

**CONNECTICUT ASSOCIATION OF ASSESSING OFFICERS INC
CONSTITUTION AND BY-LAWS**

PREAMBLE.....2

ARTICLE I

Section 1: Name.....2

Section 2: Objectives.....2

Section 3: Financial Benefit and Dissolution.....2

Section 4: Gender Statement.....2

ARTICLE II

Section 1: Membership..... 3

Regular Members.....3

Life Members.....3

Retired Members.....3

Honorary Members.....3

Subscribing Members.....3

New Regular Members.....3

Section 2: Dues..... 4

ARTICLE III

Section 1: Election Process.....4

Section 2: By-laws Changes4

ARTICLE IV

Section 1: Officers and Duties..... 5

Section 2: Executive Board.....6

Section 3: Quorum..... 7

Section 4: Proxy.....7

Section 5: Chairperson’s Duties.....7

Section 6: Standing Committees.....7

Administrative Assessment Technician (AAT)..... 8

Curriculum Development..... 8

Education.....8

Editorial Board.....8

Finance..... 9

Handbook.....9

Information Technology.....9

Legislative..... 10

Membership.....10

Motor Vehicle..... 10

PA 490 Advisory.....10

Personal Property..... 11

Professional Designations & Awards..... 11

Research and Historian..... 11

Revaluation..... 11

Special Events.....12

Section 7: Non-Standing Committees..... 12

By-Laws..... 12

CAAO Interview..... 12

Elections..... 12

Ethics..... 13

Nominating..... 13

Northeast Regional Association of Assessing Officers..... 13

Other Committees..... 13

ARTICLE V

Section 1: Directors.....13

ARTICLE VI

Section 1: Meetings..... 14

ARTICLE VII

Section 1: Rules of Order..... 14

ARTICLE VIII

Section 1: Amendments..... 14

PREAMBLE

Resolve that the following Constitution and By-Laws shall be the standing rules governing the administration of the Connecticut Association of Assessing Officers Inc., superseding any previously adopted By-Laws or Constitution, to become effective upon passage unless otherwise stated.

ARTICLE I

SECTION 1: NAME

The name of this Association shall be the Connecticut Association of Assessing Officers, Inc. (CAAO).

SECTION 2: OBJECTIVES

The objectives of this Association are: To improve the standards of assessment practice in the State of Connecticut, to better acquaint the assessing officials of the State with more efficient and uniform administration of the tax laws of Connecticut, to provide for the education of its members by making available forms of programs such as seminars, workshops, and educational material, to sponsor, participate and assist the University of Connecticut (UCONN), with the Annual Assessor's school, providing basic and advanced studies in assessment administration and valuation techniques.

The Association shall make available to its members the necessary educational manuals, handbooks, and printed material to increase their knowledge in the assessment and tax laws of the State of Connecticut.

SECTION 3: FINANCIAL BENEFIT AND DISSOLUTION

No Officer, member, or employee shall receive, or at any future time, shall receive any pecuniary profit from the operation thereof, except reasonable compensation for services.

Upon dissolution of the CAAO, all monies and/or assets shall revert to the International Association of Assessing Officers.

SECTION 4: GENDER STATEMENT

In all references herein to any parties, persons, entities or corporations, the use of any gender or the plural or singular number is intended to include the appropriate gender or number as the text of the within document may require.

ARTICLE II

SECTION 1: MEMBERSHIP

REGULAR MEMBERS

All public officials in the State of Connecticut, who are engaged in the administration of property assessment, all Certified Connecticut Municipal Assessors, all non-certified assessors, assessment staff members, members of the Boards of Assessment Appeals, and such other persons as may be approved by the Executive Board of the Association, shall be eligible for Regular Membership.

All members shall enjoy the right to attend all Regular and Special Meetings of this Association. However, in keeping with these by-laws, only Regular Members in good standing shall be entitled to cast one vote each at such meetings.

LIFE MEMBERS

Any member in good standing can be eligible for Life Membership providing they meet the criteria of the Professional Designation and Awards Committee. Such members shall be entitled to all benefits that Regular Members enjoy.

Life Members shall not be required to pay dues.

A resume of the candidate's contribution to the Association shall be submitted to the Professional Designation and Awards Committee who shall review said resume(s) and either approve or deny the application. Said Committee shall notify the Executive Board of its decision.

