

**Bylaws
of the
International Association of Assessing Officers**
Version April 21, 2012
Amendments through November 12, 2016

INTRODUCTION

Bylaws

Bylaws are the important rules that enable an organization to operate in an orderly manner. They are less rigid than constitutional provisions but more rigid than procedural rules. Bylaws are a new component in the operation of IAAO. The sources from which they have been compiled include the IAAO Constitution, the former Policies and Procedures Manual, and the recommendations of the Infrastructure Review Committee's report. Bylaws cannot be waived, suspended, or ignored.

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BYLAWS OF THE INTERNATIONAL ASSOCIATION OF ASSESSING OFFICERS

SECTION 1. STATEMENT OF PURPOSE

1.1 Specific Purpose and Commitments

The mission of the Association is to promote innovation and excellence in property appraisal, property tax policy, and administration through professional development, education, research, and technical assistance.

IAAO is committed to the following:

- (a) to support and promote professional development
- (b) to prepare and deliver educational services
- (c) to provide technical assistance and consulting services
- (d) to strengthen membership and encourage growth
- (e) to provide information and counseling
- (f) to provide and encourage research
- (g) to promote public understanding.

1.2 Scope of Purpose

The purpose of the Association is to provide a benefit to the public through the improvement of property valuation for property tax purposes, property tax administration, and property tax policy. This is best served by providing services aimed at improving the skills and professionalism of the individual member in the most efficient, cost-effective manner possible. It also requires that Association leaders be aware of public and member needs when they make decisions. Association leaders must continually reach out to all members and cooperatively develop programs that enhance the quality of their work efforts in order to benefit the general public.

1.3 Not-for-Profit Corporation

IAAO is incorporated as a not-for-profit corporation under the laws of the State of Illinois. All requirements of the Illinois state statutes must be adhered to in all operations of the Association.

1.4 Internal Revenue Code Section 501(c)(3) Purposes

IAAO is organized exclusively for one or more of the purposes as specified in Section 501(c)(3) of the Internal Revenue Code, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code.

The Association is prohibited under the provisions of Section 501(c)(3) of the Internal Revenue Code from substantial involvement in attempting to influence legislation, and the Association may not engage in political campaign activity.

SECTION 2. OFFICES

The Executive Board shall designate the location of the principal office of the Association and may provide for other offices of the Association by procedural rule.

SECTION 3. MEMBERSHIP

3.1 Regular Membership

Regular Membership is open to the following:

3.1.1 All officers, officials, and employees of a governmental authority or jurisdiction who have any or all duties related to property valuation, property tax administration, and property tax policy.

3.1.2 All persons engaged as individuals or as employees of an organization who exclusively spend their time to provide professional services to governmental officers, officials, or offices of a governmental authority or jurisdiction in support of property valuation for property tax purposes, property tax administration, or property tax policy. Professional services are those services that are actually performed by an individual in carrying out the unique work related to property valuation, property tax administration, or property tax policy. Professional services do not include the providing of hardware, software, and equipment or the sale of either goods or services to governmental agencies.

3.1.3 All persons who have retired from full-time employment, who have been regular members for at least fifteen (15) years, consecutive or otherwise, and who are not currently employed on either a part-time or full-time basis in a position providing professional services to governmental officers, officials, or offices of a governmental authority or jurisdiction in support of the property valuation, property tax administration, or property tax policy functions that would ordinarily qualify them for associate membership.

3.1.4 Past-Presidents, upon completion of their term on the Executive Board as Immediate Past-President, shall be granted Life Membership Status for recognition of their leadership over a number of years. Past-Presidents granted such status shall have all rights of a regular member, except they shall not be required to pay annual membership dues, professional designation dues or annual conference registration. Life Membership Status shall be granted to all regular members upon achieving fifty (50) years of IAAO membership, and they shall not be required to pay annual membership or professional designation dues.

3.2 Associate Membership

Associate Membership is open to the following:

3.2.1 All officers, officials, or employees of governmental agencies who do not have any duties directly involved in property valuation for property tax purposes, property tax administration, or property tax policy.

3.2.2 All officers, administrators, employees, and enrolled students of educational institutions.

3.2.3 Individuals involved in or interested in property valuation for property tax purposes, property tax administration, or property tax policy.

3.2.4 Any member of any organization, group, or association, whether local, regional, national, or international, interested in property valuation for property tax purposes, property tax administration, or property tax policy.

3.2.5 All persons who have retired from full-time employment, who have been associate members for at least fifteen (15) years, consecutive or otherwise, and who are not currently employed on either a part-time or full-time basis in a position that would ordinarily qualify them for regular membership.

3.2.6 Life membership status shall be granted to all associate members upon achieving fifty (50) years of IAAO membership, and they shall not be required to pay annual membership or professional designation dues.

3.3 Honorary Membership

Honorary membership shall be presented to an individual who is not a regular or associate member for outstanding long-term contribution to the fields of property valuation, property tax administration, or property tax policy. Honorary members shall not be required to pay dues.

