

BYLAWS OF THE ASSESSORS' ASSOCIATION OF PENNSYLVANIA

ARTICLE I NAME AND OBJECTIVES

Section 1: The name of this Association shall be the Assessors' Association of Pennsylvania.

Section 2: Its objectives shall be to improve assessment practices in the Commonwealth of Pennsylvania; to provide for the collection, distribution, and exchange of information relating to the field of assessment; to improve public relations; to inform members of legislation intended to improve assessment functions; to cooperate with other interested agencies in the promotion of the objectives of this Association; and in every proper way to encourage a fair and just distribution of the tax burden.

ARTICLE II MEMBERSHIP

Section 1:

A. ACTIVE MEMBERS. All elected and appointed non-contracted public officials of the various governments within the Commonwealth of Pennsylvania who are engaged in the work of assessing property for local tax purposes shall be eligible to become active members.

B. ASSOCIATE MEMBERS. All persons not eligible for active membership but who are regularly employed by any state or local governmental agency or educational institution within the Commonwealth of Pennsylvania and former active members who have terminated their employment in the tax assessment field, shall be eligible for associate membership.

C. COOPERATIVE MEMBERS. Persons, governmental agencies, and organizations not eligible for active or associate membership, if they are interested in the science of assessment and taxation and if they subscribe to the objectives of this Association, may apply for membership within the cooperative group. If such applications are approved by the Board of Governors, the said persons, governmental agencies, and organizations shall be eligible to become cooperative members.

D. HONORARY MEMBERS. Persons who have contributed considerably to the objective of this Association shall be eligible for honorary membership if, in the opinion of the Board of Governors, their contributions merit this award. Honorary memberships shall be conferred for life. Honorary members shall not be required to pay dues.

Section 2

DUES AND SUSPENSIONS. Dues are payable annually, in advance, and any member whose dues become delinquent after three (3) months shall be automatically suspended from membership and participation in all AAP sanctioned activities including educational programs. Any members seeking reinstatement shall be considered reinstated upon payment of the current dues; however, if the member is delinquent for more than one year, he may only be reinstated upon payment of the current dues, plus the unpaid dues for the previous year. Any person who is more than three (3) years delinquent in the payment of their dues may, upon application, return as a new member.

Any member who loses their status because of termination of employment may be reinstated without a penalty upon reemployment in the assessing field upon payment of the current dues.

ARTICLE III BOARD OF GOVERNORS

Section 1: The Board of Governors, as a policy-making and governing body of the Association shall consist of two (2) members designated by each of the local chapters of the Association. Members designated will serve a two-year staggered term and only active members of the Association, whose dues are paid, may be appointed to the Board of Governors. In addition, all designated and elected officials along with the immediate past president shall serve on the said Board with the right to vote thereon except in accordance with Article IV, Section 2. In the event any elected Officer or Board member should lose their status as an active member by reason of termination of employment as an assessing officer, they may continue in office until the expiration of their respective term.

Section 2: The Board of Governors shall be responsible for the general management of the affairs of the Association and may take any action it deems necessary to further the aims of the organization, provided the provisions of these Bylaws are not violated.

Section 3: A quorum for meetings of the Board of Governors shall consist of a majority of the Board members.

Section 4: Regulations pertaining to the organization and acceptance into the Association of local and sectional chapters of the Assessors' Association of Pennsylvania may be formulated by the Board of Governors, which Board may reserve unto itself the right to reject applications of proposed chapters and may also set forth certain rules governing the existence of local and sectional chapters.

Section 5: The Board of Governors may appoint a Solicitor, who shall advise and represent the Association in all legal matters pertaining to the Association.

Section 6: In the event vacancies shall occur at the same time in all of the offices of President, President-Elect and Vice President, the Board of Governors shall select one of its own members to serve as Acting President who shall serve for the balance of the term remaining, or until a successor is elected. Such an appointee may be a candidate for the office of President at the next election of Officers. A vacancy in the offices of Secretary or Treasurer may be filled by action of the Board of Governors.

Section 7: Should a member of the Board of Governors resign or absent themselves from two successive meetings of the Board of Governors without an excuse acceptable to the Board, their position on the Board shall be declared vacant. The local chapter involved shall select a successor for the balance of the term remaining.

Section 8: The Board of Governors shall submit the name of any former President of this Association who has retired from the assessment profession for election to Honorary Membership at the next annual meeting of the membership.

ARTICLE IV OFFICERS

Section 1

The following Officers of this Association shall be elected at the annual meeting by a majority vote of all members in good standing then present at said meeting:

- A. President, President-Elect, Vice President, Secretary and Treasurer.
- B. The President, President-Elect and Vice President may not succeed themselves in office
- C. The Secretary and Treasurer may succeed themselves in office for an additional one-year term.
- D. No person may be a candidate for an Officer before first serving at least two (2) years on the Board of Governors.
- E. They shall all hold over in office until their successors qualify.
- F. The President-Elect, and Vice President shall automatically move to a higher office on an annual basis.

