

CONSTITUTION AND BYLAWS

Of The

IDAHO ASSOCIATION OF COUNTY ASSESSORS, Inc.

(Adopted by the Membership on August 25, 1999; amended August 31, 2000; amended November 2001; amended January 2003; amended August 2003)

ARTICLE I – NAME AND OBJECTIVES

- Section 1.** The name of the organization shall be the Idaho Association of County Assessors, Incorporated, and may be referred to as IACA, Inc.
- Section 2.** The objectives of the Idaho Association of County Assessors shall be to unite Idaho's county assessors and their deputies into a single statewide organization in order to:
- A. Formulate standards and principles for guidance in the valuation of property;
 - B. Collect, compile and distribute information about the role and function of the county assessor;
 - C. Provide a forum for the discussion of subjects which educate the county assessor and deputy assessors in the performance of their duties;
 - D. Provide a forum for discussion of issues of mutual concern between the county assessor and the Idaho State Tax Commission or its successor organization;
 - E. Establish lines of communication with the Idaho Legislature so that the Legislature will have the benefit of the knowledge and experience of the county assessor when considering legislation impacting the operation of the office of county assessor or the State Tax Commission; present and promote legislation believed to be beneficial to the office of county assessor and the taxpayers of the state of Idaho; and oppose legislation which is detrimental to the office of county assessor and the taxpayers of the state of Idaho; and
 - F. Acquire, own, use, convey or otherwise dispose of and deal in real or personal property and any interest therein.

ARTICLE II – MEMBERSHIP

- Section 1.** Any county assessor upon the payment of the annual dues of IACA, Inc. shall be a voting member of the association.
- Section 2.** Any deputy assessor authorized by his or her county assessor may become a member of the association but shall not have the right to vote unless otherwise designated pursuant to the provisions of Article VII, Section 3 of this Constitution and Bylaws.
- Section 3.** Any past president of IACA, Inc. who is no longer an elected assessor may become a member of the association but shall not have the right to vote.

ARTICLE III – GOVERNMENT

- Section 1.** The government of the Idaho Association of County Assessors, Inc. shall be vested in the MEMBERSHIP, except as otherwise provided in this Constitution and Bylaws.
- Section 2.** Only members enumerated in Article II, Section 1 shall be eligible to vote unless otherwise designated pursuant to the provisions of Article VII, Section 3 of this Constitution and Bylaws and hold office.
- Section 3.** The control and management of the property, finances and general supervision of all the affairs of IACA, Inc. shall be under the supervision of the Board of Directors answerable to the MEMBERSHIP. The President, Vice President, Secretary, Treasurer and Historian shall serve as officers of IACA, Inc. and shall constitute the Board of Directors. In addition, the immediate Past President shall sit on the Board in an ex-officio capacity and shall have the power to vote.

ARTICLE IV – ELECTION, TERMS OF OFFICE AND DUTIES OF OFFICERS AND THE REPRESENTATIVE TO THE IAC BOARD OF DIRECTORS

- Section 1.** The officers of IACA, Inc. shall be the President, Vice President, Secretary, Treasurer and Historian, all of whom shall serve without salary.
- Section 2.** The officers shall be elected at the annual conference of IACA, Inc. Upon presentation of a slate of officers by the nomination committee, any MEMBER may make additional nominations from the floor. Election shall be by secret ballot when deemed necessary by the President. Election to any office shall be by a majority of the votes cast.

Section 3. The terms of office for the President, Vice President, Secretary, Treasurer and Historian shall be for one year, starting on the date of their election and continuing until their successors have been elected and qualified. Election of officers shall occur at the annual meeting of IACA, Inc.

Section 4. The duties of the officers of IACA, Inc. shall be as follows:

