

**GEORGIA
ASSOCIATION
OF
ASSESSING OFFICIALS
BY-LAWS**



As Amended

November 20, 2018

Article I

DUES

SECTION 1. ASSESSMENT

- A. The Executive Board by annual resolution shall adopt the membership dues schedule to be imposed for each category of membership as the Executive Board may establish.

SECTION 2. PAYMENT

All dues shall be paid annually in advance and shall become due on January 1 of each fiscal year.

SECTION 3. SUSPENSION

Any member delinquent in the payment of dues as of March 1 shall be suspended from membership. A member who has been so suspended may be reinstated upon reapplication for membership and payment of the current annual dues.

ARTICLE II

COMMITTEES

SECTION 1. APPOINTMENT

- A. It shall be the duty of the President immediately after ~~his/her~~ election to appoint a chairperson for the following standing committees:

- Membership and Promotion
- Audit
- Rules, Resolutions and By-laws
- Nominating

- Commercial
- Personal Property
- Elections
- Professional Designations
- Technology/GIS
- Education
- Policy Development and Review

In addition, the President may establish such other committees as are deemed necessary or as the Executive Board may direct. The President shall appoint all members of the Nominating, Elections, and Professional Designations committees.

B. Each member of the Executive Board will seek to find and submit names of at least three (3) members from their respective districts to the chairperson of each standing committee, excluding Summer Conference, Legislative Policy, and Audit. The chairperson shall appoint at least one (1) member from each submitted list from each district to serve on said committee.

1. The President-elect shall, at the Annual Summer Conference Business meeting, appoint the Chairperson of the Legislative Policy Committee and a Director of Legislative Affairs.

2. The Legislative Policy Committee shall be composed of at least one (1) member and no more than three (3) members from each of the districts as outlined in Article III, Section B (1) of the Constitution. The Director of Legislative Affairs shall also be a member of this committee.

SECTION 2. EX OFFICIO

The President shall be an ex officio member of all committees except the Nominating Committee.

SECTION 3. OTHER APPOINTMENTS

The President may appoint a Chaplain and a Parliamentarian.

ARTICLE III

FISCAL

SECTION 1. DISBURSEMENTS

A. AUTHORITY

The Executive Board shall approve or disapprove any disbursement not provided for by the Constitution and By-laws, or as authorized by the membership.

B. IAAO DELEGATE

The expenses of the official delegate to the IAAO Annual Convention shall be paid for one person by the Association as follows: tourist class plane fare or mileage (at the prevailing IRS rate) whichever is less expensive, registration fee, standard accommodations and fifty dollars (\$50.00) per day for a maximum of five (5) days. The five days to be paid are Saturday, Sunday, Monday, Tuesday, and Wednesday. As official delegate for GAAO, the delegate must also actively participate and professionally represent GAAO at the Conference. The Executive Director shall be authorized to issue a check in advance to the delegate based on these amounts.

C. EXECUTIVE DIRECTOR

The Executive Board shall establish the salary of the Executive Director of the Association.

D. COMMITTEE MEMBERS

1. The Executive Director is authorized, upon submission of itemized receipts, to reimburse any member of the Executive Board or duly appointed member of any committee for mileage at the IRS rate then prevailing for IRS employees; lodging (when required) at a rate equivalent to the prevailing government rate charged in the area; actual meal expenses incurred by the member for himself/herself, in connection with attendance at any legally called meeting, provided such member is not reimbursed by his/her employer.
2. Expenses for non-GAAO members may be reimbursed to any Executive Board member or duly appointed member of any committee if approved by the Executive Board.

SECTION 2. SUMMER CONFERENCE FUND

The Executive Director shall establish a Summer Conference Fund under the following provisions:

A. The official depository for this account shall be approved by the Executive Board.

B. The Executive Director shall be the official custodian of the fund and shall be authorized to sign withdrawals from this account.

C. On or before May 1 of the following year, the Executive Director shall submit to the Executive Board a complete financial reporting of this account. The Executive Director shall also submit a quarterly financial report to the Executive Board on all GAAO funds.

D. All fees collected in connection with the Summer Conference which are in excess of actual expenses incurred shall be maintained as reserves in the Summer Conference fund. Any transfer of funds shall remain the right and responsibility of the Executive Board.