3.3.1 The Executive Board may review nominations for honorary membership from any member at any time. The Executive Board may, by majority vote, grant honorary membership at its annual meeting or any special meeting. Such honorary membership shall be presented at the next business meeting of the Association.

3.3.2 The Executive Board shall not present more than two (2) honorary memberships during any fiscal year of the Association.

3.4 Agency Membership

(Reserved)

3.5 Affiliate Membership

3.5.1 Affiliate membership is open to any organization or association of public officials, employees, and/or citizens interested in property valuation for property tax purposes, property tax administration, and property tax policy.

3.6 Membership Application

3.6.1 An application for membership shall be submitted to the Executive Director on an approved form that provides for the category of membership for which application is made. The Executive Director shall review the application for compliance with membership requirements. Applicants for admission to membership shall certify on their applications that they will abide by the Code of Ethics and Standards of Professional Conduct.

3.6.2 Applicants for admission to membership in the Association shall state on their membership application whether they have been convicted of a felony or of any other crime which may reflect upon their ability to comply with the requirements of the Code of Ethics and Standards of Professional Conduct. Such applications shall be referred to the Executive Board for consideration.

3.6.3 Whenever an application for admission to membership is received from any person who has been suspended or expelled from the Association for violations of the Constitution, the Code of Ethics and Standards of Professional Conduct, other Bylaws, or Procedural Rules or who resigned his or her membership while allegations of misconduct were pending, the Executive Board shall refer such applications to the Ethics Committee for its review and recommendation before taking action on such applications.

3.6.4 In all instances, the Executive Board shall have the final right to accept or reject any applications for admission to membership in the Association, provided that no person shall be denied membership by reason of national origin, color, creed, religion, sex, age, disability, or sexual orientation.

3.6.5 Applicants denied admission or readmission to membership, in accordance with section 3.6.4 of these Bylaws, shall be granted an opportunity to present testimony and evidence to the Executive Board concerning their applications and may be granted formal hearings on those applications, at the discretion of the Executive Board. The Executive Director shall notify each applicant for admission or readmission to membership concerning all actions taken with respect to his or her application.

3.7 Suspension or Expulsion from Membership

3.7.1 The Executive Board shall adopt procedural rules for the investigation of any alleged violation of the Code of Ethics and Standards of Professional Conduct. Such rules shall set forth the process of a hearing before the Ethics Committee and disciplinary actions including suspension or expulsion from membership.

3.7.2 The Executive Board shall adopt procedural rules for the suspension or expulsion of any member of the Association who is indicted under any statutorily authorized legal proceeding for a felony or for an alleged crime of office which reflects upon his or her professional or ethical conduct.

3.7.3 Membership shall be suspended after three (3) months nonpayment of dues, unless special circumstances warrant other treatment in the judgment of the Executive Board.

3.8 Lapsed Membership

Any member who allows his or her membership to lapse for a period of two (2) or more consecutive years shall be reinstated as a member in the appropriate membership category consistent with his or her membership status upon timely payment of IAAO dues. For purposes of calculation of the member's length of membership for awards and other time-sensitive items, the lapsed member's date as a member shall begin with the date of his or her reinstatement.

3.9 Dues Schedule

The Executive Board shall adopt a dues schedule for all categories and subcategories of membership.

SECTION 4. EXECUTIVE BOARD

4.1 Executive Board Members

The members of the Executive Board have the right to propose changes in the IAAO Constitution, the IAAO Bylaws, and the IAAO Procedural Rules. They have the right to make any motion or to propose any resolution on any matter pertaining to the operation of the Association. Each member is entitled to discuss and debate any issue or motion presented to the Executive Board and has the right to cast a vote on such motion, resolution, or proposed action. Each member has the right to call for a roll call vote on any issue which is called for a vote.

Officers-Elect and Board Members-Elect assume voting responsibility at 12:01 a.m. on January 1 of the next calendar year.

4.2 Oath of Office

Board members shall take the Oath of Office at or before their first board meeting.

4.3 Executive Board Actions

All actions of the Executive Board shall follow the following procedures.

4.3.1 Actions requiring a vote of the Executive Board shall be called for a vote by a motion made in accordance with *Robert's Rules of Order, Revised*, adopted by the Executive Board.

4.3.2 A resolution is a written action adopted by a majority of the Executive Board at its meetings or by a majority of the voting members in attendance at the annual meeting of the Association. A resolution may put forth a position, support an existing position, or reject the position.

4.3.3 Motions and resolutions shall be ruled to be out of order if they conflict with any provision of the IAAO Constitution, these Bylaws, or the provisions of Section 501(c)(3) of the Internal Revenue Code.

4.4 Executive Committee

4.4.1 An Executive Committee consisting of the President, President-Elect, Vice-President, Immediate Past-President, and Secretary-Treasurer (as a nonvoting member) shall act on behalf of the Association between meetings of the Executive Board.

