

CODE OF ETHICS
OF THE
COUNTY ASSESSORS ASSOCIATION
OF OKLAHOMA

I shall, as a member of the County Assessors Association of Oklahoma, uphold the laws of my nation, my state and my county.

I shall, as an Assessing Officer, endeavor to improve my fitness for the position I occupy.

I shall, as an Assessing Officer, strive for equality and uniformity of values without fear or favor.

I shall render such special and general service, as may be deemed advisable, with an open mind, free of prejudice and intolerance.

I shall, in my capacity as an Assessing Officer, perform my official acts free of pressure groups or threats of political reprisal.

I shall, as an Assessing Officer, not allow my personal opinion to discredit experienced consultation on matters of controversial nature.

I shall bear in mind that a public office is a public trust, and conduct myself in such a manner as to merit the respect and confidence of my fellow man at all times.

CONSTITUTION AND BY-LAWS
OF THE
COUNTY ASSESSORS ASSOCIATION
OF OKLAHOMA

Article I

Section 1: The name of this Association will be County Assessors Association of Oklahoma.

Section 2: The Objects of the Association will be to improve the standards of assessment practice. To cooperate with the Oklahoma Tax Commission and/or any state educational institution in arranging and conducting assessor's meetings, conferences, institutes and training schools; to enlighten assessing officers, other governmental officials and the taxpaying public of the true nature and importance of the work performed by assessing officers; to support or sponsor legislative proposals designed to improve assessment practices; to cooperate with other public and private agencies interested in improving assessment administration; to in every possible way promote justice and equity in the distribution of the tax burden of Oklahoma and generally to promote the welfare, health, and education of assessors and assessors' employees throughout Oklahoma.

Article II

Section 1: Regular Members, upon payment of annual dues, will include all County Assessors in the State of Oklahoma, whether appointed or elected to office, who subscribe to the Code of Ethics and By-laws adopted by the Association.

Section 2: All Deputy County Assessors who subscribe to the Code of Ethics and By-laws of this Association, upon payment of annual dues, will become Associate Members of this Association and will be entitled to all rights and privileges of the Association, except to hold office. Upon payment of annual dues, one Deputy from each County will be entitled to be designated to vote by his or her County Assessor at any meeting, giving each County no more than two (2) votes, one Deputy and each County Assessor.

Section 3: All persons, co-partnerships, corporations or associations not eligible for regular or associate membership, and who are not employed by a county, who are interested in the standards of assessment practice, and upon payment of annual dues, are entitled to become Subscribing Members of the Association.

Section 4: Honorary Members will be those individuals who have performed notable service for the Association, for the public or the improvement of assessment procedure and governmental administration. Honorary membership will confer no rights nor impose any obligations under the Constitution and By-laws of the Association.

Section 5: Life members will be those individuals who are no longer Regular Members of the County Assessors Association of Oklahoma, have served a period of ten (10) years or more, and who have made outstanding contributions to the Association. A life member will have all the rights and privileges of a Subscribing Member, but are not subject to association dues. Life membership will be determined by the executive board prior to the Annual Conference.

Article III

Section 1: The Annual Dues for all members of the County Assessors Association of Oklahoma shall be set by the Board of Directors of the County Assessors Association, and may be changed pending approval of a majority of the members voting at the Annual Conference.

Section 2: Annual Dues for all Regular Members will be \$100. All Associate Members will be \$25 each. There will be a maximum amount of \$1000 per county per year. The county will be invoiced for annual dues which will be based on the employee count listed in the Legislative Progress Report published each year by the Oklahoma Tax Commission.

Section 3: Annual Dues for Subscribing Members, defined as: partnerships, co-partnerships, corporations, associations or groups shall be \$100. Individuals of those Subscribing Members listed above, will pay a \$25 individual due. There will be a maximum amount of \$500 per subscribing member per year. The Subscribing Member will be invoice for the Annual Dues which will be based on the employee count submitted to the CAAOK each year.

Section 4: Honorary and Life Members will not be required to pay dues.

Section 5: Annual Dues will be paid to the Treasurer of the Association who will issue appropriate membership cards.

Section 6: Annual Dues will be for the period beginning July 1st and ending June 30th each year.

Section 7: All dues will be credited for the fiscal year. Any member delinquent in the payment of dues for a period of ninety (90) days from the due date will be removed from the membership list but may be reinstated upon payment of such dues without penalty.

Section 8: The right to reject any application for membership is hereby reserved to the Board of Directors.

Article IV

Section 1: The Officers of the Association will consist of the Executive Officers and four (4) Directors.

