeted amount. The treasurer shall disburse funds within budgeted amounts upon the presentation of proper evidence of indebtedness.

*Section 3. Annual Meeting Fund.* The annual meeting fund shall be under the care, custody, control and safekeeping of the chairperson of the Arrangements Committee subject to such restrictions and conditions as may be imposed by the board of directors. The treasurer shall transmit such funds as may be appropriated for the purpose to the chairperson of the Arrangements Committee for deposit in the annual meeting fund. The chairperson of the Arrangements Committee shall receive and disburse all funds relating to the annual meeting of the association. As soon as practicable, after all outstanding accounts are paid, the chairperson of the Arrangements Committee shall remit all remaining funds to the treasurer for deposit in the general operating fund together with the Audit Committees accounting of all receipts and disbursements.

*Section 4. Bond.* The treasurer and other person responsible for the funds of the association shall furnish bond in accordance with the constitution. (Art. VI, Sec. 3)

## Article VII – Nomination and Election of Officers and Directors

*Section 1. Nominations.* The Nominating Committee shall notify the regular membership by VAAO publication or in writing not less than sixty days prior to the annual business meeting of a complete slate of officers and directors subject to election by the membership. Any regular member may submit a written request for the nomination of any regular member for any office or directorship to the nominating committee for its consideration. Such requests for nominations must be received by the Nominating Committee by May or 120 days prior to the annual meeting. All such requests shall be considered by the Nominating Committee prior to the adoption of the slate of nominees required by this Article. The chairperson of the Nominating Committee shall place the previously announced slate of nominees in nomination at the annual business meeting and the president shall ask for further nominations.

*Section 2. Terms of Office.* The terms of all elected and appointed positions shall coincide with the installation of officers at the annual meeting unless otherwise specified in the constitution or these bylaws. It is the duty and responsibility of all elected and appointed parties to facilitate any transition which may be caused by election, appointment or otherwise.

## Article VIII – Meetings

*Section 1. Annual Business Meeting.* The annual business meeting shall be held during the annual conference of the association. The annual meeting and education seminar shall be held each year at a time and place determined by the board of directors. The dates and places of future annual conferences and education seminars shall be announced at the annual business meeting, however, nothing in these bylaws shall preclude the board of directors from selecting sites two or more years in advance, in order to take advantage of favorable terms for suitable dates and facilities.

*Section 2. Procedure for Changing Time and Place.* Notwithstanding any other provision of these bylaws, the board of directors, by a two-thirds vote of its members, may change the time and place of the annual conference at any time if an act of God or other emergency demands such extraordinary action.

*Section 3. Registration Fees.* The appropriate committees shall set registration fees for attendance at various meetings of the association including but not limited to the annual conference and the Property Assessment Seminar. Such fees may differ between categories of membership and spouse. An additional fee may be charged for non-members. No fee shall be charged for attending, participating in or voting at the annual business meeting.

## Article IX – Effective Date

*Section 1. The provisions of these bylaws as amended shall be effective immediately upon their ratification by the board of directors.*

# VIRGINIA ASSOCIATION OF ASSESSING OFFICERS CONSTITUTION

## Article I – Name and Objectives

*Section 1. Name.* The name of the Association shall be Virginia Association of Assessing Officers, also referred to as VAAO.

*Section 2. Objectives.* The objectives of this association shall be (1) to improve the standards of assessment practice; (2) to educate those engaged in assessment practice; (3) to educate the general public in matters relating to assessment practice; (4) to collect and disseminate useful information relating to assessment practices; (5) to cooperate with other public and private agencies interested in improving assessment administration; and (6) in every way to promote the cause of justice and equity in the distribution of the property tax burden.

## Article II – Membership

*Section 1. Regular Members.* All employees of the Commonwealth of Virginia or any of its political subdivisions, whose duties are property assessment or administration, may apply for regular membership.

*Section 2. Associate Members.* Any person not eligible for regular membership who is interested in promoting the objectives of this association may apply for associate membership.

