

# Constitution & By-Laws

**The Minnesota Association of Assessing Officers  
REVISED CONSTITUTION  
Revisions Complete Through 9-28-2010**

## **Article I - Name**

Section 1: The Name of this Association shall be the "Minnesota Association of Assessing Officers".

## **Article II - Affiliation**

Section 1: This organization shall be and hereby is an affiliate member of the International Association of Assessing Officers.

## **Article III - Purpose**

Section 1: The purpose of this Association shall be to further the work of Assessment personnel by means of advancing and perpetuating practical assessment procedure. It shall be the further purpose of this Association to provide means for collective expression on all matters relating to present and future property assessment laws of the State of Minnesota.

## **Article IV – Membership**

Section 1: Membership in this Association shall be composed to persons associated with the assessment of property for ad valorem tax purposes as described in Article I of the By-Laws of this Association.

## **Article V – Government**

Section 1: The government of this Association shall be vested in an Executive Board consisting of nine (9) Directors, the Immediate Past President, and the Officers. Said Officers shall be the President, 1st Vice-President, 2nd Vice-President, and a Finance Officer. Proxies for the Directors will be recognized. The Director will appoint his or her Proxy. Only a Regular Member of the Association, in good standing, can be appointed to serve as a Proxy. (Rev. 10-5-1993) (Rev. 9-28-2010)

Section 2 With the exception of the Finance Officer, who shall be elected and hold office for a two year period, all other officers of this Association shall be elected in the manner prescribed by the By-Laws and shall hold office for a period of one year, or until their successors are duly elected and qualified. (Rev 9-28-2010)

Section 3: The Directors of this Association shall be elected in the manner prescribed by the By-Laws and shall hold office for a period of two years or until their successors are duly elected and qualified.

## **Article VI - Meetings**

Section 1: There shall be, once each year, a regular meeting of all Association members, this meeting to be known as the Annual Meeting, at which time all officers for the ensuing year shall be elected and all reports of outgoing officers received. The time and place of this meeting shall be provided in the By-Laws of this Association.

Section 2: Special Meetings of this Association may be called from time to time as provided in the By-Laws of this Association.

## **Article VII - Amendment**

Section 1: This Constitution may be amended by a two-thirds vote of the members present at any Annual or Special Meetings provided that written notice of the proposed amendment or amendments has been mailed to each member at least thirty (30) days prior to the date of such meeting.

## REVISED BY-LAWS

### Article I – Membership

Section 1: **REGULAR MEMBER.** Any person performing the duties of Assessor or Deputy or Appraiser whose responsibility is the valuation of property, classification, or assessment administration for ad valorem tax purposes and who is employed by or contracted with a governmental entity may become eligible for Regular Membership in the Association with all rights and privileges including the right to vote, to hold office, to serve on committees and receive the publication of the Association together with all items of general mailing by making written application to the Secretary-Treasurer and payment of prescribed dues. Only Regular Members, in good standing, shall be eligible to serve as an officer, director and/or committee chairperson. (Rev. 10-3-00)

Section 2: [Repealed 10-02-2007]

Section 3: **ASSOCIATE MEMBER.** Any former Assessor, now retired, or part-time person performing the duties of Assessor whose duty is the valuation of property for ad valorem tax purposes and who is employed by any political subdivision in the State of Minnesota, shall be eligible for Associate Membership in the Association. The Associate Member's rights and privileges shall be limited to receiving the publication of the Association and a copy of the minutes of each Annual or Special Meeting by making written application to the Secretary-Treasurer and payment of prescribed dues. (Rev. 10-02-2007)

Section 4: **COURTESY MEMBER.** Any person performing the duties of Assessor or Deputy or Appraiser whose primary duty is the valuation of property for ad valorem tax purposes and who is employed by any political subdivision in the State of Minnesota, who is duly appointed to said position between April 1st and December 31st of any year, provided that the prescribed membership dues of their predecessor have been paid for the said year, shall be entitled to a Courtesy Membership in this Association to the same extent of their predecessor with the approval of the Executive Board. Said Courtesy Membership shall continue until the beginning of the next fiscal year without liability for any Association dues for the current year.

