



By-Laws

CHAPTER 1

Article 1. Name

1.1.1

The name of the organization shall be the 'Arizona Chapter of the International Association of Assessing Officers', referred to hereinafter as the Chapter.

1.1.2

The Chapter shall be incorporated as a non-profit professional organization.

Article 2. Jurisdictional Area

1.2.1

The Chapter will encompass the jurisdictional area of the State of Arizona.

Article 3. Purpose

1.3.1

To improve the standards of present assessment practice by engaging in research and publishing of the results of these studies.

To elevate the standards for personnel in assessments offices.

To work for justice, equity, and uniformity within the tax structure and the distribution of same.

To inform the public and elected officials of the importance of the work performed by the assessing officers.

To establish a clearinghouse to collect and distribute useful information.

To further cooperation with public and private agencies interested in improving tax administration.

To advance the objectives of the International Association of Assessing Officers in the jurisdiction of the chapter.

Article 4. Membership

1.4.1

Members in the local chapter shall be categorized as either national members or local members. National members are members who pay dues to the local Chapter and are regular members in good standing with the International Association of Assessing Officers. National members shall have all the privileges the local Chapter provides, including holding an elected office and voting in Chapter elections. Local members are members who pay dues to the local Chapter and have all the privileges of the local Chapter except they may not hold an elected office.

Article 5. Fiscal year

The chapter fiscal year will begin January 1 of each year, ending December 31 of that same year.

CHAPTER 2

Article 1. Executive Committee

Exercise of Powers

2.1.1

The governance of the Chapter shall be vested in an Executive Committee, which shall exercise all of the powers of the Chapter, subject to these Bylaws.

Composition of Executive Committee

2.1.2

The Executive Committee shall consist of the President, Vice President, Secretary, Treasurer and three (3) Directors. The immediate Past-President shall remain a

member of the Executive Committee in an advisory capacity for a period of one-year following his or her term.

2.1.2.1

The president, vice-president, secretary and treasurer shall be elected in even numbered years and shall serve in their capacity for two-years commencing on January 1 of the year following the election.

2.1.2.2

Of the three members elected as Directors, one (1) shall be elected each year and serve in their capacity for three years.

2.1.2.3

All members of the Executive Committee, including the elected Directors, must be members in good standing with the International Association of Assessing Officers. The Chapter Executive Committee may approve, at their discretion, the payment of dues to the International Association of Assessing Officers, for the Executive Committee members.

Meetings

2.1.3

The Executive Committee will meet at least four (4) times each year and must have a quorum to conduct a meeting. Should an Executive Committee member miss two (2) or more Executive Committee meetings within any one fiscal year in which they are serving, they may be subject to termination by a majority vote of the remaining members of the Executive Committee.

Quorum

2.1.4

A minimum of 5 of the 7 members of the Executive Committee shall constitute a quorum.

Article 2. Officers

2.2.1

Officers shall be President, Vice President, Secretary, and Treasurer. All officers must be members in good standing with the International Association of Assessing Officers.

Duties of the President

2.2.2

The President shall be the chief executive officer of the Chapter and shall preside at the Chapter meeting and Executive Committee meetings. Between sessions, the President shall have the authority to represent the Chapter and to act in its name, subject to the direction of the Executive Committee or as otherwise provided in the Bylaws. The President shall be an ex-officio member of all committees and shall perform all other duties usual to such office.

Duties of the Vice President

2.2.3

The Vice President shall perform the duties of the President in the event of his/her absence or disability and all other duties usual to such office.

Duties of the Secretary

2.2.4

The Secretary shall maintain all correspondence for the Chapter, provide minutes of all meetings of the Chapter and of the Executive Committee, maintain historical files, and shall maintain a record of the members.

Duties of the Treasurer

2.2.5

The Treasurer shall receive, safeguard, and disburse all funds contributed to the Chapter by its members or other, and shall make due accounting to the Executive Committee at least four (4) times a year, and shall provide a financial report to the membership at all regular meetings.

CHAPTER 3

Article 1. Nominating Committee

3.1.1

The President by and with the consent of the Executive Committee shall appoint a Nominating Committee of three local members, excluding the Executive Committee. The Nominating Committee shall serve a term of one year. All members of the Nominating Committee must be members in good standing of the local Chapter.

It shall be the duty of the Committee to nominate at least one (1) member of the International Association of Assessing Officers for each elective office existing in the Chapter.

3.1.3

Nominations shall be reported by electronic media to all members of the Chapter at least fourteen (14) days prior to the election date. Notification may be by Chapter publication, as long as the fourteen (14) day deadline is adhered to.

3.1.4

Other nominations

The nominating Committee may hold forums at which aspiring candidates can be heard. Forums may be held at any time prior to election date.

3.1.5

Additional nominations may be made from the floor by any local Chapter member or member of the International Association of Assessing Officers that are in good standing. Floor nominations may be made in the form of electronic communication and submitted to the chairman of the nominating committee twenty (20) days prior to the election.

Article 2. Elections

3.2.1

All elections shall be by electronic ballot. Elections will be held on or before the last chapter meeting of the calendar year. The executive committee shall call for the election sixty (60) days prior to the election date. The Nominating Committee shall make a tabulation of the ballots and report to the President the results of the votes cast. The members receiving the highest number of votes shall be elected. The term of service for the elected officers and members of the Executive Committee shall begin January 1 and terminate on December 31 of the appropriate year for that particular office (i.e. - two calendar years for President, Vice President, Secretary, and Treasurer, and three calendar years for elected Directors).

