

BYLAWS OF THE  
ASSESSORS' ASSOCIATION OF PENNSYLVANIA

**ARTICLE I  
NAME AND OBJECTIVES**

**Section 1:** The name of this corporation shall be the Assessors' Association of Pennsylvania (the "Association").

**Section 2:** Its objectives shall be to improve assessment practices in the Commonwealth of Pennsylvania; to provide for the collection, distribution, and exchange of information relating to the field of assessment; to improve public relations; to inform members of legislation intended to improve assessment functions; to cooperate with other interested agencies in the promotion of the objectives of this Association; and in every proper way to encourage a fair and just distribution of the tax burden.

**ARTICLE II  
MEMBERSHIP**

**Section 1:**

A. ACTIVE MEMBERS. All elected and appointed non-contracted public officials of the various governments within the Commonwealth of Pennsylvania who are engaged in the work of assessing property for local tax purposes shall be eligible to become active members.

B. ASSOCIATE MEMBERS. All persons not eligible for active membership but who are regularly employed by any state or local governmental agency or educational institution within the Commonwealth of Pennsylvania and former active members who have terminated their employment in the tax assessment field, shall be eligible for associate membership.

C. COOPERATIVE MEMBERS. Persons, governmental agencies, and organizations not eligible for active or associate membership, if they are interested in the science of assessment and taxation and if they subscribe to the objectives of this Association, may apply for membership within the cooperative group. If such applications are approved by the Board of Governors, the said persons, governmental agencies, and organizations shall be eligible to become cooperative members.

D. HONORARY MEMBERS. Persons who have contributed considerably to the objective of this Association shall be eligible for honorary membership if, in the opinion of the Board of Governors, their contributions merit this award. Honorary memberships shall be conferred for life. Honorary members shall not be required to pay dues.

E. The term "member" and "members" as hereafter used in these ByLaws shall refer to all persons who are Active Members, Associate Members, Cooperative Members or Honorary Members, unless specifically provided otherwise.

**Section 2:**

**DUES AND SUSPENSIONS.** Dues are payable annually, in advance, and any member whose dues become delinquent after three (3) months shall be automatically suspended from membership and participation in all AAP sanctioned activities including educational programs. Any members seeking reinstatement shall be considered reinstated upon payment of the current dues; however, if the member is delinquent for more than one year, he may only be reinstated upon payment of the current dues, plus the unpaid dues for the previous year. Any person who is more than three (3) years delinquent in the payment of their dues may, upon application, return as a new member. Any member who loses his or her status because of termination of employment may be reinstated without a penalty upon reemployment in the assessing field upon payment of the current dues.

**ARTICLE III  
CHAPTERS**

**Section 1:** The affairs of the Association shall be governed by its Board of Governors as provided in Article IV hereof. The Board of Governors, in the exercise of that discretion, shall have power to establish and/or reaffirm the establishment of separate local “chapters” consisting of members located within its geographic subdivisions. The purpose of each such chapter shall be to assist the Association in discharging its services to and for members within each such geographic area.

**Section 2:** Each chapter shall be established as a Pennsylvania Limited Liability Company (“LLC”) with certificate of Organization and Operating Agreement in substantially the form attached as Exhibit “A” being established for its Laurel Mountain Chapter. The Corporation’s Board of Governors shall have the power, without member approval, to change the certificate of Organization and Operating Agreement as it from time to time sees fit.

**Section 3:** To be a member of a chapter, a person must also be a dues-paying member of the Association.

**ARTICLE IV  
BOARD OF GOVERNORS**

**Section 1:** In each year, the Board of Governors shall consist of the following: (a) the Officers elected by the members for that year pursuant to Article V; plus (b) the person who served as the Association’s President during the immediately preceding year; plus (c) two (2) Active Members designated by each of the Association’s chapters. Members designated by such chapters shall serve two-year staggered terms so that one Board member will be up for election by each

chapter at the end of each year. Only Active Members whose dues are paid may be appointed by the Chapters to the Board of Governors by the chapters. However in the event an appointed Board member should lose his or her status as an Active Member by reason of termination of employment as an assessing officer during his or her term, he/she may continue in office until the expiration of that term. Each person serving on the Association's Board of Governors shall have a vote equal to every other person on the Board.

**Section 2:** The Board of Governors shall be responsible for the general management of the affairs of the Association and may take any action it deems necessary to further the aims of the organization subject to the provisions of these ByLaws.

**Section 3:** A quorum for meetings of the Board of Governors shall consist of a majority of the Board's members. Except as otherwise provided in these ByLaws, the vote of a majority of the persons comprising that Quorum shall be legally sufficient for all actions taken by the Board.

**Section 4:** Regulations pertaining to the organization, acceptance and rules governing local Chapters shall be formulated by and/or approved by the Board of Governors.

**Section 5:** The Board of Governors may appoint a Solicitor, who shall advise and represent the Association in all legal matters pertaining to the Association.

**Section 6:** In the event a vacancy should occur in the middle of an officer's term, the Board of Governors shall select, from among the persons then serving on Board, a person to serve as acting officer until the next annual meeting of members. Such appointee may be a candidate for any office at the next election of Officers.

