



International Association *of* Assessing Officers

Chapter Handbook

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IAAO.org

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Table of Contents

Preface	3
Chapter Formation and Operation	4
Sample Chapter Petition	11
Sample Chapter Bylaws.....	12
Membership Campaigns.....	17
Sample Membership Recruitment Letter	18
Oath of Office	20
IAAO Logo.....	21
IAAO Banners and Materials	22
IAAO Representatives	23
Sample Press Release.....	24
Lobbying.....	25
Chapter Incorporation.....	26
Chapter Bookkeeping.....	27
IAAO Curriculum	30
Professional Designation Program	31
Awards Program	32
Code of Ethics and Standards of Professional Conduct	33
Chapter Bylaws Checklist	37

Preface

Welcome to the International Association of Assessing Officers (IAAO). Become a part of the largest international organization for property assessment professionals. In 26 countries, IAAO represents the highest ideals of the ad valorem system. Join 83 other Chapters and Affiliates from California to Korea and points between.

Education is the stronghold of our association. IAAO upholds the highest standards in the assessment industry and by becoming a Chapter, you are as well. You are joining an association of over 7,000 members worldwide who share the same professional issues you do.

This Chapter Handbook has been prepared to provide assistance in establishing a Chapter. IAAO welcomes the opportunity and the participation of any interested persons in its activities.

Starting an IAAO Chapter is an effective way to advance the objectives of IAAO. Your new Chapter will serve the educational, professional, and social needs of your area.

IAAO is a nonprofit, educational association. Its mission is to provide leadership in accurate property valuation, property tax administration, and tax policy throughout the world. IAAO offers courses, workshops, and seminars, and provides technical assistance and research.

IAAO's members subscribe to a Code of Ethics and Standards of Professional Conduct and to the *Uniform Standards of Professional Appraisal Practice*.

Five internationally recognized designations offered by the IAAO represent the highest level of achievement in the field: the Certified Assessment Evaluator (CAE), the Residential Evaluation Specialist (RES), the Personal Property Specialist (PPS), the Cadastral Mapping Specialist (CMS), and the Assessment Administration Specialist (AAS).

Chapter Formation and Operation

(IAAO Procedural Rules)

12.1 Member Organization Operations

Member organizations may act only within the scope of their authority as provided by the Bylaws, Procedural Rules, or the Executive Board and within the provisions of the Strategic Plan and budget.

12.1.1 Member Organization Categories

12.1.1.1 Chapters and affiliates shall be external member organizations with representation.

12.1.1.2 Clubs and networks shall be considered internal member organizations and are further defined as follows:

- (a) Clubs are individuals organized to share interest in social, support, or informal advisory roles.
- (b) Networks are individuals interested in cooperating to share information.

12.2 Chapters

12.2.1 General Provisions

It is the policy of IAAO to encourage the formation of chapters that will advance the mission and commitments of the Association as stated in Article I of the IAAO Constitution and in the Association's current Strategic Plan.

12.2.1.1 The following terms and definitions apply:

- (a) "Association" means the International Association of Assessing Officers, Inc.
- (b) "Executive Board" means the Executive Board of the International Association of Assessing Officers, Inc.
- (c) All references to title of offices such as president, president-elect, etc. refer to officers of the Association unless otherwise indicated.

12.2.1.2 The Association is an international organization of individual members, and a grant of authority to organize chapters shall not affect the relationship existing between the Association and its members.

12.2.1.3 Chapters shall have the right to undertake a program or activity for the benefit of chapter members, but any such program shall always be subordinate to, and not in conflict with, the program and activities of the Association.

12.2.2 Geographic Formation of Chapters

- (a) A chapter may be formed in any country, state, province, region, or locality.
- (b) If a regional chapter is to be formed, the assessment districts included in that chapter must be contiguous.
- (c) No chapter may be formed in a jurisdictional area that includes any of the jurisdictional area of an existing chapter(s).
- (d) If such a conflict occurs between a proposed chapter and an existing chapter(s), the Executive Director will contact the chapters involved to resolve the conflict.
- (e) If the existing chapter consents to changing its jurisdictional area, that chapter's charter and Bylaws shall be amended to reflect the jurisdictional change.

- (f) If the existing chapter does not agree to a change in its jurisdiction, the proposed chapter shall amend its petition and Bylaws excluding the overlapping jurisdictional areas.
- (g) Regional chapters in countries shall function as a subchapter of that country's chapter of IAAO and shall abide by its designated rules and regulations, which shall not be in conflict with the IAAO Constitution, Bylaws, and Procedural Rules.

12.2.3 Chapter Petition

12.2.3.1 Members seeking to form a chapter must file a petition addressed to the Executive Board and mailed to the Executive Director of the Association.

12.2.3.2 The petition shall contain a statement:

- Outlining the purpose for forming the chapter and the activities in which the chapter intends to engage, the potential membership in the jurisdictional area covered, and a description of the way in which the objectives of the Association will be advanced by granting the chapter a charter.
- The petition shall be signed by not less than fifteen (15) members of the Association in good standing on the date of the signing. The printed name of the signing member shall appear next to his or her signature.

12.2.3.3 If the petition is in order, a copy of it shall be sent to the Executive Board.

12.2.3.4 At its next meeting, the Executive Board shall either grant or deny the petition to form a chapter.

12.2.3.5 The Executive Director, or designated member of the staff, shall notify the petitioners of the action taken as soon as practicable.

12.2.3.6 If the petition is approved, the petitioners have the authority to draft a set of Bylaws to govern the operation of the chapter.

12.2.3.7 The petitioners may file the petition and chapter Bylaws together in the manner outlined above. If in order, the petition and Bylaws will be sent to the Executive Board for consideration at its next meeting.

12.2.4 Chapter Bylaws

12.2.4.1 General provisions for the organization and charter of chapter are as follows:

- (a) No chapter shall be considered organized or its Bylaws effective until the Bylaws or amended Bylaws have been reviewed by the Chapters and Affiliates Committee with legal review if necessary and approved by the Executive Board.
- (b) Such approval shall be evidenced by the granting of a charter to the chapter by the Association. The chapter may conduct business relating to the formation of the chapter from the date of committee approval until the actual charter is issued.
- (c) The Executive Director or designated member of the staff shall notify the chapter of approval as soon as practicable.
- (d) The Association shall furnish the applicant chapter with a copy of a sample petition and chapter Bylaws as a guide for drafting the chapter petition and Bylaws.

