

BYLAWS
of the Alabama Chapter
of the
INTERNATIONAL ASSOCIATION OF ASSESSING OFFICERS

ARTICLE 1. General Provisions

SECTION 1.1 Name

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

SECTION 1.2 Jurisdiction

The Chapter shall encompass the State of Alabama.

SECTION 1.3 Purpose

The purpose of The Chapter is the advancement of the objectives of the IAAO in the State of Alabama, to develop professionalism in assessment administration, to raise the standards of the profession, to gain recognition by governmental authorities of the assessing profession, to gain for members' recognition as qualified, objective, and unbiased assessors of property values.

The Chapter shall also work to educate the public regarding the ad valorem system and work to provide a clearinghouse for the collection and distribution of useful information relating to assessment practice; and in every proper way to promote justice and equity in the distribution of the tax burden.

SECTION 1.4 Membership

Active membership in the Chapter is available to individuals interested in promoting professionalism in assessment. Chapter officers must be members in good standing of International Association of Assessing Officers, referred to hereinafter as The Association.

ARTICLE 2. Chapter Officers

SECTION 2.1 Chapter Officers

The governing officers of The Chapter shall be elected by the membership and shall be composed of the following positions:

President, Vice-President, Secretary-Treasurer, Immediate Past President, and two Executive Committee members, all of which are elected for **one**-year terms by the Chapter membership.

SECTION 2.2 Executive Committee

The Chapter governing officers meeting as Executive Committee shall be the governing body of The Chapter.

The Executive Committee shall be composed of the following: President, Vice-President, Secretary-Treasurer, Immediate Past President, two Executive Committee members, and the Education Coordinator (or Co-Education Coordinator). Also, the Chapter IAAO Representative shall be an ex-officio member of the Executive Committee.

SECTION 2.3 Duties of The Chapter Officers

The Chapter Officers shall have the following duties and responsibilities:

The duties of the president, secretary, and treasurer shall include those defined in these procedural rules. The Bylaws must provide a requirement that an officer, governing body member, or committee chair, at the end of his or her term, shall turn over the chapter books and records that have been his or her responsibility to the incoming member.

The President shall preside at Chapter Meetings and at Executive Meetings, perform all general administrative duties for The Chapter and shall appoint all necessary committees of The Chapter.

The Vice-President shall perform the duties of the President in his or her absence.

The Secretary-Treasurer shall take all minutes of all Chapter and Executive Committee Meetings and provide general notification of same and maintain all official correspondence of The Chapter, and shall keep all books, bank accounts and financial records as instructed by the Executive Committee.

The chapter secretary shall prepare an annual report of the chapter activities, a list of all chapter members, officers, and governing body members and submit it to the Executive

Director or designated staff of the Association no later than ten days after the chapter's annual meeting

Prepare annually a report of chapter finances. The report shall include a statement of receipts, disbursements, and balances for the reporting year

Executive Committee members shall serve on the Executive Committee and assist the other officers with the administration of the Chapter.

ARTICLE 3. Election of Officers

SECTION 3.1 Nomination of Chapter Officers

Nominations for elective office will be made by the Nominations Committee at the annual meeting. Notice of the election shall be given to chapter members by the annual meeting notice.

SECTION 3.2 Elections

The Chapter officers and Executive Committee shall be elected at the annual meeting. Results will be certified by the Secretary of the Chapter. A plurality shall be sufficient for election to an office.

SECTION 3.3 Vacancies

Any vacancy occurring in The Chapter officers will be filled by appointment by the Executive Committee for the balance of the unexpired term.

SECTION 3.4 Voting

The voting may be done by secret ballot mailed to the voting chapter members or by secret ballot taken at the annual meeting. The ballots shall provide for write-in candidates.

SECTION 3.5 Voting – What if

In the event that the committee selects only one candidate for each office and place to be filled on the governing body, the chapter need not go to the expense of providing secret ballots to the membership. If such occurs, the voting may be done by voice vote at the annual meeting.