Section 5: **AFFILIATE MEMBER.** Persons not eligible for Regular or Associate Membership but who are interested in the science of assessment and who subscribe to the Objectives of the Association are eligible to become Affiliate Members. The Affiliate Member's rights and privileges shall be limited to receiving the publication of the Association and a copy of the minutes of the Annual or Special Meeting by making written application to the Secretary-Treasurer and payment of prescribed dues. (Rev. 10-02-2007)

Section 6: **HONORARY MEMBER.** Honorary Membership in the Association may be conferred upon individuals for unusual and meritorious service to this Association provided; however, that no Honorary Member shall have the usual rights and privileges accorded dues paying members. Awarding of Honorary Membership shall be made at the discretion of the Executive Board subject to the unanimous consent of the membership present at any Annual or Special Meeting.

### Article II – Government

Section 1: As provided in the Constitution, the government of this Association shall be vested in the Executive Board of fourteen (14) members, subject to the will of the membership.

Section 2: The Executive Board shall have control and management of the property of the Association and shall transact such business of the Association and make such decisions as may be incumbent upon it as the interim governing body and not prohibited by the Constitution, By-Laws and Policy of this Association. Such decisions shall be subject to the will of the membership and shall be subject always to review by the membership at the Annual Meeting or at any Special Meeting duly called.

Section 3: At each Annual Meeting the Executive Board shall submit, for approval by the Membership, a proposed budget covering expenses for Association activities during the ensuing administrative year. The Executive Board shall have discretionary authority during the ensuing Administrative year to revise or add budgeted items provided, however,

that the amount of the revisions or additions shall not result in exceeding the aggregate budget total approved by the membership at the previous Annual Meeting.

Section 4: Funds of the organization shall be withdrawn from the bank or banks from which they are deposited by the signature of the Secretary-Treasurer or Finance Officer or Conference Coordinator. (Rev. 9/28/10)

Section 5: Vacancies in the Executive Board shall be filled by vote of the Executive Board with the proviso that recommendations for the vacancy of Director shall be secured from the Region affected. Vacancies in the position of President or Vice-President(s) shall be filled by vote of the Executive Board with the proviso that the appointee shall be, or have been, a member of the Executive Board. Such appointees shall serve for the duration of the term of the individual being replaced or until the next regular election.

Section 6: [Repealed 9/28/10]

### **Article III - Regions**

Section 1: For administrative purposes, the State shall be divided into nine (9) regions.

Section 2: The regions shall be numbered from one (1) to nine (9) and shall be designated as area groups. Each region shall include MAAO members from the following counties or cities. MAAO members from the Department of Revenue shall be included in the Region where a majority of their assigned duties are performed.

**Region 1:** Southeast Group: Dodge, Fillmore, Freeborn, Goodhue, Houston, Mower, Olmsted, Rice, Steele, Wabasha, Waseca and Winona.

**Region 2:** East Central Group: Blue Earth, Faribault, Le Sueur, McLeod, Martin, Nicollet, Sibley, Watonwan. (Rev. 2-13-95 & 10-7-03)

**Region 3:** Northeast Central Group: Benton, Chisago, Isanti, Kanabec, Mille Lacs, Morrison, Pine, Sherburne, Stearns and Wright.

**Region 4:** Northeast Group: Aitkin, Carlton, Cass, Cook, Crow Wing, Itasca, Koochiching, Lake, St. Louis and the City of Duluth.

**Region 5:** Southwest Group: Brown, Cottonwood, Jackson, Lincoln, Lyon, Murray, Nobles, Pipestone, Redwood and Rock.

**Region 6:** Southwest Central Group: Big Stone, Chippewa, Kandiyohi, Lac qui Parle, Meeker, Pope, Renville, Stevens, Swift, and Yellow Medicine.

