



Texas Association of Appraisal Districts Chapter
International Association of Assessing Officers

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OFFICIAL BYLAWS

of the

Texas Association of Appraisal Districts Chapter

of the

International Association of Assessing Officers

Original bylaws adopted April 13, 2015

Proposed amendments approved by chapter vote February 21, 2017

**ARTICLE 1
GENERAL PROVISIONS**

Section 1: Name

The name of this organization is the Texas Association of Appraisal Districts Chapter (TAAD) of the International Association of Assessing Officers (IAAO), Incorporated, referred to hereinafter as "the Chapter."

Section 2: Jurisdictional Area

The Chapter shall encompass a jurisdictional area consisting of all 254 counties within the State of Texas.

Section 3: Purpose

To promote uniform and equitable principles of assessment through professionalism in the work performed by assessing officers and offices; to improve assessment standards through education and efficient technology; to promote professional IAAO designations; and by accomplishing each of these, to better serve Texas taxpayers.

Section 4: Membership

- a. Active membership in this Chapter is open to any person interested in assessment and appraisal practice, and who is a member in good standing of both TAAD and IAAO.
- b. Only members in good standing may hold elected office, serve on a standing or special committee, and vote in chapter elections.
- c. "Good standing" is determined by the Executive Board as necessary on a case by case basis. The board's determination shall include items such as the member being current on their membership dues and state licensure. Outstanding or unresolved complaints with IAAO or the Texas Department of Licensing and Regulations shall also be considered.

Section 5: Membership Dues

Membership dues, independent of IAAO dues, shall be \$20.00 per year and shall be due on June 1 and delinquent after June 30. The membership year is June 1 – May 31.

Section 6: Office

The principal office of the Chapter will be located in Travis County, State of Texas.

Section 7: Registered Office and Registered Agent

The Chapter shall have and continuously maintain in the State of Texas a registered office, and a registered agent whose office is identical with such registered office, as required by the Texas Nonprofit Corporation Act. The registered office may be, but is not required, to be identical with the principal office of the corporation in the State of Texas, and the address of the registered office may be changed from time to time by the Chapter's governing body.

Section 8: Fiscal Year

The Chapter's fiscal year shall be June 1-May 31.

**ARTICLE II
CHAPTER GOVERNANCE**

Section 1: Executive Committee

The governing body of this chapter shall be the Executive Committee. The Executive Committee shall be comprised of the following officers: President, President-elect, and Secretary-Treasurer, each of whom shall be elected by the Chapter membership at its annual meeting.

Section 2: Executive Board

Acting in an advisory and support capacity to the Executive Committee, the Executive Board shall consist of the TAAD Executive Director, Chapter Trustee Position One, Chapter Trustee Position Two and Chapter State Representative to IAAO. To hold office, an individual must be a member in good standing of both TAAD and IAAO. The Chapter Trustees shall be elected by the Chapter membership, and the State Representative shall be appointed by the President.

Section 3: Term of Office

Each Executive Committee Officer and member of the Executive Board shall serve a one year term of office, commencing immediately following the election of officers held at the Chapter's annual meeting.

Section 4: Powers and Duties of Executive Committee

- a. President: The President shall preside over all meetings, perform all general administrative duties of the chapter, and shall appoint all committees subject to the approval of the Executive Committee.
- b. President-elect: The President-elect shall perform all the duties of the President in the absence of the President.
- c. Secretary-Treasurer - Duties shall be as follows:
 - i. Receive and account for all monies collected on behalf of the Chapter
 - ii. Report the annual financial report consisting of previous year's receipts, disbursements, and balances to IAAO as required by March 1
 - iii. Submit year end financials to membership at the annual meeting
 - iv. Report membership list collected by Executive Director to IAAO as required on September 1st
 - v. Notify chapter of date, time, and place of annual meeting
 - vi. Bill all members for chapter membership dues
 - vii. Keep accurate minutes of all meetings
 - viii. Send a copy of all minutes to Executive Director of IAAO after approval of the Executive Committee by March 1
- d. At the end of their respective term of office, all officers shall turn over all books and records to the incoming officers. Duplicate copies shall be retained at the TAAD office for archive purpose

Commented [AL1]: .

Section 5: Powers and Duties of Executive Board Members

- a. Executive Director: The Executive Director, as appointed by the Executive Committee of TAAD, shall be the chief assistant and technical advisor to the chapter President in all affairs, and shall keep attendance records of all members, officers, and committee members of the chapter. Executive Committee Officers may agree to delegate additional responsibilities to the Executive Director.
- b. Chapter Trustees Positions One and Two: These positions shall be part of the Executive Board and shall assist the Executive Committee in the administration of this chapter. These positions are elected by the chapter. Trustees shall encourage membership renewal and new membership and assist current members as needed.

