

# CONSTITUTION AND BY LAWS

## ARTICLE I

### Section 1: Name

This Association shall be named the Windham Area Assessors Association.

### Section: Objectives

The purpose of this organization shall be to increase the efficiency of area Assessing Officers in the performance of their duties through mutual cooperation, and to assist the Connecticut Association of Assessing Officers, Inc. in every reasonable way.

## ARTICLE II

### Section 1: Membership

The membership shall be open to all public officials actively engaged in the Assessment Field. Members shall include, but not be limited to Assessors, clerks and other employees of the Assessor's Office so designated by the local Assessor. Additional membership shall be granted to all other candidates approved by the executive board.

The Executive Board may confer life membership on one who has been a member of the association for 15 years or more, and who has retired from the assessment profession. Life members shall have all of the rights and privileges of members, but without the obligation to pay membership dues.

### Section 2: Dues

The dues shall be determined annually, by the membership, present at the May meeting. Dues shall be payable in a single payment during the month of September. The right to vote shall be suspended for all members who are sixty (60) days in arrears in their dues. Each member may invite a guest to any meeting at no additional cost.

## ARTICLE III

### Section 1: Officers

The officers of this Association shall consist of the following: President, Vice President, Treasurer, and Secretary. In addition to these officers, a County Representative to the Connecticut Association of Assessing Officers, Inc. who shall be **elected by majority vote of the membership. Members may email their vote to the secretary at least one day prior to the meeting or vote during the annual May meeting. The secretary will announce the results.** The representative shall serve from **June** through the following **May**.

## **Section 2: Election of Officers**

The officers shall be elected at the *annual* meeting in May and shall serve for a term of *one* year. A nominating committee shall be appointed by the President at the March meeting and shall present their slate at the May meeting. Nominations shall also be taken from the floor at the May meeting. The membership of the nominating committee shall consist of at least three (3) voting members – none of whom shall be presiding Officers. In the event of an interim vacancy, the Executive Board shall 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.

## **Section 3: Committees**

All committees shall be appointed by the President.

## **Section 4: Executive Board**

The executive board shall consist of the President, Vice President, Treasurer, Secretary, and the Immediate Past President. This Board shall be responsible for the general conduct of affairs of the organization 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 his/her discretion.

# **ARTICLE IV**

## **Section 1: Duties of the Officers**

- A. **President:** The President shall preside at all meetings of members and the Executive Board for the purpose of transacting Association business. This officer shall appoint all committees.
- B. **Vice President:** The Vice President shall exercise all the powers and duties of the President during his/her absence or inability to act, and shall perform such other duties as the President shall assign.
- C. **Treasurer:** The Treasurer shall be the chief financial agent of the Association. He/she shall collect all monies and pay them out as so authorized by the Executive Board. The Treasurer shall submit a report at each meeting and an annual report at the September meeting. The Books of Record shall be audited by a committee consisting of the immediate Past President and a member appointed by the incoming President.
- D. **Secretary:** The Secretary shall keep the minutes of all membership and Executive Board Meetings, shall present the minutes of the previous meeting and shall handle all correspondence. In addition, the Secretary shall perform other duties as may from time to time be delegated by the President.

## ARTICLE V

### Section 1: Meetings

Meetings shall be held on the third Wednesday of *February, March, April, May, June, August, October and December*. Suspension of, or change of date of any future monthly meetings may be made by a simple majority vote of members present at a regular monthly or called special meeting. All members shall be notified of any change in regular scheduled meetings and of any called special meetings. The *Annual Meeting* shall be held in May. Special meetings may be called if necessary. The President shall designate the time and place of all meetings.

## ARTICLE VI

### Section 1: Amendments

Amendments to the Constitution and By Laws shall be submitted in writing at the meeting immediately preceding that meeting at which time the Amendment is to be voted. A written copy of the proposed amendment shall be provided the Secretary so that he/she may forward a copy to all members. The Amendment shall be forwarded to all members at least ten (10) days prior to the meeting at which it is to be voted. A quorum shall be required for any meeting at which an amendment is to be voted. (A Quorum shall consist of at least eight (8) eligible voting members). A two thirds (2/3) majority of the eligible members attending such meeting shall be required for adoption.

### AMENDMENT ANNOTATIONS

September 16, 1986, Amendment to Article IV, Section 1 (B)

May 17, 1988, Amendment to Article IV, Section 1 (B)

August 25, 1992, Amendment to Article V, Section 1

May 21, 1997, Amendments to Article II, Sections 1 and 2 and Article III, Section 1

April 16, 2003, Amendment to Article I

August 10, 2016, Amendment to Article III, Section 2 and Article IV Section 1

May 16, 2018 Amendment to Article III, Section 1