

Constitution & By-Laws

The Minnesota Association of Assessing Officers REVISED CONSTITUTION Revisions Complete Through 10-1-2019

Article I - Name

Section 1: The Name of this Association shall be the "Minnesota Association of Assessing Officers".

Article II - Affiliation

Section 1: This organization shall be and hereby is an affiliate member of the International Association of Assessing Officers.

Article III - Purpose

Section 1: The purpose of this Association shall be to further the work of Assessment personnel by means of advancing and perpetuating practical assessment procedure. It shall be the further purpose of this Association to provide means for collective expression on all matters relating to present and future property assessment laws of the State of Minnesota.

Article IV – Membership

Section 1: Membership in this Association shall be composed to persons associated with the assessment of property for ad valorem tax purposes as described in Article I of the By-Laws of this Association.

Article V – Government

Section 1: The government of this Association shall be vested in an Executive Board consisting of nine (9) Directors, the Immediate Past President, and the Officers. Said Officers shall be the President, 1st Vice-President, 2nd Vice-President, and a Finance Officer. Proxies for the Directors will be recognized. The Director will appoint his or her Proxy. Only a Regular Member of the Association, in good standing, can be appointed to serve as a Proxy. (Rev. 10-5-1993) (Rev. 9-28-2010)

Section 2 With the exception of the Finance Officer, who shall be elected and hold office for a two year period, all other officers of this Association shall be elected in the manner prescribed by the By-Laws and shall hold office for a period of one year, or until their successors are duly elected and qualified. (Rev 9-28-2010)

Section 3: The Directors of this Association shall be elected in the manner prescribed by the By-Laws and shall hold office for a period of two years or until their successors are duly elected and qualified.

Article VI - Meetings

Section 1: There shall be, once each year, a regular meeting of all Association members, this meeting to be known as the Annual Meeting, at which time all officers for the ensuing year shall be elected and all reports of outgoing officers received. The time and place of this meeting shall be provided in the By-Laws of this Association.

Section 2: Special Meetings of this Association may be called from time to time as provided in the By-Laws of this Association.

Article VII - Amendment

Section 1: This Constitution may be amended by a two-thirds vote of the members present at any Annual or Special Meetings provided that written notice of the proposed amendment or amendments has been mailed to each member at least thirty (30) days prior to the date of such meeting.

REVISED BY-LAWS

Article I – Membership

Section 1: **REGULAR MEMBER.** Any person performing the duties of Assessor or Deputy or Appraiser whose responsibility is the valuation of property, classification, or assessment administration for ad valorem tax purposes and who is employed by or contracted with a governmental entity may become eligible for Regular Membership in the Association with all rights and privileges including the right to vote, to hold office, to serve on committees and receive the publication of the Association together with all items of general mailing by making written application to the Secretary-Treasurer and payment of prescribed dues. Only Regular Members, in good standing, shall be eligible to serve as an officer, director and/or committee chairperson. (Rev. 10-3-00)

Section 2: [Repealed 10-02-2007]

Section 3: **ASSOCIATE MEMBER.** Any former Assessor, now retired, and was a member in good standing for at least fifteen years, or part-time person performing the duties of Assessor whose duty is the valuation of property for ad valorem tax purposes and who is employed by any political subdivision in the State of Minnesota, shall be eligible for Associate Membership in the Association. The Associate Member's rights and privileges include being a Committee Member or paid employee of the organization, receiving the publication of the Association and a copy of the minutes of each Annual or Special Meeting by making written application to the Secretary-Treasurer and payment of prescribed dues. (Rev. 09-27-2016)

Section 4: **COURTESY MEMBER.** Any person performing the duties of Assessor or Deputy or Appraiser whose primary duty is the valuation of property for ad valorem tax purposes and who is employed by any political subdivision in the State of Minnesota, who is duly appointed to said position between April 1st and December 31st of any year, provided that the prescribed membership dues of their predecessor have been paid for the said year, shall be entitled to a Courtesy Membership in this Association to the same extent of their predecessor with the approval of the Executive Board. Said Courtesy Membership shall continue until the beginning of the next fiscal year without liability for any Association dues for the current year.