3.2.2

All Chapter books and records shall be turned over to the newly elected officers and Board Member(s). All committee members shall also turn over all records to the newly appointed Committee chairs. The Treasurer shall prepare a financial statement as of January 1, reporting the Chapter's Income, expenses, assets and liabilities.

Vacancies

3.2.3

Any vacancy occurring in the list of officers shall be filled by the officer next in rank, the lowest office to be filled by special election, subject to nominating and election procedures as provided for in the bylaws.

3.2.4

Any vacancy occurring among the directors shall be filled for the balance of the unexpired term by an appointment by the Executive Committee.

CHAPTER 4

Article 1. Standing Committees

4.1.1

The Standing Committees of the Chapter shall be:

1. Executive Committee
2. Membership Committee
3. Education/Program Committee
4. Nominating Committee
5. Bruce Belon Scholarship Committee

4.1.2

When not defined in these Bylaws, the Executive Committee shall define the composition and duties of the Standing Committees, which shall be subject to amendment by the Executive Committee at any regular meeting.

4.1.3

Members of all Committees, other than the Executive Committee, shall be appointed by the President with the approval of the Executive Committee.

Article 2. Special Committees

4.2.1

Special Committees may be appointed by the President to perform such services that the President may wish to assign, provided that all such activities will be in conformity with these Bylaws.

CHAPTER 5

Article 1. Regular and Special Meetings

5.1.1

A minimum of four (4) regular meetings will be held annually at the time and place specified by the Executive Committee.

5.1.2

Elections will be held on or before the last Chapter meeting of the calendar year.

5.1.3

All meetings of the Chapter, other than Executive Committee meetings, shall be open to any interested parties with the understanding that only members of the International Association of Assessing Officers are allowed to hold office.

1. Guests and interested parties may attend regular meetings of the Chapter, but will hold no debate or voting authority. All in attendance will be allowed to speak upon recognition by the chair.
2. Guests and interested parties may attend special meetings of the Chapter by invitation only.

5.1.4

The Executive Committee may call special meetings from time to time. A minimum of four (4) members of the Executive Committee must approve such a meeting.

Quorum

5.1.5

A minimum of thirty (30) percent of the membership in good standing must be present to constitute a quorum for any regular or special meeting.

Notice

5.1.6

Notice to the members of the time and place of each meeting of the Chapter shall be the responsibility of the Executive Committee. The Executive Committee shall notify any IAAO representative in the Chapter's jurisdictional area of the time and place of each meeting.

CHAPTER 6

Notice

6.1.1

These Bylaws may be amended by a majority vote of the members casting a vote. Notice shall have been given to all members of the Chapter of the intention to amend said bylaws fourteen (14) days prior to the election, together with a written copy or an internet link to download a copy, of the substance of the proposed amendments. This notice may be incorporated in the Chapter publications.

CHAPTER 7

Article 1. MEMBERSHIP FEES/CHAPTER DUES

7.1.1

By majority vote, the Executive Committee may set the amount of membership fees/chapter dues.

Article 2. Authorization

Approval by Executive Committee

7.2.1

All non-budgeted expenditures from Chapter Funds must be approved by four members of the Executive Committee.

Checks Co-signed

7.2.2

All checks or other methods of payment, for pre-approved expenses in the annual budget shall require one signature or approval from the Treasurer or President. Any expenses outside of the annual budget shall require approval, by quorum vote of the Executive Committee, in advance of any expenditure and requires only one signature from the Treasurer or President.

Article 3. Accounting

7.3.1

Accounting procedures shall be designed by the Treasurer and approved by the Executive Committee.

7.3.2

The Financial Statement and Balance Sheet shall be established as of the end of the fiscal year. The fiscal year shall be January 1 through December 31. The financial statement and balance sheet shall be made available to all members on an annual basis. This notice may be incorporated in the chapter publications.

Distribution of Chapter Funds upon Dissolution

7.3.3

Upon dissolution, the remaining funds will be turned over to the International Association of Assessing Officers.

Article 4. Budget

7.4.1

The Chapter budget will be prepared annually by the newly elected officers, approved by the Executive Committee, and published in the next succeeding issue of the Chapter publication.

CHAPTER 8

Article 1. Emergency Declaration Protocols

8.1.1

Emergency Definitions

1. An unforeseen or sudden occurrence that happens unexpectedly and demands immediate action.
2. A state of emergency declared by government

8.1.2

Emergency Declaration Examples

1. Natural Disasters
2. Terrorism
3. Disease Outbreaks
4. Pandemics
5. War

8.1.3

Meetings

The annual four (4) meeting minimum requirement for General Member meetings will not be mandatory in the event of an emergency.

The annual four (4) meeting minimum requirement for Executive Committee meetings will not be mandatory in the event of an emergency.

Every effort will be made to have as many meetings of each type as possible and as allowed by the current guidelines that may be in effect for the state and or individual counties.

In the event that a normal Executive Committee meeting cannot be held, special permission is granted to hold a nontraditional meeting by electronic communication or on a conference call.

8.1.4

Postponed or Cancelled General Meetings and Education Days

In the event that a general meeting or education day is postponed due to an emergency, every effort will be made to reschedule that event.

Cancelled meetings or education days may or may not be rescheduled depending on the circumstances the cancellation was needed.

8.1.5

Refunds and/or Credits

If a general meeting or education day is postponed due to an emergency, a credit will be issued to those that have paid in advance toward the rescheduled event.

If a general meeting or education day is canceled due to an emergency and not rescheduled, a refund will be given to those that paid in advance.

The issuing of refunds will be done by the Treasurer. Please expect and allow extra time for processing as the circumstances for the emergency will have an effect on this process.

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