*Section 3. Retired Members.* All persons who were either regular or associate members at the time of their retirement from active service in their regular employment may apply for retired membership. Any President who retires during term of office may be permitted to complete such term as specified in the bylaws.

*Section 4. Past President Members.* Upon leaving office as Immediate Past President, membership status becomes past president. Past president members shall have all of the rights of regular members except holding office.

*Section 5. Honorary Members.* Persons who have rendered outstanding service to this association may be accorded honorary membership as specified in the bylaws. Honorary members shall be conferred for life. Honorary members shall have all of the rights of regular members except voting rights.

*Section 6. Lifetime Members.* Regular members who have rendered outstanding service to this association may be accorded lifetime membership as specified in the bylaws. Lifetime members shall be conferred for life. Lifetime members shall have all of the rights of regular members except holding office.

*Section 7. Voting Rights.* Only regular members, lifetime members, and past president members may vote on issues before the association. Only regular members may hold office, except as provided for in Section 3 of this article.

*Section 8. Membership Application.* The Association shall have an application form approved by the Board of Directors.

Section 9. Ethics and Standards of Professional Conduct. All members shall subscribe to the objectives of the association, the Code of Ethics and Standards of Professional Conduct of the International Association of Assessing Officers and the Uniform Standards of Professional Appraisal Practice as copyrighted by the Appraisal Foundation.

*Section 10. Expulsion or Suspension of Members.* Violation of Article II Section 9 of this constitution may subject a member to expulsion or suspension from membership in accordance with rules and regulations adopted by the board of directors.

*Section 11. Dues.* The board of directors shall establish the annual dues for each category of membership. Members shall be suspended for nonpayment of dues as may be prescribed in the bylaws. No dues or fees of any kind shall be required of honorary members, lifetime members, and retired past president members.

### Article III – Officers

*Section 1. Officers.* The officers of the association shall consist of the (1) president, (2) president-elect, (3) first vice-president, (4) second vice-president, (5) secretary, and (6) treasurer.

*Section 2. Selection.* Annually there shall be elected for terms of one year by the regular members in good standing a president-elect, first vice-president, second vice-president, secretary and treasurer.

*Section 3. President-Elect.* The president-elect shall succeed to the office of president automatically at the end of the president's term.

*Section 4. Oath of Office.* No officer or director shall assume office without first being duly sworn in, in accordance with the Constitution and Bylaws of this association to administer the duties and responsibilities of the office to which they have been elected.

### Article IV – Board of Directors

*Section 1. Governing Body.* The governing body of the association shall be the board of directors with the authority to adopt resolutions to take actions deemed necessary to accomplish the objectives of the association.

*Section 2. Board of Directors.* The board of directors shall consist of the president, immediate past president, president-elect, first vice-president, second vice-president, secretary, and treasurer as officers, and six directors elected from the regular members of the association. Three directors shall be elected annually to serve two-year terms. No officer or director shall be eligible for the term of office next succeeding his second successive term in the same office.

*Section 3. Vacancy.* The order of succession to the office of the president shall be the president elect, first vice-president and second vice-president. Whenever a vacancy occurs in the office of the president the person next in the order of succession shall immediately become president and be vested with all authority accorded the office of president. Any vacancy which shall occur in the office of president-elect or any vice-president shall not be filled until the next election. Whenever a vacancy occurs in any office subject to election by the membership other than president, president-elect, or any vice-president, the president may appoint a member in good standing to complete the unexpired term subject to the approval by the board of directors.

*Section 4. Meetings.* The board of directors shall meet on the call of the president. For the purpose of transacting business, a quorum shall consist of not fewer than seven members of the board of directors.

#### Article V – Duties of Officers

*Section 1. President.* The president shall be the chairperson of the board of directors and preside at all meetings of the regular members held for the purpose of transacting association business. The president appoints the chairperson and members of all committees necessary for the proper conduct of the business of the association. The president is an ex-officio member of all committees. The president shall present an annual report to the membership at the annual meeting and strive in every way to attain the objectives of the association.