RETIRED MEMBERS

Any member, or former member, of CAAO can be eligible for Retired Membership providing they meet the criteria of the Membership Committee. Such members shall be entitled to all benefits that Regular Members enjoy.

Retired Members shall be eligible for a reduction to the regular dues.

HONORARY MEMBERS

An Honorary Membership may be granted to an individual who, in the judgment of the Executive Board, has supported the goals and principles of the Association.

Said membership will be strictly honorary and will not be entitled to vote.

SUBSCRIBING MEMBERS

Companies or firms, and individual professionals, interested in assessing or related work, shall be eligible for Subscribing Membership.

Subscribing Members shall not be entitled to vote.

NEW REGULAR MEMBERS

Any person who joins this Association, as a Regular Member, on or before September 1st of years ending in an even integer shall enjoy, if in good standing, all rights and privileges that these by-laws may confer on a Regular Member including voting in that year's election of officers. Those persons joining as a Regular Member after September 1st of years ending in an even integer shall not be eligible to vote in that year's election of officers but if in good standing shall enjoy all other rights and privileges that these By-Laws may confer on a Regular Member.

For voting eligibility during a Special Meeting, see Article VI Section 1.

SECTION 2: DUES

Annual dues shall be due and payable on the first business day of each calendar year to the Treasurer.

Any member whose dues have not been paid on or before the following March 31st shall forfeit all rights and privileges as a member of this Association until such time, and in accordance with these by-laws, as when those dues are paid in full.

Dues shall be considered paid in full, and thus making a member in good standing, when so certified by the Treasurer.

The Finance Committee shall recommend a dues schedule annually to the Executive Board for approval.

ARTICLE III

SECTION 1: ELECTION PROCESS

The Chairperson of the Nominating Committee shall direct the Committee members to solicit and collect applications for candidates for the offices of President Elect, Secretary and Treasurer of CAAO. All members wanting to run for office shall submit a petition and short biography to the Nominating Committee on or before (or postmarked by) the last Friday of May of years ending in an even integer. The Nominating Committee shall forward its slate of candidates to the Elections Committee by the second Friday of June following. The Elections Committee shall prepare a ballot which will include up to three names for each position plus a blank space for each office, to allow for write in votes. Prospective write-in candidates must declare their intention to run for office to the Chair of the Elections Committee no later than the last Friday in July of years ending in an even integer. These ballots will be provided to all voting members by the first Monday in August of an election year. The ballots are due back to the Chairman of the Elections Committee no later than the second Friday of September. The deadline for replacing lost ballots will be September 1 of an election year. The Elections Committee will announce the results of the election no later than the first Friday in October. The newly elected officers will be installed at the Annual Meeting.

Special Elections may be held by the Elections Committee in conjunction with the Nominating Committee as necessary.

SECTION 2: BY-LAWS CHANGES

The Chairperson of the By-Laws Committee shall submit in writing to the Chairperson of the Elections Committee any proposed changes to the current by-laws that have been approved by the By-Laws Committee, by the second Friday in June annually. The proposed changes are to be included with a ballot that is prepared by the Elections Committee. "Yes" or "No" choices will be available on the ballot to signify agreement or disagreement as to the passage of the changes. A two-thirds majority of the ballots returned shall be required for passage. The dates set forth in Section 1 will apply.

A "Yes" vote will count as a "yes" vote, a "No" vote will count as a "no" vote, and an "Abstain" will not be counted as a vote in determining the total number of votes cast.

ARTICLE IV

SECTION 1: OFFICERS AND DUTIES

The Officers of the Association shall consist of:

President
President Elect
Secretary
Treasurer

The elected officers shall be installed at the Annual Meeting, with the President installing the new President, the new President then installing the remainder of the slate.

The terms of the officers shall be for two years, beginning on the first Monday following their installation, except for the Treasurer, whose term shall begin on January first of the next succeeding year.

All officers shall be sworn to uphold the laws of the State of Connecticut and the Constitution and By-Laws of the Association.

Each officer shall submit their working procedures to the President Elect for review. Each year these procedures shall be reviewed and any changes shall be approved by the Executive Board. After approval, they shall become part of the 'procedural manual'.

