



# STATE OF MAINE CHAPTER OF THE INTERNATIONAL ASSOCIATION OF ASSESSING OFFICERS

## BY-LAWS

*Adopted November 1, 1978*

*Amended November 20, 2009, Amended November 16, 2012*

*Amended June 5, 2015, Amended November 20, 2015*

### **ARTICLE 1 GENERAL PROVISIONS**

#### 1.1 Name

The name of the organization is the State of Maine Chapter of the International Association of Assessing Officers, referred to hereinafter as “the chapter”.

#### 1.2 Not for Profit

The chapter shall be a non-profit professional organization.

#### 1.3 Jurisdictional area

The chapter will encompass a jurisdictional area coincident to the boundaries of the State of Maine.

#### 1.4 Purpose

The purpose of the chapter is to educate the public on the importance of work performed by assessing officers; to improve the standards of present assessment practice by engaging in research and publication of the results of these studies; to elevate the standards of personal requirements in assessment offices; to establish a clearing house to collect and distribute useful information in order to further cooperation with public and private agencies interested in a concerted effort for improving tax administration; to work for justice, equity, and uniformity within the tax structure and the distribution of the same.

#### 1.5 Membership

Chapter membership is open to all individuals interested in assessment, however, only IAAO members in good standing may hold an elected office and vote in chapter elections. Membership must include at least 15 IAAO members.

#### 1.6 Membership Dues

Membership dues, independent of IAAO dues, shall be set by the executive committee and shall be due on or before December 31<sup>st</sup>.

## **ARTICLE 2 GOVERNMENT**

### **2.1 Powers of the Executive Committee**

The government of the chapter shall be vested in an executive committee which shall exercise all of the powers of the chapter subject to these bylaws.

### **2.2 Composition of Executive Committee**

The executive committee shall consist of the president, vice president, secretary, treasurer, immediate past president and four (4) directors. All officers and directors shall serve in office for a two (2) year term beginning January 1 and terminating December 31.

### **2.3 Meetings**

The executive committee shall meet at least four (4) times each year and must have a quorum to conduct a meeting. A minimum of 2/3 of the members of the executive committee shall constitute a quorum. Should an executive committee member miss two (2) or more executive board 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.

### **2.4 Officers**

Officers shall be president, vice president, secretary and treasurer.

### **2.5 Duties of the President**

The president shall preside at the chapter meetings and executive committee meetings. Between meetings, 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 and shall appoint all committees members subject to the approval of the executive committee.

### **2.6 Duties of the Vice President**

The vice president shall perform the duties of the president in the event of the president's absence or disability and all other duties usual to such office.

### **2.7 Duties of the Secretary**

The secretary shall prepare and keep a roll of all chapter members and executive committee members of said chapter; shall notify all members of annual and regular meetings and shall handle all chapter correspondence. The secretary shall also keep accurate minutes of all meetings and shall maintain all historical records.

The secretary shall provide an annual report to the IAAO no later than ten (10) days after the annual meeting. The report shall include the chapter activities for the previous year, a list of chapter members and a list of the current executive committee.

## 2.8 Duties of the Treasurer

The treasurer shall receive, safeguard and disburse all funds contributed to the chapter by its members or others; and shall make due accounting to the executive committee at least four (4) times a year. The treasurer shall be responsible for the filing of all tax returns and shall prepare an annual financial report of the previous year's receipts, disbursements and balances to be submitted to the executive committee at the first meeting of the year.

## 2.9 Duties of the Executive Directors

The four (4) directors shall be part of the governing executive committee and shall assist other offices in the administration of this chapter.

## 2.10 Compensation of Secretary and Treasurer

The secretary and treasurer shall be the only offices of the Chapter eligible to receive compensation, which will be established by a majority vote of the membership at the annual meeting.

## 2.11 Vacancies

Any vacancy occurring among the executive committee shall be filled for the balance of the unexpired term by an appointment by the remaining executive committee. Furthermore, any officer, governing body member, or committee chair, at the end of his or her term, shall turn over the chapter books and records.

## **ARTICLE 3 NOMINATIONS AND ELECTIONS**

### 3.1 Nominating Committee

The president by and with the consent of the executive committee, shall appoint a nominating committee of no less than three (3) chapter members.

### 3.2 Duties of the Nominating Committee

It shall be the duty of the nominating committee to nominate at least one (1) chapter member for each elective office existing in the chapter and reports its selection to the executive committee no later than October 1<sup>st</sup>.

### 3.3 Elections

Elections are to be held annually.

