

# New Hampshire Association of Assessing Officials

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## By-Laws

**As Approved and Adopted by the Board of Directors**

**11 February 2014**

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# BYLAWS OF THE NEW HAMPSHIRE ASSOCIATION OF ASSESSING OFFICIALS

## **SECTION 1 – GENERAL PROVISIONS**

### **1.1 NAME**

The name of this organization shall be the New Hampshire Association of Assessing Officials (NHA AO). The Association has been recognized by the General Court of the State of New Hampshire under the General Laws of 1921 (Chapter 51:1). Current reference to the foregoing can be found at State of New Hampshire Revised Statutes Annotated Titles 1 through 3 (RSA 31:8).

### **1.2 SCOPE OF PURPOSE**

To encourage equitable taxation and the education of public officials in tax problems and other matters pertaining to the proper and efficient discharge of their assessing duties. To hold workshops, seminars, schools, discussions and conferences relating to taxation and assessing. To publish books, pamphlets, brochures and papers relating to taxation and assessing and all other things necessary and desirable to foster the purposes of the Association.

### **1.3 PROHIBITED ACTIVITIES**

The Association shall not engage in any activity directly or indirectly in support or opposition of any political party or the candidacy of any individual for public office. No part of the receipts of the Association shall inure to the benefit of any individuals.

### **1.4 ACCEPTANCE OF GRANTS**

The Association may apply for and accept and utilize grants and any other assistance, financial or otherwise, from any unit of government, local, state or federal, or other public or private services; enter into and carry out contracts or agreements in connection with such assistance; and include in any contract for assistance such conditions required pursuant to law, as the Board of Directors may deem reasonable and appropriate.

### **1.5 CODE OF ETHICS**

The Association shall abide by the Code of Ethics and Standards of Professional Conduct as established by the INTERNATIONAL ASSOCIATION OF ASSESSING OFFICERS (IAAO).

### **1.6 SEAL, FLAG, AND INSIGNIA**

The Association shall have a seal bearing such heraldic design and description as shall be determined by the Board of Directors.

## **SECTION 2 - MEMBERSHIP**

Membership shall consist of Regular, Associate, Affiliate, Municipal, State, Student and Honorary members. Only Regular, Associate and Municipal members in good standing shall have voting rights.

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In all instances, the Board shall have the final right to accept or reject any applications for admission to membership in the Association provided that no person shall be denied membership on the basis of race, creed, sex, or national origin.

## **2.1 REGULAR**

Regular membership shall be available to all persons in good standing currently holding the Certified New Hampshire Assessor (CNHA) certification as conveyed by the NHA AO and NH Department of Revenue Administration. Members shall be persons engaged in or retired from municipal assessment administration in New Hampshire.

## **2.2 ASSOCIATE**

Associate Membership shall be available to persons engaged in or retired from municipal assessment administration not holding a CNHA certification; any person holding in good standing a national designation that recognizes expertise in real property valuation.

## **2.3 AFFILIATE**

Affiliate Membership shall be available to any person not directly involved with real property valuation assessment as already defined in these by-laws. These persons may include: attorneys, property tax representatives, corporations and others not involved in the direct administration of the ad valorem tax system.

## **2.4 MUNICIPAL**

Municipal Membership shall be available to any Chair of a Board of Assessors or Chair of a Board of Selectmen. Municipal Membership may be extended to any/all municipal assessing staff upon application and payment of their individual dues.

## **2.5 STATE**

State Membership shall be available to any employee of the Municipal and Property Division of the State of New Hampshire Department of Revenue Administration or Board of Tax and Land Appeals.

## **2.6 STUDENT**

Student Membership shall be available to any person enrolled in a recognized educational institution.

## **2.7 HONORARY**

Honorary Lifetime Membership may be conferred upon any person or organization that has rendered outstanding service to the cause of assessing administration, has served the NHA AO with distinguished service or has made contributions to the assessment profession of an exemplary nature. Nominations for this honor may be made by any NHA AO member to the President of NHA AO. The NHA AO Board by majority vote may grant Honorary Membership. The President shall make known the conveyance of such membership at the next annual meeting.