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 President-Elect shall immediately succeed thereto. A vacancy in the office of President-Elect, if occurring during the first year of their term, shall be filled by Special Election. A vacancy in the office of President-Elect occurring during the second year of the term shall be filled by Executive Board appointment. No person appointed by the Executive Board to fill the office of President-Elect shall succeed to the office of President without being elected to that position by the Association membership.

In the event of a concurrent vacancy in the offices of President and President-Elect, a Special Election shall be held for both offices. Pending the swearing in of the new officers, the immediate Past President will act as chair of the Executive Board.

PRESIDENT

The President shall be the Chairperson of the Executive Board and shall preside at all meetings of members for the purpose of transacting Association business, except as otherwise provided herein.

The President shall be a member ex-officio of all Committees.

The President shall appoint all Committees on or before January 1, except the Legislative Committee which appointments shall be made on or before the first day of December, and shall perform such other duties as may from time to time be assigned to the President by the Executive Board.

The President shall confer with each Committee Chairperson to develop a goal(s) for the upcoming year which shall be filed with the Secretary.

PRESIDENT ELECT

The President Elect shall exercise all the powers and duties of the President in the event the President is absent or unable to act and shall perform such other duties as the President or the Executive Board shall assign to the President Elect.

The President Elect will be responsible for the review of each Committee's submission of their procedures. After review, the President Elect will submit them to the Executive Board for approval.

The President Elect shall assume the office of President upon the expiration of the President's two-year term.

SECRETARY

The Secretary shall keep the minutes of all Executive Board meetings and all Regular and Special Meetings.

The Secretary shall perform such other duties as may from time to time be assigned to the Secretary by the Executive Board.

The Secretary shall maintain the 'procedural manual' which will include but not be limited to Committee procedures, ethical complaint procedures, Executive Board procedures, award and scholarship procedures and general procedures governing the CAAO.

TREASURER

The Treasurer shall be the chief financial agent of the Association and shall exercise such authority and perform such duties as may be prescribed by the Executive Board. The Treasurer shall have custody of all funds and shall pay them out as authorized by the Executive Board.

SECTION 2: EXECUTIVE BOARD

The Executive Board shall consist of the four officers of the Association and one member from each county, elected or appointed by the regular members of his/her county. In addition, thereto the four immediate Past Presidents of the Association shall, so long as they qualify as Regular or Life Members as determined by Article II Section 1, become automatically a member of the Executive Board, to serve in the same capacity and with the same rights and privileges as the other members of the Board. Any vacancy in the Past Presidents positions shall be filled by the next immediate Past President. In addition, the Editor of the Assessoreporter, the CCMA Chairperson, the Undersecretary of the Intergovernmental Relations Division of the Office of Policy and Management (OPM) or his/her duly appointed representative, and the duly appointed International Association of Assessing Officers (IAAO) representatives of the State of Connecticut shall be standing non-voting members of the Executive Board. In the event of a county representative vacancy occurring on the Executive Board, said county shall be empowered to fill such vacancy.

All Executive Board members shall remain members in good standing.

The Executive Board shall have the powers and duties to act as the governing body for the CAAO.

The Executive Board shall have the power to create or abolish advisory boards, or any committee other than Article IV Section 6.

Said Board shall provide the necessary financial and administrative support to implement the educational program outlined in Article I Section 2.

The President is authorized to invite such individuals as the President deems necessary to attend an Executive Board Meeting to provide information for a review of matters before the Board.

The Executive Board is authorized to adopt any rules, procedures or regulations, which are in compliance with these by-laws, for the preservation of good order, peace, health and safety of this Association and its members.

Any such rule, procedure or regulation adopted by the Executive Board shall become part of the procedural manual and shall supersede any previous adopted measure.

SECTION 3: QUORUM

For the purposes of transacting the business of the Executive Board a quorum shall consist of not less than nine voting members of the Board.

SECTION 4: PROXY

Any member of the Executive Board shall be empowered in the event of his/her absence to designate, in writing, a proxy to act in his/her behalf at any Executive Board meeting. Said proxy shall not be continual, but shall be for a specified Executive Board meeting. A signed statement of proxy shall be presented to the Association Secretary at least one-half hour before the start of the Executive Board meeting.

SECTION 5: CHAIRPERSON'S DUTIES:

The Chairperson of each standing committee shall call a meeting of its members no later than sixty days following approval of appointments by the Executive Board.

