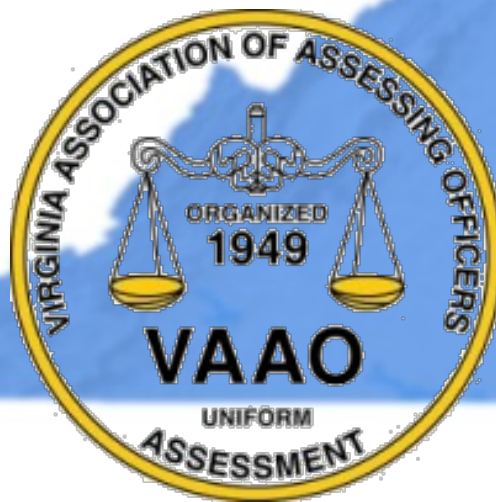


VAAO

VIRGINIA ASSOCIATION OF ASSESSING OFFICERS



2017–2018

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

BOARD OF DIRECTORS' MEETINGS

2017–2018

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

DATES

TIMES

LOCATIONS

December 8, 2017

10:00 am

Hilton Richmond Short Pump Hotel & Spa,
Richmond

March 30, 2018

10:00 am

Hilton Richmond Short Pump Hotel & Spa,
Richmond

July 12, 2018

5:00 pm

Boar's Head Inn,
Charlottesville

October 19, 2018

8:00 am

Hilton Virginia Beach Oceanfront

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OFFICERS

NAME AND ADDRESS

TELEPHONE

David Sanford, CAE, SRA, President
Real Estate Assessor's Office
City of Chesapeake
306 Cedar Road, 4th Floor
Chesapeake, VA 23322-5514
dsanford@cityofchesapeake.net

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

Ryan Davis, President-Elect
Real Estate Assessor's Office
City of Fall's Church
300 Park Ave, Suite 104-W
Falls Church, VA 22046-3301
rdavis@fallschurchva.gov

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

Jason Hughes, First Vice President
Virginia Department of Taxation
Commonwealth of Virginia
P. O. Box 565
Richmond, VA 23218-0565
jason.hughes@tax.virginia.gov

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

Mary Deas, CMS, Second Vice President
State Corporation Commission – PST Division
Commonwealth of Virginia
1300 East Main Street, 4th Floor
Richmond, VA 23219
mary.deas@scc.virginia.gov

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

Kathryn Edmondson, Secretary
Real Estate Assessor's Office
City of Virginia Beach
2424 Courthouse Drive
Virginia Beach, VA 23456-9054
kedmonds@vb.gov

(757) 385-8852
(757) 385-5727 Fax

Kevin Prine, RES, AAS, Treasurer
Real Estate Assessor's Office
City of Chesapeake
306 Cedar Road, 4th Floor
Chesapeake VA, 23322-5514
kprine@cityofchesapeake.net

(757) 385-8852
(757) 385-5727 Fax

DIRECTORS

Billy Driver, Past-President
Real Estate Assessor's Office
Roanoke County, PO Box 29800
Roanoke, VA 24018-0798
bdriver@roanokecountyva.gov

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

Scott Mayausky, 1 Year
Commissioner of the Revenue
Stafford County
1300 Courthouse Road
Stafford, VA 22554
commrev@staffordcountyva.gov

(540) 658-4132
(540) 658-4120 Fax

Libby Griebel, 1 Year
City of Hampton
1 Franklin Street, Suite 602
Hampton, VA 23669
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(757) 728-5188
(757) 728-3510 Fax

Pete Lynch, 1 Year
County Assessor
401 McIntire Road
Charlottesville, VA 22902
plynch@albemarle.org

(434) 296-5856
(434) 296-5801 Fax

Brian Hall, 2 Years
Real Estate Assessor's Office
Roanoke County, PO Box 29800
Roanoke, VA 24018-0798
bhall@roanokecountyva.gov

(540) 283-8169

Rod M. Compton, 2 Years
Real Estate Assessor
County of Prince George, PO Box 68
6602 Courts Drive, Suite 204
Prince George, VA 23875
rcompton@princegeorgecountyva.gov

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

Derek J. Green, AAS, 2 Years
County Assessor
6489 Main Street
Gloucester County, VA 23061
Dgreen@gloucesterva.info

