

**NORTH DAKOTA ASSOCIATION OF
ASSESSING OFFICERS, INC
(NDAAO)**

CONSTITUTION

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BY-LAWS

Amended: August 11, 1975
August 10, 1981
August 17, 1983
August 18, 1986
August 10, 1987
August 7, 1989
August 8, 1994
August 7, 2001
August 13, 2007
August 8, 2011
August 10, 2015
August 8, 2016

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ARTICLE 1 - Name

The name of this organization shall be the **NORTH DAKOTA ASSOCIATION OF ASSESSING OFFICERS, INCORPORATED.**

ARTICLE 2 - Objectives

SECTION A.

The objectives of this organization shall be:

1. To serve as a clearing house for the exchange of assessment thought and better assessment methods and practices.
2. To elevate the standards of practice in the assessment profession.
3. To elevate the qualification standards of assessment personnel.
4. To make the general public conscious of the importance of assessment work, its vital role in local governmental finance and the high degree of skill and knowledge required before the assessment task can be properly performed.
5. To obtain for the assessing officer the prestige, respect and compensation which the position rightfully deserves, and provide a certification program which will establish a North Dakota Registered Assessment Appraiser designation.
6. To study continually all aspects of assessment work so all factors that contribute to greater efficiency will be discovered and made known to the profession.
7. To cooperate with other public or private agencies who are sincerely interested in the improvement of assessment administration.
8. To encourage and promote justice and equity in the apportionment of the tax burden.
9. To promote a better understanding of the official duties and obligations of assessors.
10. To set up uniform standards, promote uniformly accurate valuations in the State of North Dakota, and extend full cooperation and assistance to the Office of the State Tax Commissioner and to the State Supervisor of Assessments.

11. To perform such work as may best preserve the interests of the public and develop a better spirit of cooperation between Association members and the public.
12. To support legislation that will improve and strengthen property tax administration and improve equality among taxable properties and to expose any inequalities in existing laws.

SECTION B.

Relations with other assessing officers.

1. It is the duty of every assessing officer to cooperate fully with other assessing officers in all matters affecting official duties.
2. Information concerning persons or their property, obtained by an assessing officer in his/her official capacity, should be treated as confidential except for lawfully authorized uses. It is proper for assessing officers of different jurisdictions to exchange factual information concerning persons or property subject to taxation.
3. The assessor has a duty to refrain from speaking disparagingly of any other assessor, unless his/her official responsibilities require this course of action.
4. It is unprofessional for any assessing officer, in any writing or speech, to use the material contained in the writing or speeches of other assessors, persons or agencies, unless full credit is given the original author.
5. It is improper for an assessing officer to represent a taxpayer in any matter involving the determination of assessments.

SECTION C.

Relations with other public officials.

1. The assessing officer has a duty to cooperate with other public officials to improve the efficiency of public administration.
2. It is improper for an assessing officer to allow public officials other than those directly concerned with valuation of property to influence one's judgement of value.
3. It is the duty of the assessing officer to always maintain an attitude of respect and cooperation towards other public officials and agencies to whom the law has assigned official duties relating to the work of the assessing officer.

SECTION D.

Relations with the public and taxpayers.

1. It is the duty of every assessing officer to maintain at all times a courteous and respectful attitude in his/her relations with taxpayers and the public generally, and it is his/her further duty to compel a similar attitude on the part of his/her subordinates.
2. It is improper for an assessing officer to accept any gift where it is clear that such a gift is made solely because he/she is an assessing officer.
3. All conferences or discussions with taxpayers or their representatives relative to the assessment of their property should be held during business hours at the office of the assessor or at some other place appropriate for the transaction of business.
4. The assessing officer should give full faith and allegiance to his/her oath of office.
5. The assessing officer should apply the law of his/her jurisdiction to all taxpayers alike.

ARTICLE 3 - Membership

SECTION A.

REGULAR MEMBERSHIP:

Any person whose duty is the valuation of property and/or administration of assessments for ad valorem tax purposes, and who is employed by the State of North Dakota or any political subdivision in the State of North Dakota, may become a regular member of the Association by making application to the Secretary-Treasurer of the Association and paying the prescribed dues.

SECTION B.

