

# **HARTFORD AREA ASSESSORS ASSOCIATION**

## ***Constitution and By-Laws***

### **Article I**

#### **Section 1 NAME**

This Association shall be named the Hartford Area Assessors Association.

#### **Section 2 OBJECTIVES/MISSIONS**

The objectives/missions of the association shall be:

- (a) To improve assessment practices.
- (b) To obtain and maintain uniform assessment practices and administration procedures among member towns.
- (c) To create an atmosphere of mutual cooperation.
- (d) To discuss and suggest methods of resolution, problems and questions of common interest.
- (e) To promote a mutually advantageous relationship with State Municipal officials.
- (f) To assist in the promotion of formulated policies of The Connecticut Association of Assessing Officers, Inc.
- (g) To assist in the further education of our membership.

## **Article II**

### **Section 1 MEMBERSHIP**

The membership shall consist of all Connecticut public officials who qualify under the membership requirements of The Connecticut Association of Assessing Officers, Inc. (CAAO) and are actively engaged in the assessment field. A membership list will be maintained by the secretary and updated by the treasurer no later than April 30<sup>th</sup> annually.

### **Section 2 ASSOCIATE MEMBERS**

Associate members in this association shall be open to any person interested in the field of assessments and taxation, and who shall subscribe to the objectives/missions of this association, its rules and regulations. Associate members have no voting privileges. Annual dues shall be the same as dues paid by regular members.

### **Section 3 LIFETIME MEMBERS**

Life membership is open to any member retiring from the assessment field and nominated by a regular member and voted on by the Association. Annual dues shall be waived for all lifetime members.

All members shall enjoy full rights as the by-laws prescribe for the type of membership they hold, and shall be entitled to one vote, and hold office.

### **Section 4 DUES**

The dues shall be determined at the Annual Meeting and shall be payable on or before March 31<sup>st</sup>. Notices are to be sent out by December 31<sup>st</sup>. Any member, whose dues are not paid on or before March 31<sup>st</sup>, shall forfeit all rights and voting privileges of the Hartford Area Assessors Association until such time as dues are paid.

## **Article III**

### **Section 1 OFFICERS**

The officers of this association shall consist of a president, vice-president, secretary, treasurer and county representative.

### **Section 2 ELECTION OF OFFICERS**

The officers of this association shall be elected at the Annual meeting in December for a two-year term. No officer shall serve more than two (2) consecutive two-year terms for the same elective office. In the event of an interim vacancy, the members of the association at a regular meeting may elect a successor for the remainder of the term, except in the

vacancy of the president, where the vice-president shall automatically serve the unexpired term.

A nominating committee shall consist of three (3) voting members, none of whom shall be a presiding officer. Said committee shall be appointed by the president thirty (30) days prior to the Annual Meeting and present its slate at the Annual Meeting in December at which meeting the election will occur. All elected officers shall assume their duties December first.

### **Section 3 COMMITTEES**

All committees shall be appointed by the president.

### **FINANCE COMMITTEE**

There shall be a Finance Committee whose sole purpose shall be to recommend two (2) annual education grants not to exceed the cost of the course offering, only. Also, recommend disposition of funds for the President and County Representative to attend the Semi-annual CAAO meetings based on availability of funds.

The committee members shall be the president, the treasurer and a member appointed by the executive board. The president may designate an alternate member if duplication in membership exists.

Any active member of the Association shall be eligible to apply for a grant to be awarded based upon need of the applicant as well as potential benefit to the individual and to the Association.

The application period shall be open for the calendar year or until said grants are awarded. If no grants are awarded, any monies remaining shall revert to the general fund of this Association.

## **Article IV**

### **Section 1 DUTIES OF THE OFFICERS**

President: The president shall preside at all meetings of the membership of the association.

Vice-President: The vice-president, in the absence of the president, shall have all the responsibilities of the president, and shall perform such other duties, as the president shall assign.

Secretary: The secretary shall keep the minutes of all association meetings, shall present the minutes of the previous meeting and shall handle all correspondence of the association. All recorded minutes shall be the custody of, and retained by, the current secretary. All

records shall be passed to the succeeding secretary by December first (1). The secretary shall perform other duties as may from time to time be delegated by the president.

Treasurer: The treasurer shall collect dues of the members, shall have custody of the funds of the association, and shall pay all bills, which have been approved by the president. The treasurer shall submit a report at each meeting and an annual report at the ~~November~~ December Annual Meeting.

County Representative: The county representative shall be this association's representative to the CAAO's executive board and shall represent our organization in the best interest of all its members.

## **Article V**

### **Section 1 MEETINGS**

A general membership meeting shall be held at a minimum of once per quarter. All additional meetings to be held at the discretion of the president and approved by the executive board.

### **Section 2 SPECIAL MEETINGS**

Special Meetings may be called by the president at his/her discretion.

## **Article VI**

### **Section 1 AMENDMENTS**

This Constitution and By-Laws may be amended by two-thirds affirmative vote of the members present at the Annual Meeting. All changes shall become effective immediately upon passage.

All changes shall be submitted in writing and notice of any changes shall be sent to each member at least thirty (30) days prior to the Annual Meeting.

## **Article VII**

### **Section 1 FISCAL YEAR**

The fiscal year shall be December 1<sup>st</sup> of any one year and close November 30<sup>th</sup> of the succeeding year. At the close of the fiscal year a financial committee consisting of three (3) members: the vice-president, county representative and an individual from the general membership (not an executive board member), shall be appointed to audit and certify the correctness of the prior administration's financial records of the Association with a report of said Committee's findings to be presented at the next scheduled meeting.

## **Article VIII**

### **Section 1 DISSOLUTION**

In the event the Association shall cease to exist, the affairs of the Association shall be liquidated and its net assets shall be transferred to the University of Connecticut Institute of Public Service to continue to assist and educate assessors of this state.

**Adopted with Revisions – June 21, 2012**