12.2.4.2 The chapter Bylaws shall include the following:

- (a) An official name of the chapter in the following form: "(Name of jurisdictional area) Chapter of the International Association of Assessing Officers."

- (b) A definition of jurisdictional area.
- (c) A statement that the purpose of the chapter is the advancement of the objectives of the Association in the jurisdictional area of the chapter. The Bylaws may provide for additional purposes as long as those purposes are not inconsistent with the goals and objectives of the Association.
- (d) A statement as to membership eligibility in the chapter.
- (e) The identification of a governing body of the chapter, preferably to be called the Executive Committee. The governing body shall be made up of the chapter officers and as many other chapter members as necessary to run the chapter properly.
- (f) A statement describing chapter officers and the duties of each office.

- 12.2.4.3 Membership may be restricted to members in good standing of IAAO, or membership may be open to any person interested in the assessment area provided that only members in good standing of IAAO may hold chapter office or serve on the governing body. All chapter members shall be subject to the same code of conduct and ethics as IAAO members.
- 12.2.4.4 The Bylaws may provide for different classifications of chapter membership.
- 12.2.4.5 The chapter Bylaws may provide for a schedule of membership dues independent of Association dues. If the chapter has different membership classifications, the chapter Bylaws may provide for different classes of dues for the different membership categories.
- 12.2.4.6 The chapter Bylaws shall not provide for any method of payment of Association dues.
- 12.2.4.7 The chapter Bylaws may restrict voting rights to certain classes of members provided that the right to vote is at all times open to IAAO regular and life members.
- 12.2.4.8 A chapter may restrict the right to hold office and serve on the governing body to any group or groups of IAAO members provided that the right to hold office and serve on the governing body shall always be open to IAAO regular members.
- 12.2.4.9 The chapter may select one of the IAAO representatives from the chapter's jurisdictional area to serve as an ex-officio member of the chapter governing body. The secretary shall notify the IAAO Representatives in the chapter's jurisdictional area of regular chapter meetings.
- 12.2.4.10 The Bylaws may provide for as many standing and other committees as the chapter deems necessary to carry out its objectives. All committees shall perform their duties in accordance with the chapter Bylaws and shall be subject, in all matters, to approval by the chapter governing body.

12.2.5 Chapter Officers

- 12.2.5.1 At minimum, the Bylaws must provide for a president, secretary, and treasurer of the chapter.
- 12.2.5.2 The Bylaws must provide for a method of succession in the event that an officer is unable to complete his or her term.
- 12.2.5.3 The duties of the president, secretary and treasurer shall include those defined in the remainder of this section. The Bylaws must provide a requirement that an officer, governing body member, or committee chair, at the end of his or her term, shall turn over the chapter books and records that have been his or her responsibility to the incoming member.

12.2.6 Chapter Elections

- 12.2.6.1 A method shall be provided for the annual nomination and election of officers and members of the governing body that shall ensure proper representation of the chapter membership.
- 12.2.6.2 Selection of candidates to serve as officers and members of the governing body shall be done by a committee (preferably called the Nominating Committee) appointed by the chapter president.
 - (a) The committee shall consist of no fewer than three (3) chapter members who are members in good standing of the Association.
 - (b) Appointment to the committee may be restricted to any group or groups of IAAO members provided that committee membership shall always be open to IAAO regular members.
 - (c) The committee shall be responsible for reporting its selection to the chapter governing body at a designated time prior to the chapter’s annual meeting sufficient to permit adequate notification to the voting membership of the candidates and selection date and to prepare the ballots.
 - (d) The committee shall select at least one (1) eligible candidate for each office and place to be filled on the governing body.
- 12.2.6.3 The chapter Bylaws may provide that, at the time the Nominating Committee makes the nomination for each elective office, additional nominations may be taken from the floor.
- 12.2.6.4 The voting may be done by secret ballot mailed to the voting chapter members or by secret ballot taken at the annual meeting which may be held in-person or online. The ballots shall provide for write-in candidates.
- 12.2.6.5 In the event that the committee selects only one (1) candidate for each office and place to be filled on the governing body, the chapter need not go to the expense of providing secret ballots to the membership. If such occurs, the voting may be done by voice vote at the annual meeting.
- 12.2.6.6 It shall be the responsibility of the secretary to prepare and distribute the ballots in a timely manner to ensure that all voting members have adequate time to respond. If voting is to be done at the annual meeting, the ballots may be distributed at that time.
- 12.2.6.7 The committee shall be responsible for counting the ballots and reporting the vote count to the chapter president.
- 12.2.6.8 In the event of a tie vote, the winner will be determined by rules outlined in the chapter Bylaws.
- 12.2.6.9 The chapter president shall be responsible for notifying the candidates and the governing body of the election results and for posting the results at the annual meeting.
- 12.2.6.10 Members of the governing body and officers may be elected for any length term of office provided that no such term is less than from one annual meeting to the next annual meeting.
- 12.2.6.11 Elections are to be held annually. If the term of any elected position is for greater than one (1) year, the terms shall be staggered.

12.2.7 Chapter Meetings

- 12.2.7.1 The chapter shall establish a method for calling regular and special meetings of the chapter and its governing body.

- 12.2.7.2 A chapter shall hold at least one annual meeting (either in-person or online) of the general chapter membership and the governing body.
- 12.2.7.3 The chapter may schedule additional regular meetings of the membership and governing body.
- 12.2.7.4 Special meetings of the governing body may be held on the call of the chapter president or upon written request by any number of governing body members specified in the chapter Bylaws.
- 12.2.7.5 It shall be the responsibility of the chapter secretary to notify the general membership of regular meetings and to notify the governing body of special meetings.
- 12.2.7.6 It shall be the responsibility of the chapter secretary to keep the minutes of each regular and special meeting held. A copy of the minutes shall be sent to the Executive Director or designated staff of the Association, as well as the chapter members, after their approval by the governing body of the chapter.
- 12.2.7.7 The chapter secretary shall prepare an annual report of the chapter activities, a list of all chapter members, officers, and governing body members and submit it to the Executive Director or designated staff of the Association no later than ten (10) days after the chapter's annual meeting.
- 12.2.7.8 The Bylaws shall state what constitutes a quorum for conducting regular and special meetings.

