

# BYLAWS OF THE MISSISSIPPI CHAPTER OF THE INTERNATIONAL ASSOCIATION OF ASSESSING OFFICERS

## Article I. General Provisions

### Section I.1 Name

The name of this organization is the Mississippi Chapter of the International Association of Assessing Officers, referred to hereinafter as, "the chapter."

### Section I.2 Jurisdictional Area

The chapter shall encompass a jurisdictional area consisting of all counties within the state of Mississippi

### Section I.3 Purpose

*The purposes of the chapter are the advancement of the objectives of IAAO in the state of Mississippi and such other purposes consistent therewith, which may include the following:* to promote uniform and equitable principles of assessment and collection through professionalism; to educate the public on the importance of the work performed by assessing and collecting officers; to improve assessment and collecting standards through education and modern methods of efficient technology; to promote professional designations through our candidate's club; and to better serve Mississippi taxpayers. *Also to develop pragmatic leadership; improve the quality of local government by fostering an attitude to become pro-active, bound by public needs and not by political favors in solving problems; forge concerns about the enhancement of the quality of life throughout the state of Mississippi concerning jobs, education, economical opportunities and a constant increasing standard of living for all Mississippians; and to secure the future for tomorrow's generation*

### Section I.4 Membership

Active membership in this chapter is open to all persona interested in assessment, collecting, and appraisal practice. However, only IAAO members (Must be Chapter and International) in good standing may *serve on the Executive Committee* and vote in chapter elections.

### Section I.5 Membership Dues

Membership dues, independent of IAAO dues, shall be due on January 1st and delinquent after March 30th. If dues are not paid membership ceases *April 30<sup>th</sup> if a hearing is not requested in writing within 15 days of notification of President. The Chapter will strive to be fair and reasonable, taking into consideration all relevant facts and circumstances.*

## Article II. Chapter Government

### Section II.1 Governing Body

The governing body of this chapter shall be the Executive Committee. The Executive Committee shall be comprised of the following:

(1) President, (2) Vice-President, (3) Secretary, (4) Treasurer, (5) Executive Committee Position #1, (6) Executive Committee Position #2, (7) Executive Committee Position #3, (8) Executive Committee Position #4, (9) The State IAAO Representative, (10) Executive Director, (11) Immediate Past President

#### II.1a Officers

The officers of this chapter shall consist of the (1) President, (2) Vice-President, (3) Secretary, (4) Treasurer, (5) Executive Director, (6) Executive Committee Positions 1, 2, 3, and 4.

#### II.1b Powers and Duties of Chapter Officers

1. President: The President shall preside over all meetings, *shall, by written notice, inform a member of delinquency in dues, shall notify a delinquent member that membership will cease April 30<sup>th</sup> unless a request is submitted for a hearing within fifteen days, shall notify the Treasurer and Secretary of any member whose membership ceases for non-payment of dues and shall appoint all committees subject to the approval of the Executive Committee.*

2. Executive Director: The Executive Director shall be the chief assistant and technical advisor to the President in all affairs. The Executive Committee shall appoint the Executive Director. The Executive Director shall succeed to the office of President in the event of the death or resignation of the President.

3. Vice-President: The Vice-President shall perform all the duties of the President in the absence of the President. The Vice-President shall succeed to the office of President with the election of new officers of this Chapter.

4. Secretary: The Secretary shall prepare and keep a roll of all members, officers, and committee members of said chapter, and shall submit said roll to the executive director of IAAO *as required* each year; shall notify all members of the annual and regular meetings, and shall handle all correspondence to chapter members. The Secretary shall also keep accurate minutes of all meetings and shall send a copy of said minutes to the executive director of IAAO after approval by the Executive Committee. The Secretary also has additional duties under Sections III.2a, IV.4, VI.1, VI.2, and VII.2.

5. Treasurer: The Treasurer shall receive and account for all monies collected on behalf of the chapter, shall keep all books and financial records as instructed by the Executive Committee, shall regularly report to the Executive Committee the financial status of the chapter, *shall file all necessary tax returns, shall prepare and mail invoices to the membership for the annual Chapter dues no later than December 1st<sup>h</sup>, shall notify the Executive Committee of any member whose dues are delinquent as of March 30<sup>th</sup>*, and shall prepare an annual financial report of the previous years receipts, disbursements, and balances to be submitted with the Secretary's annual report to IAAO.

6. Executive Committee Positions 1, 2, 3, and 4: These positions shall be part of the governing Executive Committee and shall assist other officers in administration of this chapter. (It is the intent of these bylaws that the Executive Committee Positions be comprised of the following: Position #1 shall be a member of the Mississippi Assessors and Collectors Association, [hereinafter referred to as MACA]. Position #2 shall be an employee of state or local government or an elected or appointed government official. Position #3 shall be from a non-government profession or enterprise. Position #4 shall be the Government Training Specialist (Mississippi State Extension Service).

7. *Officers terms of office, with exception of Executive Director, will run from one annual meeting and continue service for 2 years to the annual meeting that year. However, each officer will hold such office until his or her successor is duly elected and qualified.*

8. At the end of their term of office, all officers shall turn over all books and records to the incoming officers.

9. *Any vacancies in officer positions, other than President, will be filled by the Executive Committee.*

II.Ic Eligibility for Office

Eligibility for candidacy as an officer in this chapter shall be 1. IAAO member in good standing. 2. In addition, the candidate for President, Vice-President, and Executive Director must hold an IAAO professional designation, and/or be a current candidate for IAAO professional designation, or must hold a MAE Mississippi Assessment Evaluator designation, or must hold a Mississippi Real Estate Appraisers License. 3. Candidates for Executive Positions must comply with the provisions of Article II, Section II.Ib, Paragraph 6.