SECTION 3. BONDS

The Executive Director and any other office, agent, or employee of the Association designated by the Executive Board shall furnish a bond in such amount and with such sureties as the Executive Board shall approve. The cost of said bonds shall be paid by the Association, and they shall be deposited and kept as the Executive Board may direct.

SECTION 4. AUDIT

Beginning with the fiscal period ending December 31, 2011, the Executive Director shall select an outside audit firm to conduct a complete review of the fiscal state of GAAO. The outside firm is subject to approval by majority vote of the GAAO Executive Board. Said outside audit shall be conducted every five years thereafter.

ARTICLE IV

PROPERTY TAX NEWS

SECTION 1. OFFICIAL PUBLICATION

The Georgia Property Tax News, to be published by the Executive Director on a bi-monthly basis, is designated as the Association's official publication. Any notice, resolution, or other Association business printed therein shall be considered as legally disseminated the same as if it were individually addressed to each member of the Association.

SECTION 2. MEMBERSHIP ROSTER

At least once each year, the Executive Director shall publish in *The Georgia Property Tax News* and on the official GAAO website a complete up to date list of the Association membership including the type of each membership.

SECTION 3. COUNTY DIRECTORY

At least once each year, the Executive Director shall publish in *The Georgia Property Tax News* and on the official GAAO website the electronic mail address, if provided, of a contact person in each county assessors' office.

SECTION 4. ANNUAL REPORT

The Executive Director shall publish in *The Georgia Property Tax News* and on the official GAAO website the annual report of his/her office.

ARTICLE V

HONORARY LIFETIME MEMBERSHIP

SECTION 1. HOW CONFERRED

Honorary lifetime membership can be conferred by signed petition of no less than ten (10) regular members in good standing, submitted to the Executive Director; or by resolution presented by the Rules, Resolutions, and By-laws Committee; or by resolution of the Executive Board. Such petition or resolution shall be presented at any semi-annual meeting of the Association. Approval of said memberships shall require a two-thirds vote of qualified members present and voting at the meeting at which presented.

ARTICLE VI

PROFESSIONAL DESIGNATIONS

SECTION 1. GENERAL

In furtherance of the objective of promoting professionalism in assessment, GAAO established Professional Designations to recognize professionals who exhibit ethics, competence and integrity within specific area of ad-valorem assessment.

SECTION 2. GAAO PROFESSIONAL DESIGNATION

There is established in the Georgia Association of Assessing Officials the professional designation of Georgia Certified Appraiser (GCA), and the ability to earn a professional designation with concentration in

Residential, Commercial/Industrial, Personal Property, and/or Cadastral Specialist as developed and made available.

SECTION 3. AUTHORITY

The GAAO Executive Board is authorized to adopt and promulgate such rules, regulations, and requirements as are deemed necessary to qualify members for professional designations and shall award such designations where appropriate, provided that such rules, regulations, and requirements shall be in strict compliance with Georgia law and provided further that such rules, regulations and requirements are not in conflict with the GAAO Constitution and By-laws.

SECTION 4. PROFESSIONAL DESIGNATIONS COMMITTEE

The President shall establish and appoint the Professional Admissions Committee, which shall administer the professional designation program as provided in Sections 2 and 3 hereof, in accordance with the rules, regulations, and requirements adopted by the Executive Board and subject in all matters to the Board's approval.

ARTICLE VII

AMENDMENTS

SECTION 1. HOW AMENDED

These By-laws may be amended by a two-thirds (2/3) vote of the regular members in good standing, present and voting in any semi-annual meeting of the Association. Notice and the full text of said proposed amendment shall be provided to all regular members no less than thirty (30) days prior to such meeting. Said notice shall be published in *The Georgia*

Property Tax News or on the GAAO website. No member shall be permitted to vote by proxy.

SECTION 2. HOW PROPOSED

Amendments may be proposed by: 1) initiatory petition signed by no less than ten (10) regular members in good standing; 2) by presentation of the Rules, Resolutions and By-Laws Committee; or 3) by resolution adopted by the Executive Board. Such petitions, presentations, or resolutions shall be in the hands of the Executive Director at least sixty (60) days prior to the semi-annual meeting at which it will be voted upon.