12.2.8 Duties of the Officers

12.2.8.1 *Duties of the President*
(Reserved)

12.2.8.2 *Duties of the Secretary*

- (a) Notify the general membership of regular meetings and to notify the governing body of special meetings.
- (b) Keep the minutes of each regular and special meeting held. A copy of the minutes shall be sent to the Executive Director of the Association after their approval by the governing body of the chapter.
- (c) Annually prepare a list of all chapter members, officers, and governing body members and submit it to the Executive Director or designated staff of the Association no later than ten (10) days after the chapter's annual meeting.

12.2.8.2 *Duties of the Treasurer*

- (a) Devise methods for the receipt and disbursement of chapter funds, the keeping of accounting records and the auditing of such records, and preparation and adoption of a budget to cover chapter activities.
- (b) Prepare annually a report of chapter finances. The report shall include a statement of receipts, disbursements, and balances for the reporting year.
- (c) Annually prepare a financial report detailing the chapter's receipts, disbursements, and balances. Such report shall be available to the Executive Director, or designated staff of the Association, and chapter members upon request.
- (d) File all necessary tax returns.

12.2.9 Amending the Chapter Bylaws

- 12.2.9.1 Amendments to chapter Bylaws must include a revised date, and after adoption by the chapter membership, shall be certified by the secretary of the chapter and addressed to the Executive Board by mailing to the Executive Director of the Association.
- 12.2.9.2 The Executive Director, or designated staff members, shall send a copy of the amended Bylaws to the Executive Board for consideration at its next meeting.
- 12.2.9.3 The Executive Director, or designated staff member, shall notify the chapter of the action taken as soon as possible.
- 12.2.10 Miscellaneous Provisions**
- 12.2.10.1 No chapter shall investigate or hold hearings on an IAAO ethics complaint. All such complaints shall be forwarded to the Executive Director of the Association in accordance with Section 3.6.1 of these Procedural Rules.
- 12.2.10.2 Any disciplinary action imposed by IAAO against a chapter member shall be binding on the chapter. For example, if a chapter member is expelled from IAAO, that member shall also be expelled from the chapter.
- 12.2.10.3 A chapter is required to have at least fifteen (15) member of IAAO in good standing to retain its charter.
- (a) Whenever that number falls below fifteen (15), the chapter shall have six (6) months to increase its membership to fifteen (15) or more IAAO members in good standing.
- (b) If the chapter does not increase its membership to fifteen (15) IAAO members within six (6) months, the chapter charter may be revoked.
- 12.2.10.4 A chapter may publish a chapter newsletter or other material provided that the published material
- (a) clearly shows on its face that it was printed by the chapter and not by IAAO,
- (b) states the name of its editor or author, and
- (c) contains no libelous matter.
- 12.2.10.5 A chapter charter may be revoked by action of the Executive Board at any time if in its judgment
- (a) the chapter has violated any of the provision of the IAAO Constitution, Bylaws, or these Procedural Rules, or
- (b) revocation will serve the best interest of the Association.
- 12.2.10.6 No chapter shall have authority to enter into any contract which imposes liability on the Association.
- 12.2.10.7 A chapter or chapter member shall not engage in any lobbying activities in the name of or on behalf of the chapter or the Association unless approved by the Executive Board.
- 12.2.10.8 The chapter Bylaws shall not include any test of eligibility for chapter membership, voting rights, or right to hold office, beyond those prescribed in these regulations, other than the payment of the chapter dues.
- 12.2.10.9 In the event that a chapter is dissolved or its charter revoked, all chapter funds shall be turned over to the Association.
- 12.2.10.10 A chapter may apply for tax-exempt status.

12.2.10.11 Each person who joins a chapter agrees that he or she will exercise diligence and care and use good business judgment in his or her relations with the chapter and with others involved in chapter matters. Each chapter member agrees not to act beyond the scope of his or her authority or in such a manner as will subject the Association to legal liability and agrees not to institute a lawsuit against the Association.

Sample Chapter Petition

IAAO Executive Board
314 W. 10th St.
Kansas City, MO 64105

Dear Board Members:

We, the undersigned, seek to form the (name of the proposed IAAO chapter) to advance the objectives of IAAO in (state, region, province, etc.) by raising the standards of the assessment profession, gaining recognition for the assessment profession, educating the public regarding the ad valorem tax system, and providing a clearinghouse for the collection and distribution of information beneficial to members and non-members alike. This chapter also seeks to address (special needs of the jurisdictional area) by (specific goals and objectives of the chapter.)

The types of activities in which the chapter intends to engage include (specifically planned activities such as the sponsoring of higher level assessment/appraisal schools, establishing a library consisting of periodicals and books regarding the assessment/appraisal function, and any other special activities in which the chapter intends to engage.)

There are approximately (number) of potential members in the jurisdictional area. The following members of the International Association of Assessing Officers request authority to form a chapter of IAAO in the jurisdictional area.

Signature

Printed Name

1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____
11. _____	_____
12. _____	_____
13. _____	_____
14. _____	_____
15. _____	_____

Sample Chapter Bylaws

Bylaws of the (Name) Chapter of the International Association of Assessing Officers

Article I. General Provisions

Section I.1 Name

The name of this organization is the (Name) Chapter of the International Association of Assessing Officers, referred to hereinafter as, "the chapter."

Section I.2 Jurisdictional Area

The chapter shall encompass a jurisdictional area consisting of all counties (or designated counties) within the state of (name).

Section I.3 Purpose

To promote uniform and equitable principles of assessment through professionalism; to educate the public on the importance of the work performed by assessing officers; to improve assessment standards through education, modern methods, and efficient technology; to promote professional designations through our candidate's club; and to better serve (name) taxpayers.

Section I.4 Membership

Active membership in this chapter is open to all persons interested in assessment and appraisal practice. However, only IAAO members in good standing may hold elected office and vote in chapter elections.

Section I.5 Membership Dues

Membership dues, independent of IAAO dues, shall be \$xx.xx per year and shall be due on xx/xx/xx and delinquent after xx/xx/xx.

Article II Chapter Government

Section II.1 Governing Body

The governing body of this chapter shall be the Executive Committee. The Executive Committee shall be comprised of the following: (1) President, (2) Vice President, (3) Secretary, (4) Treasurer, (5) Executive Committee Position #1, (6) Executive Committee Position #2, (7) Executive Committee Position #3, (8) Executive Committee Position #4, (9) The State IAAO Representative, (10) Executive Director, (11) Immediate Past President.