Section 5: **AFFILIATE MEMBER.** Persons not eligible for Regular or Associate Membership but who are interested in the science of assessment and who subscribe to the Objectives of the Association, in property valuation for property tax purposes and/or property tax administration, are eligible to become Affiliate Members. The Affiliate Member's rights and privileges shall be limited to receiving the publication of the Association and a copy of the minutes of the Annual or Special Meeting by making written application to the Secretary-Treasurer and payment of prescribed dues. (Rev. 10-02-2007 & 10-1-19)

Section 6: **HONORARY MEMBER.** Honorary Membership in the Association may be conferred upon individuals for unusual and meritorious service to this Association provided; however, that no Honorary Member shall have the usual rights and privileges accorded dues paying members. Awarding of Honorary Membership shall be made at the discretion of the Executive Board subject to the unanimous consent of the membership present at any Annual or Special Meeting.

Article II – Government

Section 1: As provided in the Constitution, the government of this Association shall be vested in the Executive Board of fourteen (14) members, subject to the will of the membership.

Section 2: The Executive Board shall have control and management of the property of the Association and shall transact such business of the Association and make such decisions as may be incumbent upon it as the interim governing body and not prohibited by the Constitution, By-Laws and Policy of this Association. Such decisions shall be subject to the will of the membership and shall be subject always to review by the membership at the Annual Meeting or at any Special Meeting duly called.

Section 3: At each Annual Meeting the Executive Board shall submit, for approval by the Membership, a proposed

budget covering expenses for Association activities during the ensuing administrative year. The Executive Board shall have discretionary authority during the ensuing Administrative year to revise or add budgeted items provided, however, that the amount of the revisions or additions shall not result in exceeding the aggregate budget total approved by the membership at the previous Annual Meeting.

Section 4: Funds of the organization shall be withdrawn from the bank or banks from which they are deposited by the signature of the Secretary-Treasurer or Finance Officer or Conference Coordinator. (Rev. 9/28/10)

Section 5: Vacancies in the Executive Board shall be filled by vote of the Executive Board with the proviso that recommendations for the vacancy of Director shall be secured from the Region affected. Vacancies in the position of President or Vice-President(s) shall be filled by vote of the Executive Board with the proviso that the appointee shall be, or have been, a member of the Executive Board. Such appointees shall serve for the duration of the term of the individual being replaced or until the next regular election.

Section 6: [Repealed 9/28/10]

Article III - Regions

Section 1: For administrative purposes, the State shall be divided into nine (9) regions.

Section 2: The regions shall be numbered from one (1) to nine (9) and shall be designated as area groups. Each region shall include MAAO members from the following counties or cities. MAAO members from the Department of Revenue shall be included in the Region where a majority of their assigned duties are performed.

Region 1: Southeast Group: Dodge, Fillmore, Freeborn, Goodhue, Houston, Mower, Olmsted, Rice, Steele, Wabasha, Waseca and Winona.

Region 2: East Central Group: Blue Earth, Faribault, Le Sueur, McLeod, Martin, Nicollet, Sibley, Watonwan. (Rev. 2-13-95 & 10-7-03)

Region 3: Northeast Central Group: Benton, Chisago, Isanti, Kanabec, Mille Lacs, Morrison, Pine, Sherburne, Stearns, Wright and the City of St. Cloud. (Rev. 10-1-19)

Region 4: Northeast Group: Aitkin, Carlton, Cass, Cook, Crow Wing, Itasca, Koochiching, Lake, St. Louis and the City of Duluth.

Region 5: Southwest Group: Brown, Cottonwood, Jackson, Lincoln, Lyon, Murray, Nobles, Pipestone, Redwood and Rock.

Region 6: Southwest Central Group: Big Stone, Chippewa, Kandiyohi, Lac qui Parle, Meeker, Pope, Renville, Stevens, Swift, and Yellow Medicine.

Region 7: Northwest Central Group: Becker, Clay, Douglas, Grant, Hubbard, Otter Tail, Todd, Traverse, Wadena and Wilkin.

