

**BY LAWS OF THE  
SOUTH CENTRAL KANSAS REGIONAL CHAPTER OF THE  
INTERNATIONAL ASSOCIATION OF ASSESSING  
OFFICERS**

**CHAPTER 1.  
GENERAL PROVISIONS**

Article 1. Name

- 1.11 The name of the organization is the South Central Kansas Regional Chapter of the International Association of Assessing Officers, referred to hereinafter as the Chapter.
- 1.12 The Chapter will be a non-profit professional organization.

Article 2. Jurisdictional Area

- 1.21 The Chapter will encompass a jurisdictional area coincident to the boundaries of the following counties:

**Kansas:**

Barber	Butler	Chase	Chautauqua
Harper	Cowley	Elk	Greenwood
McPherson	Harvey	Kingman	Marion
Saline	Pratt	Reno	Rice
Sedgwick	Stafford	Sumner	Wilson
Woodson			

Article 3. Purpose

- 1.31 The Chapter's purpose is as follows:
  - a) To educate the public on the importance of work performed by assessing officers.
  - b) To improve the standards of present assessing practice, engaging in research and the publication of the results of these studies.
  - c) To elevate the standards of personnel requirements in assessment offices.
  - d) To establish a clearinghouse to collect and distribute useful information to further cooperate with public and private agencies interested in a concerted effort for improving tax administration.
  - e) To work for justice, equity, and uniformity within the tax structure and the distribution of same.
  - f) To advance the objectives of the IAAO in the jurisdictional area of the Chapter.

Article 4. Membership

- 1.41 Membership in the chapter is open to all persons interested in assessment and appraisal practice. However, only national IAAO regular members in good standing may hold elected office and only IAAO regular and life members in good standing may vote in chapter elections.
- 1.42 Candidates for elected office must be paid members in good standing of the local chapter prior to announcing their candidacy.

**CHAPTER 2  
GOVERNMENT**

Article 1. Executive Board

- 2.11 The government of the Chapter shall be vested in an Executive Board, which shall exercise all of the powers of the Chapter subject to these Bylaws.
- 2.12 The Executive Board shall consist of the president, first vice president, second vice president, secretary, treasurer, immediate past president, ex-officio, and five (5) directors, except for the duration of the initial term during which period the immediate past president's position will be vacant. The initial president, first vice president, second vice president, secretary and treasurer will serve in office from the first meeting until the end of the term. All those succeeding in those positions will serve a one-year term beginning July 1 and terminating June 30. Of the five members elected as directors at the initial meeting, three (3) shall be elected to a term ending June 30 of the following year.. All those succeeding will serve two-year terms.
- 2.13 The Executive Board will meet at least four (4) times each year (or more as needed) and must have a quorum to conduct a meeting.
- 2.14 A minimum of 2/3 of the members of the Executive Board shall constitute a quorum.
- 2.15 At the end of his/her term, all officers, Executive Board members and/or committee chairpersons shall turn over the Chapter books and records that have been his/her responsibility to the incoming member.

Article 2. Officers

- 2.21 The officers of the Chapter shall be president, first vice president, second vice president, secretary and treasurer.
- 2.22 The president shall be the chief executive officer of the Chapter and shall preside at Chapter meetings and Executive Board meetings. Between sessions, he/she shall have the authority to represent the Chapter and to act in its name subject to the direction of the Executive Board or as otherwise provided in the Bylaws. He/she shall be an ex-officio member of all committees and shall perform all other duties usual to such office.
- 2.23 The first vice president shall perform the duties of the president in the event of his/her absence or disability. He/she shall be an ex/officio member of all

- committees and shall perform all duties usual to such office. All committees shall report to the first vice president. The first vice president shall also perform the annual audit if the elected treasurer is the same individual who held the post of treasurer in the prior year.
- 2.24 The second vice president shall perform the duties of the first vice president in the event of his/her absence or disability and all other duties usual to such office. He/she shall serve as chairman of the Events Committee.
- 2.25 The secretary shall maintain all correspondence for the Chapter, provide minutes of all meetings of the Chapter and the Executive Board, and maintain his/her historical files.
- 2.26 The treasurer shall maintain a record of members; receive, safeguard, and disburse all the funds contributed to the Chapter by its members or others and shall make due accounting to the Executive Board at least four (4) times a year.

### **CHAPTER 3 NOMINATIONS AND ELECTIONS**

#### Article 1. Nominating Committee

- 3.11 The President shall appoint a Nominating Committee of five regular members.
- 3.12 It shall be the duty of the Nominating Committee to nominate at least one (1) regular member for each elective office existing in the Chapter.
- 3.13 Nominations shall be reported by mail and/or by electronic mail to all members of the Chapter at least 30 days prior to its annual meeting at which the elections are to take place.
- 3.14 The Nominating Committee must provide a forum for aspiring candidates and other members of the Chapter to be heard. These sessions shall be held prior to the election of officers.
- 3.15 Any regular member in good standing may make additional nominations from the floor.