II.1a Officers

The officers of this chapter shall consist of the (1) President, (2) Vice President, (3) Secretary, (4) Treasurer, (5) Executive Director, (6) Executive Committee Positions 1, 2, 3, and 4.

II.1b Powers and Duties of Chapter Officers

1. President: The President shall preside over all meetings, and shall appoint all committees subject to the approval of the Executive Committee.
2. Executive Director: The Executive Director shall be the chief assistant and technical advisor to the President in all affairs. The Executive Committee shall appoint the Executive Director. The Executive Director shall succeed to the office of President in the event of the death or resignation of the President.
3. Vice President: The Vice President shall perform all the duties of the President in the absence of the President. The Vice President shall succeed to the office of President with the election of new officers of this chapter.
4. Secretary: The Secretary shall prepare and keep a roll of all members, officers, and committee members of said chapter, and shall submit said roll to the Executive Director of IAAO by September 1 of each year; shall notify all members of the annual and regular meetings and shall handle all correspondence to chapter members. The Secretary shall also keep accurate minutes of all meetings and shall send a copy of said minutes to the Executive Director of IAAO after approval by the Executive Committee. The Secretary also has additional duties under Sections III.21, IV4, VI.1, VI.2, and VII.2.
5. Treasurer: The Treasurer shall receive and account for all monies collected on behalf of the chapter, shall keep all books and financial records as instructed by the Executive Committee, shall regularly report to the Executive Committee the financial status of the chapter, and shall prepare an annual financial report of the previous year's receipts, disbursements, and balances to be submitted with the Secretary's annual report to IAAO.
6. Executive Committee Positions 1, 2, 3, and 4: These positions shall be part of the governing Executive Committee and shall assist other officers in the administration of this chapter. (It is the intention of these bylaws that the Executive Committee Positions be comprised of the following: Position #1 shall be a member of the Mississippi Assessors and Collectors Association, [hereinafter referred to as "MACA"]. Position #2 shall be an employee of state or local government or an elected or appointed government official. Position #3 shall be from a non-government profession or enterprise. Position #4 shall be the Governmental Training Specialist [Cooperative Extension Service, State University].
7. At the end of their term of office, all officers shall turn over all books and records to the incoming officers.

II.1c Eligibility for Office

Eligibility for candidacy as an officer in this chapter shall be:

1. IAAO membership in good standing.

2. In addition, the candidate for President, Vice President and Executive Director must hold an IAAO professional designation and/or be a current candidate for IAAO professional designation, or must hold a MAE, Mississippi Assessment Evaluator designation.
3. In addition, candidates for Secretary or Treasurer must hold at least and assessor Evaluator I designation.
4. Candidates for Executive Committee must comply with the provisions of Article II, Section II.1b, Paragraph 6, and also must hold at least an AEI designation or an equivalent as determined by the Nominating Committee.

Article III. Nominations and Elections

Section III.1 Nominating Committee

The President of this chapter, subject to the approval of the Executive Committee, shall annually appoint five (5) members of this chapter to a nominating committee to select candidates for chapter officers. The committee shall be appointed no later than July 1 of each year and shall meet to select candidates no later than August 1 of that same year. The committee shall select no fewer than two (2) candidates for each office unless there are fewer than two (2) qualified candidates as defined under the provision of Article II.1c. The Nominating Committee shall be comprised as follows: One (1) member from the MACA; One (1) member from the State Tax Commission, (or other government agency should there be no current members from the Tax Commission); One (1) member from a non-government profession or enterprise; Two (2) members-at-large.

Section III.2 Elections

III.2a Ballots

The Secretary shall be responsible for preparing and distributing election ballots to all voting members no later than September 1 of each year. The ballots shall list all candidates for office and shall provide for write-in candidates. The ballots shall be returned to the chapter President by the voting members no later than October 1. The ballots shall be forwarded by the President to the Nominating Committee no later than ten (10) days prior to the annual meeting.

III.2b Election to Office

A plurality of votes cast shall be sufficient for election to office. The Nominating Committee shall report the results of the vote count to the President no later than three (3) days prior to the annual meeting. In the event of a tie vote, the winner will be determined by placing each candidate's name on eleven (11) separate but identical pieces of paper and placing all twenty-two (22) pieces in a container. The candidate whose name is drawn the most times shall be declared the winner.

III.2c Posting of Results and Notification of Election

The President shall be responsible for notifying the candidates and the Executive Committee of the election results and for posting the results at the annual meeting.

Article IV. Chapter Meetings

Section IV.1 Regular 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 meeting.

Section IV.2 Special Meetings

Special meetings may be held on the call of the chapter President, or upon written request of at least six (6) members of the Executive Committee. Written notice of said meetings must be mailed at least two (2) weeks prior to said meeting.

Section IV.3 Quorum

For the purpose of transacting official business, a quorum shall consist of not fewer than six (6) members of the Executive Committee.

Section IV.4 Notice

The chapter Secretary shall notify the chapter membership of regular meetings at least two (2) weeks prior to said meetings, and shall notify the Executive Committee of any special meetings at least two (2) weeks prior to said meeting. Said notice shall be in writing and delivered by United States mail.

Article V. Committees

Section V.1 General Provisions

There shall be standing and other such committees as are deemed necessary by the Executive Committee to carry out the objectives of the chapter. The chapter President shall appoint all committee members subject to the approval of the Executive Committee.

Section V.2 Standing Committees

The standing committees of the chapter are as follows:

1. Education Committee
2. Nominating Committee
3. Public Relations Committee

All committees are to have at least one (1) member from each category of membership, (i.e., one (1) from government, one (1) from MACA, and one (1) from private, professional, or enterprise) provided that there are sufficient members in all categories to allow such.

Section V.3 Duties

1. All committees shall perform their duties in accordance with the chapter bylaws and the constitution of the association. All actions of the committees are subject to approval by the Executive Committee.
2. At the end of their committee term, all committee chairs shall turn over all books and records to the incoming committee.

Article VI. Amendments to the Bylaws

Section VI.1 Amendments

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.

Section VI.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.

Article VII. Chapter Funds and Annual Report

Section VII.1 Chapter Funds

The funds of this chapter shall consist of a general operating fund. The Executive Committee shall instruct the chapter Treasurer as to the desired method for receipt and disbursement of the chapter funds, including the keeping of all records and books.