Region 8: Northwest Group: Beltrami, Clearwater, Kittson, Lake of the Woods, Mahnomen, Marshall, Norman, Pennington, Polk, Red Lake and Roseau.

Region 9: Metro Group: Anoka, Carver, Dakota, Hennepin, Ramsey, Scott, Washington and the City of Minneapolis. (Rev. 2-13-95, 10-7-03 & 10-1-19)

Section 3: Transfer from Region. In the event a county or a city with an Assessor having the power of a County Assessor would like to transfer from one region to another, the county or counties or city or cities requesting such a transfer must, by written petition, to the Executive Board, ask that such a transfer be granted. The Executive Board shall by written notice to the county or counties or city or cities affected, grant or deny the requested transfer. This granting or denial of such petition, by the Executive Board, shall be placed on the agenda for ratification by the members present at the next following Annual or Special meeting of the Association.

Article IV - Elections

Section 1: Not less than thirty (30) days prior to the Annual Meeting and Election, the President shall appoint, with the approval of the Executive Board, a Nominating Committee of not less than three (3) members.

Section 2: The Nominating Committee shall decide upon and make recommendations to the Annual meeting the names of candidates for election.

Section 3: No member of the Nominating Committee shall be eligible for office by action of the Nominating Committee.

Section 4: : With the exception of the Finance Officer who shall be nominated to serve two (2) year terms, the Nominating Committee shall select nominees for each expiring officership to serve one (1) year. (Rev. 9-28-2010)

Section 5: The Nominating Committee shall select nominees for each expiring Directorship to serve for two (2) years. One Director shall be elected from each of the regions as outlined in Article III of these By-Laws. On every even-numbered calendar year, Directors shall be elected from Regions I, II, III, IV and IX. On odd-numbered calendar years, Directors shall be elected from Regions V, VI, VII and VIII.

Section 6: No officer or director shall be eligible for the same office for more than two (2) consecutive terms.

Section 7: Additional names may be placed in nomination at the time of balloting by any Regular Member of this Association who shall have been determined to be in good standing. (Rev 10-02-2007)

Section 8: At the annual election there shall be elected a President, 1st Vice-President, 2nd Vice-President, and a Finance Officer, when his/her term expires, all of whom shall constitute the Officers of the Association. To complete the Executive Board there shall be elected the required number of Directors in any given year. (Rev. 9-28-2010)

Section 9: Voting shall be done by individuals who are Regular Members with each member having the right to cast one (1) ballot. Proxies shall not be recognized. Each voting member shall be considered registered with the Secretary-Treasurer by payment of the proper dues prior to commencement of the Annual or Special meetings. (Rev 10-02-2007)

Section 10: Newly elected Officers and Directors shall take office at the conclusion of the annual meeting with the exception of the Finance Officer who will take office on November 1st, which date shall begin the Association's fiscal year. (Rev. 10-02-2007) (Rev. 9-28-2010)

Article V - Meetings

Section 1: The Annual Meeting and election shall be held each year, the exact date to be set by the Executive Board. Notice of such meeting shall be mailed to each member at their last known address at least thirty (30) days prior thereto.

Section 2: Special meetings of the Association shall be called by the President at the request of a majority of the Executive Board. Written notice of such a meeting shall be mailed to each member at their last known address at least ten (10) days prior thereto.

Section 3: At all Annual Meetings or Special Meetings of the Association, a quorum shall consist of ten percent (10%) of the Regular members of the Association in good standing. (Rev. 9-25-90, Rev. 9-24-02 & 10-02-2007)

Section 4: Meetings of the Executive Board shall be held at prearranged dates or at the call of the President, provided, however, that said Executive Board shall meet a minimum of three times during each administrative year. At all meetings of the Executive Board a simple majority of members shall constitute a quorum.

Section 5: One meeting of the Executive Board shall be a joint meeting with the Legislative Committee which shall be appointed as provided in the By-Laws of the Association.

Article VI - Duties of Officers and Directors

Section 1: PRESIDENT. The President, as chief executive officer of the Association, shall preside at all meetings of the

Association and Executive Board Meetings, shall supervise the Association's affairs and activities, and shall make an annual report thereon to the members. Said report shall be appended to the minutes of the Annual Meeting.