**Region 7:** Northwest Central Group: Becker, Clay, Douglas, Grant, Hubbard, Otter Tail, Todd, Traverse, Wadena and Wilkin.

**Region 8:** Northwest Group: Beltrami, Clearwater, Kittson, Lake of the Woods, Mahnomen, Marshall, Norman, Pennington, Polk, Red Lake and Roseau.

**Region 9:** Metro Group: Anoka, Carver, Dakota, Hennepin, Ramsey, Scott, Washington and the Cities of St. Cloud and Minneapolis. (Rev. 2-13-95 & 10-7-03)

Section 3: Transfer from Region. In the event a county or a city with an Assessor having the power of a County Assessor would like to transfer from one region to another, the county or counties or city or cities requesting such a transfer must, by written petition, to the Executive Board, ask that such a transfer be granted. The Executive Board shall by written notice to the county or counties or city or cities affected, grant or deny the requested transfer. This granting or denial of such petition, by the Executive Board, shall be placed on the agenda for ratification by the members present at the next following Annual or Special meeting of the Association.

### **Article IV - Elections**

Section 1: Not less than thirty (30) days prior to the Annual Meeting and Election, the President shall appoint, with the approval of the Executive Board, a Nominating Committee of not less than three (3) members.

Section 2: The Nominating Committee shall decide upon and make recommendations to the Annual meeting the names of candidates for election.

Section 3: No member of the Nominating Committee shall be eligible for office by action of the Nominating Committee.

Section 4: : With the exception of the Finance Officer who shall be nominated to serve two (2) year terms, the Nominating Committee shall select nominees for each expiring officership to serve one (1) year. (Rev. 9-28-2010)

Section 5: The Nominating Committee shall select nominees for each expiring Directorship to serve for two (2) years. One Director shall be elected from each of the regions as outlined in Article III of these By-Laws. On every even-numbered calendar year, Directors shall be elected from Regions I, II, III, IV and IX. On odd-numbered calendar years, Directors shall be elected from Regions V, VI, VII and VIII.

Section 6: No officer or director shall be eligible for the same office for more than two (2) consecutive terms.

Section 7: Additional names may be placed in nomination at the time of balloting by any Regular Member of this Association who shall have been determined to be in good standing. (Rev 10-02-2007)

Section 8: At the annual election there shall be elected a President, 1st Vice-President, 2nd Vice-President, and a Finance Officer, when his/her term expires, all of whom shall constitute the Officers of the Association. To complete the Executive Board there shall be elected the required number of Directors in any given year. (Rev. 9-28-2010)

Section 9: Voting shall be done by individuals who are Regular Members with each member having the right to cast one (1) ballot. Proxies shall not be recognized. Each voting member shall be considered registered with the Secretary-Treasurer by payment of the proper dues prior to commencement of the Annual or Special meetings. (Rev 10-02-2007)

Section 10: Newly elected Officers and Directors shall take office at the conclusion of the annual meeting with the exception of the Finance Officer who will take office on November 1<sup>st</sup>, which date shall begin the Association's fiscal year. (Rev. 10-02-2007) (Rev. 9-28-2010)

#### **Article V - Meetings**

Section 1: The Annual Meeting and election shall be held each year, the exact date to be set by the Executive Board. Notice of such meeting shall be mailed to each member at their last known address at least thirty (30) days prior thereto.

Section 2: Special meetings of the Association shall be called by the President at the request of a majority of the Executive Board. Written notice of such a meeting shall be mailed to each member at their last known address at least ten (10) days prior thereto.

Section 3: At all Annual Meetings or Special Meetings of the Association, a quorum shall consist of ten percent (10%) of the Regular members of the Association in good standing. (Rev. 9-25-90, Rev. 9-24-02 & 10-02-2007)

Section 4: Meetings of the Executive Board shall be held at prearranged dates or at the call of the President, provided, however, that said Executive Board shall meet a minimum of three times during each administrative year. At all meetings of the Executive Board a simple majority of members shall constitute a quorum.

