

Middlesex County Assessors Association
By Laws

Article I

NAME

The name of this organization shall be the MIDDLESEX COUNTY ASSESSORS' ASSOCIATION, hereinafter referred to as the "Association".

Article II

PURPOSES

The purposes of this Association are: to establish an educational program for Middlesex County assessors, assistant assessors, and assessment staff in assessment practice and the tax laws of the Commonwealth of Massachusetts that pertain to assessing; to foster a closer relationship between the assessors of Middlesex County; to promote efficient and uniform administration of the tax laws and assessment practices; to encourage and actively support improvements in property tax laws and regulations; and to engage in other activities that will promote a better understanding between the public and the assessment profession.

Article III

MEMBERSHIP

Any person elected or employed by a municipality in a property tax assessment capacity shall be eligible for regular membership. Membership shall be open to private sector appraisers and property tax professionals who wish to become subscribing members. Membership shall be contingent upon the payment of annual dues. Any person, who in the opinion of the Executive Board has made such a distinct contribution to the advancement of the assessing profession that his/her efforts deserve public recognition, shall be eligible to be designated as an Honorary Member. Honorary Membership shall be for life.

VOTING RIGHTS

The right to hold office is reserved to Regular Members exclusively, and the right to vote is reserved to Regular Members and Honorary Members. The Secretary shall maintain a list of the voting status of each member of the Association. The President's determination of voting eligibility based on this list shall be final.

Article IV

DUES

Annual membership dues shall be set by the Executive Board for Regular and Subscribing Member **no later than April 1st**. There shall be no annual dues for Honorary Membership.

Article V

OFFICERS

The officers of this Association, referred to in these By-laws as the “Executive Board”, being regular members in good standing shall consist of a President, a President-Elect, a Secretary, a Treasurer, and seven **(7)** Directors. Each officer shall be elected by ballot at the annual meeting of this Association. The Secretary shall be elected to a three-year term **(the current term expires at the Annual meeting in December 2024)**, and the Treasurer shall be elected to a three-year term **(the current term expires at the Annual meeting in December 2025)** The remaining officers, once elected, shall succeed the previously elected officer until such time as they attain the office of President, resign, or are removed for cause. The elected officers shall be known as the Executive Board. The immediate Past-President will continue to serve on the Executive Board as a voting member.

An officer of the Association shall be removed from office for failing to attend three Executive Board meetings in a calendar year without excuse by 2/3 vote of the Executive Board.

Article VI

DUTIES OF OFFICERS

President

Shall preside at all meetings of the Association and of the Executive Board.

Shall appoint all committees except as otherwise provided and shall perform such other duties as may be required **customarily** or for the welfare of the Association.

Must give written approval (signature) of all bills over \$500.00 before payment, or in the President’s absence, two (2) members of the Executive Board shall give written approval.

May call a meeting of the Executive Board at any time with ten (10) days prior notice.

Shall, with the approval of the Executive Board, appoint a minimum of five (5) members within forty-five (45) days after the annual meeting to the Education Committee.

Executive Board position number 1 shall be Chair. Executive Board position numbers 3, 6 and 7 shall be members.

Shall, with the approval of the Executive Board, appoint three (3) members within forty-five (45) days after the annual meeting to the Nominating Committee. The immediate Past President shall be the Chair.

May, with the approval of the Executive Board, appoint any other committee deemed necessary or desirable for the good of the Association.

May arrange meetings, formal or informal.

At the beginning of the President's term, he or she shall publish a list of the Executive Board members and their committee assignments and furnish each Executive Board member with copy of same.

The President shall also furnish the Executive Board members with an organizational chart showing the committee assignments for that year within forty-five (45) days.

President- Elect

At the Annual Meeting, Executive Board member position number (1) shall ascend to President-Elect.

Shall, in the absence of the President, preside at all meetings of the Association and the Executive Board.

Shall serve as the Legislative liaison between the Association and the Massachusetts Association of Assessing Officers (M.A.A.O.).

Shall serve as the chair of the Annual Meeting Committee.

Secretary

The Secretary shall be elected to a three-year term. In the event the Secretary does not complete his or her term, the Executive Board shall appoint an interim Secretary to complete the remainder of the term.

The Secretary shall keep a record of all meetings of the Association and the Executive Board.

The Secretary shall keep a listing of the membership and give notice of all meetings of the Association and the Executive Board.

