

**BYLAWS
OF
THE INSTITUTE OF IOWA CERTIFIED ASSESSORS
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OF
THE INSTITUTE OF IOWA CERTIFIED ASSESSORS**

1. PURPOSE

- 1.1. To develop professionalism in assessment administration.
- 1.2. To raise the standards of the assessment profession.
- 1.3. To attain recognition by governmental authorities for the assessing profession.
- 1.4. To gain, for members, recognition as qualified, objective, and unbiased assessment professionals.
- 1.5. To award the designation of Iowa Certified Assessor (ICA) to those who meet the requirements and qualifications of the Institute.

2. MEMBERSHIP

- 2.1. Regular Member – Persons eligible for regular membership shall include:
 - 2.1.1. All persons designated as an Iowa Certified Assessor who have maintained certification as specified in Section 2.3 of these Bylaws.
- 2.2. Candidate Member – Persons eligible for candidate membership shall include:
 - 2.2.1. All persons who have completed and filed an application to obtain the designation of Iowa Certified Assessor from this organization with the secretary/treasurer and whose application has been approved by the Board of Directors.
 - 2.2.2. Eligibility requirements and procedures are delineated in Section 2.2 of the Procedural Rules.
- 2.3. Certification
 - 2.3.1. Any candidate seeking certification must complete all education and experience requirements specified in the Procedural Rules.
 - 2.3.2. The candidate must complete application forms for certification and provide documentation as specified in the Procedural Rules.
 - 2.3.3. The Board shall waive the narrative appraisal or case study portion of the requirements for any candidate who has received a designation in the real property discipline from one or more of the following appraisal organizations: International Association of Assessing Officers, American Society of Appraisers, or Appraisal Institute.
 - 2.3.4. The Board shall issue a certificate—signed by the president and secretary of the Board of Directors—to any candidate who has met the requirements specified in the Procedural Rules as an Iowa Certified Assessor.
- 2.4. Recertification
 - 2.4.1. Recertification is mandatory for ICA designees.
 - 2.4.2. The recertification cycle shall be five years. The first cycle will begin on January 1, 1987 and will end December 31, 1991.
 - 2.4.3. A Recertification Monitor shall be appointed by the President to administer the recertification process as outlined in the Procedural Rules.

2.5. Voting Rights

2.5.1. Only regular members shall have the right to vote on issues brought forth at the annual business meeting such as: for officers of the institute, on constitutional amendments, and on any other matters affecting the organization or operation of the Institute.

2.6. DUES

2.6.1. The amount of the annual membership fees shall be set at the annual meeting.

2.6.2. Candidacy application fee shall be set by the Board of Directors.

2.7. SUSPENSION AND EXPULSION

2.7.1. The Institute shall adopt rules and procedures for the investigation of any alleged violation of IICA Code of Ethics. Such rules shall set forth the process of a hearing before the Ethics Committee and possible disciplinary actions, including suspension or expulsion from membership.

3. BOARD OF DIRECTORS

3.1. Membership

3.1.1. The membership of the Board of Directors of the Institute of Iowa Certified Assessors shall be the President, Vice President, Secretary/Treasurer, three (3) elected Directors, and the designee of the Iowa Department of Revenue.

3.2. Initial Terms –

3.2.1. The terms of the Board of Directors, commencing in the fall of 1978 shall be as follows:

3.2.1.1. President—for a three-year term.

3.2.1.2. Vice-president—for a three-year term. The term of the vice-president shall coincide with the term of the president.

3.2.1.3. Secretary/Treasurer—for a one-year term.

3.2.1.4. Two (2) directors—for a two-year term.

3.2.1.5. One director—for a one-year term.

3.2.2. Thereafter, all elected officials shall be elected for a three-year term in office.

3.2.3. In succeeding years, following the original organization, the directors of this Institute shall be elected in accordance with the adopted Procedural Rules.

3.3. Chairperson

3.3.1. The president shall serve as chairperson of the Board of Directors. In the case where the president is not present, the vice-president shall perform the duties of the chairperson.