Section VII.2 Annual Report

The Secretary shall prepare an annual report of the previous year's meetings, finances, activities, and membership and shall submit it to the Executive Board of IAAO prior to September 1 of each year. Said report shall include but not be limited to: the Treasurer's annual financial report, the previous year's activities, membership, and meetings.

Membership Campaigns

Do you know who the best person is to tell assessors or appraisers the many ways they will benefit from being members of an IAAO chapter? You are! Why?

- Because you know what your colleagues typically do each day
- Because you know what the state demands of them for certification and continuing education
- Because you realize what they are facing economically and politically
- Because you have probably experienced many of the hurdles they are confronting

All of these reasons make you the best person around to let your colleagues know how your IAAO chapter can assist them with their job and how we can help them keep or improve their position.

Here are some things you can do to market your IAAO chapter:

- Develop a list of potential new members, such as new assessors, current nonmember assessors/appraisers, legislators involved in tax or assessment legislation, and elected/appointed officials involved in property tax.
- Send personalized letters to the people on your list. Call each person to follow up.
- Enlist the support of other chapter members to contact potential members by phone or in person.
- Invite potential members to attend your chapter meetings.
- Distribute your business cards to potential members you meet and encourage them to contact you about your IAAO chapter.
- Visit the classroom of all IAAO courses held in your area. (Please contact the instructor first to set up a time for your visit.)

Sample Membership Recruitment Letter

Date
Title
Jurisdiction
Street Address
City, State Zip

Dear (Name):

You know better than anyone that we live in a time when so-called "tax revolts" are increasingly common and assessment offices frequently face the challenge of defending their work. Your jurisdiction's best defense is your ability to assert the professionalism of those who conduct the work.

Your assessment office must maintain their professional knowledge and qualifications in a field that is rapidly changing. The International Association of Assessing Officers (IAAO) provides the tools your professionals need to get the job done right.

For more than 80 years, IAAO has served as the premier organization for the education and certification of personnel engaged in property tax assessment, administration, and tax policy. IAAO has established the highest professional standards for the education and ethical conduct of its members. Many states are moving towards requiring IAAO education for their assessors.

By offering membership and educational opportunities to your assessors and their staff, you send a message that you are committed to the highest level of professionalism and you require the very best from them.

Do your people need research resources to provide backup for their work? IAAO's library services continue to expand and include access to a database of 19,000 records, including books, journal articles, government documents, and conference proceedings on valuation, assessment, and tax administration.

How would you like a free consulting service for your assessment team whenever they have a challenging issue? IAAO has an online discussion forum called AssessorNET which provides instant access to professionals around the country and the glob to help your assessment team solve their toughest challenges. Topics have included:

- Foreclosure sales
- Apartment property assessment practices
- Sale-leaseback arrangements
- Property tax exemptions for the elderly

Where can you send your assessment professionals to receive the most current information on technology, research, and best practices? IAAO's Annual International Conference on Assessment Administration is the most important event of its kind. Professionals are immersed in the latest technology, research, and information available and have the opportunity to meet others in the field of appraisal and assessment.

IAAO offers workshops, forums, training seminars, and other programs which present your personnel with an opportunity to learn the skills they need to perform their work at the highest level of competency and efficiency. IAAO's five professional designations merit great respect within the assessment and tax community internationally.

Now, more than ever, the public you serve needs to know that your assessment office is equipped with knowledge and credibility. Your team needs all the tools available to deliver the highest quality work to those they serve. IAAO can provide that knowledge and credibility. If your assessor is already a member, congratulations! Please encourage them to share IAAO with their staff.

There's no better time for you to take advantage of all IAAO has to offer your assessment professionals than right now.

Please share the enclosed application with your Chief Assessor or other in the assessment office and confirm that they are members. Please encourage nonmembers to join or explore educational opportunities with IAAO. For more information about IAAO, please visit IAAO.org.

The public demands the highest standards and we're here to help you deliver.

Sincerely,

Your Name
Title

Encl.

Oath of Office

I, (your name), do hereby agree to uphold the constitution of the International Association of Assessing Officers and its bylaws to the best of my ability in discharging my duties and responsibilities to the office of which I have been elected; and I further hereby agree to abide by the established International Association of Assessing Officers' Code of Ethics and Standards of Professional Conduct.

[Congratulations]

IAAO Logo



The following is an excerpt from the IAAO *Procedural Rules* regarding use of the IAAO Logo and other logos from IAAO. If you have any further questions, please e-mail the Publications Department at bennett@iaao.org or call 816-701-8110.

The intent of procedural rule 15.2 is to maintain high standards of professionalism for logo usage as required by the Association.

PROCEDURAL RULE

SECTION 15- Miscellaneous

15.2 Use of IAAO Logos

15.2.1 The federal registration symbol must be used in connection with the IAAO logo.

15.2.2 The IAAO logo may be used to identify a member of the Association in good standing. The IAAO logo may not be used to identify companies or groups that are not IAAO member groups. The professional designation logos may only be used by designated IAAO members in good standing.

15.2.3 The IAAO logo may appear on stationary and business cards of IAAO members. IAAO logos may not be incorporated as part of or assimilated into a business name, business logo, or corporate identity.

15.2.4 The logos may only be reproduced in the colors and formats provided by the Association.

15.2.5 The logos must not be altered except that they may be resized.

15.2.6 Exceptions to Section 15.2 of the procedural rules require express written permission of the IAAO Executive Director.

15.2.7 Any violation of the logo use policy may result in remedial action.

IAAO Banners and Materials

IAAO display materials are available to use at meetings to promote IAAO programs and are available free to chapters on a first-come, first-served basis. We recommend that you procure a table to display IAAO materials along with an IAAO banner. Please return the banner to IAAO via UPS ground; a return shipping document will be included in the banner case for easy return.

Also available at no cost are IAAO brochures and promotional gifts for meeting guests.

To reserve a banner or request materials, [e-mail](#) or call Hayley Rees at 816-701-8105 six weeks prior to your meeting.

IAAO Representatives

Who are IAAO Representatives?

IAAO Representatives (Reps) are the local liaisons to IAAO headquarters. They have two major areas of responsibility: communication and marketing.

IAAO Reps inform headquarters about local chapter events, meetings, educational needs, legislative initiatives and changes, personnel changes, new officers of local organizations, retirements, and similar activities.

Conversely, Reps communicate to the chapter the happenings at Headquarters.