Section 5: One meeting of the Executive Board shall be a joint meeting with the Legislative Committee which shall be appointed as provided in the By-Laws of the Association.

#### **Article VI - Duties of Officers and Directors**

Section 1: PRESIDENT. The President, as chief executive officer of the Association, shall preside at all meetings of the Association and Executive Board Meetings, shall supervise the Association's affairs and activities, and shall make an

annual report thereon to the members. Said report shall be appended to the minutes of the Annual Meeting.

Section 2: 1st VICE-PRESIDENT. The 1st Vice-President, who shall preside at Annual, Special and Executive Board Meetings of the Association in the absence of the President, shall also work with the President on matters of internal and external affairs as may be assigned by the President.

Section 3: 2nd VICE-PRESIDENT. The 2nd Vice-President, who shall preside at Annual, Special and Executive Board Meetings of the Association in the absence of the President and 1st Vice-President, shall also work with the President on matters of internal and external affairs as may be assigned by the President.

Section 4: FINANCE OFFICER. The Financial Officer, as the chief financial officer of the Association, shall preside over the financial matters of the Association. The Finance Officer shall supervise the financial activities of the Secretary-Treasurer to uphold standards of professional financial practice and shall also work with the President on matters of internal and external affairs as may be assigned by the President. (Rev 10-2-2007) (Rev. 9-8-2010)

Section 5: SECRETARY-TREASURER. The Secretary-Treasurer, working under the guidance of the Finance Officer, shall be appointed for a term of four years by the President subject to the approval of the Executive Board. He/she shall give notice of all Annual, Special, and Executive Board Meetings as prescribed in these By-Laws. He/she shall furnish Association members with copies of each Annual and Special meeting within sixty (60) days after such meeting and shall furnish Executive Board Members with copies of all Executive Board Meetings within thirty (30) days after such meeting. He/she shall keep a permanent record of such meetings as provided herein, and shall be custodian of all official records of the Association. In addition to the duties prescribed herein, the Secretary-Treasurer shall oversee the activities of the Membership Coordinator and Conference Coordinator, keep the books of the Association, shall disburse funds at the direction of the Executive Board and shall report, in detail, at the Annual Meeting and at such other times as directed on the financial condition of the Association.(Renumbered Rev. 9-28-2010)

Section 6: DIRECTORS. The Directors, each of whom shall have been elected from separate regions as provided in Article III, Section 2 of these By-Laws, shall supervise the operations and activities of the Association in the region represented, and shall perform such other duties as may be assigned to them by the President or Executive Board. A Director may appoint a Proxy to represent him or her at a meeting he or she will be unable to attend. The Proxy will only be recognized upon notification being given to the President of the Association prior to the specific meeting the Proxy will be attending. The President of the Association will confirm the validity of the Proxy at the beginning of the meeting the Proxy is in attendance. The confirmed Proxy will have the same responsibilities, duties and privileges as the Director the Proxy is appointed to represent. The validity of the confirmed Proxy will be for that specific meeting only. A Proxy must be submitted prior to each meeting that the Director will be absent. The Proxy will be null and void if the Director is in attendance at the meeting in question. (Rev. 10-5-93) (Renumbered 9-28-2010)

Section 7: PARLIAMENTARIAN. A Parliamentarian may be appointed by the President with the concurrence of the Executive Board. He/she shall act as Parliamentarian at the Annual or Special Meetings of the Association. (Renumbered 9-28-2010)

Section 8: OTHER DUTIES. Such other duties not specified herein shall be those usually prescribed and as listed under Robert's Rules of Order Revised. (Renumbered 9-28-2010)

#### **Article VII - Minnesota Chapter of the International Association of Assessing Officers**

Section 1: It is the intention of the Minnesota Association of Assessing Officers to provide for the continuing existence of the Minnesota Chapter of the International Association of Assessing Officers. Accordingly, the Constitution and By-Laws of the Minnesota Chapter of the International Association of Assessing Officers are attached to these By-Laws as Attachment "A" and are incorporated herein.