*Section 2. President-elect.* The president-elect shall perform all duties encumbered upon the office of president-elect as set out in the Constitution or Bylaws of this association and all other duties that may be assigned by the president or board of directors. Further, in case of a vacancy in the office of the president, the president-elect shall succeed to the office of president and shall act in the place and stead of the president in performing all duties and responsibilities encumbered upon the said office.

*Section 3. First Vice-President.* The first vice-president shall preside at meetings in the absence of the president and president-elect and perform any duties assigned by the president or the board of directors.

*Section 4. Second Vice-President.* The second vice-president shall preside at meetings in the absence of the president, president-elect and first vice-president and perform any duties assigned by the president or the board of directors.

*Section 5. Secretary.* The secretary shall keep minutes of all meetings of the association and of the board of directors, and shall retain all committee reports submitted to the association or the board of directors and shall perform such other duties as may be assigned by the board of directors.

*Section 6. Treasurer.* The treasurer is the chief financial agent and officer of the association and shall exercise such authority and perform such duties as may be prescribed by the board of directors. The treasurer shall have custody of the operating fund, securities and legal instruments of the association and shall be responsible for their safekeeping. To this end, the treasurer may determine the place and manner of depositing and safekeeping such funds, securities and legal instruments. The treasurer shall maintain a current, up-to-date roster of all members of the association and be responsible for processing and approving all membership applications.

#### Article VI – Funds

*Section 1. Creation.* Funds of the association shall consist of a general operating fund and all other necessary funds.

*Section 2. Operation.* The operation and control of the funds shall be as specified in the bylaws of the association.

*Section 3. Bonds.* The treasurer and any other person responsible for the funds of the association shall furnish bond in a minimal amount of fifty thousand dollars (\$50,000).

## Article VII – Meetings

*Section 1. Annual Business Meeting.* There shall be an annual business meeting of the association to be held at such time and place as may be specified in accordance with the bylaws of the association.

## Article VIII – Nomination, Election, and Removal of Officers and Directors

*Section 1. Nomination.* Candidates for election shall be nominated as may be specified in the bylaws.

*Section 2. Elections.* Each year officers and directors shall be elected at the annual business meeting for terms beginning immediately upon being administered the oath of office.

*Section 3. Removal.* Upon a three-fourths affirmative vote of the board of directors any officer or director, for just cause, shall be removed from office. Such vote shall only be taken after the individual has been given the opportunity to state their case.

## Article IX – Amendments to the Constitution

*Section 1. How Proposed.* Amendments may be proposed by either a petition signed by no fewer than twenty-five regular members or by resolution duly adopted by the board of directors and received by the president at least ninety days prior to the date of the annual business meeting.

*Section 2. How Amended.* This Constitution may be amended by the vote of three-fourths of the regular members in good standing present and voting at the annual business meeting, provided that the text of any proposed amendment is published in an official publication of the Association at least thirty days prior to the annual business meeting. The manner of such vote shall be as prescribed in the bylaws.

## Article X – Educational Programs

*Section 1. Property Assessment Seminar.* Each year the association shall sponsor a Property Assessment Seminar designed to meet the professional educational needs of the members. This seminar shall be supplemental to other educational programs widely available to the members.

## Article XI – Committees

*Section 1. Creation.* There shall be such standing committees and special committees deemed necessary to carry out the objectives of the association.

*Section 2. Duties.* All committees shall perform such duties as may be specified by the bylaws or by direction of the board of directors or the president not in conflict with the bylaws or this constitution.

## Article XII – Miscellaneous Provisions

*Section 1. Fiscal Year.* The fiscal year of the association shall be as specified in the bylaws.

*Section 2. Effective Date.* The provisions of this constitution shall be effective immediately upon its ratification by the members.

**VIRGINIA ASSOCIATION OF ASSESSING OFFICERS OATH OF OFFICE**

I (state your name), do solemnly swear, that I will further the mission and commitments of the Virginia Association of Assessing Officers, and that I will perform the duties and responsibilities of (state your office) to the best of my abilities, and in full accordance with the VAA Constitution, Bylaws, Procedural Rules, Code of Ethics and Standards of Professional Conduct, So help me God.