

BY-LAWS OF THE UTAH STATE CHAPTER
OF THE
INTERNATIONAL ASSOCIATION OF ASSESSING OFFICERS

BE IT ENACTED as the chapter by-laws of the Utah Chapter of the International Association of Assessing Officers:

- 1) NAME – The official name of the chapter shall be: THE UTAH STATE CHAPTER OF THE INTERNATIONAL ASSOCIATION OF ASSESSING OFFICERS, referred to hereinafter as, “the Utah chapter.”
- 2) JURISDICTIONAL AREA – The chapter shall encompass a jurisdictional area consisting of the state of Utah.
- 3) PURPOSE – To advance the objectives of the International Association of Assessing Officers (IAAO) within the State of Utah; to promote uniform and equitable principles of assessment through professionalism; to educate the public on the importance of the work performed by assessing officers; to improve assessment standards through education, modern methods and efficient technology; to promote professional designations; and to better serve the taxpayers of the State of Utah.
- 4) MEMBERSHIP – Chapter membership is open to all persons interested in equitable assessment practices as they affect the private sector within the jurisdictional limits of the State of Utah. However, only IAAO regular members in good standing may hold elected office and only IAAO regular members and life members in good standing may vote in chapter elections.
 - a. Membership categories are
 - i. Regular - A chapter member in good standing who is a member of IAAO and who has paid all IAAO and chapter dues.
 - ii. Associate - A chapter member in good standing who is not a member of IAAO and who has paid all chapter dues.
 - b. Membership dues
 - i. International membership
 1. Dues are subject to IAAO dues schedule.
 2. IAAO members whose primary business is located within Utah are automatically members of the Utah Chapter with no addition dues required.
 - ii. Associate membership
 1. Dues for assessment professionals working as public employees, independent of IAAO dues, shall be due on January 1st and delinquent after March 31st, after which a late fee will be added. Dues and fee schedule shall be determined by the chapter executive board.
 2. Corporate membership shall be addressed in the dues and fee schedule. This entitles a nongovernmental corporation that does

a substantial portion of its business in property tax assessment administration to send up to four (4) members to any Chapter function.

3. A minimum of one (1) member in each county jurisdiction must be a regular member in good standing with the International Association of Assessing Officers (IAAO) to take advantage of the associate membership for additional office personal.
 4. Associate members may not vote or hold Chapter offices other than committee appointments.
- iii. The Utah Chapter shall provide a schedule of dues, in addition to the international association membership dues, which shall be approved by a majority of the total Executive Board at the first annual meeting each year, or at such other regular meetings as the Executive Board might deem necessary.
- c. Official recognition of members
 - i. No member of the association shall be considered a member of the chapter organized for the jurisdiction in which he/she resides until he/she has notified the secretary of the international association of his/her desire to be so recognized.
 - d. Honorary membership
 - i. Honorary membership may be given to any person the Executive Board and its membership chairman deem worthy of same, by oral acclamation by the chapter's members at the meeting – regular or special, as deemed desirable by said Executive Board and approved by the chapter's membership.
 - e. Membership withdrawal
 - i. Members of the association shall have the right to withdraw membership in the Chapter by serving notice thereof on either the secretary of the chapter or the secretary of the international association or both.
 - ii. The withdrawal becomes effective thirty (30) days following receipt of notice.
- 5) GOVERNING BODY - The governing body of this Chapter shall be the Executive Board. The Executive Board shall be comprised of the following: (1) President, (2) President-Elect, (3) Secretary, (4) Treasurer, (5) Executive Board Position #1, (6) Executive Board Position #2, (7) Executive Board Position #3, (8) Executive Board Position #4, (9) Executive Board Position #5, (10) Executive Board Position #6, (11) The State IAAO Representatives, (12) Executive Director; known as, the immediate Past President.
- a. President: The President shall preside over all meetings, and shall appoint all committees subject to the approval of the Executive Board. Vacancies of chapter officers shall be filled by the president through appointment of qualified members until the next election. If the vacancy is in the office of the president, the president elect shall become president. The president shall serve as the Executive Director for the following year.