Commented [AL2]: Added Section to accommodate title change above in Article II

Commented [AL3]: Added this duty from Secretary-Treasurer's duties

Commented [AL4]: Removed list of officers and replaced with title of that officer group from Article II changes

Commented [AL5]: Changed title to Trustees and added duties of encouraging new membership and assisting current as well as changed the titles within the paragraph to reflect above changes. Added appointed by President.

- c. Chapter State Representative to IAAO: This position shall assist the Executive Committee in the administration of this chapter, and is appointed by the Chapter President. The Chapter State Representative shall be a liaison between the chapter and IAAO, as well as any other duties as assigned by the Chapter President.

Commented [AL6]: Added this section to address the position of state representative and their duties.

Section 6: Vacancies

- a. If there is a vacancy for any reason in the office of the President, the President-elect shall succeed to the office immediately, and shall have all the powers and perform all the duties of the office.
- b. If there is a vacancy for any reason in the office of the President-elect, the Secretary-Treasurer shall succeed to the office immediately, and shall have all the powers and perform all the duties of the office.
- c. If there is a vacancy for any reason in any office which cannot be filled by these provisions for succession to office, or if the next officer in the line of succession does not wish to accept the office, the Executive Committee shall appoint an officer *pro-tempore* to perform the duties of the vacated office until the office is filled by an election at the annual meeting of the chapter.

Section 7: Eligibility for Office

Eligibility for candidacy as an officer in this chapter shall be:

- a. Member in good standing of IAAO.
- b. Member in good standing of TAAD.
- c. "Good standing" is determined by the Executive Board as necessary on a case by case basis. The board's determination shall include items such as the member being current on their membership dues and state licensure. Outstanding or unresolved complaints with IAAO or the Texas Department of Licensing and Regulations shall also be considered.

Commented [AL7]: Same wording as above...Re-worded paragraph to add some discretion by the Executive Board. TDLR complaints are quite common and a member should not be barred from office, committees, or elections because of a complaint.

ARTICLE III COMMITTEES

Section 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 the Chapter. The Chapter President shall appoint the chairperson and members of each standing committees with the approval of the Executive Committee.

Section 2. Standing Committees and Eligibility

To be eligible to serve on a standing committee an individual must be an active member in good standing of both IAAO and TAAD. The standing committees of the Chapter are as follows:

a. Education Committee

The purpose of the Education Committee is to research education needs for the Chapter and recommend possible IAAO courses to be offered for the membership. They would offer assistance in courses, seminars, and programs for the members. The committee would also recommend and select candidates for the Chapter scholarships and the CEAA member awards.

b. Nominating Committee

President shall annually appoint three members of this chapter to the nominating committee. This committee shall select candidates for chapter offices for the following year. This committee shall request nominations from chapter membership through a broadcast email no later than July 1st. The committee shall be appointed no later than May 1st of each year and shall meet to select candidates no later than October 1st of that same year. This committee shall consider geographical representation when selecting candidates.

c. Budget Committee

The Budget Committee shall consist of the three officers of the Chapter: the President, President-elect, and Secretary-Treasurer. This committee shall annually review and edit the budget procedures as necessary as well as write the annual budget with approval of these actions from the Executive Committee Officers. This committee shall also prepare financial statements for audit.

d. Bylaws Committee

The committee maintains the Bylaws of the Chapter. The committee would study and recommend to the Executive Committee any proposed changes in the Bylaws on an annual basis.

Section 3: Standing Committees and Definitions

1. All committees shall perform their duties in accordance with the Chapter bylaws. All actions of the committees are subject to approval by the Executive Committee.
2. Each standing committee shall have no fewer than three members. The incoming President shall have the responsibility of appointing committee members to fill positions, along with filling any vacancies. No individual may serve on more than two standing committees.
3. A member of a committee who is absent, without notice, from two consecutive meetings during a calendar year shall be removed from the committee.
4. At the end of their committee term, each committee chair shall turn over all books and records to the incoming committee chair.

Section 4: Special Committees

The President, with the approval of the Executive Committee, may appoint special committees if doing so will assist in effectively carrying out the work and purposes of the Chapter.

Commented [AL8]: For the flow of the bylaws I suggest moving committees to this location as Article III instead of Article V. This puts the nominations committee explanation before the elections explanation. It also goes directly into committees after discussing officers and duties.

Commented [AL9]: I added the description of the nominating committees duties under the nominating committee title instead of with the elections article

Commented [AL10]: Added duties for the budget committee.

Commented [AL11]: Terms expire annually and therefore the president must appoint members annually.

Commented [AL12]: Made the language stronger in this section.