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## **2.8 SUSPENSION OR EXPULSION FROM MEMBERSHIP**

The Board shall adopt procedural rules for the investigation of any alleged violation of the IAAO Code of Ethics and Standards of Professional Conduct. Such rules shall set forth the process of a hearing before the Ethics Committee, and disciplinary actions including suspension or expulsion from membership.

The Board shall adopt procedural rules for the suspension or expulsion of any member of the Association that is indicted under any statutorily authorized legal proceeding for a felony or for an alleged crime of office which reflects upon his or her professional or ethical conduct.

Membership shall be suspended after six (6) month's nonpayment of dues, unless special circumstances warrant other treatment in the judgment of the Board.

## **2.9 DUES**

The Board shall adopt a dues schedule for all categories and subcategories of membership not governed by RSA 31:8.

## **SECTION 3 – COMMITTEES**

### **3.1 STANDING COMMITTEES**

The Association shall have the following standing committees.

- 3.1.1 Bylaws
- 3.1.2 Certification
- 3.1.3 Communications
- 3.1.4 Conference
- 3.1.5 Education
- 3.1.6 Election
- 3.1.7 Ethics
- 3.1.8 Finance
- 3.1.9 Legislative
- 3.1.10 Membership
- 3.1.11 Nominating
- 3.1.12 Publicity
- 3.1.13 Scholarship

### **3.2 SPECIAL COMMITTEES**

- 3.2.1 The Board may establish any other such special committees, as it shall deem necessary to carry out the Association's programs or to advise the Board on a particular matter.
- 3.2.2 Any special committee shall be established by resolution of the Board. Such resolution shall state the scope of the committee, its organization, its responsibility, and its specific charge.

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- 3.2.3 No special committee shall be established with a duration that will extend beyond the end of the fiscal year in which it is established, unless extended by resolution of the Board.

## SECTION 4 - OFFICERS

The officers of the association shall be the President, First Vice-President, Second Vice-President, Secretary, Treasurer and Immediate Past President. They shall be known as the "Executive Board."

- 4.1 Officers shall hold office from one annual business meeting to the next or until their successor is chosen.
- 4.2 The installation of Officers and the ceremonial passing of the gavel shall take place at the annual banquet.
- 4.3 All officers shall be Regular or Municipal members in good standing of the Association, and have been a member of the Association for at least one year prior to the election.

## SECTION 5 – REGIONAL DIRECTORS

The association shall have five (5) Regional Directors.

- 5.1 Regional Directors shall hold office from one annual business meeting to the next or until their successor is chosen.
- 5.2 The installation of Regional Directors shall take place at the annual banquet.
- 5.3 All Regional Directors shall be Regular, Associate or Municipal members in good standing of the Association, and have been a member of the Association for at least one year prior to the election.

## SECTION 6 – COUNTY DIRECTORS

The association shall have ten (10) County Directors, one (1) from each County, so as to provide equal representation across the state.

- 6.1 County Directors shall hold office from one annual business meeting to the next or until their successor is chosen.
- 6.2 The installation of County Directors shall take place at the annual banquet.
- 6.3 All County Directors shall be Regular, Associate or Municipal members in good standing of the Association, and have been a member of the Association for at least one year prior to the election.

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## SECTION 7 - BOARD OF DIRECTORS

- 7.1 The Board of Directors shall be composed of the six (6) Officers, five (5) Regional Directors and ten (10) County Directors as defined in SECTIONS 4 through 6 above.
- 7.2 At any meeting of the Board, the six (6) Officers, five (5) Regional Directors and ten (10) County Directors shall constitute twenty one (21) votes. Eleven (11) Board members shall constitute a quorum; a quorum shall be identified by the Secretary at the beginning of a meeting.