- b. Executive Director: The Executive Director shall be the chief assistant and technical advisor to the President in all affairs. The term for this office is one year. The Executive Director shall preside over meetings in the absence of both the President and President-Elect.
- c. President-Elect There shall be elected a President-Elect to preside over meetings in the absence of the president and shall be empowered to perform all duties of the president in his/her absence. The President-Elect shall serve as President for the following year.
- d. Secretary There shall be elected a secretary whose duty it shall be to keep minutes of each regular and special meeting held by the Executive Board. Such minutes shall be made available at any time upon request of the Executive Board chairman or the chapter's presidency. Such minutes of the preceding regular business meeting shall be read and approved at each succeeding business meeting. 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 by September 1 of each year; shall notify all members of the annual and regular meetings; shall notify the Utah IAAO representatives of the annual and regular meetings; and shall handle all correspondence to Chapter members. The Secretary shall, after they are approved by the Board, send a copy of the minutes of each meeting to the Executive Director of the IAAO. The term for this office is one year.
- e. Treasurer There shall be elected a treasurer who shall be in charge of all moneys taken in or disbursed and shall be responsible for an accounting to the chairman of finances of the Executive Board annually, as well as a treasurer's report on current condition of the chapter's finances to the chapter at each business meeting. The treasurer will also be responsible for an annual anticipated budget (see section 9 of IAAO Chapter Rules and Regulations). The Treasurer shall also prepare all necessary tax returns. The term for this office is one year.
- f. Board Members There shall be six board members distributed geographically where possible. Three (3) of these members will be elected for two year terms at each annual organizational meeting.
- g. ELIGIBILITY FOR OFFICE – Eligibility for candidacy as an officer in this Chapter shall be:
 - i. A chapter member in good standing who is a member of IAAO and who has paid all IAAO and chapter dues.
- h. It shall have the power to pass any resolution or by-law it may deem necessary to accomplish the purpose of the chapter which is not contrary to the constitution of the International Association of Assessing Officers.
- i. No more than two Executive Board members shall be from the same jurisdiction, unless participation is scarce.
- j. The officers shall be elected at the organizational meeting and each year thereafter.

- k. Appointments: If for any reason a member of the governing body (excepting the president) is not able to fulfill their duties on the board:
 - i. The President shall appoint a replacement
 - ii. The Board must ratify the appointment by a simple majority of the total of the Board.
 - iii. The appointee will serve the remained of the calendar year until the next election where:
 - 1. An officer is elected by the voting members to fill the position
 - 2. The newly elected officer will serve the remainder of the term of the vacated position
 - l. At the end of his or her term, each officer, governing body member, or committee chair, shall turn over the chapter books and records that have been his or her responsibility to the incoming member.
- 6) Elections
- a. The secretary shall be responsible for preparing and distributing the election ballots to all voting members no later than seven (7) days prior to the annual meeting.
 - b. The ballots shall provide for write-in candidates.
 - c. The ballots must be returned to the chapter president no later than one (1) day prior to the annual meeting.
 - d. The president shall return the ballots to the nominating committee for counting no later than one (1) day prior to the annual meeting.
 - e. The nominating committee shall report the vote count to the president no later than one (1) day prior to the annual meeting.
 - f. A plurality of the votes cast shall be sufficient for election to the execution committee.
 - g. In the event of a tie vote, the winner will be determined by a vote by the Executive Board, with a minimum of five executive board members in attendance.
 - i. In the event of another tie, the tie will be broken by the acting chapter president
 - h. The president shall be responsible for notifying the candidates and Executive Board of the election results and for announcing the results at the annual meeting.
 - i. A jurisdiction may have a maximum combination of two board members/candidates for the term of the election.
 - i. If a jurisdiction exceeds the maximum combination of candidates/Executive Board members, the jurisdiction must decide who they will put forth as a candidate or candidates so that no more than a potential of two Executive Board members are employed by the same jurisdiction
- 7) MEETINGS - The annual meeting of the membership of the chapter shall be held at such time and place as may be determined by the Executive Board. The Executive Board shall have its annual meeting immediately preceding the annual meeting of the

members. Special meetings of the Executive Board shall be held at the request of the Executive Board President or upon request in writing by any five (5) members of the Executive Board.