## Article III. Nominations and Elections

### Section III.1 Nominating Committee

The President of this chapter, subject to the approval of the Executive Committee, shall annually appoint five (5) members of this chapter to a nominating committee to select candidates for chapter offices. The committee shall be appointed no later than July 1st of each year and shall meet to select candidates no later than August 1st of that same year. *The committee shall select a candidate or candidates for each office.* The Nominating Committee shall be comprised as follows: One (1) member from MACA; One (1) member from the *Department of Revenue (DOR)*, (or other government agency should there be no current members from the *DOR*); One (1) member from a non-government profession or enterprise; Two (2) members at large. *At least three members of this committee will be IAAO members in good standing.*

### Section III.2 Elections

#### III.2a Ballots

The Secretary shall be responsible for preparing and distributing election ballots to all voting members no later than September 1st of each year. The ballots shall list all candidates for office and shall provide for write-in candidates. The ballots shall be returned to the chapter President by the voting members no later than October 1st. The ballots shall be forwarded by the President to the nominating committee no later than ten (10) days prior to the annual meeting.

#### III.2b Election to Office

A plurality of the votes cast shall be sufficient for election to office. The nominating committee shall report the results of the vote count to the President no later than three (3) days prior to the annual meeting. In the event of a tie vote, the winner will be determined by placing each candidate's name

on eleven (11) separate but identical pieces of paper and placing all twenty-two (22) pieces in a container. The *Executive Committee shall then each draw one piece of paper from the container.*

### III.2c Posting of Results and Notification of Election

The President shall be responsible for notifying the candidates and the Executive Committee of the election results and for posting the results at the annual meeting.

## Article IV Chapter Meetings

### Section IV.1 Regular Meetings

The chapter shall hold an annual meeting of the membership at such time and place as determined by the Executive Committee. Additional regular meetings may be scheduled by the Executive Committee at the annual meeting.

### Section IV.2 Special Meetings *of the Membership or Executive Committee*

Special meetings may be held on the call of the chapter President, or upon written request of at least six (6) members of the Executive Committee. Written notice of said meetings must be mailed or emailed at least two (2) weeks prior to said meeting.

### Section IV.3 Quorum

For the purpose of transacting official business, a quorum shall consist of not fewer than *five (5) members of the Executive Committee and of 30 members in good standing at a membership meeting including at least five (5) members of the Executive Committee.*

### Section IV.4 Notice

The chapter Secretary shall notify the chapter membership of regular meetings at least two (2) weeks prior to said meetings, and shall notify the Executive Committee of any special meetings at least two (2) weeks prior to said meeting. Said notice shall be in writing and delivered by United States mail or emailed.

## Article V. Committees

## Section V.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 the chapter. The chapter President shall appoint all committee members subject to the approval of the Executive Committee.

## Section V.2 Standing Committees

The standing committees of this chapter are as follows:

1. Education Committee
2. Nominating Committee
3. Public Relations Committee
4. *Awards Committee*
5. *Audit Committee*

All committees are to have at least one (1) member from each category of membership. (i.e. one (1) from government, one (1) from MACA, and one (1) from private, professional, or enterprise) provided that there are sufficient members in all categories to all such.

## Section V.3 Duties

1. All committees shall perform their duties in accordance with the chapter bylaws and the constitution of the association. All actions of the committees are subject to approval by the Executive Committee.
2. At the end of their committee term, all committee chairmen shall turn over all books and records to the incoming committee.

## Article VI. Amendments to the Bylaw

### Section VI.1 Amendments

The chapter bylaws may be amended upon the recommendation of the Executive Committee and subject to the approval of the membership as follows:

The chapter Secretary shall notify the voting members, by mail, at least two (2) weeks prior to the vote, and shall furnish to the membership copies of any proposed changes. The voting membership shall cast their vote for or against proposed changes at the annual meeting, at a meeting called for the purpose of amending the bylaws, or by proxy vote by mail to the President at least 5 days prior to chapter meeting. Approval of proposed amendments shall be by two-thirds of the votes cast by voting members.

#### Section VI.2 Approval by the IAAO Executive Board

All chapter bylaw amendments, after approval by the chapter members, shall be subject to the approval of the IAAO Executive Board. The chapter Secretary shall certify the amendment, and mail it to the Executive Director of IAAO within ten (10) days after approval by the chapter membership.

### Article VII. Chapter Funds and Annual Report

#### Section VII.1 Chapter Funds

The funds of this chapter shall consist of a general operating fund. The Executive Committee shall instruct the chapter Treasurer as to the desired method for receipt and disbursement of the chapter funds, including the keeping of all records and books.

#### Section VII.2 Annual Report

The Secretary shall prepare an annual report of the previous year's meetings, finances, activities, and membership, and shall submit it to the Executive Board of IAAO *as required* each year. Said report shall include but not be limited to: the Treasurer's annual report, the previous year's activities, membership, and meetings.