Section 2: In the event of any conflict, contradiction or inconsistency between the Constitution and By-Laws of the Minnesota Association of Assessing Officers and the Constitution and By-Laws of the Minnesota Chapter of the International Association of Assessing Officers, the Constitution and By-Laws of the Minnesota Association of Assessing Officers shall supersede and govern.

## **Article VIII – Committees**

Section 1: LEGISLATIVE COMMITTEE. A Legislative Committee composed of not less than nine (9) members, one from each region within the State, shall be appointed by the President. Said Legislative Committee shall be appointed on every odd-numbered calendar year by the newly elected administration and shall serve for two (2) administrative years. It shall be the purpose of the Legislative committee to study legislative matters and suggest action to be taken regarding legislation beneficial toward the improvement and correction of assessment statutes and other matters pertaining to the welfare of Association Members.

Section 2: EDUCATION COMMITTEE. An Education Committee composed of the Chairperson and nine (9) other members, one from each region from within the State, shall be appointed by the President. It shall be the purpose of the Education Committee to study educational matters beneficial towards the improvement of the assessment profession in the State of Minnesota. (Rev. 9-21-04)

Section 3: RULES AND RESOLUTIONS COMMITTEE. A Rules and Resolutions Committee shall be appointed by the President and shall be composed of three (3) members, one of which shall be a member of the Executive Board. The function of this Committee shall be to draft into proper form all proposed amendments to the Constitution, By-Laws and Policy of the Association or resolutions proposed for action by the membership at the Annual or Special Meeting. In every instance, the proponent or proponents of the amendment or resolution shall be named. It shall not be the purpose of this committee to instigate and perpetuate amendments or resolutions by its own committee action. All proposals for amendments to the Association's Constitution and By-Laws shall be received by the committee not less than sixty (60) days prior to the Annual meeting. All proposed resolutions shall be received by the committee not less than ten (10) days prior to the Annual meeting. One hundred and ten (110) days prior to the date of the Annual Meeting, as determined by the Executive Board, the Rules and Resolutions Committee Chairperson shall cause to be sent a general mailing to every member of the Association in good standing which would request members to forward proposed amendments to the Constitution, By-Laws and Policy or proposed resolutions to said chairperson.

Section 4: OTHER COMMITTEES. The President shall annually appoint such additional Standing and Special Committees as he/she may deem necessary to carry out the work and purpose of the Association. Except as it is prohibited in Article I of these By-Laws, any member of the Association in good standing shall be eligible to serve as chairperson or member of any Standing or Special Committee of the Minnesota Association of Assessing Officers.

Section 5: APPOINTMENT. All Committee Chairpersons, Vice-Chairpersons and Members shall be appointed by the President subject to the approval of the Executive Board. (Rev. 9-21-04)

Section 6: OBLIGATIONS. No committee shall be vested with power to enter into any agreement or contract or otherwise obligate this Association except through the Executive Board and subject to the approval of the membership.

Section 7: EX-OFFICIO. The President shall be an ex-officio member of all committees.

## **Article IX – Rules of Order**

Section 1: Roberts' Rules of Order, Revised, shall govern the proceedings of all meetings of the Association and its constituent parts except as otherwise provided in the Association's By-Laws.

## **Article X - Delegates**

Section 1: Delegations or special committees shall be appointed by the President, subject to the approval of the Executive Board, to represent the Association at any convention, meeting or assembly, as may be necessary. Such delegations or committees shall exercise only those powers specifically vested in them by the Executive Board.

## **Article XI – Amendments**

Section 1: These By-Laws may be amended by a two-thirds vote of the members present at any Annual or Special Meeting provided that written notice of the proposed amendment or amendments has been mailed to each member at least thirty (30) days prior to the date of such meeting.

## **ATTACHMENT "A"**

### **Minnesota Chapter of the International Association of Assessing Officers**

#### **CONSTITUTION**

Article I: Name. The name of this organization is the Minnesota Chapter of the International Association of Assessing Officers. It is incorporated not for profit in the State of Minnesota.

