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**SECTION 1**

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 **WAAO BYLAWS**

###### ARTICLE I ‑ NAME & OBJECT

**Sec 1** This organization shall be known as

the WISCONSIN ASSOCIATION OF ASSESSING OFFICERS (WAAO).

**Sec 2** The objects of the Association shall be the furtherance of the objectives of the

INTERNATIONAL ASSOCIATION OF ASSESSING OFFICERS (IAAO), and the

dedication to professionalism.

**Sec 3** The jurisdictional area of WAAO shall be the State of Wisconsin.

###### ARTICLE II – MEMBERSHIP

###### (Membership Type Description Clarification Approved 12/5/11

**Sec 1** Membership in WAAO is restricted as follows:

**A. REGULAR MEMBERSHIP**: Open to the following individuals subscribing to the mission and ethics of WAAO: Employees of governmental bodies and individuals directly involved in the

assessment of property, or the administration of assessment practices, or in defending assessments for municipalities.

**B. ASSOCIATE MEMBERSHIP** Open to the following individuals subscribing to the mission and ethics of WAAO: Employees of governmental bodies indirectly involved in the assessment of property, (such as property listers and municipal clerks); employees of educational institutions that provide a course of study in assessment or assessment administration, to individuals working toward assessor certifications and employment that would qualify them as regular members, and students that are beyond the maximum of 4 years for student membership but not yet employed so as to qualify for regular membership.

**C. SUBSCRIBING MEMBERSHIP** Open to individuals subscribing to the mission and ethics of WAAO not eligible for regular or associate membership that are interested in property assessment and taxation.

**D. RETIRED REGULAR MEMBERSHIP** Open To former “Regular” members that continue to subscribe to the mission and ethics of WAAO, not employed in any capacity which qualify them for any other membership category. Retired regular members have the same rights as Regular members.

**E. DISTINGUISHED LIFE MEMBERSHIP**: Open to any member with 10 or more years of service in this Association and/or Wisconsin Chapter, IAAO, and who, in the opinion of the Executive Board of Directors, on majority vote after nomination from the awards committee, has made such a distinguished and sustained contribution to this Association, and to the advancement of assessment administration, that the member merits election to the Distinguished Life member classification.

A majority vote of the Executive Board of Directors shall elect such member to the Distinguished Life classification. Any such elected member shall have conveyed therewith all the rights and privileges of regular membership for life without dues or fees.

1. **HONORARY LIFE MEMBERSHIP**: Shall be retained as a membership classification for

all members previously so designated. Reinstated 10/21/19 for members who have paid dues for

over 50 years.

**G. STUDENT MEMBERSHIP***:* Available for a maximum of four years to individuals in a program of study in assessment administration, real estate, appraising, or related subjects at a qualifying institution.

**Sec 2** In the event that a member terminated the employment which made that person eligible

for membership, they may continue to hold any office in the Association to which they

have been elected or appointed until the next annual meeting.

**Sec 3** Applications for membership shall be made on forms obtained from the

Association Treasurer.

###### Sec 4 Only Regular, Retired Regular, and Distinguished Life members may serve as officers,

###### or chairpersons and are invested with voting privileges. Other members *(Associate,*

###### *Student, and Subscribing)* may serve on Committees, but do not have voting privileges.

###### ARTICLE III ‑ OFFICERS

**Sec 1** The officers of the Association shall be elected by a plurality vote of members, and

shall be the following: President, President Elect, Vice-President, Secretary and

Treasurer. The term of office shall be for one year.

**Sec 2** The President, President Elect and Vice President shall have Regular WAAO

Membership and be in good standing.

**Sec 3** The Secretary and Treasurer shall be WAAO members in good standing with voting

rights.

###### ARTICLE IV ‑ EXECUTIVE BOARD OF DIRECTORS

**Sec 1** There shall be an Executive Board of Directors including the President, President Elect,

Vice-President, Secretary, Treasurer, immediate past President, and nine Executive

Board of Directors, each Director elected for a term of three years; three members to

be elected each year at the annual meeting of the Association. The President shall

serve as Chairman of the Executive Board of Directors.

**Sec 2** The Executive Board of Directors shall be the governing body of this Association, and

shall have the power to establish rules and regulations, not inconsistent with these

bylaws and the objectives of the International Association of Assessing Officers,

necessary to accomplish the purposes of the Association.

**Sec 3** A majority of the Executive Board shall constitute a quorum for the purpose of

transacting official business.

**Sec 4** At each meeting of the Executive Board of Directors, each member thereof shall

exercise one vote.

**Sec 5** Regular meetings of the Executive Board of Directors shall be held quarterly and listed

on the official WAAO calendar for the year. The calendar shall be printed in the

newsletter, and available for reference on the association web site. (10/21/19)

**Sec 6** Special meetings of the Executive Board of Directors shall be held at the call of the

President, as agreed upon by the President, President-Elect and Vice-President.

or upon request in writing made to the President by any five voting members of

the Executive Board. In lieu of meeting at a physical location, the President may

oversee electronic discussion and voting to defray unbudgeted costs. (10/21/19)

**Sec 7** Vacancies occurring in any office shall be filled by the Executive Board of Directors for

the balance of the unexpired term.

