

**INFORMATIONAL AND PROCEDURAL GUIDELINES**  
**NORTHEASTERN REGIONAL ASSOCIATION OF ASSESSING OFFICERS, INC.**

Revised October 4, 2024

1. Corporate Structure.

The Association is a nonprofit corporation organized in the State of Massachusetts and is exempt from federal taxation. Its purposes, summarized, are to conduct an annual conference, to educate assessing officers and, from its income, to provide educational opportunities for assessors.

The business and affairs of the corporation are managed and controlled by a Board of Directors and its day to day business is conducted by its Officers and Executive Committee.

2. Membership.

Its active membership is limited to persons employed as public assessing officials or in a governmental position related to the assessing field. Associate members are persons who have retired from such public office and subscribing members are persons who, while not qualified for active or associate membership, are interested in the activities of the corporation.

3. Meetings.

An annual meeting of the membership is held at each annual conference. If the annual conference has to be cancelled, the annual membership meeting can be held virtually. The existing Secretary and President will work out the details. Meetings of the Board of Directors are held at each annual conference. If the annual conference has to be cancelled, the spring Board of Directors meeting can be held virtually. The existing Secretary and President will work out the details. The fall meetings of the Board of Directors is held between October 1 and November 15 of each year within a 100 mile radius of Boston, Massachusetts. The president and secretary should consult on the date of the meeting. The spring meeting is held at the annual conference. No notice of the membership meeting is given, since notice of the annual conference serves as the same. At least fifteen (15) days written notice of each Board of Directors meeting must be sent to all members of the Board. The Board members, and committee chairpersons are reimbursed their actual travel expenses only (not hotel or other expenses) for attendance at the Boston area meeting, but no reimbursement is made for attendance at the annual conference meeting. Board members and committee chairs and host state committee members are permitted to remain at Board Meetings. Any other guests are permitted at the meeting only for the time during which a purpose for which they are at the meeting is before the Board. Any member

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wanting to address the Board of Directors should request in writing to the President to be placed on the agenda.

4. Officers.

The officers of the corporation are its President, a President-elect, a Vice-President, a Secretary and a Treasurer. The President and Vice-President must be members of the host state or provincial association for the next scheduled annual conference and the President-elect shall be a member of the host state or provincial association for the following scheduled annual conference. The President shall appoint the chairperson and committee members within (30) thirty days of his/her appointment. The Secretary and Treasurer need not be from the host state.

The Secretary, Treasurer, Membership Chair, Scholarship Chair, Awards Chair and Web-master receive an annual stipend, but no other officers are paid. The Secretary should forward the minutes of all meetings within (45) forty-five days of the date of the meeting to the Board of Directors.

5. Duties of the NRAAO Representative.

The NRAAO Rep from each state or province will notify the NRAAO Secretary annually following each state or province election of officers the names of the state or province President and the one IAAO Representative and the NRAAO Representative to the NRAAO Board. In addition the NRAAO Rep from each state or province is responsible for communication between the local organization and the NRAAO Executive Board.

6. Annual Conference.

Each annual conference is conducted by a host state, which has full responsibility for the conference. Efforts are made to tentatively select a host state at least five (5) years in advance. The Conference Advisory Committee advises and assists each host state in selecting a site for the conference. Progress reports are made at each Board of Director's meeting. Seed money is made to each annual conference committee from the treasury to cover expenses until such time as monies for registration, etc. are received. Seed money is repaid from the proceeds of the conferences by October 1<sup>st</sup> following the conference. The seed money will be requested by the host committee two years in advance of their conference at the spring meeting. The education fund will be requested a year in advance at the spring meeting.

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If a host state obtains the approval of the Board of Directors to conduct an annual conference in conjunction with a state conference, the host state committee must enter into a written agreement with the corporation as to the division of the costs and profits of the conference at least two (2) years prior to the date of the conference.

Should the annual conference be cancelled the host committee will provide an accounting of funds spent from the advance and the education grant. If any funds are unspent from either the advance or the grant, the funds will be returned to NRAAO.