Each Chairperson shall meet with their Committee in a timely manner to review any and all procedures. They shall submit their working procedures to the President Elect for review. Each year these procedures shall be reviewed and any changes shall be approved by the Executive Board. After approval, they shall become part of the 'procedural manual'.

SECTION 6: STANDING COMMITTEES

There shall be the following Standing Committees appointed by the President, subject to the approval of the Executive Board:

- ADMINISTRATIVE ASSESSMENT TECHNICIAN (AAT)
- CURRICULUM DEVELOPMENT
- EDUCATION
- EDITORIAL BOARD
- FINANCE
- HANDBOOK
- INFORMATION TECHNOLOGY
- LEGISLATIVE
- MEMBERSHIP
- MOTOR VEHICLE
- PA 490 ADVISORY
- PERSONAL PROPERTY
- PROFESSIONAL DESIGNATIONS & AWARDS
- RESEARCH AND HISTORIAN
- REVALUATION
- SPECIAL EVENTS

The President shall appoint the Chairperson and, if in his opinion necessary, a Co-Chairperson.

The President may expand the membership of any standing Committee.

Unless otherwise stated, the Committee term will be on a calendar year basis.

The composition and duties of the Standing Committees are:

ADMINISTRATIVE ASSESSMENT TECHNICIAN (AAT)

The Administrative Assessment Technician Committee shall consist of nine members, with three members being AAT or CCMA certified support or clerical staff.

The purpose of said Committee is to offer educational programs leading to the CAAO designation of AAT, and assessment workshops for the education of clerical and technical assessment staff.

CURRICULUM DEVELOPMENT

The Curriculum Development Committee shall consist of six members.

The purpose of said Committee shall be to develop, review, update and maintain outlines and curriculums for classes and workshops that are presented by CAAO.

EDUCATION

The Education Committee shall consist of one representative from each county appointed by the President. County appointees shall be as follows: Appointees for Fairfield, Hartford, Litchfield, and Middlesex counties shall be appointed following the Annual Meeting in years ending in an even integer; appointees for New Haven, New London, Tolland, and Windham counties shall be appointed following the Annual Meeting in years ending with an odd integer. All appointments shall be for a two-year term.

All instructors for CCMA courses, Chairperson of the Certified Connecticut Municipal Assessor (CCMA) Committee, Moderators of the UCONN Seminars, a representative of OPM, a representative of the Connecticut Chapter of IAAO Inc, a representative of the Administrative Assessment Technician (AAT) Committee and a representative of the Curriculum Development Committee shall serve on this Committee.

It shall be the responsibility of the Education Committee to plan and implement the educational program of the CAAO which shall include, but not be limited to, Assessor's School, Workshops and Seminars, and shall coordinate such educational programs with the CCMA Committee.

The Education Committee shall have a sub-committee, known as the Instructor Certification Committee which shall consist of the CCMA Committee Chairperson, Senior Instructors of each CCMA course. It shall be a responsibility of the Instructor Certification Committee to recommend instructors for CCMA courses to be certified by the Education Committee, said instructors to be subject to the approval of the CCMA Committee.

EDITORIAL BOARD

There shall be an Editorial Board consisting of five members: the Assessoreporter Editor and four members appointed by the President. This Committee shall assist in the editing, publishing, and advertising for the Assessoreporter.

FINANCE

The Finance Committee shall consist of five members, and shall include the immediate Past President, the Treasurer and three members appointed by the President. Two appointees shall be appointed following the Annual Meeting in years ending in an odd integer. One appointee shall be appointed following the Annual Meeting in years ending in an even integer. All appointments shall be for a two year term.

It shall be the responsibility of the Finance Committee to submit to the Executive Board for their approval an operating budget for the forthcoming year. This budget shall be presented to the Executive Board during the month of January.

The three appointed members of the Finance Committee shall be responsible to conduct an annual review of the financial records of the Association after each calendar year. This review sub-committee shall report to the Spring Meeting their findings and comments.

The Finance Committee shall be empowered to contract for such professional expertise as it deems necessary to provide the Association with a complete and competent financial structure. No such contractor shall be engaged without the approval of the Executive Board.