Article II: Objectives. The objectives of the Chapter shall be (1) to strive to improve the standard of assessment practice; (2) to provide a clearinghouse for assessment information and techniques; (3) to inform the public and assessment personnel on the assessment function and the appraisal process; (4) to promote the advancement of the objectives of the International Association of Assessing Officers; and (5) to actively engage in the promotion and coordination of assessing education, primarily through the Education Committee of the Minnesota Association of Assessing Officers. Its jurisdiction shall be the State of Minnesota.

Article III: Corporate Seal. This corporation shall have a corporate seal which consists of the corporate name and the words "corporate seal".

Article IV: Authority. The Minnesota Chapter shall have the authority:

1. To enact, amend, or repeal laws or rules for this Chapter and its members.
2. To establish membership qualifications and regulate all voting within the Chapter.
3. To elect, appoint, or employ officers to care for the business of the Chapter.
4. To hold meetings as specified by the By-Laws.
5. To amend, alter, or repeal all or parts of this Constitution by a three-fifths vote by all voting members in good standing, through mail balloting to be administered by the Executive Board.

Article V: Official Publication. The official publication of the Chapter shall be Equal Eyes. Distribution to members will be subject to policy formulated by the Executive Board.

Article VI: Rules of Order. Robert's Manual of Parliamentary Rules shall guide this chapter in all questions not expressed in this Constitution or its By-Laws.

Article VII: Ratification. This revised Constitution shall be in full force from and after date of its ratification and adoption by its membership and approved by the International Association of Assessing Officers.

#### **BY-LAWS**

By-Law I: All By-Laws enacted, amended, altered, or replaced must be by majority vote of the members at an official meeting.

By-Law II: Membership. Membership in the Chapter is restricted to members in good standing with the International Association of Assessing Officers (IAAO).

By-Law III: Officers. The MAAO President, Vice-President and Finance Officer shall serve as Chapter officers, and shall be I.A.A.O. members in good standing. (Rev 9-28-2010)

By-Law IV: Executive Board. The Executive Board shall consist of the President, Vice-President and Finance Officer. The Executive Board shall be the governing body of the Chapter and shall have the authority of establishing rules and regulations necessary to accomplish the purpose of this Chapter and which are not inconsistent with the Constitution and By-Laws or Resolutions adopted by the Executive Board of the International Association of Assessing Officers and the Minnesota Association of Assessing Officers. For the purpose of transacting official business, a quorum of the Executive Board shall consist of the President, Vice-President and Finance Officer. (Rev. 9-28-2010)

By-Law V: Duties of Officers. The President shall preside at all meetings and supervise all activities. The Vice-President shall exercise all the powers and duties of the president during his/her absence or inability to act and shall assist the President to the extent that he/she may be directed to do so. In addition, the Secretary-Treasurer shall have custody of all records of the Chapter, shall give notice and keep minutes of all chapter meetings. The Membership Coordinator shall keep an accurate roll of the membership. (Rev. 10-02-2007)

By-Law VI: Election of Officers. Officers will be elected at the Annual Meeting of MAAO.

By-Law VII: Meetings. Semi-Annual and Annual Meetings and any other meetings of the Chapter may be held at such time and place as may be determined by the Executive Board upon thirty (30) days written notice to all members.

By-Law VIII: Order of Business. The order of Business shall be: (1) roll call, (2) recognition of new members, (3) approval of minutes, (4) unfinished business, (5) report of the Executive Board, (6) new business and (7) adjournment.

By-Law IX: Dissolution. If the Chapter is dissolved, any assets will be distributed to a nonprofit organization(s) as determined by a majority vote of the Chapter Members.

By-Law X: Footnotes. The original Constitution and By-Laws were adopted by a unanimous vote of the incorporators of this Chapter on April 23, 1974. The first revision of the Constitution and By-Laws was adopted by the Chapter Members on September 26, 1979. The second revision of the Constitution and By-Laws was adopted by the Chapter Members on September 21, 2004. The Third revision of the Constitution and By-Laws was adopted by the Chapter Members on October 2, 2007.