As IAAO's marketing force, Reps promote membership, professionalism, and the designation programs. They have access to displays and materials for chapter meetings, as well as videos and presentations about the profession, and are prepared to give speeches to promote IAAO's goals and mission.

How are Reps selected?

The chapter, Association or the IAAO President appoints all Reps for a two-year term. The IAAO President uses his or her own discretion, but chapter recommendations are traditionally given great weight. The President should make appointments of Representatives prior to the IAAO Annual Conference.

Representatives are appointed for each state, Canadian province, and country other than the United States and Canada. In addition, each state, province, and country is part of a geographic region with a Regional IAAO Rep.

What can an IAAO Rep do for the chapter?

Your Rep can help you schedule education, write a column for your newsletter, promote IAAO at your meetings, and ultimately help you communicate with Headquarters.

Sample Press Release

Date
Contact Name and Title
Address
Phone Number

FOR IMMEDIATE RELEASE

Local Assessor Earns Award

Name of Town—(Name of award winner) has won the (name of award) of the International Association of Assessing Officers (IAAO). The award is presented to (see Awards Brochure on the IAAO website for description of award). (Name of award winner) is a (title) with the (name of employer).

IAAO is a nonprofit, educational association. Its mission is to provide leadership in accurate property valuation, property tax administration, and tax policy throughout the world. IAAO offers courses, workshops, and seminars, performs research, and provides technical assistance. IAAO's members subscribe to a Code of Ethics and Standards of Professional Conduct and to the *Uniform Standards of Professional Appraisal Practice*.

Five internationally recognized designations offered by IAAO represent the highest level of achievement in the field: the Certified Assessment Evaluator (CAE), the Residential Evaluation Specialist (RES), the Personal Property Specialist (PPS), the Assessment Administration Specialist (AAS), and the Cadastral Mapping Specialist (CMS).

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IAAO Policy Statement Concerning Appraiser Certification Legislation and Lobbying

The International Association of Assessing Officers (IAAO) is a nonprofit, educational association. Its mission is to provide leadership in accurate property valuation, property tax administration, and tax policy throughout the world. IAAO offers courses, workshops, and seminars, performs research and provides technical assistance. As a means of achieving that purpose, IAAO supports the passage of any legislation designed to improve the qualifications and standards of those persons engaged in property appraisal since those appraisals directly affect the assessment and taxation of property.

However, because IAAO is an organization exempt from taxation under Internal Revenue Code section 501(C) (3), it cannot participate in the drafting of or the lobbying for passage of proposed federal, state, or local legislation. IAAO and its members may engage in the following activities that the Internal Revenue Service has stated are not lobbying:

1. Making available the results of nonpartisan analysis or research.
2. Providing technical advice or help (that would otherwise be influencing legislation) to a government body, committee, or other subdivision in response to a written request by that group.
3. Appearing before, or communicating with, a legislative body about its possible decision that might affect the organization's existence, powers, duties, tax-exempt status, or the deduction or contributions to the organization.
4. Communicating with a government official or employee who is not a member or employee of a legislative body, unless the main purpose of the communication is to influence legislation.
5. Communications between the organization and its members about legislation or proposed legislation that directly interests the organization and its members unless the communication directly encourages its members: (a) to influence legislation or (b) to encourage nonmembers to influence legislation.

Chapter Incorporation

The International Association of Assessing Officers (IAAO) urges all local chapters to incorporate under the laws of their respective states or provinces. Two principal reasons for local chapters to incorporate are the limited liability or insulation of the individual chapter members against any debts or liabilities of the local organization and the decreased likelihood of IAAO being liable for the actions of the local chapter. In many jurisdictions, individual members of unincorporated groups can be held liable for the actions of the group; members of incorporated groups generally cannot. Also, it is less likely that IAAO can be held liable for the actions of an incorporated chapter as compared to an unincorporated one.

A local IAAO chapter can be considered a professional, nonprofit organization. Most states provide for incorporation under “not-for-profit” statutes or laws (as opposed to business corporation status). The requirements for incorporation under the “not-for-profit” statutes vary from state to state however all states require the applicant to furnish the state office with a statement of the organization’s purposes and objectives. In addition, statements regarding the activities, limitations, and operations of the organization must be made. When incorporating, the chapter or association must use its official name.

To further shed some light, the example that follows is a summary of some of the basic incorporation requirements for Missouri. Two Missouri chapters, the Kansas City Chapter and the St. Louis Chapter, are incorporated. Under Missouri law, a “not-for-profit” corporation is defined as follows:

“a corporation no part of the income or property of which is distributable to its members, directors or officers, provided, however, that the payment of reasonable compensation for services rendered and the making of distributions no representing pecuniary profits or gains upon dissolution or final liquidation, as permitted by this chapter, shall not be deemed a distribution of income or property.”

Each state or province will have its own incorporation process and requirements. However, many requirements will be similar. Normally the process of filing the incorporation papers with the appropriate state agency is not complicated or expensive and will vary from state to state. Although the services of an attorney may not be required in the incorporation process, it may be advisable for a chapter to have an attorney review and discuss the benefits and disadvantages of incorporation.

Chapter Bookkeeping

The basic tools you will need are a receipt book, checkbook, and a check register. If your chapter hasn't already done so, contact the Internal Revenue Service (IRS) for an Application for Employer Identification Number (Form SS-4). If your chapter has not been recognized as a nonprofit organization and exempt from state and federal taxes, you will need to ask the IRS as well as your local state revenue department for the necessary forms to file to receive this status. This will become important as your chapter grows and builds a fund balance large enough to draw the attention of the state and federal government; it is better to have the necessary documentation on hand than to attempt to get it after your organization's tax status is challenged.

Invest in a receipt book and use it to track all receipts for the organization. This ensures that you have an accurate record of all funds received and provides the documentation members may need for reimbursement of educational and professional dues expenses for tax purposes. Keep receipts simple; remember that a receipt will be used by you, whoever audits the records, and possibly by a member seeking reimbursement. Indicate how much was received and for what purpose.

It will be extremely helpful to both you and the chapter if all funds flow directly to the treasurer. For example, when sending a notice of an upcoming class, the chair of the education committee may place his or her name, telephone number, and even mailing address on the notice as the contact so interested person may request additional information. Invariably, checks for payment for tuition are then sent to that committee chair, creating a possibility for loss. A similar situation can arise when the chapter's programming committee offers a social program, such as a dinner. Chapter mailings should always specify that funds be mailed directly to the treasurer. Then the treasurer can present the appropriate committee chair with a list of those who have paid. This releases a committee chair of unnecessary responsibilities and ensures accurate accounting for all chapter funds.

