



# State of Maine Chapter of the International Association of Assessing Officers

## **BY-LAWS**

*Adopted November 1, 1978*

*Amended November 20, 2009*

*Amended November 16, 2012*

*Amended November 20, 2015*

*Amended November 22, 2019*

*Amended November 17, 2022*

*Amended February 6, 2025*

## **ARTICLE 1 GENERAL PROVISIONS**

### **1.1 Name**

The name of the organization is the State of Maine Chapter of the International Association of Assessing Officers, referred to hereinafter as the "Chapter".

### **1.2 Not for Profit**

The Chapter shall be a non-profit professional organization.

### **1.3 Jurisdictional Area**

The Chapter will encompass a jurisdictional area coincident to the boundaries of the state of Maine.

### **1.4 Purpose**

The purpose of the Chapter is to educate the public on the importance of work performed by assessing officers; to improve the standards of present assessment practice by engaging in research and publication of the results of these studies; to elevate the standards of personnel requirements in assessment offices; to establish a clearing house to collect and distribute useful information in order to further cooperation with public and private agencies interested in a concerted effort for improving tax administration; to work for justice, equality, and uniformity within the tax structure and the distribution of the same.

### **1.5 Membership**

Chapter membership is open to all individuals interested in assessment, however, only IAAO members in good standing may hold an elected office. Membership must include at least 15 IAAO members.

### **1.6 Membership Dues**

Membership dues, independent of IAAO dues, shall be set by the executive committee and shall be due on or before December 31<sup>st</sup>.

## **ARTICLE 2 GOVERNMENT**

### **2.1 Powers of the Executive Committee**

The government of the Chapter shall be vested in an executive committee which shall exercise all the powers of the Chapter subject to these bylaws.

### **2.2 Composition of Executive Committee**

The executive committee shall consist of the president, vice president, secretary, treasurer,

immediate past president and five (5) directors. All officers and directors shall serve in office for a two (2) year term beginning January 1 and terminating December 31.

In addition, an IAAO representative may be appointed annually by the president at the first committee meeting of the year and shall be an ex-officio member of the Chapter executive committee. The ex-officio member has all the rights and obligations of the Chapter committee members.

### 2.3 Executive Committee Meetings

The executive committee shall meet at least four (4) times each year and must have a quorum to vote on any action. A minimum of seven (7) members of the executive committee shall constitute a quorum. Generally executive meetings are expected to be in person, however a member's participation in an executive committee meeting may be in-person or remote. Committee members who participate remotely are expected to be fully engaged in the business portion of the meeting and must have full access to agendas, handouts, discussion, and any other materials.

Should an executive committee member miss two (2) or more executive committee meetings within any one fiscal year in which they are serving, they may be subject to termination by a majority vote of the remaining members of the executive committee.

### 2.4 Officers

Officers shall be president, vice-president, immediate past president, secretary and treasurer.

### 2.5 Duties of the President

The president shall preside at the Chapter meetings and executive committee meetings. Between meetings, the president shall have the authority to represent the Chapter and act in its name subject to the direction of the executive committee or as otherwise provided in the bylaws and shall appoint all committee members subject to the approval of the executive committee.

### 2.6 Duties of the Vice President

The vice president shall perform the duties of the president in the event of the president's absence or disability and all other duties usual to such office.

### 2.7 Duties of the Secretary

The secretary shall prepare and keep a roll of all Chapter members and executive committee members of said Chapter; shall notify all members of annual and regular meetings and shall handle all Chapter correspondence. The secretary shall also keep accurate minutes of all Chapter and executive committee meetings and shall maintain all historical records.

The secretary shall provide an annual report to the IAAO no later than ten (10) days after the

annual meeting. The report shall include the Chapter activities for the previous year, a list of Chapter members and a list of the current executive committee.

### 2.8 Duties of the Treasurer

The treasurer shall receive, safeguard and disburse all funds contributed to the Chapter by its members or others; and shall make due accounting to the executive committee at least four (4) times a year. The treasurer shall be responsible for the filing of all tax returns and shall prepare an annual financial report of the previous year's receipts, disbursements and balances to be submitted to the executive committee at the first meeting of the year.

### 2.9 Duties of the Executive Directors

The five (5) directors shall be part of the governing executive committee and shall assist other officers in the administration of this Chapter.

### 2.10 Compensation of Secretary and Treasurer

The secretary and treasurer shall be eligible to receive compensation, which will be established by a majority vote of the membership at the annual meeting. Compensation for the secretary and treasurer will be payable at the end of the year of that person's service, or a proration thereof.

### 2.11 Vacancies

Any vacancy occurring among the executive committee shall be filled for the balance of the unexpired term by an appointment by the remaining executive committee.

## **ARTICLE 3 NOMINATIONS AND ELECTIONS**

### 3.1 Nominating Committee

The president by and with the consent of the executive committee, shall appoint a nominating committee of no less than three (3) Chapter members.

### 3.2 Duties of the Nominating Committee

It shall be the duty of the nominating committee to nominate at least one (1) Chapter member for each elective office existing in the Chapter and report its selection to the executive committee no later than October 1st.

### 3.3 Elections

The Chapter officers and the executive committee shall be elected at the annual meeting. Results will be certified by the Chapter secretary.