**Section 7:** Should a member of the Board of Governors resign or absent themselves from two successive meetings of the Board of Governors without an excuse acceptable to the Board, the Board shall have the discretion to declare the position to be vacant. In the case of a Board member designated by a Chapter, such Chapter shall have the right to designate a successor for the balance of his or her term then remaining.

**Section 8:** The Board of Governors may submit the name of any former President of this Association who has retired from the assessment profession for election to Honorary Membership at the next annual meeting of the membership.

## **ARTICLE V OFFICERS**

### **Section 1:**

The following Officers of this Association shall be elected at the annual meeting by a majority vote of all members in good standing then present at said meeting:

A. President, President-Elect, Vice President, Secretary and Treasurer.

- B. The President, President-Elect and Vice President shall each serve for one year terms and may not succeed themselves.
- C. The Secretary and Treasurer may succeed themselves in office for an additional one-year term.
- D. No person may be a candidate for an Officer before first serving at least two (2) years on the Board of Governors.
- E. It's the intention of these ByLaws that the President-Elect, and Vice President shall each automatically move to the next higher office on an annual basis.

**Section 2:**

- A. The President shall preside at all meetings of the Association; shall issue a call for special meetings; shall appoint members to all committees except wherein otherwise provided; and in general shall perform all duties pertaining to the office.
- B. The President-Elect shall in the absence of the President perform the duties of the President.
- C. The Vice President shall in the absence of the President and President-Elect perform all the duties of the President.
- D. The Secretary shall keep minutes of all meetings and shall perform such other duties assigned by the President and the Board of Governors.
- E. The Treasurer shall authorize collection of all moneys due the Association and payment of all Association obligations for which payment has been duly authorized. The Treasurer shall submit a report of receipts and disbursements at the annual meeting of the Association, which report shall show the balance at the time the report is rendered. The report shall first be approved by an Auditing Committee appointed by the Board of Governors. All funds of the Association shall be deposited in depositories designated by the Board of Governors and all checks for disbursements shall be authorized by the Treasurer and any other member of the Association designated by the Board of Governors.

**Section 3:** If the Board of Governors deems advisable, it may contract for the services of an Executive Director and any other assistants deemed necessary, who need not be members. The Board of Governors shall determine the duties and obligations of the Executive Director.

**ARTICLE VI  
VOTING BY MEMBERS**

**Section 1:** The President shall determine the time and place of the annual meeting of the Association. The Board of Governors may call by resolution

special meetings of the membership. However, notice of all meetings must be mailed to the last known address of all members in good standing at least ten (10) days prior to said meetings. Notice may be sent by electronic or regular mail.

**Section 2:** The Board of Governors shall determine the manner of voting, the counting of ballots, and other procedural rules.

**Section 3:** Only members whose dues are paid shall be eligible to vote at regular and special meetings of the membership.

**Section 4:** A quorum for meetings of the membership shall consist of twenty-five (25) members in good standing. Unless otherwise provided in these ByLaws, the vote of a majority of the persons comprising that Quorum shall be sufficient for all actions to be taken by the membership hereunder. Meetings may be held by electronic means (conference telephone and/or Internet) or in person, as provided in the meeting notice.

**Section 5:** A. The President shall, before each annual election, appoint a Nominating Committee of four (4) active members in good standing who shall select one or more nominees or more for each office. These nominations, in addition to those made from the floor at the annual elections, shall be placed on the ballot. Members serving on the Nominating Committee may not be nominated for an office.

## **ARTICLE VII AMENDMENTS**

**Section 1:** These ByLaws shall not be amended, altered, or repealed except by the members in the following manner:

A. The Board of Governors may propose amendments by resolution adopted by the Board, provided that the notice of the proposed amendments is sent by regular mail or electronic mail to the last known address of each member in good standing at least ten (10) days prior to the date of the meeting at which the proposed amendment is to be voted upon.

B. Any ten (10) members in good standing may submit in writing a proposed amendment to the Board of Governors for its study and recommendations. Notice to the membership prior to a vote by the membership is required as above.

**Section 2:** In order to be effective, amendments must be approved by two-thirds of the membership in good standing who are present at the meeting called in accordance with Section 1. Meetings may be held by electronic means (conference telephone and/or Internet) or in person, as provided in the meeting notice.

**ARTICLE VIII  
DISSOLUTION**

**Section 1:** The Association may be dissolved by the vote of: (a) Two-thirds of the Board of Governors; and (b) Two-thirds of the members who attend a meeting duly called in accordance with Article VI.

**Section 2:** In the event of dissolution, the assets that remain after paying all debts and obligations shall be transferred to the educational fund of the IAAO (International Association of Assessing Officers); Provided that the IAAO is then a qualifying 501(c)(3) organization and that the disposition of assets is accomplished in a manner fully in compliance with the Association's Articles of Incorporation and other applicable law.

**Section 3:** In no event shall any assets be used to the benefit, or be distributed to any member, Director, Officer or employee of the Association.

**ARTICLE IX  
PROFESSIONAL DESIGNATIONS**

Certified Pennsylvania Evaluator Certificate. The State Board of Certified Real Estate Appraisers shall award a CPE (Certified Pennsylvania Evaluator) certificate to those members who qualify in accordance with the provisions of Act 28 of 1992.

Amended October 12, 2018