

BYLAWS

Tennessee Chapter of the International Association of Assessing Officers

ARTICLE I

Duties and Responsibility of the Election Committee

Section 1 Appointments

The President will appoint the Election Committee forty-five (45) days prior to the annual meeting. The committee will consist of a chairman and four members, one of the members being the Secretary/Treasurer.

Section 2 Ballot Preparation

The official ballot will be prepared as follows:

- a. The ballots will contain the names of the candidates selected by the Nominating Committee and those, if any, presented through the independent petition process. (Revised 8/22/07)
- b. The ballots will be numbered consecutively and all ballots will be accounted for at the conclusion of the election.

Section 3 Election Procedure

Elections for all elective offices shall be by ballot as follows:

- a. In an election where multiple candidates are nominated for the same office, the ballot will be distributed and collected during a period of at least 30 days prior to the annual meeting. (Revised 8/22/07)
- b. It will be the responsibility of the Election Committee to verify the voting status of each member prior to the issuance of a ballot. The Secretary/Treasurer will perform this by reference of the membership records.

c. It will be the responsibility of the voters to complete their selections and return their ballots by the announced election deadline. (Revised 8/22/07)

d. Once the ballots are received, the Election Committee will convene to determine the results. (Revised 8/22/07)

e. In an election with no contested races, the voting will be by simple majority of the members present at the annual meeting. (Added 8/22/07)

Section 4 Election Results

It will be the responsibility of the Chairman of the Election Committee to report the results of the election.

a. The results will be reported during the annual meeting, to the chapter body, at a time designated by the chapter President.

b. The report of results will include the total votes received by each candidate and the identification of the candidate receiving the most votes.

ARTICLE II

Programs for Annual and Regular Meetings

Section 1 Program Committee

The Vice-President by Article IV Section 3 of the Constitution has primary responsibility for meeting programs. The Vice-President will serve as a chair and the President may appoint a Vice Chair.

a. The committee will be responsible for preparing the program and agenda, reporting to the Executive Board, and performing all duties incidental thereto, for the Spring and Fall meeting.

b. The term of the committee members shall coincide with that of the appointing President, and any vacancies may be filled by presidential appointment.

c. The committee will report to the Executive Board at least forty-five (45) days prior to the spring and fall meetings.

d. Members and guests shall not be permitted to attend meetings or take part in formal functions of the chapter unless properly registered.

e. Attendance of spouses, guests, and other non-members shall be permitted at all breakfast, lunch and dinner meetings. Payment shall be an amount at the discretion of the Executive Board.

5/27/93

f. Each member will be limited to one non-paying guest at the hospitality suite.

8/9/93

ARTICLE III

Nominating Committee

Section 1 Nominations

Prior to March 1 of each year, the Nominating Committee shall notify the membership as to which elective offices are to be filled and the names and addresses of nominating committee members. (Revised 8/22/07)

a. Written requests to be considered for nomination should be received by the committee prior to April 1. The nominating committee shall consider such requests for nomination, but may also search out other individuals whose names may be placed in nomination by the committee. (Revised 8/22/07)

b. Committee nominations shall be limited to a maximum of two candidates for each elective office.

6/15/88

ARTICLE IV

Amendments

These Bylaws may be amended by a majority vote of the Executive Board at any special or regular meeting thereof.

ARTICLE V

Dues

Section 1 Collection

Membership dues are due and payable January 1st of each year and will be for a calendar year.

a. All dues received prior to the annual meeting, held in the fall, will apply to the calendar year in which they are paid. All dues received during or after the annual meeting will apply to the next calendar year.

b. All dues paid between the end of the spring meeting and prior to the beginning of the annual meeting shall have a service fee imposed. The amount of said service fee will be determined by the Executive Board at their regular meeting held in the spring. In the event that the Executive Board fails to establish said fee, the Secretary/Treasurer shall collect an amount equal to one-half (1/2) of the regular dues.

ARTICLE VI

Member of the Year

Section 1 Frequency

Each year, at the annual meeting, a member of the chapter will be awarded the title "Member of the Year".

Section 2 Nominations

Nominations are to be received by a member of the awards committee no later than June 1. In the event that no nominations are received, the awards committee shall select the "Member of the Year".

Section 3 Criteria

The criteria for the "Member of the Year" shall be as follows:

- a. Must be a member of TIAAO for at least one year.
- b. Current officers and board members not eligible.
- c. Previous winners are not eligible.

- d. Criteria for selection included but not limited to the following:
 - (1) Attendance at chapter meetings
 - (2) Promoted TIAAO as evidenced by recruitment
 - (3) Service to TIAAO
 - (4) Schools attended
 - (5) Designations
 - (6) Membership in other organizations
- 6/15/88

Section 4 Award Benefits

The recipient of this award will receive a plaque paid for from the chapter's general fund; chapter dues will be waived for the following year, and IAAO regular membership dues will be paid for from the chapter's general fund. (Revised 12/6/91)

- a. The plaque will contain the inscription: (YEAR) TIAAO Member of the Year.

ARTICLE VII
Oath of Office

I _____ do solemnly swear...that I will uphold the Constitution and Bylaws...of the Tennessee Chapter of the International Association of Assessing Officers...and that I will perform...the duties and responsibilities of my office...to the best of my ability...and in accordance with the IAAO code of ethics...and standards of professional conduct...so help me God.

ARTICLE VIII
The Ray D. Kennedy Achievement Award

Section 1 Purpose

The Ray D. Kennedy Achievement Award was created to recognize a member of the Tennessee Chapter of IAAO for outstanding work.

Section 2 Criteria

Criteria for the Ray D. Kennedy Award are:

- a. Recipient must be an IAAO member in good standing and promotes its mission and goals.

- b. Recipient must be TIAAO member in good standing through:
 - (1) Attendance at Chapter meetings
 - (2) Service to TIAAO through either
 - (a) Committee appointment
 - (b) Articles published in newsletter
 - (c) Officer or Board member
- c. Recipient must be an IAAO designee.
- d. Recipient must exemplify professionalism through:
 - (1) Service to IAAO by either:
 - (a) Committee appointment
 - (b) IAAO representative
 - (c) Professional Designation Advisor
 - (d) Officer and or Board member
 - (2) Participation in IAAO through either:
 - (a) Conference attendance
 - (b) Published articles
- e. This award will not be given to the same person twice.
- f. Current officers are not excluded from receiving this award.
- g. This award will not necessarily be given annually. It will be presented when the Awards Committee of the Tennessee Chapter believes there is a deserving individual.
- h. This award will be given by the Awards Committee, without nominations from the membership of the chapter.

Section 3 Award Benefits

The recipient of this award will receive a plaque paid for from the chapter's general fund, and chapter dues will be waived for the following year. The plaque will contain recipient's name, Tennessee Chapter of IAAO (year) Ray D. Kennedy Achievement Award.