### 3.4 Proxy Voting

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

For the purposes of this section, proxy voting is defined as one member submitting a vote on behalf of another absent member. As above, voting through a proxy is not allowed. It is further clarified that voting via remote participation is allowed if the member is 1) otherwise eligible to vote and 2) present at the time of that the vote was motioned, deliberated, and called.

## **ARTICLE 4 COMMITTEES**

### 4.1 General Provisions

There shall be standing, and other such committees as are deemed necessary by the executive committee to carry out the objectives of this Chapter. The Chapter president shall appoint all standing committee members at the first committee meeting of the year, subject to the approval of the executive committee.

The Chapter president shall appoint other such committee members at any time during the year, subject to the approval of the executive committee.

### 4.2 Standing Committees

The standing committees of the Chapter shall be:

- a. Membership Committee
- b. Education Committee
- c. Legislative Committee
- d. Audit Committee
- e. Nominating Committee
- f. Communications Committee
- g. IAAO Committee

### 4.3 Duties of the Standing Committees

All standing committees shall perform their duties in accordance with the Chapter bylaws and all actions shall be subject to approval by the executive committee.

### 4.4 Membership Committee

Membership shall be the responsibility of the secretary pursuant to Section 2.7.

### 4.5 Education Committee

The education committee shall consist of at least two (2) executive committee members and shall include an education coordinator. The coordinator shall be appointed by the executive

committee at the first executive committee meeting of each year and shall be responsible for all educational activities of the Chapter.

The coordinator shall be eligible to receive compensation, which shall be established by a majority vote of the membership at the annual meeting. Compensation for the education coordinator will be payable at the end of the year of that person's service, or a proration thereof.

#### 4.6 Legislative Committee

The legislative committee shall stay informed of all proposed and approved legislation within the jurisdictional area of the Chapter.

#### 4.7 Audit Committee

The audit committee shall consist of one (1) executive committee director and one (1) Chapter member in good standing and shall perform pursuant to Section 7.4

#### 4.8 Nominating Committee

The nominating committee shall be responsible for the selection of the candidates for each office and follow the provisions in Sections 3.1 and 3.2.

#### 4.9 Communications Committee

The communications committee shall consist of at least two (2) executive committee members and shall oversee the website, newsletter and any publications relating to the Chapter to further education and public relations. The website administrator shall be eligible to receive compensation, which shall be established by a majority vote of the membership at the annual meeting. Compensation for the website administrator will be payable at the end of the year of that person's service, or a proration thereof.

#### 4.10 IAAO Committee

The IAAO committee shall consist of at least two (2) executive committee members and may include an IAAO Representative who is also a Chapter member in good standing. The IAAO committee shall stay informed of all IAAO proceedings and shall act as liaison between IAAO headquarters and the Chapter executive committee.

#### 4.11 Newsletter Editor

A newsletter editor shall be appointed by the executive committee at the first executive committee meeting of each year and shall be responsible for the publication of four (4) newsletters throughout the year.

The editor shall be eligible to receive compensation, which shall be established by a majority vote of the membership at the annual meeting. Compensation for the newsletter editor will be

payable at the end of the year of that person's service, or a proration thereof.

## **ARTICLE 5 CHAPTER MEETINGS**

### **5.1 Regular Meetings**

One regular Chapter meeting shall be held annually at the time and place specified by the executive committee.

### **5.2 Special Meetings**

Special Chapter meetings may be called by the executive committee.

### **5.3 Quorum**

A minimum of thirty (30) Chapter members in good standing must be present to constitute a quorum for any regular or special Chapter meeting.

### **5.4 Notice of Chapter Meetings**

The secretary shall notify all Chapter members of the time and place of any Chapter meeting at least fourteen (14) days before the date set for the meeting. The notice may be incorporated in the Chapter publication.

## **ARTICLE 6 BYLAWS AMENDMENTS**

### **G.1 Method**

The Chapter bylaws may be amended upon the recommendation of the executive committee and subject to the approval of the membership. The Chapter secretary shall notify the Chapter members at least two (2) weeks prior to the vote and shall furnish to the membership copies of the proposed changes. The membership shall cast their vote for or against the proposed changes at the annual meeting or at a special meeting called for the purpose of amending the bylaws. Amendments to Chapter bylaws, after adoption by the Chapter membership, shall be certified by the secretary.

## **ARTICLE 7 CHAPTER FUNDS**

### **7.1 Fiscal Year**

The fiscal year of the Chapter shall be from January 1 through December 31.

### **7.2 Expenditures**

All checks in payment of Chapter expenditures shall be signed by the treasurer and one other officer of the Chapter if so designated by the executive committee. All non-budgeted expenditures from Chapter funds must be approved by the executive committee.

### 7.3 Accounting

Accounting procedures shall be designed by the treasurer to conform to accepted accounting procedures approved by the executive committee.

### 7.4 Audit

An annual audit shall be performed by the audit committee on the Chapter funds prior to the annual meeting. An audit shall also be performed if a new treasurer is appointed throughout the year.

### 7.5 Financial Report

An operating statement and balance sheet shall be published annually at the end of the fiscal year and distributed to the membership.

### 7.6 Distribution of Chapter Funds upon Dissolution

Upon dissolution of the Chapter, the remaining funds shall be donated to IAAO.

Certified by Barbara Brewster, Secretary

Date 2/6/2025