

# Mecosta County Assessor's Association

## **-Constitution-**

### **Article I**

**Section 1.** The name of the organization shall be the Mecosta County Assessor's Association.

**Section 2.** The objectives of this Association shall be to improve our methods to comply with the standards of assessment practice and to inform the taxpaying public of the true nature and importance of the work performed by assessing officers and their staff, to cooperate with other public and private agencies in improving tax administration, and to promote justice and equity in the distributaries of the tax burden.

### **Article II**

**Section 1.** Regular Members. All assessment and equalization officials regularly engaged in the tax administration, including but not limited to certified assessors, chief assessing officer and certified members of the County Equalization staff. Annual dues, payable in advance, shall be \$10.00 for each participation unit unless waived or changed and approved at the Annual Meeting.

**Section 2.** Rejections. The Association membership hereby reserves the right to reject any application for membership.

**Section 3.** All dues shall be payable in advance, and any member delinquent in the payment of dues for six (6) months shall be suspended.

### **Article III**

**Section 1.** The executive board shall consist of the President, Vice-President, Secretary-Treasurer and two (2) Trustees, who will be elected at each odd Annual Meeting.

**Section 2.** Quorum. For the purpose of the transaction of official business, a quorum of the executive board shall consist of not less than three (3) members.

**Article IV**  
Officers

**Section 1.** At each annual meeting, there shall be elected for the term of two (2) year by the members in good standing a President, Vice-President, Secretary-Treasurer and two Trustees.

**Section 2.** When a vacancy in any office shall occur including the executive board, the executive board may appoint any member in good standing to finish out the term. Appointment to be confirmed at the next regular meeting. In case of the office of president, the vice-president shall immediately succeed thereto.

**Article V**

**Section 1.** President: The president shall be the chairman of the executive board and preside at all meetings. The president shall appoint all committees.

**Section 2.** Vice President: The vice-president shall exercise all the powers and duties of the president during his/her absence or inability to act.

**Section 3.** Secretary-Treasurer: The secretary shall give notice and keep minutes of all meetings and have custody of all records of the Association, and shall have custody of all funds, securities and legal instruments of the Association, and shall be responsible for their safekeeping, and may, subject to the approval of the executive board, determine the place and manner of depositing and safekeeping the funds, securities and legal instruments.

**Section 4.** Trustee: To give balance and equally to the executive board.

**Article VI**  
Meetings

**Section 1.** The annual meeting shall be held at the April meeting. There shall be a minimum of four (4) meetings per year (including the annual meeting). Additional meetings may be called at the discretion of the executive Board.

**Section 2.** Notice, At least five (5) days' notice of the time, place and purpose of all special meetings, such notices may be telephone, e-mail or mail.

**Article VII**  
Amendments

**Section 1.** The constitution may be amended only at the annual meeting by a 2/3 vote of the regular members present, provided that notice of any proposed amendment shall have been sent to all regular members in good standing not less than twenty (20) days prior to such meeting.

## **Article VIII**

### **By-Laws**

**Section 1.** The by-laws may be amended by 2/3 vote of the regular members present, provided that notice of any proposed amendment shall have been sent to all regular members in good standing not less than twenty (20) days prior to such meeting.

**Section 2.** By-Laws may be proposed by the majority of members present or by petition signed by not less than five (5) regular members.

**Section 3.** Public comments to be heard after the approval of previous minutes and again before adjournment.

## **Article IX**

The fiscal year of the Mecosta County Assessor's Association shall be the second Tuesday in April to the Monday before the second Tuesday in April.

Adopted October 23, 1979  
Amended April 27, 2009  
Amended January 9<sup>th</sup>. 2017