

**Constitution
of the
International Association of Assessing
Officers**



**Version December 31, 2011
Amendments through
September 13, 2015**

INTRODUCTION

Constitution

The IAAO Constitution is the document of empowerment whereby the membership of the Association passes powers and establishes duties to the leadership of the Association. It enables the leadership to establish the procedures and rules, which will govern their own action and to establish subordinate groups that can, within procedural limits set by the leadership, carry out the policies and programs of the Association. The provisions of the Constitution must be followed and cannot be waived or suspended. Amendment of the Constitution can only be accomplished by a vote of the membership.

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**CONSTITUTION OF THE
INTERNATIONAL ASSOCIATION OF ASSESSING OFFICERS**

**ARTICLE I.
NAME AND COMMITMENTS**

Section 1. Association Name

The name of the Association shall be the International Association of Assessing Officers. It may be abbreviated by the initials IAAO.

Section 2. Association Mission

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

Section 3. Association Commitments

The commitments of the Association shall be as follows:

- (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.

**ARTICLE II.
MEMBERSHIP**

Section 1. Regular Members

Persons eligible for regular membership shall include the following:

- (a) All officers, officials, and employees of a governmental authority or jurisdiction who have any or all of their duties related to property valuation, property tax administration, or property tax policy.
- (b) All persons engaged as individuals or 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 the property valuation, property tax administration, or property tax policy functions.
- (c) All persons who have retired from full-time employment and who have been regular members for at least 15 years, consecutive or otherwise. The Executive Board shall provide by bylaw for eligibility requirements and procedures for such membership status.
- (d) All past presidents of the Association who have been granted life membership status by the Executive Board. The Executive Board shall provide by bylaw for eligibility requirements and procedures for such membership status.

Section 2. Associate Members

Associate membership shall be available to the following:

- (a) All officers, officials, or employees of governmental agencies who do not have any duties directly involved in property valuation, property tax administration, or property tax policy.
- (b) All officers, administrators, employees, and enrolled students of educational institutions.

- (c) Individuals involved in or interested in property valuation, property tax administration, or property tax policy.
- (d) Any member of any organization, group, or association, whether local, regional, national, or international, interested in property valuation, property tax administration, or property tax policy.
- (e) All persons who have retired from full-time employment and who have been associate members for at least 15 years, consecutive or otherwise. The Executive Board shall provide by bylaw for eligibility requirements and procedures for such membership status.

Section 3. Honorary Members

Persons who in the opinion of the Executive Board have made a distinct contribution to the advancement of property valuation, property tax administration, or property tax policy and whose efforts deserve public recognition are eligible for honorary membership. The Executive Board shall provide by bylaw for eligibility requirements and procedures for such membership status. Such bylaws shall limit eligibility for such status to no more than two (2) such individuals per year.

Section 4. Agency Membership

Agency membership may be established to allow regular members employed by the same governmental unit which is involved in property valuation, property tax administration, or property tax policy to join as a body. The Executive Board may provide by bylaw for such a membership category.

Section 5. Chapters

Chapters of the International Association of Assessing Officers may be organized subject to procedures established by bylaw by the Executive Board.

Section 6. Affiliate Members

Any organization or association interested in property valuation, property tax administration, or property tax policy may become an affiliate member. The Executive Board shall provide by bylaw for eligibility requirements and procedures for such membership status.

Section 7. Rules Pertaining to Membership

Rules and qualifications governing membership shall be established by bylaw by the Executive Board.

Section 8. Ethics and Standards of Professional Conduct

All members shall subscribe to the mission and commitments of the Association and shall subscribe to the Association's code of ethics and standards of professional conduct.

Section 9. Voting Rights

Only regular members shall have the right to hold office as President, President-Elect, Vice-President, and regular members of the Executive Board. Only an associate member shall have the right to hold office as an associate member of the Executive Board.

Only regular members shall have the right to vote for those offices and positions for which regular membership is a prerequisite for holding such positions. In addition, only regular members shall have the right to vote on any issue brought for a vote at the annual business meeting, on constitutional amendments, and on any other matter affecting the organization or operation of the association.

Section 10. Membership Application

The right to accept or reject any application for membership is hereby reserved to the Executive Board, provided that no person shall be discriminated against by reason of race, national origin, color, creed, religion, sex, age, disability, or sexual orientation.