4.4.2 The President of the Association shall serve as chair of the Executive Committee.

4.4.3 The Executive Director of the Association is responsible to initiate communications with the Executive Committee on matters for possible action which cannot wait for action at its annual meeting or special meetings of the Executive Board.

4.5 Executive Committee Voting

4.5.1 A majority vote of the voting members of the Executive Committee is necessary to approve any action of the Executive Committee.

4.5.2 Voting by the members of the Executive Committee shall be taken by telephone, mail, or other means of communication; by calling a meeting of this body; or by any other means deemed prudent by the circumstances as interpreted by the Executive Committee, provided that a telephone vote must be by conference telephone arrangements allowing all participants to communicate with each other, and if taken by a mail ballot, must result in an unanimous vote without an abstention in order to be valid.

4.6 Duties and Responsibilities of the Executive Committee

The Executive Committee may represent the interests of the Executive Board in which matters of Association business which normally would be decided by the Executive Board cannot be delayed until the next meeting of the Executive Board, subject to the limitations of state statutes, the IAAO Constitution, and these Bylaws. The areas in which the Executive Committee is prohibited from acting on behalf of the Executive Board are as follows:

4.6.1 Adopting a plan for the distribution of the assets of the Association or for the dissolution of the Association.

4.6.2 Approving or recommending to members any act required to be approved by the members.

4.6.3 Filling vacancies on the Executive Board or the Executive Committee.

4.6.4 Electing, appointing, or removing any officer, any member of the Executive Board, or any member of the Executive Committee.

4.6.5 Adopting, amending, or repealing the Bylaws or the Articles of Incorporation.

4.6.6 Adopting a plan of merger or a plan of consolidation with another corporation or authorizing the sale, lease, exchange, or mortgage of all or substantially all of the property or assets of the Association.

4.6.7 Amending, altering, repealing, or taking action inconsistent with any resolution or action of the Executive Board when the resolution or action of the Executive Board provides by its own terms that it shall not be amended, altered, or repealed by action of the Executive Committee.

4.7 Ratification of Executive Committee Actions

4.7.1 All actions of the Executive Committee shall be reported to all members of the Executive Board within five (5) business days of such action. Such actions shall cease and be null and void unless ratified by a majority of the Executive Board within said five (5) business days. Such reporting may be by means of mail, voice communications, or electronic communications. The vote for ratification by the Executive Board may be by means of mail, voice communications, or electronic means, provided that a telephone vote must be by conference telephone arrangements allowing all participants to communicate with each other, and if taken by a mail ballot or electronic communication, must result in an unanimous vote without an abstention in order to be a valid ratification.

4.7.2 A business day shall be any day except a Saturday, Sunday, or legal holiday of the state, province, or country in which the principal office of the Association is located.

SECTION 5. DUTIES OF OFFICERS

5.1 President

The President is responsible for leading the Association during his or her term of office. This leadership should be consistent with the IAAO Constitution, Bylaws, and Procedural Rules. The programs pursued by the President should be consistent with the Strategic Plan and the Annual Budget of the Association.

5.1.1 Appointments

Prior to taking the office of President, the President-Elect shall be prepared to make the following appointments, and when the President takes office, the following appointments shall become effective:

5.1.1.1 Chairs to all committees and subcommittees as required by the IAAO Constitution and these Bylaws.

5.1.1.2 All committee and subcommittee positions that have become vacant, with the exception of the appointments made by the President-Elect in section 5.2.4 of these Bylaws.

April 26, 2014 Added "and subcommittee"; 5.1.1.1 July 25, 2015 Added and subcommittees

5.1.1.3 One or more members in each state, province, or country to serve as IAAO Representative(s), whose duties shall include promoting membership and keeping the Executive Board, Officers, and IAAO membership informed of local activities. In making those appointments, the President may solicit recommendations from chapters, affiliates, and local organizations. If such recommendations are made, they shall be given due consideration before such appointments are made. In addition, chapters and affiliates may appoint representatives according to the Procedural Rules.

5.1.1.4 As approved by the Executive Board, special committees of a limited duration to study and report on the items of a defined, specific nature as defined in section 11.2 of these Bylaws.

5.1.1.5 The appointment of trustees to the Jeff Hunt, CAE, Memorial Candidates Assistance Trust.

5.1.1.6 A trustee and/or representative as appropriate to The Appraisal Foundation.

5.1.1.7 One or more members for each state, province, or country to serve as IAAO Professional Designation Advisors. In making those appointments, the President shall solicit recommendations from the Professional Designations Subcommittee and may solicit recommendations from chapters, affiliates, and local organizations. If such recommendations are made, they shall be given due consideration before such appointments are made.

April 26, 2014 Removed previous 5.1.1.8 appointment of council and section moderators and renumbered.

5.1.2 Presiding Officer

The President will preside at all meetings of the Executive Board and the Executive Committee and the Association's annual meeting.