A good spreadsheet or database program can also be helpful in keeping track of membership payments. A column can be dedicated to a specific event, and the database or spreadsheet can then be sorted by payments to yield a listing of those who have paid. A good program will make it simple to record amounts, sort by amount paid in descending order, alphabetically sort the names of payers, and print a list to be sent to the committee chair.

Most chapters should be able to conduct their business using the same type of checkbook used by the average household. Because many banks do not mail cancelled checks back to their owners, you should consider using a checkbook that makes its own copies. Just as on the receipt, put only as much information on the check as is

necessary to identify the amount paid and the party being paid. A one- or two-word phrase indicating the purpose of the check may be inserted opposite the signature.

Just as the receipt book will be useful in tracking individual receipts and the checkbook in tracking individual expenses, the check register will be useful in summarizing both. In many cases, these three items will be all the treasurer needs to track chapter funds.

Every check should be entered as a payment, every deposit should be entered under the Deposit/Credit column, and a running balance should be calculated after each entry. In addition, remember to enter such items as charges to print checks, overdraft charges, and similar debits. The charge to print checks may be very small and is likely to appear only on the bank statement. However, if it is ignored, it may lead to an overdraft charge, which can be substantial.

Entries should also be made in the Deposit/Credit column for items such as interest paid on the checking account or bank errors in your favor. Some transactions are difficult to identify at the time they occur, much less six weeks or even six days later. Take whatever time is needed to record the transaction in the register when the transaction occurs. If you need extra documentation, keep an extra notebook and cross-reference it to the check register, but don't forget to keep everything simple.

If you have any control over the decision of where to keep your chapter's funds, shop around. Your personal bank may offer the best deal, but that isn't guaranteed. You may be surprised to find that another bank will provide more benefits than the one you currently use.

See the IAAO Chapter Annual Financial Report Template as a suggested chapter financial tracking device.

Chapter Annual Financial Report Template

Balance Forward From December 31, XXXX	\$00, 000
Gross Income	
Membership Dues	\$
Conference Fees	\$
Dividends/Interest	\$
Total Gross Income (1/1/xx-12/31/xx)	\$00,000
Expenses	
Internet/Website	\$
State Corporation Fees	\$
Conferences/Seminars	\$
Printing	\$
Education/Travel	\$
Postage	\$
Materials/Supplies	\$
Refunds	\$
Miscellaneous	\$
Total Expenses (1/1/xx-12/31/xx)	\$
Net Income (1/1/xx-12/31/xx)	\$
Balance (All Accounts) as of 12/31/xx	\$

IAAO Curriculum

Courses

Thirty hours of instruction and a final examination.

Online Courses

Various lengths, some with examinations.

[Online Course Syllabi](#)

Workshops

Various hours of instruction with optional examinations.

One-Day Forums

Self-Study

[Brochure/Application](#)

Webinars

Course Calendar

Professional Designation Program

[Certified Assessment Evaluator \(CAE\)](#)

[Assessment Administration Specialist \(AAS\)](#)

[Cadastral Mapping Specialist \(CMS\)](#)

[Personal Property Specialist \(PPS\)](#)

[Residential Evaluation Specialist \(RES\)](#)

Awards Program

The IAAO annual awards program boasts 21 award categories recognizing individual and organizational achievements in several areas, including publications, technical expertise, and service to IAAO, just to name a few. The Call for Nominations is made in the first quarter of each year and award recipients are recognized at the IAAO annual conference. The awards program is a highly visible even for IAAO members, and members and affiliated organizations are encouraged to submit nominations. The individual award categories are described on the IAAO [website](#), along with stated award criteria. Unless otherwise indicated, all award categories are judged by the IAAO Member Recognition Committee. All award recipients receive a plaque award and recognition at the annual conference.

IAAO Code of Ethics and Standards of Professional Conduct

Adopted by the IAAO Executive Board, September 19, 2005

Preamble

As a matter of fundamental principle, IAAO members should adhere to the highest ethical standards. Public trust in our performance is the foundation of our credibility. Assessment professionals support IAAO because they trust us to be good stewards of their resources, to uphold rigorous standards of conduct and to serve as a catalyst for excellence in the assessment profession.

Nonprofit organizations must earn this trust every day. It is up to all members of IAAO—Executive Board members, committee members, volunteers, staff and the general membership—to demonstrate their ongoing commitment to the core values of integrity, honesty, fairness, openness, respect, and responsibility.

The purpose of this Code of Ethics and Standards of Professional Conduct is to establish guidelines for assessing officials and all members of the International Association of Assessing Officers (IAAO) and set forth standards by which to judge an IAAO member whose conduct is in question. Members shall conduct themselves in a professional manner that reflects favorably upon themselves, the organization, the appraisal profession, and the property tax system, and avoid any action that could discredit themselves or these entities.

Adherence to the IAAO Constitution, Bylaws, Procedural Rules, and Code of Ethics is the minimum standard of expected behavior. We must do more, however, than simply obey the rules. We must embrace the spirit of the governing documents, and go beyond stated requirements, making sure that what we do is matched by what the membership perceives and expects. Transparency, openness, and responsiveness to members' concerns must be integral to our behavior.

Statement of Values

The Code of Ethics of the International Association of Assessing Officers is built on a foundation of widely shared values. These values include our:

- Commitment to the improvement of the property tax system worldwide;
- Accountability to the public good;
- Commitment to excellence in assessment administration beyond property tax law;
- Respect for the worth and dignity of all individuals;
- Promotion of inclusiveness, fairness, and diversity;
- Obligation to organizational transparency, integrity, and honesty;
- Practice of responsible stewardship of resources; and
- Dedication to excellence, and maintaining the public trust.

The values are reflected in the following Code of Ethics of the International Association of Assessing Officers.

Definitions

For definitions of terms relating to appraisal practice, refer to the definitions section of the *Uniform Standards of Professional Appraisal Practice (USPAP)*.

Exceptions

If compliance with or adherence to any Canon or Ethical Rule set forth in the IAAO Code of Ethics and Standards of Professional Conduct would constitute a violation of the law of any jurisdiction, such Canon or Ethical Rule shall be void and of no force or effect in such jurisdiction.