The Secretary shall discharge such other duties pertaining to this office, or as may be assigned by the Executive Board.

The Secretary shall appoint a member of the Executive Board to take minutes of any meetings where the Secretary is not present.

The Secretary shall supply each Executive Board member with a set of membership mailing labels or electronic media upon request.

The Secretary shall notify all non-paying members of their removal from the membership list as reported by the Treasurer as of July 1 of each year.

The Secretary shall keep a list of all Past Presidents of M.C.A.A and honorary members and their mailing addresses. All Past Presidents and honorary members shall be notified of general membership meetings and activities.

The Secretary shall maintain the Executive Board handbook and make changes and updates from time to time as required.

Treasurer

The Treasurer shall be elected to a three-year term. In the event the Treasurer does not complete his or her term, the Executive Board shall appoint an interim Treasurer to complete the remainder of the term.

The Treasurer shall collect and disburse all funds of the Association and keep account of the same. All bills over \$500.00 must have the approval of the President and one other member of the Executive Board before payment.

The Treasurer shall keep all funds of the Association in a depository approved by the Executive Board and shall keep said funds deposited in the name of the Association.

The Treasurer shall make an annual statement and written report to the Association, or when required, to the Executive Board, and shall perform such other duties that pertain to this office or as may be assigned by the President or Executive Board.

The Treasurer shall make available all accounting records to the Audit Committee by October 1, or no later than sixty (60) days prior to the annual meeting. The Treasurer shall maintain a separate checking account and a separate account for the Dodge-Lombard Scholarship Fund.

The Treasurer shall send a notice of dues to the membership no later than January 30 of each year. Any member who has not paid by May 1st shall receive a notice from the Treasurer that states that they will be removed from the membership list if they have not paid by **April 1st**.

The Treasurer shall provide a list of the membership to the Secretary on an annual basis as soon as possible after **May 1st**.

The Treasurer shall receive all payments for all meetings held by the Association.

By-Laws Committee

The By-laws Committee is chaired by Executive Board position number **(3)** with position number (7) serving as committee member. The Chair may appoint at least one member of the Association to serve on the committee as well.

Each year, the By-laws Committee shall obtain a copy of the most recent By-laws from the Secretary.

The By-laws committee shall distribute a copy of the By-laws to each Executive Board member no later than February 1st of each year.

During the year, the By-laws committee shall review recommended changes and amendments to the By-laws as they are received from the membership and/or Executive Board.

All changes and amendments shall be reviewed by the Executive Board prior to being distributed to the membership.

The Committee shall send written notification to each jurisdiction of any proposed changes and/or amendments at least 20 days prior to the annual meeting.

Following the annual meeting, the committee shall incorporate any approved changes and amendments and note the date of revision and forward a copy to the Secretary.

Scholarship and Awards Committee

The Scholarships and Awards Committee is chaired by Executive Board position number (4). The Chair may appoint additional members to serve on the committee if that is desired.

Prior to September 1st of each year, the committee shall notify all members of the availability of the annual Ralph Dodge and Janet Lombard scholarships. This notification shall include the rules regarding eligibility for the scholarships, as well as an application. Once the applications have been received, the committee shall present the applications to the Executive Board for approval. Prior to November 1st scholarship recipients shall be

notified in writing their awards. The Executive Board may at its discretion award up to two (2) \$500 scholarships totaling \$1,000 for courses offered by the Massachusetts Association of Assessing Officers (M.A.A.O.), or the Massachusetts Chapter of the International Association of Assessing Officers (I.A.A.O. – Mass Chapter). Scholarships must be used by December 31st in the succeeding year in which the scholarship was awarded. The Board may grant a one-year extension.

Prior to September 1st of each year, the committee shall solicit from every jurisdiction the names of any assessors and clerks who have served in the profession for twenty or more years and who have not already been acknowledged by the MCAA. The committee shall present the awards at the annual meeting.

Prior to September 1st of each year, the committee shall solicit from every jurisdiction a list of nominees for the Tony Trodella Award. Once the nominations have been received the committee shall present the names by November 1st to the Executive Board to vote for the recipient of the award.

The chairman of the scholarship committee shall present all the awards.

Nominating Committee

The Nominating Committee shall be chaired by the immediate past president. Additionally, two members of the Association shall be appointed by the Chairman to serve on the committee.

The nominating committee shall actively solicit names and qualifications of nominees from the membership at least ninety days prior to the annual meeting.