5.1.3 Coordination of Travel

The President shall coordinate and approve all travel by the elected officers of the Association. The President shall ensure that the President-Elect receives maximum exposure to local organizations which will allow the President-Elect to carry out his or her duties as noted in section 5.2 of these Bylaws.

5.1.4 Report to the Membership

The President shall annually report to the membership on the status of the Association.

5.2 President-Elect

The President-Elect has the primary duty of familiarizing himself or herself with the needs and expectations of the membership and formulating potential programs and policies consistent with the IAAO Constitution and these Bylaws, the requirements of membership, the resources of the Association as reflected in the annual budget, and the objectives of the Association as stated in the Strategic Plan.

5.2.1 Representation of IAAO

The President-Elect shall, as directed by the President, represent IAAO at chapter, affiliate, and other professional organization meetings.

5.2.2 Absence of President

The President-Elect shall exercise all the powers and duties of the President during the President's absence or inability to act.

5.2.3 Subcommittee Chair

The President-Elect shall serve as Chair of the Budget Subcommittee.

July 25, 2015 Amended to Subcommittee.

5.2.4 Appointments

The President-Elect shall appoint one (1) position on each standing committee and subcommittee.

April 26, 2014 Added "and subcommittee".

5.3 Vice-President

During the term of office, the Vice-President should become familiar with all aspects of planning, budgeting, management, and quality improvement for the Association.

5.3.1 Absence of President and President-Elect

The Vice-President shall exercise all the powers and duties of the President during the absence or inability to act of the President and the President-Elect.

5.3.2 Representation of IAAO

At the direction of the President, the Vice-President shall represent IAAO at meetings at which such representation may be appropriate.

5.3.3 Subcommittee Member

The Vice-President shall serve as a member of the Budget Subcommittee.
July 25, 2015 Amended to Subcommittee.

5.4 Immediate Past-President

The main responsibility of the Immediate Past-President is to provide counsel and advice to the present officers and Executive Board members in an effort to facilitate the continuity of actions and programs of the Association.

5.4.1 Absence of President, President-Elect, and Vice-President

The Immediate Past-President shall exercise all the powers and duties of the President during the absence or inability to act of the President, President-elect, and the Vice-President.

5.4.2 Representation of IAAO

At the direction of the President, the Immediate Past-President shall represent IAAO at meetings at which such representation may be appropriate.

5.4.3 Committee Chair

The Immediate Past-President shall serve as the chair for the Nominating Committee.

5.5 Executive Director

The Executive Director is the manager of the day-to-day operations of IAAO. The Executive Director shall also be the Secretary-Treasurer of the Association.

5.5.1 Association Management

The Executive Director shall maintain an up-to-date listing of staff and position descriptions and shall forward same to the Executive Board for review as revisions are made.

The Executive Director shall be responsible for the general office management of nonpersonnel resources including but not limited to furniture, fixtures, equipment, supplies, and inventory of the Association.

5.5.2 Personnel Management

The Executive Director shall be vested with the lawful and customary rights of personnel management for the Association staff.

SECTION 6. FUNDS

6.1 Fiscal Year

The fiscal year for the Association shall begin on January 1 and end on December 31.

6.2 Auditor

The Executive Board shall establish and maintain procedural rules which shall specify an independent firm as the auditor of the Association funds and fiscal operation.

6.3 Financial Institutions and Accounts

The Executive Board shall establish and maintain procedural rules which shall govern the administration of all financial accounts of the Association. The Executive Board shall require adequate collateral and/or FDIC insurance from any financial institution(s) used as a depository to ensure the safety of the Association's fund balances held within such financial institution(s).

6.3.1 The Executive Board shall specify that two (2) signatures are required on all checks and disbursements drawn on the Association accounts.

6.3.2 All officers, agents, or employees of the Association having the authority to sign checks and disbursements, accept and process monies, and/or transfer monies or funds shall furnish bond and sureties in such amount as designated by procedural rule. The cost of such bonds shall be paid by the Association.

6.4 Funds

All Association and fund accounts shall be established and maintained in accordance with generally accepted accounting procedures. The Executive Board shall establish and maintain procedural rules for the administration of:

6.4.1 An operational fund account which shall include all monies received by the Association, unless such monies are designated for a specific purpose, in which case a special fund account for the designated purpose shall be established.

6.4.2 The pension fund established for Association employees.

6.4.3 The Barbara Brunner Scholarship fund.

6.4.4 The Jeff Hunt, CAE, Memorial Candidates Assistance Trust.

6.4.5 The Timothy N. Hagemann Memorial Membership Trust.

6.4.6 The Paul V. Corusy Memorial Library Trust.

6.5 Budget Process

The Executive Board shall establish and maintain procedural rules for the annual budgeting process and fiscal operations of the Association including, but not limited to, periodic budget reports, handling of budget surpluses or overruns, and reimbursement for travel and expenses.

