

# 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
- 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

*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.vaa.org](http://www.vaa.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.*