Section 2: 1st VICE-PRESIDENT. The 1st Vice-President, who shall preside at Annual, Special and Executive Board Meetings of the Association in the absence of the President, shall also work with the President on matters of internal and external affairs as may be assigned by the President.

Section 3: 2nd VICE-PRESIDENT. The 2nd Vice-President, who shall preside at Annual, Special and Executive Board Meetings of the Association in the absence of the President and 1st Vice-President, shall also work with the President on matters of internal and external affairs as may be assigned by the President.

Section 4: FINANCE OFFICER. The Financial Officer, as the chief financial officer of the Association, shall preside over the financial matters of the Association. The Finance Officer shall supervise the financial activities of the Secretary-Treasurer to uphold standards of professional financial practice and shall also work with the President on matters of internal and external affairs as may be assigned by the President. (Rev 10-2-2007) (Rev. 9-8-2010)

Section 5: SECRETARY-TREASURER. The Secretary-Treasurer, working under the guidance of the Finance Officer, shall be appointed for a term of four years by the President subject to the approval of the Executive Board. He/she shall give notice of all Annual, Special, and Executive Board Meetings as prescribed in these By-Laws. He/she shall furnish Association members with copies of each Annual and Special meeting within sixty (60) days after such meeting and shall furnish Executive Board Members with copies of all Executive Board Meetings within thirty (30) days after such meeting. He/she shall keep a permanent record of such meetings as provided herein, and shall be custodian of all official records of the Association. In addition to the duties prescribed herein, the Secretary-Treasurer shall oversee the activities of the Membership Coordinator and Conference Coordinator, keep the books of the Association, shall disburse funds at the direction of the Executive Board and shall report, in detail, at the Annual Meeting and at such other times as directed on the financial condition of the Association. With the recommendation of the President and the approval of the Executive Board this position may be divided into two separate positions, each with its own job description. These individual positions would be Secretary and Treasurer. These individual job descriptions shall specify which of the preceding responsibilities is assigned to each of these new positions, except that the Treasurer will be responsible for oversight of the Membership Coordinator, the On-Line Coordinator and the Conference Coordinator. (Renumbered Rev. 9-28-2010) (Rev. 9-25-2012)

Section 6: DIRECTORS. The Directors, each of whom shall have been elected from separate regions as provided in Article III, Section 2 of these By-Laws, shall supervise the operations and activities of the Association in the region represented, and shall perform such other duties as may be assigned to them by the President or Executive Board. A Director may appoint a Proxy to represent him or her at a meeting he or she will be unable to attend. The Proxy will only be recognized upon notification being given to the President of the Association prior to the specific meeting the Proxy will be attending. The President of the Association will confirm the validity of the Proxy at the beginning of the meeting the Proxy is in attendance. The confirmed Proxy will have the same responsibilities, duties and privileges as the Director the Proxy is appointed to represent. The validity of the confirmed Proxy will be for that specific meeting only. A Proxy must be submitted prior to each meeting that the Director will be absent. The Proxy will be null and void if the Director is in attendance at the meeting in question. (Rev. 10-5-93) (Renumbered 9-28-2010)

Section 7: PARLIAMENTARIAN. A Parliamentarian may be appointed by the President with the concurrence of the Executive Board. He/she shall act as Parliamentarian at the Annual or Special Meetings of the Association. (Renumbered 9-28-2010)

Section 8: OTHER DUTIES. Such other duties not specified herein shall be those usually prescribed and as listed under Robert's Rules of Order Revised. (Renumbered 9-28-2010)

Article VII – (Repealed 9/24/2013)

Article VIII – Committees

Section 1: LEGISLATIVE COMMITTEE. A Legislative Committee composed of not less than nine (9) members, one from each region within the State, shall be appointed by the President. Said Legislative Committee shall be appointed

on every odd-numbered calendar year by the newly elected administration and shall serve for two (2) administrative years. It shall be the purpose of the Legislative committee to study legislative matters and suggest action to be taken regarding legislation beneficial toward the improvement and correction of assessment statutes and other matters pertaining to the welfare of Association Members.