## APPROVED MINNESOTA ASSOCIATION OF ASSESSING OFFICERS POLICY

### PREFACE

This statement of policy is not designed to affect the Association's Constitution and By-Laws and does not cover items provided therein. It is designed to be easily amended and its primary purpose being to consolidate in black and white the decisions on matters of internal policy which will aid in the efficient operation of our Association.

### Policy A - Finance

Section 1: **EXECUTIVE BOARD EXPENSE.** The annual budget shall provide an expense allowance for each Executive Board Member to be drawn upon presentation of vouchers showing round-trip mileage traveled in attending Executive Board Meetings. Such Executive Board Members shall be reimbursed at a rate per mile as set by the Executive Board and any other expenses, subject to the approval of the Executive Committee. A Proxy, whose validity has been confirmed by the President of the Association, shall have the same rights of reimbursement for his or her meeting expenses as the Director the Proxy is representing. In no instance will the Director and his or her Proxy be reimbursed for the same meeting expenses! (Rev. 10/5/93)

Section 2: **COMMITTEE EXPENSES.** The annual budget shall provide an expense allowance for each Committee and Special Committee to be drawn upon presentation of vouchers showing round-trip mileage traveled in attending Committee meetings. Such Committee members shall be reimbursed at a rate per mile as set by the Executive Board and any other expenses, subject to Article II Section 2 & 3 of the By-Laws. (Rev. 10-02-2007).

Section 3: **PAYMENT TO MEMBERS FOR SERVICES RENDERED.** In addition to expense allowance authorized in Sections 1 & 2, certain members shall be paid remuneration in the amount as established by the Executive Board which shall cover payment for necessary services rendered, subject to Article II Sections 2 & 3 of the By-Laws. Each payment will be broken out as a separate line item in the budget each year. (Rev. 10-02-2007)

Section 4: [Repealed 10-02-2007]

Section 5: [Repealed 10-02-2007].

Section 6: [Repealed 10-02-2007]

### Policy B - Publication

Section 1: **EQUAL EYES.** A publication known as Equal Eyes shall be the official publication of the Minnesota Association of Assessing Officers and shall contain information on all Minnesota Association of Assessing Officers and the Minnesota Chapter activities and proceedings of the Executive Board, and matters of general reader interest. The Editorial Board of Equal Eyes shall consist of a minimum of seven (7) members,. The Executive Board shall be empowered to appoint an Editor and Associate Editor for an indefinite term. Under the guidance of the Editorial Board, the Editor shall cause to be published an appropriate number of issues each year of Equal Eyes. The President and Finance Officer of the Minnesota Association of Assessing Officers shall be Ex-Officio Members of the Editorial Board with the right to vote. (Rev. 9-30-2008) (Rev. 9-28-2010)

### Policy C - Annual Meeting and Conference

Section 1: The President shall appoint a person designated as the Conference Coordinator. This Conference

Coordinator shall serve as the Vice-Chairperson for all special annual committees charged with planning for the Annual Meeting, site selection or other seminars.

Section 2: Duties of the Conference Coordinator shall include but not be limited to the following:

- a) Promote attendance at the Annual Meeting and Conferences.
- b) Provide continuity between site selection and planning committees as to financial arrangements and Association needs.
- c) [Repealed 9-28-2010]
- d) Provide a final internal audited accounting of all financial activities associated with the Annual Meeting and conferences, and a transfer any receivables of the balance from the preceding conference to the Secretary-Treasurer. This shall be accomplished at the organizational meeting of the ensuing administration. (Rev. 9-28-2010)

Section 3:[Repealed 9-28-2010]

Section 4: The Conference Coordinator shall be reimbursed, upon presentation of proper voucher, for expenses necessary to the performance of his/her duties. Allowable expenses shall include round trip mileage for necessary travel at the rate per mile as set by the Executive Board, telephone toll charges incurred and other expenses incidental to the discharge of this function. The Executive Board shall be vested with discretionary power in determining what constitutes allowable expenses. In addition there to, the Conference Coordinator shall be paid remuneration in the amount as established by the Executive Board which shall cover payment for necessary services rendered as outlined in this Policy with said remuneration being treated as a conference or seminar expense item.