#### Article 2 Elections

- 3.21 The officers and Executive Board shall be regular members in good standing and shall be elected by the membership at its annual meeting.
- 3.22 In the event of a contest, the election shall be by ballot. A member must return the sealed, signed envelope containing the ballot to the Nominating Committee by the time indicated on the ballot for tabulation. The Nominating Committee will appoint three tellers who shall make a tabulation of the ballots and report the vote count to the Nominating Committee who in turn shall report the count to the Chapter President. The members receiving the highest number of votes shall be elected and the tellers will so certify in writing to the President of the Chapter. Such information will include the number of votes received by each nominee.
- 3.23 Any vacancy occurring in the list of offices will be filled by the officer next in rank with the secretary and treasurer positions being appointed by the Executive Board for the balance of the unexpired term, provided that the secretary and

- treasurer may pass such appointment, and if not, the vacancy in the office of the second vice president would be filled by an appointment by the Executive Board.
- 3.24 The Executive Board shall fill any vacancy occurring among the directors for the balance of the unexpired term by an appointment.
- 3.25 Absentee ballots shall be provided upon request to those members who request them.

## **CHAPTER 4 COMMITTEES**

### Article 1. General Provisions

- 4.11 The standing Committees of the Chapter are as follows:
- a) Executive Board
  - b) Public Relations / Membership Committee
  - c) Education / Legislation Committee
  - d) Events Long-Term Planning Committee
  - e) Helping Hands Committee
  - f) Nominating Committee
  - g) Candidates' Club Committee
- 4.12 When not defined in these Bylaws, the Executive Board in a regulation shall define the composition and duties of the Standing Committees, which shall be subject to amendment at any regular meeting.
- 4.13 Members may serve on the committee of their choice with the exception of the Nominating Committee and Executive Board. The President with the approval of the Executive Board has the authority to appoint a chairperson for the committees from the members of the committee.
- 4.14 Special Committees may be appointed by the president to perform such services as he/she may wish to assign. However, that all such activities shall be in conformity with these Bylaws.

## **CHAPTER 5 MEETINGS AND QUORUMS**

### Article 1. Regular and Special Meetings

- 5.11 Four (4) regular meetings will be held the first year and thereafter at least four (4) regular will be held annually at the time and place specified by the Executive Board.
- 5.12 Elections will be held at the annual May meeting of the Chapter.
- 5.13 All meetings of the Chapter, other than committee meetings, shall be open to all. However, to vote in all matters but elections, one must be a local chapter member in good standing. To vote in an election or hold an office, one must be both a national and local member in good standing.
- 5.14 The Executive Board may call special meetings from time to time.

- 5.15 A minimum of 40 percent of the membership in good standing must be present to constitute a quorum for any regular or special meeting.
- 5.16 The Public Relations Committee is required to notify the chapter members and IAAO representatives in the Chapter's jurisdictional area concerning regular meetings at least fourteen (14) days before the time set for the meeting. This notice may be incorporated in the Chapter publications.
- 5.17 All meetings of the Chapter shall be governed by parliamentary law as set forth by Robert's Rules of Order.

## **CHAPTER 6 AMENDMENTS**

### Article 1. Source

- 6.11 These Bylaws may be amended by a majority vote of the members present at any meeting of the Chapter, provided that fourteen (14) days notice in advance shall have been given all members of the Chapter of the intention to amend. A written copy of the substance of the proposed change(s) shall accompany this notice. This notice may be incorporated in the Chapter's publications(s).
- 6.12 After the approval by the members, the Chapter secretary will certify and submit a copy of the Bylaws to the IAAO Executive Director. The IAAO Executive Board must approve all amendment changes.

## **CHAPTER 7 CHAPTER FUNDS AND BUDGET**

### Article 1. Source

- 7.11 Chapter dues will be \$10.00 per year per member.
- 7.12 In order to be considered a member in good standing, chapter dues must be paid each year no later than July 31<sup>st</sup>.

### Article 2. Expenditures

- 7.21 Three (3) members of the Executive Board must approve all non-budgeted expenditures from Chapter funds.
- 7.22 All checks up to \$5,000 in payment of Chapter expenditures which have been approved by the Executive Board shall be signed by the treasurer. The treasurer will also have authority to pay regular expenses such as (but not limited to) postage and supplies as is appropriate up to the amount of \$500. Any check written outside these guidelines must have one additional officer co-sign. The Executive Board will designate a member to have this authority.

### Article 3. Accounting

- 7.31 Accounting procedures shall be designed by the treasurer and approved by the Executive Board.

- 7.32 An Operating Statement and Balance Sheet shall be published in the Chapter publication annually as of the end of the fiscal year. The fiscal year shall be from July 1<sup>st</sup> to June 30<sup>th</sup>.
- 7.33 Upon dissolution, the remaining funds will be donated to the Education Fund of the International Association of Assessing Officers, Kansas City, Missouri. If at that time the International Association of Assessing Officers is no longer in existence the funds will then be transferred to the Kansas County Appraiser's Association. The members of the South Central Kansas Regional Chapter of the International Association of Assessing Officers shall not derive pecuniary gain or profit from this organization.
- 7.34 The Executive Board shall have the power to dispose of or destroy any Chapter records they deem advisable which are over five (5) years of age.

Article 4. Budget

7.41 The Chapter budget will be prepared annually by the newly elected officers, approved by the Executive Board, and published in the next succeeding issue of the Chapter publication. This budget must be approved by the general membership.