(804) 693-1323

COMMITTEES REPORTING TO THE PRESIDENT

David Sanford

LEGISLATIVE COMMITTEE (Standing Committee)

COMMITTEE CHAIR

Susan Lower, SRA susan.lower@roanokeva.gov	City of Roanoke	(540) 853-8416
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COMMITTEE

Charlie Crowson, Jr. cdcjr2@verizon.net	City of Newport News (Retired)	(757) 570-5834
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John Yateman jyateman@cox.net	BOE Fairfax County	(703) 591-8416
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Lori Stevens, COR lstevens@dinwiddieva.us	Dinwiddie County	(804) 469-4500
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Robert Wertz, COR Robert.Wertz@loudoun.gov	Loudoun County	(703) 777-0667
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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.

CONTRACTS & SITE REVIEW COMMITTEE (Standing Committee)

COMMITTEE CHAIR

Ronald D. Agnor, AAS City of Virginia Beach Real Estate Assessor's Office 2424 Courthouse Drive Virginia Beach, VA 23456-9054 ragnor@vbgov.com		(757) 385-8549 (757) 385-5727 Fax
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COMMITTEE

Janice Hudgins jehmvh@aol.com	City of Chesapeake (Retired)	(757) 482-7042 (757) 408-8574 Cell
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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

Billy Driver, Past-President (540) 772-2040
Real Estate Assessor's Office
Roanoke County, PO Box 29800
Roanoke, VA 24018-0798
bdriver@roanokecountyva.gov

COMMITTEE

PRECEDING PAST PRESIDENT

Brian E. Gordineer, AAS (757) 728-5185
Office of the Assessor
City of Hampton
1 Franklin Street, Suite 602
Hampton VA 23669-3580

PRECEDING SECOND PAST PRESIDENT

Ronald D. Agnor City of Virginia Beach (757) 385-8549
ragnor@vb.gov

William Marchand City of Norfolk (757) 664-4126
Bill.marchand@norfolk.gov

Larry A. Mackereth, CAE Fairfax County (301) 606-6593
lamackereth@gmail.com

Greg Daniels, CAE City of Chesapeake (757) 382-6363
gdaniels@cityofchesapeake.ne

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.

COMMUNICATIONS AND TECHNOLOGY (Standing Committee)

COMMITTEE CHAIR

Jonathan Garner jgarner@hampton.gov	City of Hampton	(757) 728-5194
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COMMITTEE

Greg Daniels, CAE gdaniels@cityofchesapeake.net	City of Chesapeake	(757) 382-6363
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ASSIGNMENT

Maintain VAAO website at www.vaao.org.

USE VALUE COMMITTEE (Standing Committee)

COMMITTEE CHAIRS

Theresa M. Born theresa.born@tax.virginia.gov	Virginia Dept. of Taxation	(804) 786-4091
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Thomas Blackwell cor@essex-virginia.org	Essex County	(804) 443-4737
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COMMITTEE

Mary Garris garrismg@ci.waynesboro.	City of Waynesboro	(540) 942-6722
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Nancy Varner nvarner@co.augusta.va.us	Augusta County	(540) 245-5650 (540) 245-5179 Fax
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David Anderson danderson@tazewellcounty.org	COR Tazewell	(276) 385-1233
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ASSIGNMENT

Collect and report on relevant information relating to use–value legislation. Assist the Education and Arrangements Committees as needed to develop use–value sessions.

REGIONAL SEMINAR COMMITTEE (Standing Committee)

COMMITTEE CHAIR

NORTHERN VIRGINIA

Tammy Carroll, CAE, RES tammy.carroll@outlook.com	City of Manassas (Retired)	(540) 840-9743
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COMMITTEE

CENTRAL VIRGINIA

Biff Leonard, CAE, SRA leo02@henrico.us	Henrico County	(804) 501-4969
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HAMPTON ROADS

Open

SOUTHWEST VIRGINIA

Justin Kuzmich
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.

PARLIAMENTARIAN (Special Appointment)

Wendel Ingram
ingrambiz@verizon.net

City of Salem (Retired)

(540) 580-3053

ASSIGNMENT

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

FLAG BEARER/SERGEANT AT ARMS (Special Appointment)

Ken Fay, RES
kfay@roanokecountyva.gov

Roanoke County

(540) 283-8172

ASSIGNMENT

Present VAAO standard, flag and colors at all VAAO functions. Maintain order at VAAO meetings.