Section 2: All officers will have been Regular Members of the Association for at least one (1) year and will have served as Assessor for the immediate past year in the State of Oklahoma.

Section 3: The executive officers will be the President, Vice-President, Secretary-Treasurer, and Reporter.

Section 4: The Executive Officers will be elected each year by a majority of the votes cast in the business session of the Annual Conference of the Association.

Section 5: The Term of office of the Executive Officers will be one (1) year beginning the closing hour of the Annual Conference at which he or she was elected and ending at the same time at the next Annual Conference. In the event an election is performed under Article IV Section 7 below, service in excess of six (6) months will be classified as a term.

Section 6: No officer will succeed himself/herself in office after two (2) terms unless he or she receives two-thirds (2/3) majority of the votes cast in the election.

Section 7: In the event a vacancy occurs in any elected office of this Association a joint meeting of the Board of Directors, the Executive Committee, all Standing Committees and other Committees will be called by the President for the purpose of electing a replacement to fill the subject vacancy. The person elected to fill such vacancy will take office immediately upon being elected and will have the same rights and obligations as the replaced officer. Should the vacancy occur in the Presidency, then the Secretary-Treasurer will call such meeting and preside over the above defined process to fill the subject vacancy and any other vacancy that might occur from such action.

Article V

Section 1: The President will be the executive officer and preside at all meetings. He or she will appoint all committees, either on his/her own initiative or at the request of the Board of Directors. He or she will serve as ex-officio member of all committees. He or she may countersign all checks drawn against the treasury, will sign all certificates or cards of membership, will have the right to vote in case of a tie and will be counted as a member of the Board of Directors in determining the presence of a quorum. He or she will make an annual report to the Annual Conference, will be empowered to outline the necessary work and give instructions to all Standing Committees, will report and account for this Association's activities and will perform such other duties as are normally expected of the President.

Section 2: The Vice-President will exercise all the powers and duties of the President during his or her absence or inability to act and will perform any other duties as may be assigned to the Vice-President by the Board of Directors and/or the President, except as provided under Article IV Section 7 above.

Section 3: The Secretary-Treasurer will keep the minutes and transactions of all business meetings of the Association and the Board of Directors, will prepare copies of minutes and deliver to each officer within a reasonable time period after each meeting, will take charge of and keep a roll of membership to the Association, will keep a list on file of all outstanding accomplishments of the Association and such information that may be of interest to the members of the Association, will be the custodian of all funds of the Association, will deposit all funds received in a depository approved by the Board of Directors, will issue checks for payment of all bills, will submit a sufficient bond to cover funds received and on deposit and will perform any other appropriate duties as may be determined by the Board of Directors. The bond will be placed on file with the President. The cost of procuring such bond will be paid out of the Association treasury. He or she will disburse all funds of the Association on the order of the President or the Board of Directors, will issue all membership cards bearing the signature of the President, will keep an account of all income and disbursements and give a financial report during the business session of the Annual Conference, will give notice to the members of the meeting of the Association and will act as provided under Article IV Section 7 above.

The Secretary-Treasurer will keep all records belonging to the Association. The Association will retain 7 years of records, including the current year. Prior to the Annual Convention the Secretary-Treasurer will be responsible for shredding all outdated documents in his or her possession, with the exception of Association minutes which will be kept indefinitely.

Section 4: The Reporter will serve to keep the membership informed of all happenings which involves the Association. He or she will prepare a monthly newsletter for distribution to members in each county during the last 10 days of each month. The Reporter will attend meetings; will solicit information from the State Board of Equalization; the Ad Valorem Division, Oklahoma Tax Commission; Oklahoma State University, County Officers Association; State and District Officers of the County Assessors Association and other sources so as to keep the membership informed. Prepares and releases news releases on the direction of the Board of Directors. Cost for preparing and mailing newsletters and other material will be paid for by the Association. The Reporter will record the minutes of all committee meetings as directed by the Board of Directors and/or the President. In the absence of the reporter, the Secretary/Treasurer will record the minutes of said meetings. The Reporter will perform other duties as may be assigned by the Board of Directors and/or the President, except as provided under Article IV, Section 7 above.

Article VI

Section 1: The Board of Directors is the governing body of the Association. It will have the power to pass any resolutions or by-laws it may deem necessary to accomplish the purposes of the Association, provided such action is not in conflict with the Constitution and By-laws.