APPROVAL BY A MAJORITY OF THE EXECUTIVE BOARD IS MANDATORY FOR ANY EXPENDITURE OF A NON-BUDGETED ITEM.

All contracts and all purchase expenditures exceeding \$500 shall be forwarded by the Treasurer to the Secretary for filing in permanent records. It is also the responsibility of the Finance Committee to establish and maintain adequate bonding and liability insurance.

HANDBOOK

The Handbook Committee shall consist of seven members, and shall include a representative of OPM.

All appointments shall be for a two year term.

It shall be the duty of the said Committee to review current assessment legislation, assessment administration and valuation procedures for handbook update and to publish updated inserts.

The Chairperson or a member of the Committee designated by the Chairperson shall be responsible for the billing and receipt of funds. Funds received and a positive or negative report shall be filed with the Treasurer of the CAAO on or before the tenth of each month. This person shall be held responsible to the Treasurer.

INFORMATION TECHNOLOGY

The Information Technology Committee shall consist of five members, including the Membership Committee Chair.

The Information Technology Committee shall review and assess the information technology needs of CAAO; make recommendations for the purchase of hardware, software and peripheral devices, and oversee and coordinate the computerization of other CAAO functions when warranted; including information technology related education.

LEGISLATIVE

The Legislative Committee shall consist of thirteen members, and shall include one representative from each county and four at large members appointed by the President. In addition, the President Elect of the Association shall be a member of this Committee. Two at large members shall be appointed following the Annual Meeting in years ending in an odd integer. Two at large members shall be appointed following the Annual Meeting in years ending in an even integer. All appointments shall be for a two year term.

It shall be the responsibility of the Legislative Committee to compile and review new legislation affecting the assessment profession. Said Committee Chairperson shall present periodic reports to the Executive Board for their review. Said Executive Board and Legislative Committee shall work in concert to present to the General Assembly legislation that will improve the assessment administration process in the State of Connecticut.

MEMBERSHIP

There shall be a Membership Committee consisting of nine members. Eight members of this Committee shall be the eight county representatives to the Executive Board.

The responsibility of this Committee is to set up and maintain an accurate list of all members, including those who have been awarded life memberships.

The eight county representatives will be responsible for providing the Chairperson of the Membership Committee monthly updates as to changes in personnel, phone numbers of Assessors Offices, and membership in their prospective counties. If no changes have taken place in the preceding month, the county representative will notify the Chairperson of that fact.

MOTOR VEHICLE

The Motor Vehicle Committee shall consist of nine members, and shall include a representative of each county appointed by the President, and a representative of OPM. County appointees shall be as follows: appointees from Fairfield, Hartford, Litchfield and Middlesex counties shall be appointed following the Annual Meeting in years ending in an odd integer. Appointees for New Haven, New London, Tolland and Windham counties shall be appointed following the Annual Meeting in years ending in an even integer. All appointments shall be for a two-year term.

The Motor Vehicle Committee shall represent the CAAO with regard to its statutory obligation for motor vehicle assessments and in coordinating efforts with OPM and the Motor Vehicle Department in order to provide the best data and procedures possible for the assessment of motor vehicles. The President shall appoint one member of the Motor Vehicle Committee as liaison between the Motor Vehicle Department and the Association.

The Chairperson or a member of the Committee designated by the Chairperson shall be responsible for the billing and receipt of funds. Funds received and a positive or negative report shall be filed with the Treasurer of the CAAO on or before the tenth of each month. This person shall be responsible to the Treasurer.

PA 490 ADVISORY

The PA 490 Advisory Committee shall consist of eight members.

The purpose of said committee shall be the review of all issues relevant to the assessment practices for farm, forest and open space.

PERSONAL PROPERTY

The Personal Property Committee shall consist of eight members. All appointments shall be for a two-year term.

It shall be the responsibility of the Personal Property Committee to review and make recommendations to the guidelines and procedures for establishing personal property values.

