

**SOUTH CAROLINA ASSOCIATION OF ASSESSING OFFICIALS**

**CONSTITUTION**

*Article I – Name and Purpose*

**Section 1.** The name of this Association shall be the South Carolina Association of Assessing Officials.

**Section 2.** The purpose of this Association shall be to improve the standards of assessment practices; to afford an opportunity for persons interested in taxation and assessment problems to get together for free discussion and the interchange of ideas on problems of mutual concern; to collect information pertaining to the assessment of property and the administration of assessment programs; to disseminate such information as may be of interest and benefit in order to better coordinate property assessments; to strive for equalization of the tax burden and simplicity and uniformity in administration; to provide information to the taxpaying public on the true nature and importance of the work performed by assessing officials; to engage in research and studies; to elevate the standards of personnel requirements for assessment officials; to cooperate with other public and private agencies interested in improving tax administration; to study and give consideration to such federal, state and local tax legislation that is of interest to assessing officials.

*Article II – Membership*

**Section 1. Regular Members – Persons eligible for regular membership shall include:**

- (1) officials or employees of any department or agency of the State of South Carolina which is directly concerned with, or interested in, property assessment administration. This shall include, but not be limited to officials of the South Carolina Department of Revenue, Comptroller General's Office, Treasurer's Office and The Budget and Control Board.
- (2) officials or employees of any county in the State of South Carolina directly concerned with property assessment administration.
- (3) officials or employees of any city or town (incorporated or unincorporated), school district or township in the State of South Carolina which have duties that are directly concerned with property assessment administration.
- (4) legal or other professional counsel working directly with any of the governmental agencies as set forth.

**Section 2. Associate Members – Associate membership shall be available to:**

- (1) officers or employees of any governmental agency or educational institution who are not eligible for regular membership.
- (2) any person, organization, business, firm, corporation, group or association of persons, employees and/or citizens interested in the assessment of property for the purposes of taxation who subscribe to the purposes of this Association and wish to become associated with it.

**Section 3. Honorary Members - Persons who, in the opinion of the Board of Directors, have made such a distinct contribution to the advancement and improvement of the assessment profession that their efforts deserve public recognition, shall be eligible for election as honorary members. Honorary membership shall be conferred for life and no dues or fees of any kind shall be required. Not more than two (2) memberships shall be conferred in any calendar year.**

**Section 4. Dues – Annual dues payable in advance shall be as follows:**

- (1) Regular Membership - \$25.00 per annum.**
- (2) Associate Membership - \$30.00 per annum.**
- (3) Membership will be on a calendar year basis.**
- (4) The dues may be changed from time to time by a majority vote of those members present at any annual meeting of the Association, and at any special meeting called for that purpose, provided that any proposed increase shall first be submitted to the Board of Directors for its consideration and recommendation to the Association.**

**Section 5. Rejection – The right to reject any application for membership is hereby reserved for the Board of Directors.**

*Article III – Voting Rights and Right to Hold Office*

**Section 1. The right to hold office and to vote is reserved to regular members in good standing.**

**Section 2. Any member delinquent in payment of dues for a period of six (6) months or longer shall not be considered in good standing.**

*Article IV – Board of Directors*

**Section 1. The governing body of the Association shall be the Board of Directors; said Board shall have the necessary power to manage the affairs of the Association in accordance with the Constitution and By-Laws adopted by the Association.**

**Section 2. The Board of Directors shall consist of the president, Immediate Past President, President-Elect, three (3) Vice-Presidents, Secretary, Treasurer, Executive Secretary, Parliamentarian, Education Committee Chairman, Legislative Committee Chairman and six (6) other Board Members, three (3) of whom shall be elected at the 1962 Annual Meeting for a three-year (3-year) term, two (2) for a two-year (2-year) term, and one (1) for a one-year (1-year) term. At each Annual Meeting thereafter Board Members shall be elected for three-year (3-year) terms.**

**The Executive Secretary, Parliamentarian, Education Committee Chairman and Legislative Committee Chairman shall each be elected for a term of (1) year at the Annual Meeting by the regular members in good standing who are present.**

**Section 3. Quorum – For the purpose of transacting official business by the Board of Directors, a quorum shall consist of a majority of the Board membership.**

*Article V – Officers*

**Section 1. The Officers of the Association shall be: President, President-Elect, Vice President-Low Country, Vice President-Piedmont, Vice President-Midlands and Treasurer, each of whom shall be elected for a term of (1) year at the Annual Meeting by the regular members in good standing who are present. The President may appoint a Chaplain.**

**Section 2. Vacancy in Office – Should the Presidency become vacant, the President-Elect shall assume the responsibilities of the President for the un-expired term. A vacancy in any other office or in the membership of the Board of Directors may be filled by the Board of Directors for the un-expired term.**

## *Article VI – Duties*

**Section 1. President -** The President shall be the chairman of the Board of Directors and preside at all meetings of the Association or the Board of Directors held for the purpose of transacting Association business. He shall appoint all committees either on his own initiative or at the request of the Board of Directors and perform such other duties as may from time to time be assigned to him by the Board of Directors.