Section 2

- A. The President shall preside at all meetings of the Association; shall cast the deciding vote in case of a tie; shall issue a call for special meetings; shall appoint members to all committees except wherein otherwise provided; and in general shall perform all duties pertaining to the office.
- B. The President-Elect shall in the absence of the President perform the duties of the President.
- C. The Vice President shall in the absence of the President and President-Elect perform all the duties of the President.
- D. The Secretary shall keep minutes of all meetings and shall perform such other duties assigned by the President and the Board of Governors.
- E. The Treasurer shall authorize collection of all moneys due the Association and payment of all Association obligations for which payment has been duly authorized. The Treasurer shall submit a report of receipts and disbursements at the annual meeting of the Association, which report shall show the balance at the time the report is rendered. The report shall first be approved by an Auditing Committee appointed by the Board of Governors. All funds of the Association shall be deposited in depositories designated by the Board of Governors and all checks for disbursements shall be authorized by the Treasurer and any other member of the Association designated by the Board of Governors.
- F. Executive Director. Whenever the Board of Governors deems advisable, it may contract for the services of an Executive Director and any other assistants deemed necessary, who need not be members of the Association. The Board of Governors shall determine the duties and obligations of the Executive Director. The Executive Director shall, upon direction of the presiding Officer, notify members of all meetings in advance of the date fixed as herein provided.

**ARTICLE V
VOTING, QUORUM, AND RULES**

- Section 1:** The President shall determine the time and place of the annual meeting of the Association. The Board of Governors may call by resolution special meetings of the membership. However, notice of all meetings must be mailed to the last known address of each member in good standing at least thirty (30) days prior to said meetings.
- Section 2:** The Board of Governors shall determine the manner of voting, the counting of ballots, and other procedural rules.
- Section 3:** Only members whose dues are paid shall be eligible to vote at regular and special meetings of the membership.
- Section 4:** A quorum for meetings of the membership shall consist of twenty-five (25) members in good standing.
- Section 5:** A. The President shall, before each annual election, appoint a Nominating Committee of four (4) active members in good standing, exclusive of themselves, who shall select one nominee or more for each office of the Association. These nominations, in addition to those made from the floor at the annual elections, shall be placed on the ballot.
B. Members serving on the Nominating Committee may not be nominated for an office.

**ARTICLE VI
AMENDMENTS**

- Section 1:** These Bylaws shall not be amended, altered, or repealed except in the following manner:
 - A. The Board of Governors may propose amendments by resolution adopted by the Board, provided that the notice of the proposed amendments is mailed to the last known address of each member in good standing at least thirty (30) days prior to the date of each meeting called to consider proposed amendments.
 - B. Any ten (10) members in good standing may submit in writing proposed amendments to the Board of Governors for its study and recommendations. Notice to the membership prior to a vote by the membership is required as above.

Section 2: In order to be effective, amendments must be approved by two-thirds of the membership in good standing who are present at any meeting called to consider amendments.

ARTICLE VII REMOVAL OF OFFICERS AND EXPULSION OF MEMBERS

Section 1: The Board of Governors shall hear and consider all complaints against any Officer or member of this Association and if, in their opinion, sufficient grounds therefore exist, the Board may recommend to the membership that such member or officer be censured, suspended, removed from office or expelled from membership in this Association. After thirty (30) days notice as provided in the case of amendments, the members in good standing, by a three-fourths vote of those present at the meeting called to consider the recommendations, may take action on the recommendations. The vote shall be a secret ballot. Such action on suspensions shall not be necessary in the case of members whose dues are delinquent.

ARTICLE VIII DISSOLUTION

Section 1: The Assessors' Association of Pennsylvania may be dissolved by a majority vote of the members. A meeting called for said purpose requires sixty (60) days notification in writing, to each member in good standing stating the time and place of the meeting.

Section 2: In the event of dissolution, liquidation or abandonment of the affairs of the Assessors' Association of Pennsylvania, the assets remaining after paying all debts and obligations shall be transferred to the educational fund of the IAAO (International Association of Assessing Officers).

Section 3: In no event shall any assets be used to the benefit, or be distributed to any member, Director, Officer or employee of the Association.

ARTICLE IX PROFESSIONAL DESIGNATIONS

Section 1

Certified Pennsylvania Evaluator Certificate. The State Board of Certified Real Estate Appraisers shall award a CPE (Certified Pennsylvania Evaluator) certificate to those members who qualify in accordance with the provisions of Act 28 of 1992.

Amended April 2018