In stating each individual Canon or Ethical Rule, no attempt has been made to enumerate all of the various circumstances and conditions that will excuse an IAAO member from strict observance; however, IAAO recognizes that illness, acts of God, and various other events beyond the control of an IAAO member may make it inequitable to insist upon a strict observance in a particular case. When an IAAO member, in the exercise of reasonable care, commits a violation due to illness, acts of God, or other circumstances beyond his or her control, it is expected that the Ethics Committee will act in a manner that will avoid an inequitable result.

Inasmuch as there are other remedies under applicable federal, state/provincial, and local laws, nothing in this Code shall apply to the conduct of a member toward his or her employees and other workers in the member's assessment office or appraisal business, including, but not limited to, employment discrimination.

Canon1: (Professional Duties)

Members shall conduct their professional duties and any activities as a member of IAAO in a manner that reflects credit upon themselves, their profession, and the organization.

Ethical Rules

- ER 1-1 It is unethical for members to conduct their professional duties in a manner that could reasonably be expected to create the appearance of impropriety.
- ER 1-2 It is unethical for members to accept an appraisal or assessment-related assignment which they are not qualified to perform.
- ER 1-3 It is unethical for members knowingly to fail in performance of their duties according to applicable laws and regulations or in the uniform application of such laws and regulations.
- ER 1-4 It is unethical for members to refuse (by intent or omission) to make available all public records in their custody for public review, unless access to such records is specifically limited or prohibited by law, or the information has been obtained on a confidential basis and the law permits such information to be treated confidentially. Assessing officers must make every reasonable effort to inform the public about their rights and responsibilities under the law and the property tax system.
- ER 1-5 It is unethical for members to refuse to cooperate with public officials to improve the efficiency and effectiveness of the property tax in particular and public administration in general.
- ER 1-6 It is unethical to engage in misconduct of any kind that leads to a conviction for a crime involving fraud, dishonesty, false statements, or moral turpitude.
- ER 1-7 it is unethical to perform any appraisal, assessment, or consulting service that is not in compliance with the IAAO governing documents or the *Uniform Standards of Professional Appraisal Practice*.

Canon 2: (Truthfulness)

Members shall not make public statements (written or oral) that are untrue or tend to mislead or deceive the public in the course of performing their professional duties.

ER 2-1 It is unethical to provide inaccurate, untruthful, or misleading information to solicit assessment-related assignments or to use misleading claims or promises of relief that could lead to loss of confidence in appraisal or assessment professionals by the public.

ER 2-2 It is unethical to claim an IAAO professional designation unless authorized, whether the claim is verbal or written, or to claim disqualifications that are not factual or may be misleading.

ER 2-3 It is unethical to fail to recognize the source(s) of any materials quoted or cited in writings or speeches.

Canon 3: (Conflict of Interest)

Members shall not engage in any activities in which they have, or may reasonably be considered by the public as having, a conflict of interest.

ER 3-1 It is unethical for members to accept an appraisal or assessment-related assignment that can reasonably be construed as being in conflict with their responsibility to their jurisdiction, employer, or client, or in which they have an unrevealed personal interest or bias.

ER 3-2 It is unethical to accept an assignment or responsibility in which there is a personal interest without full disclosure of that interest.

ER 3-3 It is unethical to accept an assignment or participate in an activity where a conflict of interest exists and could be perceived as a bias, or impair objectivity.

Canon 4: (Support of IAAO)

Members shall abide by and support the provisions of the IAAO Constitution, Bylaws, and Procedural Rules.

ER 4-1 It is unethical for an IAAO member to:

- (a) Knowingly make false statements or submit misleading information when completing a membership application, or to refrain from promptly submitting any significant information in the possession of such member when requested to do so as part of an IAAO membership application.
- (b) Knowingly submit misleading information to the duly authorized Ethics Committee or subcommittee; refrain from promptly submitting any significant information in the possession of the member as requested by the committee or subcommittee; refuse to appear for a personal interview or participate in an interview conducted by telephone as scheduled by the committee or subcommittee; or refuse to answer promptly all relevant questions concerning an appraisal or assessment-related assignment or related testimony being investigated by the committee or subcommittee. Any member who has submitted misleading information to the Ethics Committee may be subject to ethical charges filed by the committee.
- (c) Fail or refuse to submit promptly to an authorized IAAO committee a written appraisal report or file memorandum containing data, reasoning, and conclusions, or to fail or refuse to permit an authorized committee to review an appraisal report, assessment-related assignment, or file memorandum when requested to do so by a person or persons authorized to review such material.
- (d) Fail or refuse to submit promptly any significant information in the possession of a member concerning the status of litigation related to an ethics matter when requested to do so by the chair of the Ethics Committee; or knowingly to submit misleading information to the chair of the Ethics Committee concerning the status of litigation.

ER 4-2 It is unethical to fail to comply with the terms of a summons issued by the Ethics Committee.

ER 4-3 It is unethical to refuse to cooperate fully with the IAAO Executive Board, Ethics Committee and the staff of IAAO in all matters related to the enforcement of this Code, as set forth in the Ethics Committee's Rules and Procedures, as amended from time to time.

ER 4-4 It is unethical to violate the IAAO Constitution, Bylaws, or Procedural Rules.

Canon 5: (Professional Duties)

Members shall comply with the requirements of the *Uniform Standards of Professional Appraisal Practice*.

ER 5-1 It is unethical to fail to observe the requirements of the *Uniform Standards of Professional Appraisal Practice*.

Chapter Bylaws Checklist

Official name of chapter: _____

Country where chapter is located: _____

Definition of chapter's jurisdictional area: _____

Has a statement defining the chapter's purpose been completed? Yes No

If yes, please list: _____

Number of chapter members: _____ Cost to join chapter (independent of IAAO dues): \$ _____

Who is the governing body of the chapter? _____

Chapter Officers:

President _____ Vice President _____

Secretary _____ Treasurer _____

Executive Director _____

Executive Committee Members:

#1 _____ #2 _____

#3 _____ #4 _____

Are all officers in good standing with IAAO? Yes No

When is your chapter's fiscal year? _____

When is your chapter's annual meeting held each year? _____

When are elections for your chapter officers held? _____

When do newly elected officers assume their new responsibilities? _____

How are your chapter's election results posted? _____

When were your bylaws last updated and approved by your chapter's board? _____

When were your bylaws last reviewed by the IAAO Chapters and Affiliates Committee? _____

What is your chapter's website? _____