The nominating committee shall notify each municipality of the date, time, and location of the nominations meeting at least thirty days prior to the nominations meeting. This notice shall include the names of all nominees and a summary of their work experience and qualifications.

The nominations meeting must be held at least thirty days prior to the annual meeting. At this meeting, the nominating committee shall present its candidate(s) for vacant offices. Additional nominations shall be accepted from the floor.

The nominating committee shall send notification of the nominations for office to each assessing jurisdiction at least twenty days prior to the annual meeting.

The committee may present one or more candidates for vacant offices.

The chairman of the committee shall be the facilitator of the election at the annual meeting.

Audit Committee

The Audit Committee is chaired by Executive Board position number (5). The chair shall appoint at least two members of the association to serve on the committee.

The committee shall audit the Treasurer's records as of October 1st of each year. The audit shall consist of a review of all bank statements, verification of all balances, and a sample review of all bills to verify signatures and receipts.

Once the audit is complete, the committee shall notify the Executive Board of the results **(no later than November 15th)** after which a report shall be prepared for publishing in the annual report.

Annual Report Committee

The Annual Report Committee is chaired by the Executive Board position number (2). The chair may appoint additional members to serve on the committee.

The Chairman shall receive a report from each of the Association's committees at least forty-five (45) days prior to the annual meeting. The annual report shall be reviewed by the Executive Board prior to publication.

The annual report shall be distributed at the annual meeting.

Education Committee

The Education Committee shall be chaired by Executive Board position number (1) and shall include position numbers (3), (6) and (7) on the Education Committee.

The Education Committee shall propose and organize educational opportunities for members of the Association, including but not limited to a Spring and a Fall conference or seminar to promote professional development of assessors in Middlesex County and others in the assessing profession.

Social Committee

The Social Committee shall be chaired by Executive Board position number (7). The chair may appoint additional members to serve on the committee.

The Social Committee shall propose and organize social events for the members of the Association, either exclusively within the county or collectively with other county assessors' associations in the Commonwealth, for the purpose of promoting networking opportunities and positive relationships with others in the assessing profession.

Article VII

MEETINGS

The annual meeting of the Association shall be held during the month of December each year, on a date, time and location as determined by the incoming President.. Other meetings, formal and informal, may be arranged by the President, by the Executive Board, or by petition of fifteen (15) members to the President of the Association. At all business meetings, fifteen (15) members in good standing shall constitute a quorum. A member may attend a meeting and participate in Executive Board deliberations and decisions by remote participation, provided the member is prevented from physically attending the meeting.

Article VIII

ELECTIONS

Election for vacant offices shall be by majority vote of regular members present at the annual meeting. If no majority is achieved on the first ballot, the two (2) people shall stand for a second ballot. At the conclusion of the election, the succession of officers takes place, with all members of the Executive Board being sworn in by the Secretary.

Article IX

MISCELLANEOUS PROVISIONS

Section 1 – Dissolution

If the Association is dissolved all remaining assets will be distributed to a properly designated educational and/or charitable organization established by a 2/3 vote of the Executive Board. In no circumstance shall any assets revert to members, county cities or towns, or any individual person, but shall be used for non-profit, educational, or charitable purposes as so designated by statute.

Section 2 – Saving Clause

If any provision of these By-Laws is declared invalid or unconstitutional, then all other portions thereof shall remain in full force and in effect until amended or repealed through appropriate action.

Section 3 – Ethics and Uniform Standards of Professional Practice and Conduct

All members shall subscribe to the objectives of the Association and shall subscribe to the Association's Code of Ethics and Standards of Professional Conduct.

Article X

AMENDMENTS

These by-laws may be amended, altered, or repealed by unanimous consent or by a two-thirds vote of those present at the annual meeting, duly called, provided that notice of the proposed amendment, alteration, or repeal shall have been sent to each assessing jurisdiction at least twenty days prior to such meeting.

Article XI

PARLIMENTARY AUTHORITY

The rules contained in Roberts Rules of Order shall be the parliamentary authority in all cases not covered by these by-laws.

Adopted	December 5, 1973
Amended	December 3, 1975
Amended	October 28, 1987
Amended	December 5, 1990
Amended	December 16, 1992
Amended	December 2, 1996
Amended	December 3, 1999
Amended	December 2, 2005
Amended	November 3, 2006
Amended	December 12, 2019
Amended	December 9, 2021
Amended	December 2024