CHAPLAIN (Special Appointment)

Thomas Little
lit@henrico.us

Henrico County

(804) 501-5346

ASSIGNMENT

Conduct opening prayer at each board meeting, dinner or other official function of the VAAO members.

COMMISSIONER OF THE REVENUE LIAISON

Debra Reason
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.

IAAO REPRESENTATIVE(S) – 2017/2018

Greg Goodwyn
franklin.goodwyn@scc.virginia.gov

State Corporate Commission (804) 371-9579

Derek Green
dgreen@gloucesterva.info

Gloucester County (804) 693-1323

COMMITTEES REPORTING TO THE PRESIDENT-ELECT

Ryan Davis

EDUCATION COMMITTEE (Standing Committee)

COMMITTEE CHAIRS

Deidra Kelly, AAS dkelly@arlingtonva.us	Arlington County	(703) 228-3906
Stuart Staples, AAS, RES sstaples@albemarle.org	Albemarle County	(434) 296-5856

EX-OFFICIO

Brian Hall bhall@roanokecountyva.gov	County of Roanoke	(540) 283-8169 (540) 776-7129 Fax
Ann Boggess aboggess@roanokecountyva.gov	County of Roanoke	(540) 283-8170 (540) 776-7129 Fax

ONE-YEAR MEMBERS

Esis Bowman ebowman@goochlandva.us	Goochland County	(804) 556-5853
Christi Hess chess@goochlandva.us	Goochland County	(804) 556-5853
Jason Hughes jason.hughes@tax.virginia.gov	Department of Taxation	(804) 371-0842
Kevin Prine, RES, AAS kprine@cityofchesapeake.net	City of Chesapeake	(757) 382-6081

TWO-YEAR MEMBERS

Lisa Freeman lfreeman@fallschurchva.gov	Falls Church	(703) 248-5447
Lynda Carter Tubbs lynda.carter-tubbs@tax.virginia.gov	Department of Taxation	(804) 371-0857
Beth White elizabeth.white@norfolk.gov	City of Norfolk	(757) 823-1335

THREE-YEAR MEMBERS

Jennifer O'Connell joconnell@cityofchesapeake.net	City of Chesapeake	(757) 382-6551
Robert Mackey Robert.Mackey@norfolk.gov	City of Norfolk	(757) 664-4732
Sherry Sheth sherry.sheth@loudoun.gov	Loudon County	(703) 277-5714

DEPARTMENT OF TAXATION REPRESENTATIVE

Nick Morris nicholas.morris@tax.virginia.gov	Department of Taxation	(804) 371-0856
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USE-VALUE LIAISON

Theresa M. Born theresa.born@tax.virginia.gov	Department of Taxation	
Thomas Blackwell, COR cor@essex-virginia.org	Essex County	(804) 443-4737

PDP-LIAISON

David Nelligar–King, RES david.nelligar-king@norfolk.gov	City of Norfolk	(757) 664-4134 (757) 664-4128 Fax
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ARRANGEMENTS LIAISON

Diane Morton dmorton@cityofchesapeake.net	City of Chesapeake	(757) 382-6757
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COMMISSIONER OF THE REVENUE LIAISON

Debra Reason dreason@hopewellva.gov	City of Hopewell	(804) 541-2237
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ASSIGNMENT

Plan and direct the Annual Property Assessment Seminar to be held in Charlottesville July 2018, and any other educational programs that may be directed by the Board of Directors. Offer guidance and approval for regional seminars to avoid competition and conflicts with courses offered statewide. Chairperson shall appoint a sub-committee of three members of Education Committee to administer Elgin "Pistol" McMillan Scholarship.