6.6 Authorization to Borrow for Operations

The Executive Board by resolution may arrange for the borrowing of funds on behalf of the Association in instances in which such borrowing is necessary to meet the fiscal operations of the Association.

6.7 Authorization to Borrow for Capital Expenditures

The Executive Board by resolution may arrange for the borrowing of funds for capital expenditures.

6.8 Authorization to Sign Contracts

Only the Executive Director is authorized to sign a contract that places liability on the Association.

SECTION 7. MEETINGS

7.1 Annual Meeting

7.1.1 The annual meeting of the Association shall be held during the annual conference of the Association. The Executive Board shall have its annual meeting during January.

7.1.2 The Executive Board shall establish procedural rules for the annual conference site selection process.

7.2 Special Meetings

Special meetings of the Executive Board are those meetings other than its annual meeting and shall be held upon the call of the President or upon the request by at least a simple majority of the Executive Board members. Notice of such meetings shall be transmitted to the Executive Director. Should a simple majority of the Executive Board call for a meeting, the Executive Director shall within five (5) business days verify that the required request by the simple majority has been met. The Executive Director shall give notice of the time, place, and purpose of the meetings to the board; in person, by telephone, by mail, by facsimile, by e-mail or other electronic means. Notice shall be transmitted to the member's last known means of contact as described above. Notice must be given no less than ten (10) days prior to the meeting dates.

July 18, 2014 Amended methods and means to call a special meeting of the board.

7.3 Agenda for Meetings

An agenda for the annual meeting of the Association and the annual meeting of the Executive Board shall be prepared by the President. A proposed agenda for any special meeting shall be prepared by the person or

persons who called for the meeting. Such proposed agenda shall be transmitted to the Executive Director in sufficient time for it to be included with the notification of the meeting dates to all Executive Board members.

7.4 Meeting Rules

The Executive Board shall adopt procedural rules for the orderly conduct of business at all meetings. Unless modified by a procedural rule adopted by the Executive Board, all meetings of the Association shall be conducted in accordance with *Robert's Rules of Order, Revised*.

7.5 Membership Notice and Comment

The Executive Board shall establish and maintain procedural rules which shall include the requirement for notice to and comment from all interested Association members prior to the Executive Board's adoption of any matters concerning the following:

- (a) Constitution
- (b) Code of Ethics and Standards of Professional Conduct
- (c) Bylaws
- (d) Technical Standards
- (e) any other matter that the Executive Board may include by procedural rules.

7.6 Fiscal Impact Statement

All proposals and recommendations from Executive Board members, the membership at large, committees and subcommittees, the Executive Director, or any other person or group requiring Executive Board action must include a financial impact analysis and a statement of conformity with the Strategic Plan of the Association. The Executive Board shall adopt procedural rules for the format and filing of such statements.

July 25, 2015 Amended to and Subcommittee.

SECTION 8. ELECTIONS

8.1 Nominating Committee

8.1.1 The President shall appoint the Nominating Committee.

8.1.2 The Nominating Committee shall consist of the Immediate Past-President, who shall be the chair, four (4) regular members, and one (1) associate member, all of whom shall be members in good standing on the date of appointment.

8.1.3 As soon as practicable after the appointment of the Nominating Committee, the names and mailing addresses of the committee members shall be announced in an IAAO publication of general circulation to the membership.

8.1.4 Members of the Nominating Committee shall not be eligible for nomination to Executive Board or Executive Officer positions.

8.2 Nominating Committee Procedures

The Executive Board shall establish and maintain procedural rules for the Nominating Committee and the nominating process. Such procedural rules shall provide that the Associate Member of the Executive Board may be elected from a state, province, or country in which there is a sitting officer or Executive Board Regular Member or from which there is another candidate for a Regular Member of the Executive Board. Individuals shall not be allowed to serve on the Executive Board as a Regular Member or Associate Member unless there have been three (3) years between any prior service on the Executive Board. Exceptions may be made for persons appointed to fill a vacancy.

No individual shall be allowed to serve as an Executive Officer unless he or she has served at least one (1) term as an Executive Board member and at least one (1) year has passed since the end of his or her most recent term as an Executive Board member.

8.3 Nomination by Petition

8.3.1 Any person wishing to be nominated by petition must submit the completed petition to the Executive Director within five (5) days following the end of the annual conference, along with a completed candidate's questionnaire, profile, and photograph, if that person wishes to be named on the official ballot as a candidate. All petitions for nomination shall contain the written signatures and printed names of the signing members.

8.3.2 Any petition so submitted must be signed by not less than five percent (5%) of the total number of regular members for Regular Member positions, or five percent (5%) of the associate members for the Associate Member position. Members whose names appear on petitions must be members of IAAO as of January 1 of the year, representing at least five (5) states, provinces, or countries, providing that no state, or province, shall represent or account for more than twenty-five percent (25%) of the required total.

8.3.3 The Executive Director shall certify the validity of any petition.

8.4 Balloting Procedures

Procedural rules to ensure a timely secret ballot and impartial counting and tabulation of the eligible votes shall be adopted by the Executive Board.