Chapter members shall be notified at least thirty (30) days prior to its annual meeting at which the elections are to take place. If the term of any elected person is for longer than 1 year, the terms shall be staggered. The voting may be done by secret ballot, mailed to members or taken at the annual meeting. The ballots shall provide for write-in candidates. It shall be the responsibility of the secretary to prepare and distribute the ballots in a timely manner. The nominating committee shall be responsible for counting ballots and reporting results to the President.

3.4 Tie Vote – in the event of a tie vote, the winner will be determined by placing each candidate's name on 11 separate but identical pieces of paper and placing all 22 pieces into a container. The candidate whose name is drawn the most

times shall be declared the winner.

### 3.5 Proxy Voting

No member shall be permitted to vote by proxy in any election, referendum vote, resolution, or on any proposed amendment to the bylaws.

### 3.6 Successful Candidates

The president shall be responsible for notifying the candidates and governing body of the election votes and the names of the newly elected candidates shall be published in the next chapter newsletter.

## **ARTICLE 4 COMMITTEES**

### 4.1 General Provisions

There shall be standing and other such committees as are deemed necessary by the executive committee to carry out the objectives of this chapter. The chapter president shall appoint all committee members at the first committee meeting of the year, subject to the approval of the executive committee.

### 4.2 Standing Committees

The standing committees of the chapter shall be:

- a. Membership Committee
- b. Education Committee
- c. Legislative Committee
- d. Audit Committee
- e. Newsletter Committee

### 4.3 Duties of the Committees

All committees shall perform their duties in accordance with the chapter bylaws and all actions shall be subject to approval by the executive committee.

4.4 Education Coordinator – an education coordinator shall be appointed by the executive committee at the first executive committee meeting of each year and shall be responsible for overseeing the education committee.

### 4.5 Newsletter Editor

A newsletter editor shall be appointed by the executive committee at the first committee meeting of each year and shall be responsible for the publication of four (4) newsletters throughout the year. The editor shall be eligible to receive compensation, which will be established by a majority vote of the membership at the annual meeting.

## **ARTICLE 5 CHAPTER MEETINGS AND QUORUMS**

### **5.1 Regular Meetings**

Four (4) regular chapter meetings will be held annually at the time and place specified by the executive committee.

### **5.2 Special Meetings**

Special meetings of the executive committee may be called by the chapter president; however, a minimum of four (4) members of the executive committee must approve such a meeting.

### **5.3 Quorum**

A minimum of twenty (20) percent of the membership in good standing must be present to constitute a quorum for any regular chapter meeting.

### **5.4 Notice**

The secretary shall notify all Chapter members of the time and place of each Chapter meeting at least fourteen (14) days before the time set for the meeting. This notice may be incorporated in the Chapter publications.

## **ARTICLE 6 BYLAW AMENDMENTS**

### **6.1 Method**

The chapter bylaws may be amended upon the recommendation of the executive committee and subject to the approval of the membership. The chapter secretary shall notify the members at least two (2) weeks prior to the vote and shall furnish to the membership copies of the proposed changes. The membership shall cast their vote for or against the proposed changes at the annual meeting or at a meeting called for the purpose of amending the bylaws. Approval of the amendments shall be by two thirds (2/3) of the votes cast by voting members.

### **6.2 IAAO**

Amendments to chapter Bylaws, after adoption by the chapter membership, shall be certified by the secretary and mailed to IAAO.

## **ARTICLE 7 CHAPTER FUNDS AND BUDGET**

### **7.1 Fiscal Year**

The fiscal year of the chapter shall be from January 1 through December 31.

### **7.2 Expenditures**

All checks in payment of chapter expenditures shall be signed by the treasurer and one other officer of the chapter if so designated by the executive committee. All non-budgeted expenditures from chapter funds must be approved by the executive committee.

### 7.3 Accounting

Accounting procedures shall be designed by the treasurer to conform to accepted accounting procedures approved by the executive committee.

### 7.4 Audit Report

An annual audit shall be performed by the audit committee on the chapter funds prior to the annual meeting and also when the office of the treasurer changes hands. A report will be presented to the membership at the annual meeting.

### 7.5 Financial Report

An operating statement and balance sheet shall be published annually as of the end of the fiscal year and distributed to the membership.

### 7.6 Distribution of Chapter Funds upon Dissolution

Upon dissolution, the remaining funds will be donated to the International Association of Assessing Officers, Kansas City, Missouri.

### 7.7 Budget

The chapter budget will be prepared annually by the treasurer and submitted to the executive committee for approval no later than October 1<sup>st</sup>.

Certified By

*Judith Mathias*

Secretary

Date

*11-20-2015*