

HARTFORD AREA ASSESSORS ASSOCIATION

Constitution and By-Laws

Article I

Section 1 **NAME**

This Association shall be named the Hartford Area Assessors Association. (HAAA).

Section 2 **OBJECTIVES/MISSIONS**

The objectives / missions of the association shall be:

- a) To elevate the standard of assessment practices and increase the efficiency of assessing professionals in the performance of their duties
- 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 and 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 be open to all Connecticut public officials and assessment staff that 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 30th annually.

Section 2 **ASSOCIATE MEMBERS**

Associate membership 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 shall not be entitled to vote or eligible to hold office. 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 or shall remain the same as the previous year and shall be payable on or before March 31st. Notices are to be sent out by December 31st. Any member, whose dues are not paid on or before March 31st, 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 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 with the exception of the Secretary and Treasurer whose terms shall not be limited. In the event of a vacancy among the elected officers except for the office of President, the Executive Board shall be empowered to fill such vacancy. When a vacancy occurs in the office of President, the Vice President shall immediately succeed thereto.

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 upon installation.

In addition, upon installation of the President, the Immediate Past President will serve as the County Representative. The Nominating Committee shall confirm that the current President will accept the position of County Representative at least fifteen (15) days prior to the annual meeting. Non-acceptance shall give the Nominating Committee the responsibility to choose a County Representative to be voted on by the Association at the annual election.

Section 3
COMMITTEES

All committees shall be appointed by the president.

SCHOLARSHIP COMMITTEE

There shall be a Scholarship Committee whose sole purpose shall be to recommend education grants not to exceed the cost of the course tuition.

The President shall appoint three members of the Association to serve on this committee.

The Executive Committee will advise the Scholarship Committee if funds are available for education grants.

Any 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.

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 upon installation. The secretary shall perform other duties as may from time to time be delegated by the president.

Treasurer: The treasurer shall be the Chief Financial Agent of the association, collect the 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 or as authorized by the Executive Board. The treasurer shall submit a report at each meeting and an annual report at the December Annual Meeting.

County Representative: The county representative shall be this association's representative to the Connecticut Association of Assessing Officers, Inc. (CAAO) Executive Board and shall represent our organization in the best interest of all its members. In the case that the County Representative is unable to attend a CAAO Executive Board meeting, they shall give, in writing, their proxy to vote to another member of this county association. The County Representative will make every effort to report the proceedings of the CAAO Executive Board meetings at the next scheduled county meeting.

Section 2 **EXECUTIVE BOARD**

The Executive Board shall consist of the President, Vice President, Secretary, Treasurer and the Immediate Past President. This Board shall be responsible for the general conduct of affairs of the association in the absence of the membership meeting. Each member of this board shall be entitled to a single vote on each issue. Executive Board meetings need not be scheduled on a regular basis. The President shall convene such meetings at their discretion.

All Executive Board members must remain members in good standing throughout their term of office.

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 to the Secretary 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 1st of any one year and close November 30th of the succeeding year. At the close of the fiscal year a Financial Audit 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 Connecticut Association of Assessing Officers, Inc. to continue to assist and educate assessors of this state.

Adopted with Revisions – June 21, 2012

**Amended at the Annual meeting of the Hartford Area
Assessors Association – December 12, 2019**