Section 11. Expulsion and Suspension of Members

Violation of the Association's code of ethics may subject a member to expulsion or suspension from membership in accordance with rules and regulations adopted for such purpose by the Executive Board by bylaw. The Executive

Board shall establish a professional ethics committee by bylaw to investigate allegations of such violations in accordance with procedural rules and regulations for that committee established by the Executive Board by bylaw.

Section 12. Dues

The Executive Board by resolution shall adopt the membership dues schedule to be imposed for each category of membership and for such subcategories as the Executive Board may establish. All dues shall be payable in advance. Members may be suspended for nonpayment of dues.

ARTICLE III. OFFICERS

Section 1. Officers

The officers of the Association shall consist of a President, a President-Elect, a Vice-President, an Immediate Past-President, and a Secretary-Treasurer.

Section 2. Selection

Annually, there shall be elected for a term of one (1) year, by those members who are eligible to vote in such elections, a President-Elect and a Vice-President. The President-Elect shall succeed to the office of the President automatically at the end of the President-Elect's term of office. The Executive Board shall select an Executive Director to serve at the pleasure of the board. The board shall provide for the Executive Director's duties and compensation by resolution. The Executive Director shall also serve as the Secretary-Treasurer of the Association.

ARTICLE IV. EXECUTIVE BOARD

Section 1. Governing Body

The governing body of the Association shall be the Executive Board, which shall have power to pass any resolution that it may deem necessary to accomplish the purposes of the Association and that is not in conflict with any of the provisions of this Constitution. The Executive Board shall establish the Association bylaws, which shall contain all the rules, regulations, and procedures necessary to govern the Association. Such bylaws shall not conflict with the provisions of this Constitution and shall contain all items required by this Constitution. Such bylaws or any amendment thereto shall be valid and in force when approved by an affirmative vote of seventy-five percent (75%) of the total Executive Board members. A copy of the bylaws shall be available for review at the Association headquarters by any member in good standing.

Section 2. Executive Board Members

The members of the Executive Board shall consist of the President, President-Elect, Vice-President, Immediate Past-President, as officers, nine (9) regular members, and one (1) associate member. Three (3) regular board members shall be elected annually to three- (3-) year terms. Candidates for an elected regular member board position shall be placed in positions numbered 1 through 3 by the nominating committee, with said positions representing three (3) general geographic areas. The ballot shall contain a blank space for each position for write-in votes.

An associate member shall be elected every third year for a three- (3-) year term. The associate member of the Executive Board shall be elected from the ranks of the associate membership by the associate members.

The candidate receiving the highest number of votes in each position shall be elected to the position. No candidate for any regular member board position from any state or province shall be allowed to stand for election to an open regular member board position if there is a sitting regular member from that state or province whose term does not expire prior to the swearing of the newly elected board member. This limitation shall not be construed to prevent an officer and an elected regular board member from the same state or province from serving concurrently.

Section 3. Executive Committee

An Executive Committee consisting of the President, President-Elect, Vice-President, Immediate Past-President, and Secretary-Treasurer shall act on behalf of the Association between meetings of the Executive Board. The Secretary-Treasurer shall not be entitled to a vote on any matter coming before the Executive Committee. The Executive Committee may, by majority vote of its members, exclude the Secretary-Treasurer from discussions of matters directly concerning the Executive Director. All actions of the Executive Committee shall be reported to all members of the Executive Board within five (5) business days of the action. All actions taken by the Executive Committee shall cease and be null and void unless they are ratified by a majority of the Executive Board within said five business days.

Section 4. Change of Jurisdiction

Should a board member change his or her jurisdiction of employment during a term of office, the board member shall be entitled to complete the term of office, provided all other requirements of the position he or she holds are met.