## SECTION 8 – NOMINATION AND ELECTION OF OFFICERS AND DIRECTORS

### 8.1 Nominations

- 8.1.1 At least four (4) months prior to the annual meeting, the Nominating Committee shall publish to all members, by either paper notice or electronic medium, a request for nominations for all elected positions.
- 8.1.2 All submissions shall be returned to the Nominating Committee in writing within fifteen (15 days) of the request of said submissions.
- 8.1.3 The Nominating Committee shall nominate a slate of candidates for each office subject to election.
- 8.1.4 The slate of candidates shall be published to all members, by either paper notice or electronic medium at least 60 days prior to the annual meeting.
- 8.1.5 Other nominations may be made by petitions signed by at least six (6) Regular, Associate or Municipal members.
- 8.1.6 The slate of candidates and petitioned nominees shall be delivered to the Elections Committee within five (5) days of receipt of submissions so proper ballots may be printed and mailed as stated in Section 8.2 below.

### 8.2 Elections

- 8.2.1 The election of Officers, At Large Directors and County Directors shall be by mail ballot.
- 8.2.2 To be counted, all ballots must be legibly signed with the name legibly printed underneath.
- 8.2.3 No individual may vote more than once.
- 8.2.4 Any individual who votes more than once shall have all their ballots disqualified, and shall lose all rights of membership in this Association for one year.
- 8.2.5 For the purposes of election, each Regular, Associate and Municipal member whose dues have been paid in full by September 1, or 10 days prior to the mailing of ballots (whichever is later) shall have one vote for each Officer and Director subject to election.
- 8.2.6 Members whose dues are more than 6 months in arrears shall be ineligible to vote until all outstanding dues for all years have been paid in full.
- 8.2.7 No member can be considered a member in good standing if, among other things, dues are not paid.
- 8.2.8 For election purposes, the Department of Revenue Administration and Board of Tax and Land Appeals shall each have one vote.
- 8.2.9 No later than two (2) months prior to the annual business meeting, the Election Committee shall mail an official ballot to each town or city and all qualified individuals whose dues have been paid in full as specified above.
- 8.2.10 Each ballot shall be imprinted with the official seal of the Association.



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- 8.2.11 The names of members presented by the Nominating Committee, and those nominated by petition, shall appear on the ballot.
- 8.2.12 Sufficient space for write-in candidates will also be provided on the ballot.
- 8.2.13 All official ballots will be returned to the Election Committee by mail, or in person, at least thirty (30) days prior to the annual business meeting.
- 8.2.14 Results of the election shall be tabulated by the Election Committee and certified to the membership at the annual business meeting.
- 8.2.15 Ballots shall be retained by the Election Committee for at least six (6) months after the annual business meeting.
- 8.2.16 Ballots may be inspected by any member.
- 8.2.17 In the event of a tie vote the winner will be determined by a coin toss administered by the President of the NHA AO at the annual meeting. The manner of the coin toss will be at the discretion of the President.

## **SECTION 9 - DUTIES OF OFFICERS AND BOARD OF DIRECTORS**

### **9.1 President**

The President shall be the chief executive officer of the Association and perform the duties usually incumbent upon the office.

- 9.1.1 Appoint all committee members and chairs unless the Association at a regular or special meeting provides otherwise.
- 9.1.2 As approved by the Board, special committees of a limited duration to study and report on the items of a defined, specific nature as defined in Section 3.2.
- 9.1.3 Authorized to sign checks on an emergency basis in the absence of the Treasurer, but under the same restrictions as the Treasurer.

### **9.2 First Vice-President**

The First Vice-President shall perform the duties of the President during absence, sickness or inability of the President to perform his duties.

- 9.2.1 The First Vice-President shall assume the office of the President on the death or resignation of the President.

### **9.3 Second Vice-President**

The Second Vice-President shall perform the duties of the First Vice-President during absence, sickness or inability of the President to perform his duties.

### **9.4 Secretary**

The Secretary shall keep a fair and accurate record of all the proceedings of the Association at regular and special meetings, of all the business of the Board of Directors, with a record of any votes upon any subject taken at a meeting of the Board of Directors.

### **9.5 Treasurer**

The Treasurer shall be the custodian of all the money and funds of the Association.