Balloting may be done by any means that provides for a secret ballot with security, an audit trail, and no duplication of votes and does not disenfranchise voters, as provided by procedural rules.

8.5 Write-in Candidates

The election ballot shall contain a space for the entering of the name of any member not preprinted on the ballot for election to each position on the ballot.

8.6 Election Results

The Executive Board shall contract with an independent tabulating company to count the ballots returned and certify the results of the election. The Executive Board shall establish and maintain procedural rules for notification of election results.

8.7 Campaign Reports

8.7.1 Candidates shall not make campaign expenditures or receive or otherwise benefit from contributions that would give the appearance of impropriety.

8.7.2 Candidates for all offices and regular member board positions on the Executive Board shall accept direct cash contributions or personal service contributions only from regular members, IAAO chapters, or IAAO affiliates. Associate members are prohibited from making cash or personal service contributions to candidates for all offices and regular member positions on the Executive Board.

8.7.3 Candidates for the associate member board position shall accept direct cash contributions or personal service contributions only from associate members.

8.7.4 Each candidate shall file a campaign report on a form that is approved by the Executive Board. The report shall be filed by all candidates by the December 7 following the election. This report shall list all campaign contributions received and campaign expenditures made by the candidate or on the candidate's behalf of which the candidate is aware.

8.7.5 All campaign reports shall be reviewed by the Chair of the Nominating Committee for any irregularities. If the Chair of the Nominating Committee finds such irregularities, he or she shall present such irregularities to the Ethics Committee. If the Ethics Committee finds such irregularities to exist, the Ethics Committee shall present such information to the Executive Board. The Executive Board shall require the candidate to correct the irregularity. If such irregularity is not corrected within thirty (30) days of notification, the Executive Board shall report such failure to the Ethics Committee for suspension of the candidate.

8.8 Complaints

Any member wishing to file a complaint for any alleged misconduct in the election proceedings shall do so in accordance with the rules and procedures of the Ethics Committee.

8.9 Tie Vote

In the event that the membership fails to choose a successful candidate in any election by reason that no candidate received a plurality of the votes cast for any office or position, the Executive Director shall order a recount of the ballots to be made. If the results of the recount show that no candidate seeking the office or position received a plurality of the votes cast by the members, the Executive Board, at its next meeting, shall cast written ballots for the candidates who have received the equal number of votes. The candidate receiving a majority of the votes cast by the Executive Board shall be declared elected. If, after two such ballots by the Executive Board, no candidate receives a majority of the votes of the Executive Board, the names of the candidates shall be drawn by lot and the name drawn shall be declared elected.

8.10 Automatic Recount

If the difference in the number of votes received by the two candidates receiving the most votes for the same position or office is less than one percent (1%) of the total votes cast for that position or office, the Executive Director shall order a recount of the ballots cast to be made.

8.11 Election Result Challenges

8.11.1 Candidates wishing to challenge election results must transmit challenges, in writing, to the Executive Director so that the challenges are received no later than the December 31 following the election. A member who is under challenge must not be sworn in until resolution of the challenge.

8.11.2 A \$500 cashier's or certified check, payable to the Association, shall accompany the written challenge. Any additional costs of recounting the ballots over the \$500 amount shall be assessed against the challenger. If the challenge results in a new winner being declared for the position challenged, all money paid by the challenger shall be refunded.

8.12 Definition of "Candidate"

The word "candidate," as used in the IAAO election rules, refers to persons who have done any of the following with respect to a specific IAAO election:

8.12.1 Been nominated by the Nominating Committee for any position.

8.12.2 Publicly declared that they are seeking an IAAO elective position for any election year.

8.12.3 Solicited contributions intended to support a campaign for an IAAO elective position, or endorsements for such a position, on their own behalf.

8.12.4 Made any campaign expenditures on their own behalf.

8.13 IAAO Staff and Elections

IAAO staff, including the Executive Director, shall remain neutral in all aspects of the campaign, nomination, and election of officers and Executive Board members. The Executive Director may be contacted concerning campaign, nomination, and election procedures.

8.14 IAAO Instructors and Elections

IAAO instructors, when instructing in the classroom, shall not engage in any political activity on behalf of themselves or other IAAO candidates.

8.15 Campaign Advertisements

All campaign advertisements appearing in IAAO publications or electronic media shall clearly indicate what person or organization paid for and/or sponsored the advertisements.

SECTION 9. AMENDMENTS

9.1 Amendments to Constitution

9.1.1 Proposal of Amendments

A proposal for any amendment to the IAAO Constitution may be made either by a resolution adopted by the Executive Board or by petition of members.

9.1.1.1 Resolution of the Executive Board

The full text of the proposed amendment and the resolution for Executive Board approval shall be transmitted to the Executive Director and to each member of the Executive Board at least thirty (30) days prior to any vote on the resolution. No motion to accept the resolution shall be in order unless the Executive Board is so notified.