3.4. Affairs of the Institute

3.4.1. The affairs of this Institute shall be managed by the Board of Directors, which shall have full control of the admissions, activities, appropriations, and expenditures of the Institute, subject to the limitations of these Bylaws and amendments thereto.

3.4.2. The Board of Directors shall be responsible for establishing and maintaining Procedural Rules for the operation of the Institute.

3.4.3. The Board of Directors shall serve as members of the Examining Board as specified in the Procedural Rules.

3.5. Reporting

3.5.1. The Board shall cause to be prepared annually a report of the activities, membership, and financial condition of the Institute, all of which shall be presented at the annual business meeting.

3.6. Special Meetings

3.6.1. The Board shall hold special meetings when called by the Secretary at the request of the chairperson or by three members of the Board.

3.7. Vacancy

3.7.1. Vacancies in the membership of the Board of Directors caused by death, resignation, or removal from office shall be filled by the Board of Directors in accordance with the adopted Procedural Rules.

3.8. Quorum

3.8.1. For the purpose of transacting official business, a quorum shall consist of not less than fifty percent of the members of the Board of Directors.

4. DUTIES OF THE OFFICERS

4.1. President:

4.1.1. The president shall have a general charge and supervision of the affairs of the Institute, shall also serve as chairperson of the Board of Directors, and will perform other duties assigned by the Board of Directors.

4.1.2. The president may sign and execute all authorized instruments on behalf of the Institute.

4.1.3. The president, as chairperson shall not be precluded from the right to vote on any matter to come before the Board.

4.2. Vice-President:

4.2.1. The vice-president shall exercise all the powers and duties of the president during the president's absence or inability to act.

4.2.2. The vice-president shall perform such other duties as may be assigned by the Board of Directors.

4.3. Secretary/Treasurer:

4.3.1. The secretary/treasurer shall attend and keep minutes of all meetings of Institute membership and meetings of Board of Directors and is also responsible for all financial records as described in the Procedural Rules.

4.3.2. The secretary/treasurer shall perform such other duties as assigned by the Board of Directors.

5. FUNDS

5.1. Creation

5.1.1. A General Fund for the operation of the Institute.

5.1.2. Special funds created for specific purposes.

5.1.2.1. Special funds may be created by an action of the majority of the Board of Directors consistent with the Constitution and Bylaws of this organization.

5.1.2.2. Such funds will be administered in the same manner as the General Fund.

5.2. Operation

5.2.1. The secretary/treasurer shall record all income and disbursements in a generally accepted accounting format and shall produce detailed and summary reports for review and approval at Board of Directors meetings.

5.2.2. The secretary/treasurer shall produce an annual report summarizing income and disbursements, by category, for review by the membership at the annual meeting.

5.3. Bonds

5.3.1. The Institute shall obtain bonds in the amount determined and with such sureties as designated in the Procedural Rules.

5.3.2. The cost of such bond shall be paid by the Institute.

5.3.3. Any other bond deemed necessary by the Board of Directors shall be obtained and paid in the manner described in sections 5.3.1 and 5.3.2 of these Bylaws.

6. ACTS

6.1. An act of the Board of Directors, having received the expressed or implied sanction of the membership, shall be deemed to be an act of the Institute and cannot be impeached by any member or group of members.

6.2. The members of the Board of Directors, when acting in good faith in their official capacities as Officers of the Institute, shall not be held responsible by the Institute for any liability to any third person resulting from such acts.

7. COMMITTEES

7.1. Standing Committees

7.1.1. Audit Committee

7.1.2. Ways and Means Committee

7.1.3. Ethics Committee

7.1.4. Nominating Committee

7.2. Special Committees

7.2.1. The president shall appoint and direct such committees as are necessary to insure the proper functioning of the Institute except as may be otherwise provided in these Bylaws.

7.2.2. Committee chairpersons shall be designated by the President.

8. MEETINGS

8.1. Annual Meeting

8.1.1. The annual meeting of the Institute shall be held between September 1 and November 1 each year.

8.1.2. Notice of the time and location shall be determined by the Board of Directors.

8.1.3. Annual meetings are open to all members of the Institute.

8.1.4. The secretary/treasurer shall cause to be prepared annually a report of the activities, membership and financial condition of the Institute to be presented at the annual meeting.

