

Bylaws

British Columbia Chapter International Association Of Assessing Officers

December 2023

Bylaws of the BC Chapter of the International Association of Assessing Officers

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Article 1: General Provisions

1.1 – Name

The name of this organization is the “BRITISH COLUMBIA CHAPTER OF THE INTERNATIONAL ASSOCIATION OF ASSESSING OFFICERS”, referred to hereinafter as the Chapter.

1.2 – Not for Profit

The Chapter will be a non-profit professional organization.

1.3 – Jurisdictional Area

The Chapter shall encompass a jurisdictional area consisting of the province of British Columbia, Canada.

1.4 - Purpose

The purpose of the Chapter is to advance the objectives of the IAAO in British Columbia, this includes but not limited to:

- To promote uniform and equitable principles of real property assessment
- To foster professionalism in assessment practices
- To raise the standards of the profession through ongoing professional development education and knowledge sharing
- To gain recognition by governmental authorities and the public of the assessing profession
- To promote professional assessor designations
- To better serve the taxpayers of the British Columbia
- To advance the objectives of the IAAO
- To provide the collection and distribution of valuable information relating to assessment practices and to facilitate and promote public trust
- To collaborate with other professional associations in the advancement of the IAAO and chapter objectives

1.5 – Membership

Membership in the Chapter is open to all persons interested in assessment and mass appraisal practices. However, only regular IAAO members in good standing may hold chapter office and serve on the Executive Committee. Both Regular and Associate members can vote in chapter elections or on Chapter motions and resolutions. Membership categories are defined as follows:

(a) Regular Members

A Chapter member in good standing, who is a member of the IAAO, resides in British Columbia, and who has paid all IAAO and Chapter dues.

(b) Associate Members

A Chapter member in good standing, who is not a member of the IAAO and who has paid all Chapter dues. Associate members are individuals who are not a member of the IAAO;

1.6 – Definitions

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|-------------------------|---|
| 1. Executive Committee: | The Board of Directors of the British Columbia Chapter. |
| 2. Director: | A member of this Chapter’s Board of Directors. |
| 3. Member: | A member is either a regular or associate member. |
| 4. Quorum: | One-third of the chapter membership; a majority of directors for the board. |

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5. Year: The 12-month period that begins on January 1st.
6. Chapter Dues: Chapter membership dues, independent of IAAO dues.
7. Mail: Written communication including, but not limited to, e-mail.

Article 2: Chapter Governance

2.1 - The governing body of the Chapter shall be the Executive Committee. The Executive Committee shall be comprised of the Chapter officers, the immediate past president and up to three elected regular members serving as Directors.

2.2 - The officers of the Chapter shall consist of the President, Vice President, Secretary and Treasurer. The President, Vice President, Secretary, Treasurer and other Executive Committee Directors shall serve a term of two years. All officers and Directors will be elected at the annual general meeting.

2.3 - A vacancy in the office of President shall be filled by the usual succession in office. A vacancy in the office of the Vice President, Secretary, Treasurer, or another elected board position shall be filled by a majority vote of the Executive Committee.

Article 3: Duties of the Executive Committee

3.1 - President. The president shall preside at Chapter and Executive Committee meetings and is responsible for notifying candidates and governing body of election results. The President shall be the Chief Executive Officer of the Chapter. Between sessions, the President shall have the authority to represent the Chapter and to act in its name, subject to the direction of the Executive Committee or as otherwise provided in the Bylaws. The President shall be an ex-officio member of all committees and shall perform all other duties usual to such office. The President will advise and mentor the Executive Committee members in annual planning, strategic direction, and general Chapter business, specifically the Vice President for the purposes of succession planning.

3.2 - Immediate Past President. The immediate past president shall exercise all duties of the President, in the absence of the President and Vice President. The immediate past president shall remain a member of the Executive Committee in an advisory capacity for a period of two years following their term. The Immediate Past President will advise and mentor the Executive Committee members in annual planning, strategic direction, and general Chapter business, specifically the President and Vice President for transitional purposes.

3.3 - Vice President. This officer shall preside at chapter and Executive Committee meetings and exercise all duties of the President in the absence of the president. The Vice President is the President Elect. The Vice President will advise and mentor the Executive Committee members in annual planning, strategic direction and general Chapter business, preparing to take on role of President.