9.1.1.2 Petition of Members

Constitutional amendments may be proposed by a petition signed by not less than five percent (5%) of the total number of members eligible to vote on such amendment at the time of its proposal. Members signing such a petition shall represent at least five (5) states, provinces, or countries and no one state or province shall represent more than twenty-five percent (25%) of said members. Said petition shall contain the full text of the proposed amendment and shall be transmitted to the Executive Director, who shall ensure that the petition is in order and that all notice provisions are complied with prior to transmitting the petition to the Executive Board.

9.1.2 Vote of Membership

Upon approval of a resolution in support of a Constitutional amendment by the Executive Board or upon the receipt and certification of a petition in support of a proposed amendment, the Executive Board will direct the Executive Director to proceed with a vote of the membership. The Executive Board shall set the date when ballots must be received in IAAO headquarters in order for said ballots to be counted. The full text of the proposed amendment and the ballot for voting on the amendment shall be sent to all members eligible to vote no less than thirty (30) days nor more than sixty (60) days prior to the date on which ballots are to be returned. Approval of the proposed amendment shall require an affirmative vote of the majority of members returning a valid ballot on the issue.

9.1.3 Suspension of Constitutional Provisions

Constitutional provisions cannot be waived or suspended by any action of the Executive Board or members.

9.2 Amendments to Bylaws

9.2.1 Proposal of Amendments

A motion to amend these Bylaws shall be considered to be in order only if the requirements for membership notification as required by section 7.5 of these Bylaws have been complied with and only if the full text of the amendment has been transmitted to the Executive Director and all members of the Executive Board at least thirty (30) days prior to any vote on the motion.

9.2.2 Vote of Executive Board

A valid motion to accept an amendment to these Bylaws shall be approved only if it receives an affirmative vote of at least seventy-five percent (75%) of the total Executive Board members. All amendments shall be effective upon approval of the motion unless a specific effective date is specified in the amendment.

April 26, 2014 Added "at least" before seventy-five percent....

9.2.3 Suspension of Bylaws

Provisions of these Bylaws cannot be waived or suspended by any action of the Executive Board or members.

9.3 Amendments to Procedural Rules

9.3.1 Proposal of Amendments

Amendments to the Procedural Rules may be proposed by any member of the Executive Board, Executive Director, any committee or subcommittee, or any member.

July 25, 2015 Amended to or subcommittee; removed "by the".

9.3.2 Vote of Executive Board

A valid motion to amend any Procedural Rule shall be approved upon its receiving an affirmative vote of a majority of the Executive Board. The amendment to the Procedural Rules shall be effective immediately unless a specific effective date is specified in the amendment.

9.3.3 Suspension of Procedural Rules

Procedural Rules may be suspended or waived by the affirmative vote of a simple majority of the Executive Board on a valid motion to that effect. The Procedural Rule thus suspended or waived shall only be thus suspended or waived for the duration of that Executive Board meeting or until the completion of the action which warranted the suspension or waiver.

SECTION 10. PROFESSIONAL DESIGNATIONS

10.1 Professional Designations to be Awarded

10.1.1 Certified Assessment Evaluator

The Association shall award the Certified Assessment Evaluator (CAE) designation to those members who demonstrate professional competency in the valuation and assessment of all property types, property tax administration, and property tax policy. The Executive Board may establish different tracks which may emphasize different skills for qualification for the CAE designation. The CAE designation shall be the highest designation awarded by IAAO.

10.1.2 Residential Evaluation Specialist

The Association shall award the Residential Evaluation Specialist (RES) designation to those members who demonstrate professional competency in the valuation and assessment of residential properties.

10.1.3 Cadastral Mapping Specialist

The Association shall award the Cadastral Mapping Specialist (CMS) designation to those members who demonstrate professional competency in the preparation, maintenance, and use of cadastral mapping systems in support of property valuation for property tax purposes, property tax administration, and property tax policy.

10.1.4 Personal Property Specialist

The Association shall award the Personal Property Specialist (PPS) designation to those members who demonstrate professional competency in the mass and single personal property valuation of business personal property.

10.1.5 Assessment Administration Specialist

The Association shall award the Assessment Administration Specialist (AAS) designation to those members who demonstrate professional competency in the administration of the property tax and property tax policy.

10.2 Requirements for Qualification

The Executive Board shall establish and maintain procedural rules which shall govern all aspects of the Association's professional designation program. These procedural rules shall include but not be limited to the requirements for candidacy, the requirements for qualification for each designation, and the requirements for a program of periodic recertification. The Executive Board will also establish a schedule of fees for participation in the IAAO Professional Designation Program.