ASSOCIATE MEMBERSHIP:

Any person serving as an auditor, treasurer, council member, or commissioner of any county or city may become an associate member of the Association by making application to the Secretary-Treasurer of the Association and paying the prescribed dues.

SECTION C.

SUBSCRIBING MEMBERSHIP:

Any private individual or business corporation interested in local ad valorem property tax administration may become a subscribing member of the Association by making application to the Secretary-Treasurer of the Association and paying the prescribed dues.

SECTION D.

HONORARY MEMBERSHIP:

Honorary membership in the North Dakota Association of Assessing Officers may be conferred upon individuals, not regular members of this Association, for faithful service to the State of North Dakota in the field of property assessment and/or ad valorem taxation. Honorary members shall be free from paying any dues to the Association but shall not have voting privileges or be eligible to hold office. Awarding of honorary membership shall be made at the discretion of the Executive committee.

SECTION E.

LIFE MEMBERSHIP:

The Executive Committee, subject to simple majority consent of the regular membership present at the annual meeting, may award a life membership to any regular member who has given faithful support to this Association and who has retired from active service as a regular member. Persons awarded life membership shall be free from paying any dues to the Association, provided however, that no life member shall have voting privileges or be eligible to hold office.

SECTION F.

AFFILIATE MEMBERSHIP:

Any regional assessor association, organization, group or association of public officials and/or employees interested in the science of assessment and taxation which subscribes to the purpose of the Association and wishes to be affiliated with it shall be eligible to become an affiliated member.

SECTION G.

Each member of the North Dakota Association of Assessing Officers, Inc. shall be subject to reclassification as the nature of his/her work may change. The membership shall be currently classified by the preceding membership categories.

SECTION H.

The Executive Committee may permanently, temporarily or indefinitely suspend any member in the North Dakota Association of Assessing Officers, Inc. whenever said Committee rules that such suspension will serve the best interests of the Association. The Executive Committee at the request of any Committee member shall hold hearings.

SECTION I.

A member in good standing is one who has paid all Association dues for the then current year, and must subscribe to and abide by the code of ethics of the North Dakota Association of Assessing Officers, Inc.

ARTICLE 4 - Officers

SECTION A.

The officers of this Association shall be regular members in good standing and shall consist of a President, Vice President, Secretary-Treasurer, and such other officers as the occasion may require. They shall be elected by ballot at the annual meeting in every odd-numbered year and shall serve a two-year term from the date of their election or until their successors are elected and qualified. The President shall not be eligible to serve more than two consecutive terms.

SECTION B.

President:

The President shall preside at all meetings, supervise all activities, appoint all committees and at least two (2) months prior to the annual meeting he/she shall appoint a nominating committee for the forthcoming election of new officers. He/she shall be an ex-officio member of all committees.

SECTION C.

Vice President:

The Vice President shall assist the President in the discharge of his/her duties. In the absence or inability of the President, he/she shall perform the duties of the President. He/she shall also perform such other duties as the President shall direct.

SECTION D.

Secretary-Treasurer:

The Secretary-Treasurer shall keep a book of minutes in a book belonging to the Association in which shall be recorded the business proceedings of the organization. He/she shall provide a copy of the minutes of the annual meeting and all special meetings that may be called by the President to all members in good standing. He/she shall keep an up-to-date list of all members of the Association. He/she shall keep the accounts of the organization in a book belonging to it, which shall be open to inspection of the officers at any reasonable time. He/she shall send out all bills, receive and disburse all funds and take care of all other normal duties such as answering correspondence, etc. At each annual meeting he/she shall submit a complete financial statement showing the income for the year and an itemized list of expenses incurred during the year. The Secretary-Treasurer shall furnish a bond in an amount to be determined by the Executive Committee and the Association shall pay the premium for such bond.

ARTICLE 5 - Committees

SECTION A.

Executive Committee:

The Executive Committee shall consist of the officers, the immediate Past President, and one regular member-at-large to be appointed by the President. They shall have general supervision over the activities of the organization and shall have the power to accept resignations from and fill vacancies in any committee or to any office until the next annual meeting. The Secretary-Treasurer shall act as Secretary of the committee.

SECTION B.