Section 2: MEMBER DEVELOPMENT AND STANDARDS STEERING COMMITTEE. Member Development and Standards Steering Committee composed of a Chairperson and no less than seven (7) other members, representing other workgroups, sub-committees or entities engaged in the management and development of the association's assessor education, standards and development efforts, shall be appointed by the President. It shall be the purpose of the Member Development and Standards Steering Committee to ensure coordination of and communication between any workgroups, sub-committees or other efforts related to the association's assessor education program and assessor standards and development.

The President shall appoint a Chairperson and adequate members to any workgroup or sub-committee necessary to fulfill the mission and purpose of the Member Development and Standards Steering Committee. Appointed Chairpersons to these workgroups or sub-committees are members of the Member Development and Standards Steering Committee. In appointing Chairpersons and members to workgroups or sub-committees, the President shall consider the needs of the association related to assessor standards and standardized assessor practices, assessor development and mentorship, management of association-sponsored educational offerings, development of association-sponsored educational offering course curriculum and scholarship.

In appointing Chairpersons and members to workgroups or sub-committees, the President shall at a minimum appoint a Conference Content Workgroup. This workgroup shall have a Chairperson and nine (9) other members, one from each region from within the State, as appointed by the President. It shall be the purpose of the Conference Content Workgroup to support the association's efforts related to educational content at its annual conferences and seminars and to provide statewide representation on assessor education, standards and development efforts.

Any workgroup or sub-committee appointed by the President under this section shall be considered a committee or special committee for purposes of other association policies such as expense reimbursement (Rev. 10-6-15)

Section 3: RULES AND RESOLUTIONS COMMITTEE. A Rules and Resolutions Committee shall consist of three (3) members; one member is the 2nd Vice President and the other two members shall be appointed by the President. The function of this Committee shall be to draft into proper form all proposed amendments to the Constitution, By-Laws and Policy of the Association or resolutions proposed for action by the membership at the Annual or Special Meeting. In every instance, the proponent or proponents of the amendment or resolution shall be named. It shall not be the purpose of this committee to instigate and perpetuate amendments or resolutions by its own committee action. All proposals for amendments to the Association's Constitution and By-Laws shall be received by the committee not less than sixty (60) days prior to the Annual meeting. All proposed resolutions shall be received by the committee not less than ten (10) days prior to the Annual meeting. One hundred and ten (110) days prior to the date of the Annual Meeting, as determined by the Executive Board, the Rules and Resolutions Committee Chairperson shall cause to be sent a general mailing to every member of the Association in good standing which would request members to forward proposed amendments to the Constitution, By-Laws and Policy or proposed resolutions to said chairperson. (Rev 10-1-19)

Section 4: OTHER COMMITTEES. The President shall annually appoint such additional Standing and Special Committees as he/she may deem necessary to carry out the work and purpose of the Association. Except as it is prohibited in Article I of these By-Laws, any member of the Association in good standing shall be eligible to serve as chairperson or member of any Standing or Special Committee of the Minnesota Association of Assessing Officers.

Section 5: APPOINTMENT. All Committee Chairpersons, Vice-Chairpersons and Members shall be appointed by the President subject to the approval of the Executive Board. (Rev. 9-21-04)

Section 6: OBLIGATIONS. No committee shall be vested with power to enter into any agreement or contract or otherwise obligate this Association except through the Executive Board and subject to the approval of the membership.

Section 7: EX-OFFICIO. The President shall be an ex-officio member of all committees.

Article IX – Rules of Order

Section 1: Roberts' Rules of Order, Revised, shall govern the proceedings of all meetings of the Association and its constituent parts except as otherwise provided in the Association's By-Laws.

Article X - Delegates

Section 1: Delegations or special committees shall be appointed by the President, subject to the approval of the Executive Board, to represent the Association at any convention, meeting or assembly, as may be necessary. Such delegations or committees shall exercise only those powers specifically vested in them by the Executive Board.

Article XI – Amendments

Section 1: These By-Laws may be amended by a two-thirds vote of the members present at any Annual or Special Meeting provided that written notice of the proposed amendment or amendments has been mailed to each member at least thirty (30) days prior to the date of such meeting.