SECTION 11. COMMITTEES and SUBCOMMITTEES

11.1 Standing Committees

The following committees are established:

11.1.1 Conference Committee

11.1.2 Ethics Committee

11.1.3 Governance Committee

11.1.4 Membership Committee

11.1.5 Nominating Committee

11.1.6 Professional Development Committee

11.1.7 Research and Standards Committee

October 10, 2013 Added the International Committee as a standing committee; July 25, 2015 amended committee structure in accordance with the Vision 2020 Strategic plan. April 15, 2016 removed all references to subcommittees.

The Executive Board shall establish procedural rules for the area of responsibility, organization, and operation of each committee

11.2 Special Committees

11.2.1 The Executive Board may establish special committees as it shall deem necessary to carry out the Association's programs or to advise the Executive Board on a particular matter.

11.2.2. Any special committee shall be established by resolution of the Executive Board. Such resolution shall state the scope of the committee, its organization, its responsibility, and its specific charge.

11.2.3. No special committee shall be established with a duration that will extend beyond the end of the fiscal year in which it is established.

11.2.4. The duration of any special committee may be extended by resolution of the Executive Board. Such extension shall not extend past the end of the fiscal year in which such a resolution of extension is passed by the Executive Board.

July 25, 2015 removed reference of special committees for the Nominating Committee; Local Host Committee and the Scholarship Committee; amended numbering.

11.3 Committee and Subcommittee Members

11.3.1 All members shall be eligible for appointment to standing committees, subcommittees, or special committees. Each subcommittee that has more than three (3) members shall have at least one associate member serving as a member of the committee, except the IAAO Membership Services subcommittee, the Instructor Relations subcommittee, the Chapters and Affiliates subcommittee and the International subcommittee.

October 10, 2013 Added the International Committee to 11.3.1.

11.3.2 All members serving on committees or subcommittees shall have the right to make any motion or to propose any resolution on any matter pertaining to the operation of the Association; to discuss and debate any issue or motion presented to the committee or subcommittee; to cast a vote on such motion, resolution, or proposed action; and to call for a roll call vote on any issue which is called for a vote.

July 25, 2015 added reference to subcommittee in section 11.3.

SECTION 12. MEMBER ORGANIZATIONS

12.1 Chapters

12.1.1 The Association encourages the formation of local chapters to advance the mission and commitments of the Association.

12.1.2 Chapters may be formed in any country, state, province, region, or locality. No chapter may be formed in a geographical area that includes an area of an existing chapter(s).

12.1.3 The Executive Board shall establish and maintain procedural rules for the formation and operation of IAAO chapters.

12.2 Affiliate Membership

Affiliate membership is open to any organization or association of public officials, employees, and/or citizens interested in property valuation for property tax purposes, property tax administration, and property tax policy.

12.3 Clubs

Clubs shall be made up of individual IAAO members interested in social, support, or less formal advisory roles. Each club shall select its own chair and governing body.

12.4 Networks

Networks shall be made up of individual IAAO members interested in cooperating to share information. Each network shall select its own chair and governing body.
April 26, 2014 Removed 12.3 Councils and 12.4 Sections and renumbered Clubs and Networks.

SECTION 13. RELATIONSHIPS WITH OTHER PROFESSIONAL ORGANIZATIONS

13.1 The Appraisal Foundation

The Association shall maintain a sponsor organization relationship with The Appraisal Foundation (TAF). The Appraisal Foundation means the not-for-profit corporation referred to in Section 1121 of Title XI of the Financial Institutions Reform, Recovery, and Enforcement Act (FIRREA) of 1989, Public Law 101-73, Statute 183.

13.2 Other Professional Organizations

A collegial relationship may be maintained with other professional organizations.

13.3 Strategic Alliances

The Executive Board may establish strategic alliances with other professional organizations and establish areas of responsibility based on the nature of these relationships.

SECTION 14. MISCELLANEOUS

14.1 Dissolution

No motion regarding the dissolution of the Association shall be in order unless such motion contains the full text of a plan for dissolution and distribution of the assets of the Association in accordance with the IAAO Constitution and all applicable statutes. The full text of that plan shall have been sent to each member of the Executive Board at least thirty (30) days prior to any vote on such motion and shall have complied with all requirements for membership notice and comment in accordance with section 7.5 of these Bylaws.

14.2 Use of IAAO Logo

The IAAO logo may be used only to identify a member in good standing of the International Association of Assessing Officers. The logo shall be used in connection with the federal registration symbol (®). The IAAO logo may be reproduced only in the colors and formats provided by the Association, on any background, and at any size, as long as the federal registration symbol is recognizable.

November 10, 2012 Use of logo changed to include only those logos provided by the Association with a recognizable registration symbol.

14.3 Use of IAAO Copyrighted Material

The Association retains all rights to copyrighted material including educational material. The copyright includes the right of distribution to the public, reproduction, and preparation of derivative work based on such copyrighted material. The Executive Board shall establish procedural rules for the granting of permission to others to use IAAO copyrighted material and educational material.

Global Change:

April 21, 2012 New version of Bylaws approved. The previous version is IAAO Bylaws October 2003-Revisions through January 21, 2012.