3.4 - Secretary. The Secretary shall prepare and keep a roll of all members, officers, and committee members, and shall submit said roll to the Executive Director of IAAO by September 1

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of each year; shall notify all members of the ~~annual and regular meetings~~ annual, regular and special meetings and shall handle all correspondence to chapter members and manage the Chapter email and inbox. The Secretary shall keep accurate minutes of all meetings and send a copy of said minutes to the Executive Director of IAAO after approval by the Executive Committee. The Secretary will be responsible for the maintenance and updates on social media accounts.

3.5 - Treasurer. The Treasurer shall receive and account for all monies collected on behalf of the chapter, keep all books and financial records as instructed by the Executive Committee, regularly report to the Executive Committee the financial status of the chapter, and prepare an annual financial report of the previous year's receipts, disbursements, and balances to be submitted with the Treasurer's annual report to IAAO. The Treasurer will coordinate payments, payment agreements and receipts with members and partners. The Treasurer will also maintain scholarship funding allocation and expenses.

3.6 - Director (3). The directors shall attend chapter and Executive Committee meetings. The Director shall assist other offices in the administration of this chapter. It is the intention of these bylaws that the Director position be comprised of:

3.6 (a) - one (1) IAAO Launch Pad Director. ~~This director shall further the efforts of the Chapter to advance the objectives of the International Association of Assessing Officers Launch Pad for career advancement, networking, and onboarding~~ (https://www.iaao.org/wcm/Membership/IAAO_Launchpad/wcm/Membership_Content/IAAO_Launch_Pad.aspx?hkey=51fb42df-90c0-4025-b950-ff4130a78c42). This post will maintain an objective to represent the aims of the IAAO Launch Pad to Recruit, Promote, and Mentor a visionary path to the future where it can be self-sustaining and server as the launching point for each new group without the constraints of age, and to hold/assist committee positions focused to that goal. The elected Director must be in good standing with the International Association of Assessing Officers.

3.6 (b) - two (2) Directors with additional duties as determined by the Executive Committee. These directors will be responsible for elections administration and coordinating with the Secretary in communicating to members. These Directors will also further the efforts of the Chapter to advance the objectives of the International Association of Assessing Officers in education offerings, designations, and professional development. The Directors will also provide assistance with other duties when other Executive Committee members are unable to fulfill a timely obligation, including but not limited to other committee work such as the Membership Committee and Communication/PR Committee work.

3.6 - All members of the Executive Committee, including the elected Directors, must be members in good standing with the International Association of Assessing Officers. The Chapter Executive Committee may approve, at their discretion, the payment of dues to the International Association of Assessing Officers, for the Executive Committee members.

3.7 - Executive Committee members may perform additional duties as assigned.

3.8 - At the end of their term of office, all officers shall turn over all books and records to the incoming officers.

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Article 4: Election procedures

4.1 Nominating Committee

4.1 (a) - The President, by and with the consent of the Executive Committee shall appoint a Nominating Committee of at least three (3) members. The committee shall be responsible for counting and destroying ballots (including electronic ballots) and reporting the results to the President. The committee shall report its selection to the chapter executive committee at a designated time prior to the chapter's annual meeting. It shall be the duty of the committee to nominate at least one member for each elective office.

4.1 (b) - The Secretary shall be responsible for preparing and distributing the call for nominations to all regular members no later than 1 month (4 weeks) prior to the election date of each year. The nomination period may be limited to a specific time frame precluding nominations from the floor to facilitate the election, based on the size and scope of the chapter, its membership and the AGM in a given year.

4.1 (c) - Nominations shall be reported by mail or electronic media to all members of the Chapter at least fourteen (14) days prior to the election. Notification may be by Chapter publication, as long as the fourteen (14) day deadline is adhered to.

4.2 Elections

4.2 (a) - The Secretary shall be responsible for preparing and distributing election ballots to all regular members at the AGM, or immediately preceding the beginning of the voting window each year.

4.2 (b) - One director, selected by the Executive Committee, shall succeed to the role of vice president; the vice president shall succeed to the role of president and the president shall succeed to the role of past president.

4.2 (c) - Voting may be conducted by secret ballot mailed to members, electronically, or taken at the annual meeting.

4.2 (d) - Elections are to be held annually; if the term in any elected position is for longer than one year, the terms shall be staggered. Terms of office shall not be less than from one annual meeting to the next annual meeting.

4.2 (e) - The candidate who receives a majority of the votes or in the case of a preferential or ranked vote, the highest rank for each vacancy is declared elected to that ROLE. In the event, upon recount, of a tie vote, the winner will be determined by a coin toss.