- a. There shall be conducted at least quarterly business meetings by the Utah chapter in lieu of the one annual meeting to manage current business activities of the chapter, the annual meeting constituting the first of the quarterly meetings.
 - b. At least five (5) days notice of the time, place, and purpose of all special meetings of the Executive Board shall be given in person, by telephone, or by mail or e-mail sent to the member's last known address.
 - c. For the purpose of transacting official business, a quorum shall consist of not fewer than five (5) members.
- 8) GENERAL PROVISIONS – There shall be standing and other such committees as are deemed necessary by the Executive Board to carry out the objects of the chapter. The chapter President shall appoint all committee members subject to the approval of the Executive Board. There maybe all or none of the following:
- a. Education Committee
 - i. The Education Committee shall recommend curriculum, recruit instructors, and advise the Executive Board regarding any issue pertaining to professional education.
 - b. Nominating Committee
 - i. The by-law drafting committee (for the founding year) and thereafter, the president shall appoint each year not less than (30) days prior to the annual meeting a nominating committee consisting of five (5) regular (One of which is a past president), associate or subscribing members in good standing. Of the members comprising the nominating committee, a minimum of three (3) shall be IAAO members in good standing.
 - ii. Selections
 1. The committee shall select not less than one name from among the regular members in good standing as a candidate for each office and place on the Executive Board to be filled at the annual meeting.
 2. In the event that the committee selects only one candidate for each office and place to be filled on the governing body and membership and governing body have no objections to the selections, the chapter need not go to the expense of providing secret ballots to the membership.
 - iii. If the above occurs, the voting may be done by a voice vote at the annual meeting.
 - c. Public Relations Committee
 - i. The Public Relations Committee shall recommend and conduct activities designed to foster good will for the Chapter in Utah as well as within the IAAO. This committee shall respond to external awards programs, recommend content for the chapter website, and have responsibility for all publications of the Utah Chapter.

- d. Membership Committee
 - i. The Membership Committee shall promote the chapter and engage in activities geared toward increasing and maintaining membership in the Utah Chapter and IAAO. Including membership drives, incentives, and awards.
- e. Designation & Scholarship Committee
 - i. The Professional Designation Committee shall encourage and promote the attainment of professional designations on the part of all property personal. This committee serves as a liaison to the IAAO staff.
 - ii. Scholarship Guidelines – **Scholarships monetary are reimbursements.**
 - 1. Applicant must be a member of the Utah Chapter of IAAO.
 - 2. All scholarship recipients are required to take the exam. Failure to pass the exam will result in the forfeiture of the scholarship.
 - 3. The scholarship recipient must achieve the desired designation obtained within thirty six (36) months of the date the scholarship was awarded.
 - a. Failure to obtain the designation within the allotted time frame will result in the forfeiture of the scholarship.
 - iii. All scholarship cancellations require a letter stating that the recipient is giving up their unused scholarship.
- f. Financial Committee
 - i. The Finance Committee shall advise the Treasurer on all matters pertaining to the Chapter budget, and shall be responsible for conducting an annual audit of the Chapter's finances.
- g. An executive chairman for each committee and such other officers as may be deemed necessary to conduct the committee's business may be chosen by said Executive Board from their body.
- h. All of the committees shall perform their duties in accordance with the chapter by-laws and the constitution and rules and regulations of the association. All actions of the committees are subject to approval by the Executive Board.
- i. The Executive Board shall have and possess the following additional powers and duties:
- j. It shall be the duty of the Executive Board to make all major policy decisions and supervise the general conduct of the organization as well as that of all of its members within the State of Utah.
- k. The president of the Executive Board shall act as finance chairman whose duty it shall be to perform an audit on the treasurer's records at the termination of each fiscal year and review the annual budget as prepared by the treasurer and/or the treasurer's budget committee and make such recommendations as he/she might deem necessary and proper.
- l. The Executive Board shall select a member to be chairman of education who shall help develop and execute such educational programs as the chapter shall approve, with the full concurrence of the Executive Board.