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- 9.5.1 Shall keep a fair and accurate account of all receipts and disbursements and render an account thereof at each regular meeting and at such other times as the Board of Directors shall determine.
- 9.5.2 Shall pay out funds of the Association only upon direction of a majority of the Board, and shall deposit the funds of the association at the best rates of return only in such banks or financial institutions as are approved by the Board.

## 9.6 Regional Directors

Regional Directors shall be responsible for communicating the activities of the Association to those municipalities within their respective Region and for bringing municipal assessment concerns forward to the Board for consideration and action. The five Regions shall be defined as follows:

1. Coos and Grafton
2. Carroll and Belknap
3. Merrimack and Sullivan
4. Hillsborough and Cheshire
5. Rockingham and Strafford

## 9.7 County Directors

County Directors shall be responsible for communicating the activities of the Association to those municipalities within their respective County and for bringing municipal assessment concerns forward to the Board for consideration and action.

## 9.8 Board of Directors

The Board of Directors shall have full power and authority to do all acts and perform all duties which the Association might do or perform during the interval between meetings.

- 9.8.1 May, if a majority of the Board deems it advisable; direct the President to call a special meeting of the Association to consider any matter which the Board may authorize.
- 9.8.2 Delegate to the President with the Secretary and Treasurer, the power and authority to exercise the powers of the Board so far as they relate to matters and things arising out of the routine management of the Association requiring the formal action of the officers during the intervals between meetings of the Board.
- 9.8.3 Nominate Regular Members to the State of New Hampshire Assessing Standards Board (ASB).
- 9.8.4 The Board shall adopt procedural rules for the investigation of any alleged violation of the IAAO Code of Ethics and Standards of Professional Conduct, including the suspension or expulsion of any member of the Association that is indicted under any statutorily authorized legal proceeding for a felony or for an alleged crime of office which reflects upon his or her professional or ethical conduct. Such rules shall set forth the process of a hearing before the Ethics Committee, and disciplinary actions including suspension or expulsion from membership.

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- 9.8.5 The Board shall establish procedural rules for the area of responsibility, organization, and operation of each officer, director and committee. They can be suspended, waived, or amended upon approval of a simple majority of the Board.

## SECTION 10 - MEETINGS

- 10.1 The Association shall hold regular meetings at such time and place as the Board shall determine.
- 10.2 The Association may hold special meetings when one is called by the President under the Direction of the Board.
- 10.3 Regular business meetings and any other meeting of the Board shall be properly noticed prior to the meeting.
- 10.4 Reports of all meetings shall be made available and distributed to all members on or before the next meeting.

## SECTION 11 - VACANCIES

- 11.1 When a vacancy exists on the Board, the Nominating Committee will nominate a member to fill the position. Election to fill the vacant office will be made by simple majority vote of the Board.
- 11.2 Vacancy to any office will exist:
- Upon the death or resignation of an Officer or Director.
  - When an Officer or Director no longer qualifies for Regular, Associate or Municipal membership in the NHA AO.
  - When the Officer or Director fails to satisfactorily meet the requirements of office as determined by the unanimous vote of the remaining members of the Board present and voting.
  - When the Officer or Director is convicted of a felony.

## SECTION 12 - AMENDMENTS

These bylaws may be amended at any regular Board meeting or special meeting or at the annual meeting by a majority vote of all Regular, Associate and Municipal members present and voting, but no amendment shall take effect until after the adjournment of the meeting at which it is adopted. Provided, however, that the proposed amendment is properly noticed to the membership at least fourteen (14) days prior to the meeting.

Date of Amendments:

2015, April 14

**Section 4.** Added: They shall be known as the "Executive Board."

**Section 8.1.4.** Added: at least 60 days prior to the annual meeting.

**Section 8.2.17.** Added as a new item: In the event of a tie vote the winner will be determined by a coin toss administered by the President of the NHA AO at the annual meeting. The manner of the coin toss will be at the discretion of the President.

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## **SECTION 13- REPEAL**

All Bylaws heretofore adopted by the Association are hereby repealed and superseded by these articles.

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