###### ARTICLE V ‑ ELECTIONS

**Sec 1** The manner of voting, including the forms to be used, the counting of ballots, and the

rules of procedure shall be prescribed by the Executive Board of Directors. Voting on

the removal of an officer or member shall be by secret ballot.

**Sec 2** For each fiscal year, the President of this Association shall Chair the Nominating

Committee, with the President Elect, and Vice President serving as members. (10/21/19)

**Sec 3** It shall be the duty of the Nominating Committee to propose names of members of this

Association to serve as Officers and Executive Board of Director members for the

ensuing year. The names of those nominated shall be embodied in an appropriate

report which shall be published, or made available to all members not later than ten

days prior to the annual meeting.

**Sec 4** The Officers and Executive Board of Director members shall be elected by the

membership of this Association at the annual meeting. The previous year's President

Elect will automatically move to the position of President without further election.

The voting order shall be:

President Elect, Vice‑President, Secretary, Treasurer,

Open Director positions not previously filled by the Executive Board,

*Vacant 1-year remainder term Director position,*

*Vacant 2-year remainder term Director position,*

Any 3-year term Executive Board of Director members.

**Sec 5** Voting rights are vested in REGULAR, RETIRED REGULAR, and DISTINGUISHED

LIFE members only.

**Sec 6** Any Regular member may challenge the voting rights of another member. The

Secretary, or Treasurer, upon disclosure of the membership roster shall determine the

questioned voter's status.

**Sec 7** Officers and Executive Board of Director members shall assume office at the close of

the annual meeting.

**ARTICLE VI ‑ DUTIES OF OFFICERS**

**Sec 1 PRESIDENT**

* Shall preside at all meetings of the Association.
* Shall cast the deciding vote in case of a tie.
* Shall confirm committee chairs and coordinate committee appointments.
* Shall issue a call for a special meeting when deemed necessary (see Article IV, Sec 6).
* In general, shall perform all duties pertaining to the office, or that may be assigned to the

President by the Executive Board of Directors.

**Sec 2 PRESIDENT ELECT**

* Shall, in the absence of the President or at the President's request, assume all the powers

and perform all the duties of the President.

* Shall perform such other duties as may be assigned by the Executive Board.
* Shall be responsible for various committees as assigned by the President.

**Sec 3 VICE‑PRESIDENT**

* Shall, in the absence of the President and President Elect, assume all the powers and

perform all the duties of the President.

* Shall perform such other duties as may be assigned by the Executive Board.
* Shall be responsible for various committees as assigned by the President.

**Sec 4 SECRETARY**

* Shall keep minutes of all meetings of the members, and of the Executive Board.
* Shall perform all duties which may be assigned by the President or Executive Board.
* Shall provide advance notice of all meeting dates for members.
* Shall in general perform all the duties pertaining to the office

**Sec 5 TREASURER**

* Shall keep a roll of the members of the Association.
* Shall in general perform all the duties pertaining to the office.
* Shall compile an annual report of all financial activities of the Association.
* Shall collect all monies due to the Association, providing invoices and receipts.
* Shall deposit all monies of the Association in a financial institution approved by the

Executive Board.

* Shall record all disbursements.
* Shall update and maintain the Executive Handbook.
* Shall keep and update the official listing of officers and committee appointments.
* Shall annually update the restated Articles of Incorporation.
* Shall file an annual Non-Stock Corporation Report with the Wisconsin Department of Administration, and Federal Form 990.

###### ARTICLE VII – MEMBERSHIP MEETING RULES

**Sec 1** Thirty‑one member constitute a quorum at a membership meeting, whether on site or via

electronic communications. When a quorum is not present, the meeting may be

adjourned to the next date scheduled on the WAAO calendar. Electronic voting may be

required to resolve pending issues within a restrictive time frame. The motion, second,

date, and vote tracking are attached to the prior meeting minutes and the results

emailed to all the members. (10/21/19)

**Sec 2** Unless otherwise provided for by these bylaws, Robert's Rules of Order shall govern

all meetings of the Association.

**ARTICLE VIII ‑ COMMITTEES**

**Sec 1** Standing committees of the Association shall be named as follows:

Awards Committee

Assessment Standards Committee (9/16/19 Change)

Auditing Committee

Communications Committee (9/16/2019 Change)

*Designations Committee Standby (Inactive) Status (10/18/21)*

Education and Training Committee

Legislative Committee

Membership Services Committee

Nominating Committee

Planning and Management Committee

Property Tax Exemptions Committee

Rural Concerns Committee

Computer Assisted Assessment Committee (Activated 4/11/22)

Ad Hoc Committees designated by the President shall consist of not less than three members appointed by the President and approved by the Executive Board for the term of one year.

**Sec 2** The President may appoint, from time to time, such other special committees as

deemed proper.

**Sec 3** The President, Secretary and Treasurer shall be ex officio members of all committees,

and are entitled to participate in the proceedings thereof as members. Attendance

shall be optional and voluntary and shall not be deemed as part of the regular officer

duties.