- m. The Executive Board shall select a member as chairman of programs, to manage arrangements of programs and to correlate this programming with the functions of the education chairman.

9) AMENDMENTS

- a. Amendment Procedures – The chapter by-laws may be amended by a 75% or greater majority vote of the total Executive Board members. All amendments shall be effective upon the approval of the motion unless a specific date is specified in the amendment, provided that notice of any proposed amendments shall have been sent to all Executive Board members not less than ten (10) days prior to such meeting.
- b. Proposals – Amendments may be proposed either by initiatory petition signed by not less than ten (10) members in good standing or by resolution of the Executive Board. Such petition or resolution shall be placed in the hands of the Executive Board President in charge of by-laws amendments, who shall within the time prescribed, notify all members in good standing that such proposed amendment will be voted upon at the next Executive Board meeting.
- c. Association's Approval – Amendments to chapter by-laws, after adoption by the chapter membership, shall be submitted to the association's board for approval and shall not become effective until approval is obtained. Upon receipt of a copy of any amendment, duly certified by the secretary of the chapter, the secretary of the association will advise the IAAO Executive Board of the contents and notify the chapter of action taken by the board.

10) CHAPTER FUNDS - It shall be the duty of the treasurer to receive and disburse chapter funds, set up and maintain a banking account, if necessary for the chapter to have one, and negotiate such checks as is necessary in the name of the organization, subject to the co-signature of a member of the Executive Board (preferably the finance chairman).

11) ANNUAL BUDGET – It shall be the duty of the treasurer, and such committee to assist him as he may appoint, to prepare an annual budget to be reviewed by the finance chairman of the Executive Board and to be approved at the first annual business meeting each year by a simple majority of members present.

12) ANNUAL REPORTS – The Utah state chapter treasurer shall annually, on or before the date specified by the international association, submit to the international association board a report of all of its meetings, activities, membership and finances during the year previously ended. Included in this report shall be an itemized statement of receipts, disbursements and balances. 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 the Utah chapter board prior to March 1st of the following year. Said report shall include but not be limited to: the Treasurer's annual financial report, the previous year's activities, membership, and meetings.

13) CHAPTER PUBLICATIONS – No published material shall be prepared and issued by the Utah Chapter unless: (1) it clearly shows on its face that it was prepared by our chapter and not by the international association; (2) the name of the editor and author is stated thereon; and (3) it contains no libelous matter.

- 14) FUNDS – The chapter may accept funds made available to it by the executive board of the international association to finance or assist in financing a minimum program of chapter activity.
- 15) CHAPTER REVOCATION – It is hereby understood and agreed that the Utah chapter may be revoked by the executive board of the international association at any time if in its judgment:
 - a. The chapter has violated any of the provisions of the constitution of the association or the regulations hereinbefore set forth, or which may hereinafter be adopted; or
 - b. The best interests of the association will be served thereby.
- 16) If at any time the membership of the chapter drops below 15 members, the charter shall automatically be suspended; and unless membership is again increased to fifteen or more within sixty (60) days, the charter shall be revoked.
- 17) CHAPTER AWARDS – The Executive Board of the Utah chapter and the awards committee shall determine the categories and criteria for the awards to be presented at the annual meetings. Any person who is affiliated in the assessing and appraising profession may be eligible for an award.
 - a. The Utah chapter of the IAAO reserves the right not to present an award in any category in any year.
- 18) CONTRACTS – The Utah chapter hereby agrees to enter into no contracts which would impose any liability whatever on the International Association of Assessing Officers.
- 19) DISSOLUTION – If the chapter is dissolved, its assets shall be turned over to IAAO. Its members shall not desire pecuniary gain or profit from the chapter.