#### **Policy D – International Conference**

Section 1: The President of the Minnesota Association of Assessing Officers shall be authorized to attend the Annual Conference of the International Association of Assessing Officers and shall serve as the legal representative of the Minnesota Association of Assessing Officers at said Annual Conference. In the event that the President is unable to attend such conference, he/she shall then be authorized to appoint an alternate to attend such conference with such privileges and expenses as are granted to the President. (Rev. 9-28-2010)

Section 2: The President or his/her appointed alternate shall be reimbursed at a rate not to exceed a travel allowance equivalent to round-trip tourist class jet air fare plus necessary out-of-pocket expense covering registration, meals and lodging incurred while attending the Annual Conference of the International Association of Assessing Officers with said expenses being subject to the approval of the Executive Board.

#### **Policy E – Registration**

Section 1: Admittance to all business and social functions related to the Association's Annual Meeting shall be by registration badge only. Said badge shall be issued by the Conference Coordinator upon payment of the full registration fee established for such Annual Meeting.

Section 2: No partial registration will be accepted. Single event tickets for guests of members will be obtained upon the showing of a registration badge.

#### **Policy F – Annual Dues**

Section 1: The annual dues of the Regular Members, Associate Members, and Affiliate Members of the Association, shall be set annually by the Executive Board subject to the approval of the voting members present at the Annual Meeting. The Membership Coordinator shall issue notices of dues payable as provided in Section 5 of this Policy and shall supervise the collection thereof. (Rev. 2-13-95 & 10-02-2007)

Section 2: All dues shall be due and payable March 1<sup>st</sup> of the Association's fiscal year. (Rev. 10-02-2007)

Section 3: Any Member whose dues are in arrears for a period more than sixty (60) days after due date shall forthwith

be suspended from membership.

Section 4: [Repealed 10-02-2007]

Section 5: Notice of dues owing shall be given members by the Membership Coordinator not less than thirty (30) days before date payable. In such cases of members whose dues are in arrears for a period of more than sixty (60) days, the Membership Coordinator shall email notice to members that unless dues are paid within a period of sixty (60) additional days from due date, membership in this Association shall become inactive. (Rev.10-02-2007)

#### **Policy G - North Central Region Association Of Assessing Officers**

Section 1: An allowance for necessary expenses covering transportation, meals, and lodging shall be authorized upon presentation of proper voucher for the persons named as the official delegates for the Annual Conference of the North Central Region Association of Assessing Officers and planning meetings. Transportation expenses shall be equivalent to tourist class air fare whenever most practical or convenient, otherwise, mileage reimbursement at the rate per mile as set by the Executive Board. All such expenses shall be subject to the approval of the Executive Board and shall be only for those expenses not paid by the North Central Region Association of Assessing Officers Federation.

#### **Policy H – Amendment**

Section 1: This statement of policy may be amended and extended by a majority vote of the Members present at any Annual or Special Meeting.

#### **Policy I – Relationships Between Employers and Employees**

Section 1: The Executive Board shall refrain from getting involved in relationships between employers and employees. (Rev. 10-6-92)

#### **Policy J – [Repealed 10-02-2007]**

#### **Policy K – Legislative Testimony**

Members of the M.A.A.O. that may be contacted for information (either subcommittee information or during the legislative sessions) are asked to contact the M.A.A.O. Legislative Chairperson or a member of the committee. This contact will inform the M.A.A.O. member of possible intent and background of the interview.

The M.A.A.O. member may also be counseled as to proper disclosure as it affects the testimony and M.A.A.O.

The M.A.A.O. member would also contact the M.A.A.O. Legislative Chairperson or a member of the committee to give a summary of the proceedings. (Rev. 10-3-95)