**Section 1A. President-Elect –** Shall aid and assist the President in the performance of his duties. He shall work with the Immediate Past President in setting up the Annual Spring Conference. In the event the position of President becomes vacant, the President-Elect shall assume the powers and duties of the President. The President-Elect shall perform other such duties as may be assigned by the Board of Directors. The President-Elect shall at the annual general business meeting nominate a qualified candidate for the position of Secretary.

**Section 2. Vice-President –** A Vice President shall exercise all the powers and duties of the President or the President-Elect during their absence or inability to act. The Vice-President shall perform other such duties as may be assigned by the Board of Directors.

**Section 3. Secretary –** The Secretary shall issue notices for all meetings and shall keep the minutes thereof and give such reports and perform other such duties as are incidental to this office.

**Section 4. Treasurer –** The Treasurer shall be the chief financial agent of the Association and shall exercise such authority and perform such duties as may be assigned by the Board of Directors. The Treasurer shall have custody of all funds, securities and legal instruments of the Association and shall be responsible for their safekeeping. He/She shall deposit the funds of the Association in the name of the Association in such bank as the Board of Directors may designate. The Treasurer, Assistant Treasurer and the President will have the authority to sign all checks for the payment of money and dispose of the funds of the Association under the direction of the Board of Directors. He/She shall submit an annual report and audit to the Association, disclosing an itemized statement of all receipts and disbursements and the financial condition of the Association. The Treasurer and Assistant Treasurer shall be compensated for their time at the end of each year at a rate determined by the Board. The President will be the only officer authorized to sign these checks.

**Section 5. Assistant Treasurer –** The duties of the Assistant Treasurer shall be the same as the Treasurer. He/She will be compensated at the end of the year at a rate determined by the Board.

## *Article VII – Meetings*

**Section 1.** The annual meeting of the Association shall be held at such time and place as may be determined by the Board of Directors. The Board of Directors shall meet immediately following the annual meeting and meetings of the Board of Directors shall also be held on the call of the President or upon the written request by any three (3) members of the Board.

**Section 2.** At least ten (10) days notice of the time, place and purpose of all such meetings of the Board shall be given all members of the Board by the Secretary.

## *Article VIII – Prohibitions*

The Association shall not conduct, or carry on, any activities not permitted to be conducted or carried on by an organization exempt under Section 501 (c)(3) of the Internal Revenue Code and its regulations as they now exist or as they may hereafter be amended, or by an organization, aforesaid code and regulations as they now exist or as they may hereafter be amended.

*Article IX – Dissolution*

At the dissolution of the Association or the winding up of its affairs, the assets of the Association shall be distributed exclusively to charitable, religious, scientific, testing for public safety, literary or educational organizations which would then qualify under the provisions of Section 501(c)(3) of the Internal Revenue Code and its regulations as they now exist or as they may hereafter be amended, or to the federal, state or local government for exclusively public purposes.

*Article X – Miscellaneous*

**Section 1.** The President shall appoint for each annual meeting a nominating committee, a resolutions committee and such committees as may be deemed advisable.

**Section 2.** Sufficient time at each annual meeting shall be devoted to the consideration of resolutions. The resolutions, as adopted by the Association, shall not be held to have endorsed any other expression of opinion by whoever made. The Board of Directors are empowered to speak and act for the Association, when two-thirds of the Board are in agreement, in order to have the ability to act when time is not sufficient to consult the full membership.

**Section 3.** All meetings of the Association, Board of Directors and committees shall be conducted according to Robert's Rules of Parliamentary Procedure.

**Section 4.** For the purposes of administration and holding office within the Association, the year will be January 1 through December 31. The newly elected officers and directors will take office as of January 1 regardless of their election date.

**Section 5.** The Nominating Committee shall at the annual business meeting nominate candidates for the positions of President, President-Elect, Three (3) Vice-Presidents, Treasurer, Executive Secretary, Parliamentarian, and any Board of Directors terms expiring prior to the next annual business meeting.

**Section 6.** There shall be established The Max G. Rush Distinguished Assessment Official Award. This award is named after Max G. Rush, the 22<sup>nd</sup> president of the South Carolina Association of Assessing Officials (SCAAO) and Kershaw County Assessor from 1979 to 1999. It honors the efforts of all faithful assessment professionals who have gone before us and who served this organization during their lives with the honor, leadership, commitment and dedication that represents SCAAO. It is presented to the SCAAO regular member who in previous years has made a significant contribution to the Association through participation in its activities or who in his or her career has made an outstanding contribution to the realization of the purpose of the SCAAO.

The Max G. Rush Distinguished Assessment Official Award Committee will be composed of the voting members of the Executive Board. The Chairman of the committee shall be the presiding President of SCAAO. The committee will name the recipient of this award at the annual Fall Conference of the SCAAO. Each voting member of SCAAO may nominate one individual to receive this award. Nominations should be received by the committee no later than June 1<sup>st</sup> of each year. Nominations must be written and must include the name, present position of the nominee and the specific reason(s) for the nomination. The committee may elect a person for this award if no nominations are received from the members of SCAAO. Previous winners are not eligible.

*Article XI – Amendments*

**Section 1.** This Constitution and its By-Laws may be amended by a two-thirds vote of those present at any annual meeting of the Association, at any special meetings called for the purpose, provided that any proposed amendments shall first be submitted to the Board of Directors for its consideration and recommendation to the Association.