Section 2: The Board of Directors will consist of nine (9) members, five (5) of whom will be the President, Vice President, Secretary-Treasurer, Reporter, and immediate Past President. The remaining four (4) will be elected by the Association at the first meeting following the adoption of the Constitution and Bylaws. Four (4) members of the Board of Directors will be elected, two (2) for a term of (1) year, and two (2) for a term of two (2) years. At the next Annual Conference two (2) members are to be elected for a two (2) year term to serve in place of the two (2) members who were elected for one (1) year terms. Thereafter, at each Annual Conference two (2) members will be elected for a term of two (2) years replacing the two (2) with expiring terms. Membership on the Board of Directors will not exceed four (4) consecutive years and anyone serving for four (4) consecutive years will not be eligible for re-election to this post for four (4) years.

Section 3: A majority of the Members of the Board will constitute a quorum for the transaction of business.

Article VII

Section 1: The Executive Committee will consist of the President, the Vice President, the Secretary-Treasurer, the Reporter, the Immediate Past President and all District Chairpersons who are currently in office as of the last hour of the Annual Conference. Membership in the Executive Committee will extend from the closing hour of the Annual Conference to the closing of the next Annual Conference.

Section 2: The Executive Committee will meet prior to the Annual Conference of the Association and may hold additional meetings as designated by the Executive Committee.

Section 3: The purpose of the Executive Committee will be to assist the Board of Directors when and where the Board so desires.

Article VIII

Section 1: All Officers of the Association when elected will be elected at each Annual Conference except as provided under Article IV Section 7 above.

Section 2: The Nominating Committee will consist of the Immediate Past President, the District Chairpersons, and two members in good standing appointed each year by the President. The Nominating Committee will select one name from among the Regular Members in good standing as a candidate for each office.

Section 3: The Manner of holding elections including; the forms to be used, the method of voting, the counting of ballots and rules of procedure pertaining thereto, will be developed by the Nominating Committee and approved by the Board of Directors.

Section 4: Immediately following the time the Nominating Committee makes the nominations for each elective office, additional nominations may be made from the floor.

Section 5: Only Regular Members will be eligible to hold office.

Section 6: Any Candidate receiving the largest number of all votes cast for any office will be declared elected, except in the case of Article IV Section 6. The process must be in accord with the Roberts Rules of Order.

Article IX

Section 1: The President, Vice-President, Secretary-Treasurer, and Reporter will receive annually, as compensation for their services, the following sums:

President	\$400.00
Vice President	\$400.00
Secretary-Treasurer	\$400.00
Reporter	\$400.00

Section 2: Officers, committee members and any association member requested to be present at a meeting to represent the association will be reimbursed by the Treasurer of the Association according to the following schedule:

According to 19 O.S. 2001, § 164 County officers and employees are allowed to be reimbursed for mileage traveled in the course of their official duties. The rate of reimbursement is the rate set forth by the State Travel Reimbursement Act, 74 O.S. 2001, § 500.4 which provides that the rate of reimbursement for travel by privately owned automobiles shall not exceed the amount prescribed by the Internal Revenue Service rules procedures.

Any member requesting reimbursement will be required to file a claim with the Treasurer of the Association on a form approved by the Board of Directors of the Association. The Treasurer of the Association will send a copy of the paid claim to the County Clerk of the county where the member is employed.

Article X

Section 1: The standing committees will be the Executive and Nominating Committees as outlined in Article VII Section 1-3 and Article VIII Section 2, respectively.

Section 2: Other special committees may be appointed by the President with the approval of the Board of Directors. All such special committees will be limited to five (5) members.

Article XI

Section 1: The constitution and By-laws of the Association may be amended by a three-fourths (3/4) majority vote of the Regular Members in good standing, present and voting at the Annual School, the Annual Conference, any CODA breakout sessions, or a Special Meeting (see Art. XII Sec 2) provided that notice of any proposed amendment will have been sent to all Regular Members not less than fifteen (15) and not more than thirty (30) days prior to such meeting.

Section 2: Amendments may be proposed by initiatory petition signed by not less than ten (10) Regular Members and filed with each member of the Board of Directors not less than forty-five (45) days prior to the Annual School, Annual Conference or Special Meeting or by resolution of the Board of Directors. Such petition or resolution will be sent to all Regular Members under the direction of the Board of Directors within the times prescribed in Article XI, Sec. I.

Article XII

Section 1: It will be the duty of the President to appoint, subject to approval by the Board of Directors, one or more Regular Members as delegates to attend any meeting, state or national, as representatives of this Association.