Membership Committee:

The Membership Committee shall be charged with the duty of securing and maintaining the enrollment of all eligible personnel in the State of North Dakota. The Membership Committee shall consist of seven members with each member assigned a designated regional area. The defined regional areas consist of the following counties:

- Region 1. Divide, Burke, Renville, Bottineau, McHenry, Ward, Mountrail, McKenzie and Williams Counties.
- Region 2. Golden Valley, Billings, Dunn, Stark, Hettinger, Adams, Bowman and Slope Counties.
- Region 3. McLean, Sheridan, Burleigh, Emmons, Sioux, Grant, Morton, Oliver and Mercer Counties.
- Region 4. Rolette, Towner, Cavalier, Pembina, Walsh, Grand Forks, Nelson, Ramsey, Benson and Pierce Counties.
- Region 5. Wells, Eddy, Foster, Stutsman, LaMoure, Dickey, McIntosh, Logan and Kidder Counties.
- Region 6. Griggs, Steele, Traill, Cass, Richland, Sargent, Ransom and Barnes Counties.

SECTION C.

Legislative Committee:

In legislative matters concerning property taxation, this committee shall be the committee that coordinates all legislative proposals. They shall consider proposals concerning property taxation or they may initiate proposals for study and recommendation. The immediate Past President and such other members as appointed by the President shall constitute the Legislative Committee.

SECTION D.

Standing Committees:

All standing committees shall be appointed by the President and shall in all respects be subject to such instructions as may from time to time be prescribed by the Executive Committee.

SECTION E.

Education Committee:

The Education Committee shall work with the State Tax Commissioner's office to assist with the responsibility of planning and coordinating education of the membership. Their goal is to improve the assessment profession in the State of North Dakota. The Education Committee shall consist of seven members appointed by the President, including a representative of the State Tax Department.

ARTICLE 6 - Amendments

Amendments to the constitution or to the by-laws shall be made only by a majority referendum vote of the regular members at the annual meeting or at special meetings called for that purpose. The use of absent voter's ballots is permissible provided they are in writing and mailed to the Secretary-Treasurer in time for the annual meeting. Notice of any proposed amendments shall be mailed to the regular members at least two (2) weeks prior to the annual meeting or special meetings.

ARTICLE 7 - Voting and business

SECTION A.

Only regular members in good standing may vote at the annual meeting or at any special meeting that may be duly called.

SECTION B.

Any business conducted by the North Dakota Association of Assessing Officers, Inc. requiring a vote of the regular membership shall be ruled effective upon a majority of ballots cast.

∪ **BY – LAWS** ∪

ARTICLE 1 - Meetings

SECTION A.

The annual meeting and election of officers shall be on the day prior to the day designated by the State Board of Equalization of North Dakota for hearing local officials and taxpayers, and shall be held in Bismarck, North Dakota. All officers shall take office as soon as they are elected and qualify.

SECTION B.

The President may call special meetings, either when deemed expedient or upon written request of at least five (5) regular members at least two (2) weeks in advance of such meetings.

SECTION C.

A minimum of 25% (twenty-five percent) of the regular members shall constitute a quorum for the transaction of business.

SECTION D.

The discussion of partisan politics is prohibited.

SECTION E.

The business year shall extend from July 1 to June 30 each year.

ARTICLE 2 -- Committees

Directly after taking office, the President shall appoint the committees provided for by the constitution. Such other special committees as may be required may be appointed as the occasion arises.

ARTICLE 3 - Annual Dues

SECTION A.

Dues for REGULAR MEMBERS shall be \$30.00 per annum.

SECTION B.

Dues for ASSOCIATE MEMBERS shall be \$30.00 per annum.

SECTION C.

Dues for SUBSCRIBING MEMBERS shall be \$30.00 per annum.

SECTION D.

Dues for AFFILIATE MEMBERS shall be \$30.00 per annum.

ARTICLE 4 - Order of Business

At the annual meetings, the order of business shall be as follows:

1. Roll Call
2. Reading of minutes
3. Treasurer's report
4. Report of officers
5. Report of regular committees
6. Report of special committees
7. Communications
8. Unfinished business
9. New business
10. General discussion
11. Election of new officers
12. Installation of new officers

ARTICLE 5 -- Rules of Order

"Roberts Rules of Order" shall govern all proceedings insofar as they are not inconsistent with the constitution and by-laws.