ARTICLE IV ELECTIONS

Section 1: Slate of Officers

Chapter members shall have the privilege of nominating a candidate for President, President-elect, and Secretary-Treasurer. The nomination must be submitted to the Nominations Committee at least 90 days, but no more than 120 days, prior to the annual chapter meeting. The Nominations Committee shall nominate one person for each of the offices of President, President-elect, and Secretary-Treasurer. The Nominations Committee shall select and present the slate of officers to the chapter membership at least 30 days prior to the annual chapter meeting.

Commented [AL13]: Removed Nominations from this article since it is a duty of the nominations committee which I moved to the committees section.

Section 2: Elections

a. Slate of Officers

The Nominations Committee shall prepare the official slate of officers in accordance with the chapter bylaws.

Commented [AL14]: The wording of this stated "ballot" before and I believe the correct term to be "slate of officers" which matches section 1

b. Election to Office

The election shall be held at the annual meeting of the Texas Association of Appraisal Districts Chapter of the International Association of Assessing Officers. The election of officers will be conducted by the President of the Chapter. A plurality of votes cast shall be sufficient for election to office. The President will announce the winning candidates at the meeting.

c. Posting of Results and Notification of Election

The President shall be responsible for officially notifying the chapter membership of the election results following the annual chapter meeting. The membership shall be notified by email and website posting.

Commented [AL15]: Changed this from notifying the candidates and exec committee to notifying the chapter membership...since they are included. Also added the method of notification email and website posting.

d. Terms of Office

The term of office of each officer is one year, and shall begin immediately after the election held at the annual chapter meeting. No elected officer shall serve for more than one full term consecutively in the same office.

**ARTICLE V
CHAPTER MEETINGS**

Section 1: Regular Meetings

The Chapter shall hold at least one annual meeting of the membership at a time and place determined by the Executive Committee. Additional regular meetings may be scheduled, as reasonable and necessary, by the Executive Committee.

Section 2: Notice

The Chapter Secretary-Treasurer shall notify the chapter membership of regular meetings at least two weeks prior to meetings. This notice may be delivered sent by US Post Office mail or electronic mail.

Section 3: Special Meetings

Special meetings may be held on the call of the chapter President. Written notice of said meetings must be sent at least seventy two hours prior to meeting. These meetings may be held via conference call or other media as deemed necessary by the President. This notice may be delivered sent by US Post Office mail or electronic mail.

Commented [AL16]: The need for a special meeting is likely to need a quick turn around so I changed this to read 72 hours instead of two weeks. Added the ability for conference call or other media.

Section 4: Executive Committee/Executive Board Meetings

The chapter President may call a meeting of the Executive Committee and Executive Board at any time. Written notice of must be sent to each committee and board member at least two weeks prior to the meeting and may be sent via US Post Office mail or electronic mail.

Section 5: Quorum

For the purpose of transacting official business, a quorum shall consist of not fewer than four members of the combined Executive Committee and Executive Board.

**ARTICLE VI
AMENDMENTS TO THE BYLAWS**

Section 1: Amendments

The Chapter bylaws shall be reviewed annually by the Bylaws with recommendations for any amendments to be made to the Executive Committee. The amendments are subject to the approval of the membership. The vote on proposed amendments will take place at the Chapter's annual meeting.

Commented [AL17]: Added the necessity to annually review the bylaws. These will be a work in progress each year as we grow.

Section 2: Approval by the IAAO Executive Board

All Chapter bylaw amendments, after approval by the Chapter membership, shall be subject to the approval of the IAAO Executive Board. The Chapter Secretary-Treasurer shall certify the amendment and mail it to the Executive Director of IAAO within ten days after approval by the Chapter membership.

Commented [AL18]: Removed "first" from first annual and just left annual. Also changed the last words to chapter membership instead of executive committee.

Section 3: Amendment Approval

The Chapter Secretary-Treasurer shall notify the Chapter of any action taken by the IAAO Executive Board as soon as possible.

**ARTICLE VII
CHAPTER FUNDS AND ANNUAL REPORT**

Section 1: Chapter Funds

The funds of this Chapter shall consist of a general operating fund. The Executive Committee shall instruct the Chapter Secretary-Treasurer as to the desired method for receipt and disbursement of the Chapter funds, including the keeping of all records and books.

Section 2: Annual Report

The Secretary-Treasurer shall prepare a report of the previous year's meetings, finances, activities, and membership and shall submit it to the Executive Board of IAAO prior to September 1 of each year. This report shall include, but not be limited to, the Secretary-Treasurer's annual financial report, the previous year's activities, membership, and meetings.

Section 3: Annual Audit

The Secretary-Treasurer and the Budget Committee shall prepare financial records for an annual audit to be performed by the auditing firm utilized by TAAD.

Commented [AL19]: Added section for an annual audit which is a prudent practice.

Bylaws adopted: April 13, 2015
Bylaws amended: February 20, 2016