Section 5. Vacancy

Whenever a vacancy on the Executive Board occurs, except in the office of President-Elect, Immediate Past-President, or associate board member, the President may appoint any regular member in good standing to fill said vacancy, subject to the approval of the Executive Board. Said appointee shall serve through the unexpired term of the position; provided that when a vacancy occurs in the office of President, the President-Elect shall immediately succeed thereto; and provided further that when a vacancy occurs in the office of President-Elect, the Vice-President shall immediately succeed thereto; and provided further that in the event of concurrent vacancies in any two of the offices of President, President-Elect, and Vice-President, the holder of the third office shall serve as President and the Executive Board shall appoint regular members in good standing to fill the vacancies in the offices of President-Elect and Vice-President; and provided further that in the event of concurrent vacancies in the offices of President, President-Elect, and Vice-President, the Executive Board shall appoint regular members in good standing to fill said vacancies. No person appointed by the President to fill any vacancy shall succeed to the office of President without being elected to that position by the Association membership. The Executive Board may by resolution, in the event of concurrent vacancies in the offices of President, President-Elect, and Vice-President or in the event that no appointed officer can succeed to the office of President under the provisions of this section, hold a special election for the office of President. In the event of a vacancy in the office of Immediate Past-President, the President shall appoint a Past-President, in good standing, to fill this unexpired term. The appointment shall be subject to approval by the Executive Board. In the event of a vacancy of the associate member of the Executive Board, the President shall appoint any associate member in good standing to fill said vacancy, subject to approval of the Executive Board. All individuals appointed to fill such vacancies must first meet all qualifications of the office to which they are appointed and shall be serving in an acting capacity until that office is filled by election.

Section 6. Changing Membership Status

Whenever any member holding an elective or appointive position in the Association separates from the employment that made the member eligible for the office or position held in the Association, such office or position shall become vacant one hundred twenty (120) days thereafter, unless during said period such member has requalified for the office or position.

Section 7. Quorum

For the purpose of transacting official business, a quorum shall consist of not fewer than seventy-five percent (75%) of the total Executive Board members.

ARTICLE V. DUTIES OF OFFICERS

Section 1. President

The President shall be the chair of the Executive Board and preside at all meetings of regular members held for the purpose of transacting Association business. The President shall make all necessary committee or other

appointments as the Executive Board shall provide by bylaw and shall perform such other duties as may be assigned by the Executive Board by bylaw.

Section 2. President-Elect

The President-Elect shall exercise all the powers and duties of the President during the President's absence or inability to act and shall perform such other duties as may be assigned by the Executive Board by bylaw.

Section 3. Vice-President

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 and shall perform such other duties as may be assigned by the Executive Board by bylaw.

Section 4. Executive Director

The Executive Director shall be responsible for the general, day-to-day administration of the affairs of the Association, subject to the provisions of this Constitution and such bylaws as may be adopted by the Executive Board.

As Treasurer of the Association, the Executive Director shall annually prepare a budget for the Association and upon its approval by the Executive Board shall have authority to spend the sum appropriated; shall be responsible for any moneys of the Association, keeping of the accounting records, and the preparing of financial statements in such form and in accordance with such procedure as may be required by the Executive Board; may appoint and discharge any employees or subordinates, prescribe their duties, and fix their compensation within the limits provided in the approved budget; and may enter into such agreements on behalf of the Association as will permit the performance of duties entrusted by the Executive Board.

As Secretary of the Association, the Executive Director shall give notice and keep minutes of all meetings, have custody of the records of the Association and the Association seal, and attest all necessary instruments.

**ARTICLE VI.
FUNDS**

Section 1. Creation

Funds of the Association shall consist of a general operating fund and any other funds provided by the Executive Board by bylaw.

Section 2. Operation

It shall be the duty of the Executive Board to prescribe by bylaw a method of handling the operation and control of the funds of the Association.

Section 3. Bonds

Any officer, agent, or employee of the Association designated by the Executive Board by bylaw shall furnish bond in such amount and with such sureties as designated. The cost of such bonds shall be paid by the Association.

**ARTICLE VII.
MEETINGS**

Section 1. Annual Meeting

The annual meeting of the Association members shall be held during the annual conference of the Association. The Executive Board shall have its annual meeting during January. Special meetings of the Executive Board shall be held on the call of the President or upon request in writing by at least a simple majority of the board members.

Section 2. Notice

At least ten (10) days notice of the time, place, and purpose of all special meetings of the board shall be given all members of the board by the Secretary. Such notices may be given in person, by telephone, by mail, by facsimile, or by other electronic means and transmitted to the member's last known address.

**ARTICLE VIII.
ELECTION OF OFFICERS AND EXECUTIVE BOARD MEMBERS**

Section 1. Election Rules and Procedures

The Executive Board shall provide by bylaw for the rules and procedures for the nomination and election of candidates for the positions of President-Elect, Vice-President, and Executive Board member. The Executive Board shall, by bylaw, establish such procedures, regulations, and rules of order as may be deemed necessary to carry out the election process. Such procedures, regulations, and rules are not to be in conflict with any provision of this Constitution. The President shall certify the election results and announce the vote count at the first Executive Board meeting following the election.