- A. The President shall (1) preside at all meetings of IACA, Inc.; (2) appoint all standing and special committees and name the chairmen of the committees except as otherwise provided in this Constitution and Bylaws; (3) cast a special ballot in case of a tie at meetings of IACA, Inc.; and (4) enforce all rules relating to the administration of IACA, Inc.
- B. The Vice President shall (1) perform the duties of the President in the absence of the President; and (2) in the event of a vacancy in the office of President, automatically become the President, and (3) shall chair the Assessor's Manual Committee.
- C. The Secretary shall (1) shall keep the minutes of all regular and special meetings of IACA, Inc. and enter all resolutions, proceedings and motions in the proper books of the association; (2) keep a register of the MEMBERSHIP; (3) conduct all correspondence relating to IACA, Inc.; (4) issue all notices of meetings of IACA, Inc.; (5) perform all other functions related to the office of Secretary; and (6) in the event of a vacancy in the office of Vice President, automatically become the Vice President.
- D. The Treasurer shall (1) prepare an annual budget to be adopted by the MEMBERSHIP at its annual meeting; (2) receive and receipt all monies payable to IACA, Inc. unless there is a contract for administrative support services with the Idaho Association of Counties or some other entity; (3) sign all checks payable by IACA, Inc. unless there is a contract for administrative support services with the Idaho Association of Counties or some other entity; (4) report at each meeting of IACA, Inc., the condition of the treasury; (5) provide the president with a list of those not qualified to vote because of non-payment of dues as required by Section 1, Article II; and (6) in the event of a vacancy in the office of Secretary, automatically become the Secretary.
- E. The Historian shall (1) maintain the historical record of IACA, Inc. including books, photos, and agendas of past conferences and any other items of historical significance to IACA, Inc.; and (2) in the event of a vacancy in the office of Treasurer, automatically become the Treasurer. In the event of a vacancy in the office of Historian, the office shall remain vacant until the next annual meeting of IACA, Inc. and the Vice President shall fulfill the duties of the Historian for the remainder of the year.

Section 5. In addition to the officers set forth in Section 1 of this Article, the membership of IACA, Inc. shall elect a representative to the Idaho Association of Counties Board of Directors to serve for a term of two years. The election for this position shall commence in the year 2001 at the annual meeting and shall occur in each odd-numbered year thereafter. To qualify for this position, a member shall have served as president of IACA, Inc. Also, an alternate with the same qualifications as the representative shall be elected for a two-year period to attend the meetings of the Idaho Association of Counties Board of Directors, should the regular representative be unavailable and shall complete the unexpired portion of the term of the regular representative should he or she be unable to do so.

ARTICLE V – COMMITTEES

Section 1. The committees of IACA, Inc. shall include the Nomination Committee, Centrally Assessed Property Committee and such other special committees as may be appointed from time to time by the President of IACA, Inc.

Section 2. The President of IACA, Inc. shall appoint all committees and name the chairman and vice chairman unless otherwise provided in this Constitution and Bylaws. All appointments shall expire with the expiration of the term of the President under whose term the appointment was made.

Section 3. The Nomination Committee shall consist of the immediate past president as chairman and the next six available past presidents who represent each Idaho Association of Counties (IAC) district. If no past president is available to represent an IAC district, the President shall appoint a Member to the Committee to represent that district.

Section 4. The Centrally Assessed Property Committee shall monitor and review actions of the Idaho State Tax Commission related to centrally assessed property. The Committee shall consist of a chairman appointed by the President and a representative chosen from each of the six IAC districts by the assessors of each district. Each district shall meet during the annual conference in order to choose its representative. The Committee shall make recommendations for action to the board of directors and/or the MEMBERSHIP of IACA, Inc.

ARTICLE VI – MEETINGS

Section 1. The annual meeting of IACA, Inc. shall occur on the date and in the place determined by a vote of the MEMBERSHIP. Notices of the annual meeting shall be mailed to each MEMBER not less than fifteen (15) days prior to the meeting.

Section 2. The President may call a special meeting of IACA, Inc. at any time with the approval of the Board of Directors.

Section 3. The minutes of each meeting of the MEMBERSHIP or Board of Directors shall be distributed to all members of IACA, Inc. within ninety (90) days after the conclusion of the meeting.

ARTICLE VII – QUORUM AND VOTING

Section 1. A majority of the MEMBERS of IACA, Inc. shall constitute a quorum authorized to transact any business at any meeting of the association.

Section 2. Each county assessor qualified to vote pursuant to Section 1, Article II, shall have one vote on any issue requiring a vote of the MEMBERS of IACA, Inc.

Section 3. In the absence of the county assessor, a deputy assessor specifically authorized by the county assessor in writing to vote on behalf of the county assessor may vote on any issue requiring a vote of the Members of IACA, Inc. The authorization to vote shall be presented to the President prior to voting.

ARTICLE VIII – AMENDMENTS AND RULES OF ORDER

Section 1. Amendments to the Constitution and Bylaws of IACA, Inc. shall be made only at a regular or special meeting, upon approval by a two-thirds vote of the MEMBERS present. No proposition to amend shall be acted upon unless written notice of the amendment has been given to the Secretary not less than thirty (30) days prior to the meeting. A copy of the amendment shall be contained in the call for the regular or special meeting with a copy sent to each MEMBER of IACA, Inc. at least fifteen (15) days prior to the date of the meeting at which the amendment is to be voted on.

Section 2. The most recent edition of *Robert's Rules of Order* shall govern the meetings of IACA, Inc. and its committees.