4.2 (f) - A vacancy on the Executive Committee or any office shall be filled by the remaining members of the Committee.

4.2 (g) - A vacancy of any officer position or director position shall be filled by the remaining members of the Board.

4.2 (h) -The start and end of the Executive Committee members' terms is January 1st and December 31st for the respective one and two year terms.

4.3 – Method(s) of Voting

4.3 (a) The business of this Chapter is conducted by voice vote, electronic polling or show of hands except for the election of Executive Committee officers and directors, which is conducted by ballot. The

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Executive Committee may determine that a specific resolution be considered by ballot. Voting during meetings conducted online will follow the principles of transparency or privacy consistent with in person voting.

Article 5: Meetings

5.1 - Annual Meetings. The Chapter shall hold an annual meeting of the membership at such time and place as determined by the Executive Committee. Additional regular meetings may be scheduled by the Executive Committee at the annual general meeting.

5.2 - The Secretary shall notify membership of regular meetings and the Executive Committee of special meetings. The Secretary is to keep the minutes of each regular and special meeting held.

5.3 - Special meetings may be held on the call of the Chapter President, or upon written request of at least four (4) members of the Executive Committee.

5.4 - Written notice of Chapter meetings must be mailed at least two (2) weeks prior to said meeting. Reasonable notice of any change or cancellation of the annual, regular or special meetings shall be given to all chapter members.

5.5 - A quorum is constituted by one-third of the Chapter membership in attendance of regular meetings and a majority of the Executive Committee in attendance of special meetings.

Article 6: Fees and Dues

6.1 — The admission fee, as established by the chapter, shall be paid before the applicant can qualify as a member.

6.2 — Chapter Membership dues, independent of the International association dues, shall consist of \$25 annual for IAAO members in good standing. Associate member dues shall consist of \$30. Membership dues shall be payable in accordance with the policies of the club as established by the Board.

6.3 - Chapter membership dues should be reviewed by the Executive Committee each year with a recommendation to the membership at the Annual General Meeting.

6.4 - If the Chapter is dissolved, all funds shall be turned over to the IAAO.

Article 7: Committees

7.1 - Chapter committees coordinate their efforts in order to achieve the Chapter`s annual and long- range goals. The standing committees of the chapter area as follows:

- Nomination/Election Committee
- Membership Committee
- Professional Development Committee
- Communication/PR Committee (includes social media component)

Additional committees may be appointed as needed

7.2 - The president shall be *ex officio* a member of all committees and, as such, shall have all the privileges of

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membership.

7.2 (a) When not defined in these Bylaws, the Executive Committee shall define the composition and duties of the Standing Committees, which shall be subject to amendment by the Executive Committee at any regular meeting.

7.3 - Except where special authority is given by the Board, committees shall not take action until a report has been made and approved by the Board. The president or the Board shall refer additional business to a specific committee as needed.

7.4 - Each committee chair shall be responsible for regular meetings and activities of the committee, shall supervise and coordinate the work of the committee, and shall report to the Board on all committee activities.

Article 8: Finances

8.1 - Prior to each calendar year, the Board shall prepare an annual budget of estimated income and expenditures.

8.2 - The Treasurer shall deposit chapter funds in financial institution(s) designated by the Executive Committee.

8.3 - Bills are paid by the Treasurer or another authorized officer when approved by two other officers or directors.

8.4 - A thorough annual review of all financial transactions shall be completed by a qualified person.

8.5 - An annual financial statement of the Chapter shall be provided to Chapter members.

8.6 - The fiscal year is the calendar year of January 1st to December 31st.

Article 9: Amendments

9.1 - The chapter bylaws may be amended upon the recommendation of the Executive Committee and subject to the approval of the membership as follows: The Chapter Secretary shall notify the voting members, by mail, at least two (2) weeks prior to the vote, and shall furnish to the membership copies of any proposed changes. The voting membership shall cast their vote for or against proposed changes at the annual meeting or at a meeting called for the purpose of amending the bylaws. Approval of proposed amendments shall be by two-thirds of the votes cast by voting members.

9.2 - Approval by the IAAO Executive Board

All Chapter bylaw amendments, after approval by the chapter members, shall be subject to the approval of the IAAO Executive Board. The Chapter Secretary shall certify the amendment, and mail it to the Executive Director of IAAO within ten (10) days after approval by the Chapter membership.