SECTION 3.6 Voting. Secretary Responsibilities

It shall be the responsibility of the secretary to prepare and distribute the ballots in a timely manner to ensure that all voting members have adequate time to respond. If voting is to be done at the annual meeting, the ballots may be distributed at that time.

SECTION 3.7 Counting Ballots

The committee shall be responsible for counting the ballots and reporting the vote count to the chapter president.

SECTION 3.8 Vote Tie

In the event of a tie vote, the winner will be determined a Coin Toss.

SECTION 3.9 Notifying the Candidates

The chapter president shall be responsible for notifying the candidates and the governing body of the election results and for posting the results at the annual meeting.

SECTION 3.10 Term of Office

Members of the governing body and officers may be elected for any length term of office provided that no such term is less than from one annual meeting to the next annual meeting.

SECTION 3.11 Annual Elections

Elections are to be held annually. If the term of any elected position is for longer than one (1) year, the terms shall be staggered.

ARTICLE 4. Chapter Meetings

SECTION 4.1 Regular and Special Meetings

One regular meeting will be held annually at the time and place specified by the Executive Committee at times and places convenient to membership. Notice of the annual meeting shall be given to the membership in writing, by email, or other electronic means at the same time as notice of the annual meeting is given to its members.

Special meetings may be called by the Executive Committee from time to time, by giving a minimum of 10 day notice to the membership in writing, or by email or other electronic means. The notice shall state the time and place of the Special meeting, as well as the purpose(s) for which the meeting is called.

Twenty-five percent of the Chapter members shall constitute a quorum at an annual or special meeting.

ARTICLE 5. Committees.

SECTION 5.1 General Provisions

There shall be such standing and special committees as are deemed necessary by the Executive Committee to carry out the objectives of the Chapter. The Chapter President shall appoint the chair and members of the committees at the beginning of his/her term to serve for one year, but such committee members may be re-appointed by a succeeding President or Presidents.

SECTION 5.2 Standing Committees

The following Standing Committees shall perform the functions specified:

A. Nominating Committee. The nominating Committee shall be composed of not less than 3 or more than 5 members of the Chapter, and shall propose a slate of candidates to serve on the Executive Committee and to be elected as provided in these Bylaws. Additional candidates may be nominated by the membership at the annual meeting. If more than 2 candidates are nominated for the same position, the candidate receiving a plurality of the votes cast shall be deemed elected.

B. Education Committee. The Education Committee shall be composed of as many members as the President deems necessary. The committee shall research education needs for the Chapter and recommend possible IAAO courses to be offered to the membership.

C. Budget Committee. The Budget Committee shall consist of the President, Vice-President and Secretary-Treasurer. The Committee shall annually review and edit the budget procedures, as well as determine the annual budget to be submitted to and approved by the Executive Committee for presentation to the membership at the annual meeting.

ARTICLE 6. Chapter Funds

SECTION 6.1 Chapter Funds

The Executive Committee shall instruct the Treasurer as to the desired method for receipt and disbursement of Chapter Funds, including the keeping of all related records. The Executive Committee shall prepare and adopt an annual budget for presentation to the membership at the annual meeting. Membership dues shall be determined at the annual meeting, and shall become due within 30 days following the annual meeting, and shall become delinquent on the 31st day following the end of the annual meeting. The Executive Committee shall prescribe appropriate remedies for handling delinquent dues.

ARTICLE 7. Amendments to The Chapter Bylaws

SECTION 7.1 Amendments to the Bylaws

Chapter Bylaws may be amended at the recommendations for the Executive Committee and approved by two-thirds of the votes cast. All members shall be notified in writing, by email, or other electronic means, at least 10 days prior to the meeting at which any proposed Bylaw changes will be voted upon.

SECTION 7.2 Amendments to By-Laws – After Adoption

Amendments to chapter Bylaws, after adoption by the chapter membership, shall be certified by the secretary of the chapter and delivered to the Executive Director of the Association. The Executive Director shall forward the amended bylaws to the Membership Committee for review.

ARTICLE 8. Dissolution

SECTION 8.1 Chapter Dissolution

In the event that a chapter is dissolved or its charter is revoked, all chapter funds shall be turned over to the Association.