Section 2. Nominating Committee

The Executive Board shall establish a Nominating Committee to administer the election rules and procedures.

Section 3. Nomination

Nominations shall be made by the Nominating Committee or by petition. Any eligible member may have the right of petition to have his or her name placed on the ballot for any one elected position. The Executive Board shall provide in the bylaws election rules and procedures for such petitions.

Section 4. Ballot

Voting shall be by secret ballot only and accomplished in the manner that the Executive Board shall prescribe by bylaw.

Section 5. Proxy Voting

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

Section 6. Tie Vote

In the event of a tie vote, the winner of any election shall be determined by bylaws established by the Executive Board.

**ARTICLE IX.
AMENDMENTS TO THIS CONSTITUTION**

Section 1. How Amended

This Constitution may be amended only by a majority of voting members in good standing. Voting shall be done by secret ballot on said amendment. Notice of the proposed amendment and the full text of said proposed amendment shall be sent by the Executive Director of the Association to each and every voting member in good standing. Such voting member shall then be given not more than sixty (60) days from date of the sending of said ballot in which to return the ballot, indicating approval or disapproval of said amendment. No amendment shall become effective unless approved by an affirmative vote of a majority of members voting in such election.

Section 2. How Proposed

Amendments may be proposed either by (a) resolution adopted by the Executive Board or (b) petition signed by not less than five percent (5%) of the total number of voting members of IAAO at the time of the proposal. Such five percent (5%) of voting members shall represent at least five (5) states or provinces, provided that no state or

province may account for more than twenty-five percent (25%) of the required number of members proposing such amendment. Such petition or resolution shall be placed in the hands of the Executive Director, who shall, in case of a resolution, certify that it was duly authorized by the Executive Board and, in the case of a petition, determine whether or not such proposed amendment is properly sponsored, submitted, and signed by the required number of qualified members. The Executive Director then shall notify all regular members of the full text of each proposed amendment and the date set by the Executive Board when ballots must be returned to and received at the Association office in order for said ballots to be counted valid. The results shall be certified by the President at the next Executive Board meeting.

ARTICLE X. PROFESSIONAL DESIGNATIONS

Section 1. Designations

The Executive Board shall provide by bylaw for professional designations to be awarded to those members who have demonstrated their competence in property assessment and property tax administration.

Section 2. Qualifications

The Executive Board shall provide by bylaw for the qualifications and requirements for such professional designations as it shall establish.

ARTICLE XI. ORGANIZATIONAL STRUCTURE

The Executive Board may establish by bylaw such advisory and organizational structure as is necessary to administer the Association.

ARTICLE XII. MISCELLANEOUS PROVISIONS

Section 1. Notice of Action

Any action, bylaw, or resolution that might be taken or adopted at any meeting of the members of Executive Board shall be valid only if prior written notice and a complete memorandum of such action, bylaw, or resolution are served upon all persons entitled to vote thereon. Such notice and memorandum to the last known address of such persons either electronically or by United States mail, postage prepaid, shall be deemed due and sufficient service.

Section 2. Waiver of Notice

Any person entitled to vote at any meeting of members of the Executive Board may waive notice of such meeting or notice of proposed action to be taken, and any action taken shall, upon such waiver by the requisite majority of members, be as valid as though notice had been given.

Section 3. Fiscal Year

The fiscal year of the Association shall be established by the Executive Board by bylaw.

Section 4. Dissolution

If the Association is dissolved, its assets will be distributed to properly designated education and/or charitable organizations through a formula established by the Executive Board by bylaw for dissolving the organization. In no case shall any assets revert to members or any other person, but shall be used for nonprofit, educational, or charitable purposes.

Section 5. Saving Clause

If any provision of this Constitution is declared invalid or unconstitutional, then all other portions thereof shall remain in full force and effect until amended or repealed through appropriate action.

Section 6. Effective Date

The provisions of this Constitution as amended will become effective on November 1, 1992, provided that prior ratification by the members has occurred.

Global Change:

December 31, 2011 New version of Constitution created from results of November 1-30, 2011 election. Previous version is December 31, 2003 with Revisions through January 1, 2011.