ELGIN 'PISTOL' MCMILLAN SCHOLARSHIP PROGRAM SUB-COMMITTEE (Standing Committee)

SUB-COMMITTEE CHAIR

Deidra Kelly, AAS
dkelly@arlingtonva.us

Arlington County

(703) 228-3906

COMMITTEE

Kevin Prine, RES, AAS
kprine@cityofchesapeake.net

City of Chesapeake

(757) 382-6081

David Nelligar-King, RES
david.nelligar-king@norfolk.gov

City of Norfolk

(757) 664-4134
(757) 664-4128 Fax

AUDIT AND FINANCE COMMITTEE (Standing Committee)

COMMITTEE CHAIR

Rod Compton
rcompton@princegeorgecountyva.gov

Prince George County

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

COMMITTEE

Jeff Davis
davisjs@charlottesville.org

City of Charlottesville

(434) 970-3138

Charles Haney
haneyce@ci.staunton.va.us

City of Staunton

(540) 332-3827

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

Jason Hughes

ARRANGEMENTS COMMITTEE (Standing Committee)

COMMITTEE CHAIRS

Diane Morton City of Chesapeake (757) 382-6757
dmorton@cityofchesapeake.net

Quinn Aeschliman City of Chesapeake (757) 382-6844
qaeschliman@cityofchesapeake.net

EX-OFFICIOS

Sandy Walton/Scout Pfouts Roanoke County (540) 283-8171
swalton@roanokecountyva.gov (540) 776-7129 Fax
snfouts@roanokecountvva.gov

COMMITTEE

Donna Flemming City of Chesapeake (757) 382-6092
dfleming@cityofchesapeake.net

William "Pete" Rodda City of Norfolk (757) 664-4732
William.Rodda@norfolk.gov

Keith Jessey City of VA Beach (757) 639-0229
KJessey@vbgov.com

Brian Ragsdale City of Chesapeake (757) 382-6076
bragsdale@cityofchesapeake.net

EDUCATION COMMITTEE LIAISONS

Deidra Kelly, AAS Arlington County (703) 228-390
dkelly@arlingtonva.us

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

COMMISSIONER OF THE REVENUE LIAISON

Debbie Reason City of Hopewell (804) 541-2237
dreason@hopewellva.gov

IAAO REPRESENTATIVE

Ken Fay, RES Roanoke County (540) 283-8172
kfay@roanokecountyva.gov

ASSIGNMENT

Plan and conduct the 2018 Annual Conference and make recommendations to the 2019 Annual Meeting Committee.

MEMBERSHIP COMMITTEE (Standing Committee)

COMMITTEE CHAIR

William Bacon
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

City of Norfolk

(757) 664-4134

COMMITTEE

IAAO Professional Designation Advisors

Leonard, CAE SRA
leo02@henrico.us

Henrico County

(804) 501-4969

David Sanford, CAE SRA
Dsanford@cityofchesapeake.net

City of Chesapeake

(757) 382-6747

Tammy Carroll, CAE, RES
tammy.carroll@outlook.com

City of Manassas (Retired)

(540) 840-9743

Candidate Club Coordinators

Patrick Dorris, CAE
pdorris@hampton.gov

City of Hampton

(757) 728-5202

David L. Jones, RES, AAS
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

VAAO members to be designated. Win IAAO Virginia Cup for state with greatest number of new designees.

PERSONNEL COMMITTEE

COMMITTEE CHAIR

Justin Kuzmich
jkuzmich@salemva.gov

City of Salem

(540) 378-0175

COMMITTEE

Kevin Prine, RES, AAS

City of Chesapeake

(757) 382-6081

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.

COMMITTEES REPORTING TO THE SECOND VICE PRESIDENT

Mary Deas, CMS

AWARDS COMMITTEE

COMMITTEE CHAIR

Charles Vester
cvester@nnva.gov

City of Newport News

(757) 926-1900

COMMITTEE

OPEN

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

Bruce Woodzell
woodzelb@charlottesville.org

City of Charlottesville

(434) 970-3136

ASSIGNMENT

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

MANUAL COMMITTEE (Standing Committee)

COMMITTEE CHAIR

Rob Mackey

City of Norfolk

(757) 664-4732

COMMITTEE

Richard Paul
rwpaul@co.hanover.va.us

Hanover County

(804) 365-6027

Lisa Neunlist
lisan@harrisonburgva.gov

City of Harrisonburg

(540) 432-7795

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.

PUBLICITY COMMITTEE

COMMITTEE CHAIR

Derek Green
dgreen@gloucesterva.info

Gloucester County

(804) 693-1323

COMMITTEE

Paul Bidanset
bidanset@iaao.org

IAAO

(800) 616-4226

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.

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.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.

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.