PROFESSIONAL DESIGNATION AND AWARDS

There shall be a Professional Designation and Awards Committee consisting of seven members one of which shall be a member of the Administrative Assessment Technician Committee (AAT)

Said Committee shall:

(a) Review and approve applications for the Certified Connecticut Assessor (CCA) designation;

- (b) Review all essays presented and award "The Essay of the Year Award";
- (c) Review all nominations for the "Assessor of the Year Award" and select the successful candidate;
- (d) Review all nominations for the "Distinguished Service Award" and select the deserving recipients(s);
- (e) Award educational scholarships as are approved, to include:
 - (i) The Brenda Vuolo Scholarship
 - (ii) The Al Standish Scholarship
 - (iii) The Bob Hartzell Scholarship
 - (iv) The Catherine Daboll Scholarship
- (f) Review all resumes submitted for Life Member designation, approve or disapprove of the submission, and report the decision to the Executive Board;
- (g) Review all published articles presented and award "The Best Article Award";
- (h) Review all nominations for the "Appreciation Award" and select the deserving recipient(s);
- (i) Review all nominations for the "Continuing Service Award" and select the deserving recipient(s);
- (j) Review all nominations for the "Special Recognition Award" and select the deserving recipient(s);
- (k) Process the nomination for the "Presidential Award".

Said Committee shall compile and publish the necessary criteria for the aforesaid awards and designation and all awards and designations shall be a result of a majority vote of the members of said Committee.

RESEARCH AND HISTORIAN

The Research and Historian Committee shall consist of six members.

The purpose of said Committee shall be to locate, organize and preserve documents relating to the history of CAAO and the assessment practices in the State of Connecticut.

REVALUATION

The Revaluation Committee shall consist of five members.

The Revaluation Committee shall be responsible for the study of all matters pertaining to municipal revaluation practices.

SPECIAL EVENTS

The Special Events committee shall consist of twelve members.

The purpose of said Committee shall be to plan social activities at CAAO events.

Said Committee shall be responsible for planning and coordinating of the Spring Meeting and Annual Meeting. This will include the site selection, catering negotiations and special functions to be conducted at these meetings.

The Special Events committee shall consult with the President and the Executive Board regarding said meetings.

SECTION 7: NON-STANDING COMMITTEES

The President shall appoint the following Non-Standing Committees subject to the approval of the Executive Board:

BY-LAWS
 CAAO INTERVIEW
 ELECTIONS

ETHICS
NOMINATING
NORTHEAST REGIONAL ASSOCIATION OF ASSESSING OFFICERS
OTHER COMMITTEES

The President shall appoint the Chairperson and, if in his opinion necessary, a Co-Chairperson.

Unless otherwise stated, The Committee term will be on a calendar year basis.

The composition and duties of the Non-Standing Committees are:

BY-LAWS

The By-Laws Committee shall consist of seven members.

There shall be a By-Laws Committee to review and update the by-laws as the need occurs.

CAAO INTERVIEW

The CAAO Interview Committee shall consist of three members.

The purpose of said Committee is to assist municipalities in the selection of assessment personnel by providing technical assistance in the form of an oral interview panel.

ELECTIONS

There shall be an Elections Committee that will consist of five members.

No member of the Nominating Committee shall serve on the Elections Committee.

This Committee shall administer the election process of CAAO.

ETHICS

The Ethics Committee shall consist of nine members which shall include one representative from each county. In addition, the President shall appoint a chairperson for a term of two (2) years.

The President shall appoint one representative each from Fairfield, Hartford, Litchfield and Middlesex counties following the Annual Meeting in years ending in an even integer; the President shall appoint one representative each from New Haven, New London, Tolland and Windham counties following the Annual Meeting in years ending in an odd integer. All appointments shall be for a two year term.

The purpose of said Ethics committee shall be to recommend a Code of Ethics and a Complaint Procedure for all members of the Association. Such Code of Ethics and Complaint Procedure shall be presented to the Executive Board for its approval and adoption.

The Ethics Committee shall review all complaints of a violation of said Code.

NOMINATING

The Nominating Committee shall consist of the eight county representatives of the Executive Board.

The Committee shall meet and prepare a slate of officers consisting of not more than three nominations for each of the offices of President Elect, Secretary and Treasurer. They shall forward their slate of officers to the Elections Committee as prescribed by Article III. It is the Chairperson's duty to ensure that a person has been nominated for each office.

NORTHEAST REGIONAL ASSOCIATION OF ASSESSING OFFICERS

There shall be a Northeast Regional Association of Assessing Officers Committee consisting of three members as set forth in the By-Laws of the Northeast Regional Association of Assessing Officers.