Section 2: Special Meetings of the Association may be called by the Executive Officers provided a written notice of the time and place of such Special Meetings will be sent to each Regular Member at least ten (10) days in advance of the time set for the meeting. Such notice will state the purpose or purposes for which the meeting is called and no other business will be transacted thereat.

Section 3: Special Meetings of the Executive Committee may be called by the President or any two (2) members thereof provided a written notice of the time and place of each such special meeting will be sent to each member of the Executive Committee at least ten (10) days in advance of the time set for the meeting provided, however, that any meeting at which all members of the Executive Committee are present will be a legal meeting for all purposes of such committees without such written notice. Such notice will state the purpose for which the meeting is called and no other business will be transacted thereat.

Section 4: Those Regular Members present at any regular meeting or a meeting called under Article XII, Section 2, in excess of thirty-nine (39) persons will constitute a quorum.

Article XIII

Section 1: The Association will hold its Annual Conference between September 1st and December 31st of each year, the date to be fixed by the Executive Officers at least six (6) months prior to the Annual Conference.

Article XIV

Section 1: District Meetings shall be scheduled between the middle of April through the middle of June of each year. These dates will be set by the district chairpersons and presented to the president of the association. Registration fees for these meetings will be determined by chair, and should be based on the projected cost of the meeting. Any monies remaining in excess of \$1000 shall be transferred to the treasurer of the Assessors Association along with a financial statement, accompanied with all receipts, to be made available for the current audit committee.

Article XV

Section 1: Any and all meetings may be conducted digitally and by electronic video conferencing.

Article XVI

Section 1: The foregoing Constitution and By-laws were duly adopted by the members of the County Assessors Association of Oklahoma at the regular Annual Conference assembled in Oklahoma City, Oklahoma, on the 6th day of December, 1965, by the affirmative votes of 95 members, being two-thirds or more of the members in attendance.

The Constitution and By-laws as herein amended, were ratified and adopted by the members of the County Assessors Association of Oklahoma at the Annual Conference assembled in Oklahoma City, Oklahoma, on the 7th day of October, 1977, by unanimous vote of the 183 members in attendance.

The Constitution and By-laws as herein amended, were ratified and adopted by the members of the County Assessors Association of Oklahoma, on the 25th day of June, 1980, by a vote of the members in attendance.

The Constitution and By-laws as herein amended, were ratified and adopted by the members of the County Assessors Association of Oklahoma, on the 30th day of October, 1987, by a vote of the members in attendance.

The Constitution and By-laws as herein amended were ratified and adopted by the members of the County Assessors Association of Oklahoma at the Annual Conference assembled in Oklahoma City, Oklahoma, on the 3rd day of November, 1993, by unanimous vote of the members in attendance.

The Constitution and By-laws as herein amended were ratified and adopted by the members of the County Assessors Association of Oklahoma at the Annual School assembled in Tulsa, Oklahoma, on the 9th day of August, 2005, by unanimous vote of the members in attendance.

The Constitution and By-laws as herein amended were ratified and adopted by the members of the County Assessors Association of Oklahoma at the Mid-Winter CODA meeting assembled in Oklahoma City, Oklahoma, on the 11th day of February, 2009, by unanimous vote of the members in attendance.

The Code of Ethics, Constitution and By-laws as herein amended were ratified and adopted by the members of the County Assessors Association of Oklahoma at a special meeting held during the CODA Winter Conference assembled in Norman, Oklahoma, on the 13th day of February, 2013, by unanimous vote of the members in attendance.

The Code of Ethics, Constitution and By-laws as herein amended were ratified and adopted by the members of the County Assessors Association of Oklahoma at a special meeting held during the Assessor's Fall Conference assembled in Oklahoma City, Oklahoma, on the 18th day of October, 2013, by a majority vote of the members in attendance.

The Constitution and By-laws as herein amended were ratified and adopted by the members of the County Assessors Association of Oklahoma at the business meeting held during the Assessor's Fall Conference assembled in Oklahoma City, Oklahoma, on the 13th day of October, 2017, by a majority vote of the members in attendance.

The Constitution and By-laws as herein amended were ratified and adopted by the members of the County Assessors Association of Oklahoma at the business meeting held during the Assessor's Fall Conference assembled in Oklahoma City, Oklahoma, on the 25th day of October, 2019, by a majority vote of the members in attendance.

The Constitution and By-laws as herein amended were ratified and adopted by the members of the County Assessors Association of Oklahoma at the business meeting held during the Assessor's Fall Conference assembled by virtual

assembly and in-person in Stillwater, Oklahoma, on the 22nd day of October, 2020, by a majority vote of the members in attendance.