8.2. Special Meetings

8.2.1. The Board of Directors shall hold special meetings when called by the secretary/treasurer at the request of the President.

8.2.2. The Board of Directors shall hold special meetings when called by the secretary/treasurer at the written request of three members of the Board of Directors.

8.2.3. The Board of Directors shall hold special meetings if no less than 10% of the voting members in good standing have signed a petition calling for such. Notification of members shall follow normal procedural rules.

8.2.4. The Board of Directors shall meet as required to review candidate applications and take action for approval or denial of individual applications.

8.2.5. Special meetings are open to all members of the Institute.

8.3. Membership Notice and Comment

8.3.1. The Board of Directors adoption of any matters concerning (a) through (d) below shall require notice to, and comment from, all appropriate Institute members. These matters are:

- (a) Constitution
- (b) Code of Ethics and Standards of Professional Conduct
- (c) Bylaws

8.4. Governing Rules

8.4.1. Robert's Rule of Order shall govern the procedure to be followed at all meetings when such rules are not in conflict with the Bylaws and amendments thereto of the Institute.

9. AMENDMENTS

9.1. Amendments to the Constitution may be proposed by one of the following:

9.1.1. Via resolution adopted by a vote of two-thirds of the entire Board of Directors.

9.1.2. If no less than 10% of the voting members in good standing have signed a petition and presented said petition at the annual meeting, provided that 30 days prior to such meeting, notice in writing of proposed amendments are given to the Board of Directors.

9.2. Ratification of Amendments to the Constitution.

9.2.1. Such proposed amendments shall become effective as an amendment to the constitution when the following items have taken place.

9.2.1.1. Regular members have been notified by secretary/treasurer of the proposed changes at least 30 days prior to the annual meeting by regular mail or electronic communication methods.

9.2.1.2. Amendments are approved by two-thirds vote of the regular members present at the annual meeting.

9.3. Amendments to the Bylaws may be proposed by one of the following:

9.3.1. By resolution adopted by a vote of two-thirds of the entire Board of Directors

9.3.2. If no less than 10% of the voting members in good standing have signed a petition and presented said petition at the annual meeting, provided that 30 days prior to such meeting, notice in writing of proposed amendments are given to the Board of Directors.

9.4. Ratification of Amendments to Bylaws

9.4.1. Such proposed amendments shall become effective as an amendment to these Bylaws when the following items have taken place.

9.4.1.1. Regular members have been notified by secretary/treasurer of the proposed changes at least 30 days prior to the annual meeting by regular mail or electronic communication methods.

9.4.1.2. Amendments are approved by two-thirds vote of the regular members present at the annual meeting.

9.5. Changes to the Procedural Rules

9.5.1. Changes may be proposed by any member of the Board of Directors, any committee, or any member of the Institute.

9.5.2. Changes to Procedural Rules shall be approved by simple majority of the Board of Directors and shall be effective immediately unless specified otherwise.

9.6. Suspension of Procedural Rules

9.6.1. Procedural rules may be suspended or waived by the affirmative vote of a simple majority of the Board of Directors on a valid motion to that effect. The suspended or

waived rule shall only be in effect until the completion of the action which warranted the suspension or waiver.

10. MISCELLANEOUS PROVISIONS

10.1. Dissolution

10.1.1. No motion regarding the dissolution of the Institute shall be in order unless such motion contains the full text of a plan for dissolution and distribution of the assets of the Institute in accordance with the IICA Constitution and all applicable statutes. The full text of that plan shall have been sent to each member of the Institute at least 30 days prior to any vote on such motion.

10.1.2. The Board of Directors shall vote on the motion of dissolution following notification as specified in 10.1.1.

10.2. Saving Clause

10.2.1. If any provision of these Bylaws is declared invalid or unconstitutional, all other provisions shall remain in full force and effect until amended or repealed through appropriate action.

10.3. Effective Date

10.3.1. The provisions of this Constitution as amended will become effective on September 29, 2013, provided that prior ratification by the members has occurred.

10.4. Political Activity

10.4.1. The Institute shall not engage in any political activity for or against any candidate for any public office.