Article XII – Dissolution

Section 1: If the Minnesota Association of Assessing Officers is dissolved, any assets will be distributed to a non-profit organization(s) as determined by a majority vote of Association Members. (Added 9-24-2013)

ATTACHMENT "A" (Repealed 9/24/2013)

APPROVED MINNESOTA ASSOCIATION OF ASSESSING OFFICERS POLICY

PREFACE

This statement of policy is not designed to affect the Association's Constitution and By-Laws and does not cover items provided therein. It is designed to be easily amended and its primary purpose being to consolidate in black and white the decisions on matters of internal policy which will aid in the efficient operation of our Association.

Policy A - Finance

Section 1: **EXECUTIVE BOARD EXPENSE.** The annual budget shall provide an expense allowance for each Executive Board Member to be drawn upon presentation of vouchers showing round-trip mileage traveled in attending Executive Board Meetings. Such Executive Board Members shall be reimbursed at a rate per mile as set by the annual IRS business rate and any other expenses, subject to the approval of the Executive Committee. A Proxy, whose validity has been confirmed by the President of the Association, shall have the same rights of reimbursement for his or her meeting expenses as the Director the Proxy is representing. In no instance will the Director and his or her Proxy be reimbursed for the same meeting expenses! (Rev. 10/5/93 & 10-1-19)

Section 2: **COMMITTEE EXPENSES.** The annual budget shall provide an expense allowance for each Committee and Special Committee to be drawn upon presentation of vouchers showing round-trip mileage traveled in attending Committee meetings. Such Committee members shall be reimbursed at a rate per mile as set by the Executive Board and any other expenses, subject to Article II Section 2 & 3 of the By-Laws. (Rev. 10-02-2007).

Section 3: **PAYMENT TO MEMBERS FOR SERVICES RENDERED.** In addition to expense allowance authorized in Sections 1 & 2, certain members shall be paid remuneration in the amount as established by the Executive Board which shall cover payment for necessary services rendered, subject to Article II Sections 2 & 3 of the By-Laws. Each payment will be broken out as a separate line item in the budget each year. (Rev. 10-02-2007)

Section 4: [Repealed 10-02-2007]

Section 5: [Repealed 10-02-2007].

Section 6: [Repealed 10-02-2007]

Policy B - Publication

Section 1: **EQUAL EYES.** A publication known as Equal Eyes shall be the official publication of the Minnesota Association of Assessing Officers and shall contain information on all Minnesota Association of Assessing Officers activities and proceedings of the Executive Board, and matters of general reader interest. The Editorial Board of Equal Eyes shall consist of a minimum of seven (7) members,. The Executive Board shall be empowered to appoint an Editor and Associate Editor for an indefinite term. Under the guidance of the Editorial Board, the Editor shall cause to be published an appropriate number of issues each year of Equal Eyes. The President and Finance Officer of the Minnesota Association of Assessing Officers shall be Ex-Officio Members of the Editorial Board with the right to vote. (Rev. 9-30-2008) (Rev. 9-28-2010) (Rev. 9-24-2013)

Policy C - Annual Meeting and Conference

Section 1: The President shall appoint a person designated as the Conference Coordinator. This Conference Coordinator shall serve as the Vice-Chairperson for all special annual committees charged with planning for the Annual Meeting, site selection or other seminars.

Section 2: Duties of the Conference Coordinator shall include but not be limited to the following:

a) Promote attendance at the Annual Meeting and Conferences.

b) Provide continuity between site selection and planning committees as to financial arrangements and Association needs.

c) [Repealed 9-28-2010]

d) Provide a final internal audited accounting of all financial activities associated with the Annual Meeting and conferences, and a transfer any receivables of the balance from the preceding conference to the Secretary-Treasurer. This shall be accomplished at the organizational meeting of the ensuing administration. (Rev. 9-28-2010)

Section 3:[Repealed 9-28-2010]

Section 4: The Conference Coordinator shall be reimbursed, upon presentation of proper voucher, for expenses necessary to the performance of his/her duties. Allowable expenses shall include round trip mileage for necessary travel at the rate per mile as set by the Executive Board, telephone toll charges incurred and other expenses incidental to the discharge of this function. The Executive Board shall be vested with discretionary power in determining what constitutes allowable expenses. In addition there to, the Conference Coordinator shall be paid remuneration in the amount as established by the Executive Board which shall cover payment for necessary services rendered as outlined in this Policy with said remuneration being treated as a conference or seminar expense item.