OTHER COMMITTEES

The President shall appoint such other non-standing committees as the President deems necessary, with the approval of the Executive Board.

Unless otherwise stated, the Committee term will be on a calendar year basis.

The President shall appoint the Chairperson and, if in his opinion necessary, a Co-Chairperson.

ARTICLE V

SECTION 1: DIRECTORS

For the purpose of filing a biennial report to the Secretary of the State, the three immediate past Presidents who are members of the Executive Board in good standing shall be listed as Directors.

ARTICLE VI

SECTION 1: MEETINGS

There shall be two Regular Meetings of the Association held annually. One shall be called the Spring Meeting, and will be held during the month of May, and the other, the Annual Meeting will be held during November.

Special meetings may be called by the Executive Board if deemed by said Board to be in the best interests of the Association. For the purpose of voting at a Special Meeting, all Regular Members who are in good standing thirty days prior to the date of such Special Meeting shall be eligible to vote at such Special Meeting.

The place and time of all meetings shall be fixed by the Executive Board, except as otherwise provided herein.

All committee meetings and all Executive Board meetings shall be open to all members of this Association.

ARTICLE VII

SECTION 1: RULES OF ORDER

Any procedural challenge that arises during any Regular Meeting, Special Meeting, Executive Board Meeting, committee meeting, or similar entities established or authorized by these By-Laws shall be governed by 'Robert's Rules of Order'.

ARTICLE VIII

SECTION 1: AMENDMENTS

Amendments to this Constitution may be made at any Regular Meeting or Special Meeting of the Association, or through a vote, by presenting such amendments in writing to the Secretary at least forty five (45) days before the vote, or by the second Friday in June to be placed on a ballot. The membership shall be notified by the Executive Board within fifteen (15) days of receipt of such notification. A two thirds majority of the votes of the Members eligible to vote attending such meeting, or returning ballots, shall be required for passage.

A “Yes” vote will count as a “yes” vote, a “No” vote will count as a “no” vote, and an “Abstain” will not be counted as a vote in determining the total number of votes cast.

At a meeting of the Connecticut Association of Assessing Officers Executive Board, held on September 25, 1990, the aforesaid Constitution and By-Laws was approved for presentation to the membership for approval.

Amendments proposed in 2011 shall take effect upon passage, excepting any changes to Article IV, which changes shall take effect with the installation of officers at the 2012 Annual Meeting. All current sections of Article IV shall remain in effect until superseded by these changes.

At a general meeting of the membership of the Connecticut Association of Assessing Officers held on November 15, 1990, the aforesaid Constitution and By-Laws was adopted.

As amended at a Regular Meeting of the membership of the Connecticut Association of Assessing Officers held on November 14, 1991.

As amended at a Regular Meeting of the membership of the Connecticut Association of Assessing Officers held on November 12, 1992.

As amended at a Regular Annual Meeting of the membership of the Connecticut Association of Assessing Officers held on November 10, 1994.

As amended at a Special Meeting of the membership of the Connecticut Association of Assessing Officers held on June 7, 1995.

As amended at a Regular Meeting of the membership of the Connecticut Association of Assessing Officers held on May 7, 1998.

As amended at a Regular Meeting of the membership of the Connecticut Association of Assessing Officers held on May 8, 2003.

As amended at a Regular Meeting of the membership of the Connecticut Association of Assessing Officers held on November 13, 2003.

As amended at a Regular Meeting of the membership of the Connecticut Association of Assessing Officers held on November 18, 2004.

As amended at a Regular Meeting of the membership of the Connecticut Association of Assessing Officers held on November 10, 2005.

As amended at a Regular Meeting of the membership of the Connecticut Association of Assessing Officers held on November 9, 2006.

As amended at a Regular Meeting of the membership of the Connecticut Association of Assessing Officers held on November 8, 2007.

As amended at a Regular Meeting of the membership of the Connecticut Association of Assessing Officers held on November 18, 2010.

As amended during a vote of the eligible members during the election of 2011.

As amended at a Regular Meeting of the membership of the Connecticut Association of Assessing Officers held on May 24, 2012.

As amended during a mail and electronic submission vote of the eligible members for the summer of 2013.

As amended during a mail and electronic submission vote of the eligible members for the summer of 2014.

As amended during a mail and electronic submission vote of the eligible members for the summer of 2016.