**Sec 4** A majority of each committee shall constitute a quorum thereof. Each committee shall

report to the President the proceedings of the committee, and any recommendations

which they make.

**Sec 5** No communication in the name of, or on behalf of this Association generally relating to

this Association or its activities, shall be sent by any committee, officer, or member to

any other association, public official, body, newspaper, or to the public, unless such

communication is first submitted to, and approved by, the Executive Board of Directors.

**Sec 6** No published material shall be prepared or issued by this Association unless:

1. It clearly shows on its face that it was prepared by the Association.
2. The name of the editor or author is stated thereon.
3. It contains no libelous matter.

**ARTICLE IX ‑ MEETINGS/DUES**

### MEETINGS

**Sec 1** The annual meeting of the Association shall be the last membership meeting of the

fiscal year. At this meeting, the election of officers for the year shall be held.

**Sec 2** Regular meetings of the Association shall be held quarterly, at such time and place as

may be determined by the Executive Board of Directors. Meetings of the Executive

Board of Directors shall be held as prescribed in Article IV. One of the meetings

can be held in conjunction with an alternate conference such as NCRAAO.

Meetings may be held via electronic telecommunications. In response to the Covid-19 pandemic, WAAO will put into effect a temporary change to hold regular meetings of the association bi-annually starting as of February 1, 2022 and ending December 31, 2023.

**Sec 3** Special meetings of the Association may be held at the call of the President

as approvedby the Executive Board of Directors, and shall be called upon receipt of

a written request (stating the purpose of such meeting) of a quorum (31) voting members

on the WAAO roster. In lieu of meeting at a physical location which may not be

available, the President may oversee electronic discussion and voting to defray

unbudgeted costs. (10/21/19)

**DUES**

**Sec 4** The annual Association dues are payable by JULY 31st for the full year (August 1st

thru July 31st). Members who fail to meet their annual dues obligation by the said July

31st shall be considered delinquent, with loss of all rights and privileges. Dues for new

memberships received after May 1st shall be applied to the next fiscal dues year*.*

**Sec 5** Payment of one full year’s dues after delinquency shall restore the members full rights

and privileges.

**Sec 6** Any revised dues schedule shall be presented by the Executive Board of Directors to

the general membership for approval at a quarterly meeting.

**Membership Dues (Approved 3/9/2020 for 2021)**

Regular Membership $60.00

Associate Membership $50.00

### Student Membership $25.00

Subscribing Membership $120.00

Retired Regular Membership $30.00

**ARTICLE X ‑ AMENDMENTS**

These BYLAWS shall not be amended, altered, or repealed except in the following manner:

Ten members of the Association may submit in writing to the President proposed amendments with the reasons for same. The Executive Board of Directors shall then act and report upon such proposal. The President shall then submit the proposed amendment at the next general meeting for the members consideration and vote. All members shall receive a minimum five-day notice that such proposed amendments will be voted on at the next meeting of members.

Procedural or operational updates based on evolution (such as computerization) will be incorporated when appropriate. These updates and/or amendments for action are proposed as a function of the Planning and Management Committee and approved by the Executive Board of Directors. (10/21/19)

**ARTICLE XI ‑ REMOVAL OF OFFICERS OR MEMBERS**

**Sec 1** Complaints of misconduct against officers or members of the Association shall be

considered by the Executive Board of Directors; and if after investigation, it is of the

opinion that sufficient grounds exist, the Executive Board of Directors may by two‑thirds

vote, recommend to the members that such officer or member, be censured,

suspended, removed from office, or expelled from membership in the Association. The

membership may by three‑fourths vote by secret ballot, take such action thereon as it

deems proper.

**Sec 2** Any member against whom a complaint is made before the Executive Board of

Directors shall be notified thereof, and shall be afforded an opportunity to make answer

thereto to the Executive Board of Directors.

**Sec 3** Any elected officer or member of the Executive Board of Directors who shall be absent

from four consecutive meetings, including regular and Executive Board, may be

suspended from such office and the vacancy filled for the unexpired term as herein

provided. This action requires a two‑thirds majority vote of the Executive Board.

###### ARTICLE XII ‑ ORDER OF BUSINESS

**Sec 1** The order of business shall include:

* Adoption of minutes as distributed, or published
* Report of the Secretary
* Report of the Treasurer
* Report of the Executive Board of Directors
* Reports of Committees
* Old (or unfinished) business
* New business
* Adjournment

**ARTICLE XIII ‑ ORDER OF BUSINESS**

Any rule of parliamentary procedure may be suspended at any meeting by a three-fourths vote of the members present.

**REVISIONS**

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| 09/11/91 | 06/01/92 | 03/07/94 | 06/05/95 | 06/14/96 | 09/11/96 | 12/04/00 | 3/5/01 | 9/25/02 |
| 03/06/06 | 12/1/08 | 9/16/09 | 12/6/10 | 12/5/11 | 09/16/19 | 10/21/19 | 3/9/20 | 9/21/20 |
| 10/28/21 | 4/11/22 |  |  |  |  |  |  |  |
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