Policy D – International Conference

Section 1: The President of the Minnesota Association of Assessing Officers shall be authorized to attend the Annual Conference of the International Association of Assessing Officers and shall serve as the legal representative of the Minnesota Association of Assessing Officers at said Annual Conference. In the event that the President is unable to attend such conference, he/she shall then be authorized to appoint an alternate to attend such conference with such privileges and expenses as are granted to the President. (Rev. 9-28-2010)

Section 2: The President or his/her appointed alternate shall be reimbursed at a rate not to exceed a travel allowance

equivalent to round-trip tourist class jet air fare plus necessary out-of-pocket expense covering registration, meals and lodging incurred while attending the Annual Conference of the International Association of Assessing Officers with said expenses being subject to the approval of the Executive Board.

Policy E – Registration

Section 1: Admittance to all business and social functions related to the Association's Annual Meeting shall be by registration badge only. Said badge shall be issued by the Conference Coordinator upon payment of the full registration fee established for such Annual Meeting.

Section 2: No partial registration will be accepted. Single event tickets for guests of members will be obtained upon the showing of a registration badge.

Policy F – Annual Dues

Section 1: The annual dues and reactivation fee of the Regular Members, Associate Members, and Affiliate Members of the Association, shall be set annually by the Executive Board subject to the approval of the voting members present at the Annual Meeting. The Membership Coordinator shall issue notices of dues payable as provided in Section 5 of this Policy and shall supervise the collection thereof. (Rev. 2-13-95, 10-02-2007 & 10-1-19)

Section 2: All dues will be available for renewal on the first day of the Association's fiscal year and shall be due and payable January 1st of the Association's fiscal year. (Rev. 10-02-2007 & 10-1-19)

Section 3: Any Member whose dues are in arrears for a period more than sixty (60) days after due date shall forthwith be suspended from membership.

Section 4: [Repealed 10-02-2007]

Section 5: Notice of dues owing shall be given members by the Membership Coordinator not less than thirty (30) days before date payable. In such cases of members whose dues are in arrears for a period of more than sixty (60) days, the Membership Coordinator shall email notice to members that unless dues are paid within a period of sixty (60) additional days from due date, membership in this Association shall become expired. Membership benefits will be restored after reactivation fee and membership dues are paid in full. (Rev. 10-02-2007 & 10-1-19)

Policy G - North Central Region Association Of Assessing Officers

Section 1: An allowance for necessary expenses covering transportation, meals, and lodging shall be authorized upon presentation of proper voucher for the persons named as the official delegates for the Annual Conference of the North Central Region Association of Assessing Officers and planning meetings. Transportation expenses shall be equivalent to tourist class air fare whenever most practical or convenient, otherwise, mileage reimbursement at the rate per mile as set by the Executive Board. All such expenses shall be subject to the approval of the Executive Board and shall be only for those expenses not paid by the North Central Region Association of Assessing Officers Federation.

Policy H – Amendment

Section 1: This statement of policy may be amended and extended by a majority vote of the Members present at any Annual or Special Meeting.

Policy I – Relationships Between Employers and Employees

Section 1: The Executive Board shall refrain from getting involved in relationships between employers and employees. (Rev. 10-6-92)

Policy J – [Repealed 10-02-2007]

Policy K – Legislative Testimony

Members of the M.A.A.O. that may be contacted for information (either subcommittee information or during the legislative sessions) are asked to contact the M.A.A.O. Legislative Chairperson or a member of the committee. This contact will inform the M.A.A.O. member of possible intent and background of the interview.

The M.A.A.O. member may also be counseled as to proper disclosure as it affects the testimony and M.A.A.O.

The M.A.A.O. member would also contact the M.A.A.O. Legislative Chairperson or a member of the committee to give a summary of the proceedings. (Rev. 10-3-95)