#### 7. Finances.

The corporation's two sources of income are membership dues and profits from the annual conference. Its money is kept in three accounts, Membership Dues Account, Operating Checking Account and Surplus (Savings, Money Market or C.D.). The Chairperson of the Membership Committee shall retain only the minimum balance required by the bank in which the account is kept. All annual conference committees maintain their own accounts and merely turn over net profits to the Treasurer, after accounting for any split approved by the Board of Directors. Net profits does not include any seed money provided to the host committee which is returned by October 1<sup>st</sup> following the conference. Surplus Funds – The Treasurer has the authority to create additional accounts to maximize conference proceeds or any other funds.

#### 8. Scholarship Guidelines.

The scholarship shall be a free registration to the next NRAAO Conference. Prior to the drawing, the Board of Directors will determine the number of scholarships and alternates to be drawn. All members in good standing are eligible for a scholarship. Registration Scholarships must be used for the next NRAAO Conference.

Recipients will be selected at the annual conference Board of Directors meeting and announced at the Monday morning Award breakfast. Notification, including complete guidelines, is to be made within 30 days to each recipient by the Scholarship Committee. Response is due back to the Scholarship Committee within 30 days in writing. Should a Scholarship recipient decline the award, it will be offered to an alternate. Scholarship Committee will notify the next NRAAO Conference Host Committee of the final results of the drawing..

Should it be necessary to cancel the annual conference the Board of Directors can extend the scholarship as needed.

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#### 9. Committees.

There are four standing committees, which are the Executive Committee, Membership Committee, Conference Advisory Committee, and Education Committee. In addition, the president is empowered to appoint special committees as need for the same arise.

The Executive Committee consists of the officers of the corporation and it manages the business of the corporation between meetings of the Board of Directors.

The Membership Committee actively seeks new members and devises and implements methods of raising membership. The Membership Committee should consider having a membership booth at the annual conference.

The Conference Advisory Committee reviews proposed annual conference sites, reports to the Board on the feasibility of such sites and advises and assists annual conference committees as requested or directed. Expenses incurred in the selection shall be reimbursed by the NRAAO.

The actual travel and room expenses incurred by the chairperson or delegated member of the Conference Advisory Committee in reviewing sites and advising and assisting an annual conference committee should be reimbursed by the host state for any such expenses incurred in the year of or year prior to each annual conference.

The Education Committee assists annual conference Education Committees in presenting their education programs.

#### 10. Awards.

Catherine E. "Kay" Pardee Award: At each conference, this award is presented to a person(s) for exemplary service to the organization or the assessing profession. All recipients are to be members in good standing of the NRAAO as of the annual conference. The selection of award recipients is made immediately following conclusion of the Fall Board of Directors' Meeting by those Past Presidents who attend such meeting **except the Immediate Past President**. **The Past Presidents will select a Past President to notify** the Awards Chairperson of the name of the recipient(s) promptly following such selection. However, the recipient(s) are not announced until the banquet held at each annual conference and the award is then presented.

Sherry Vermilya Awards: These awards are presented annually to a person from each state or province for outstanding service to the assessment profession. All recipients are to be members in good standing of the NRAAO as of the annual conference. The selection is made by the

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President, IAAO Representative and NRAAO Representative from each state and province and each NRAAO Representative is charged with notifying the Awards Chairperson of his or her state or provincial recipient no later than February 1 of each year prior to each annual conference.

The awards are then presented at the opening breakfast on the Monday of each annual conference.

Richard L. Prendergast Lifetime Achievement Award: This award is presented annually to the person that meets the criteria for lifetime achievement. All recipients are to be members in good standing of the NRAAO as of the annual conference. Each Past Presidents shall submit a nomination with biography to the Awards Committee by March 1<sup>st</sup>. The Awards Committee shall announce the winner at the banquet.

8. Budget Advisory

The Budget Advisory shall present a proposed budget for all committees at the fall meeting:

President	Donations
IAAO	Conference Committee
Membership/Dues	Web Site
Newsletter	Scholarship
Treasurer	Ad Hoc
Secretary	Local Host Advance
Awards	Local Host Return
Stipends	Fall Meeting
Budget Advisory/Audit	

9. Audit Committee.

The Audit Committee shall audit the books and records of the Treasurer and Chairperson of the Membership Committee annually and report to the Board of Directors. The committee shall consist of not less than three (3) members.

10. Educational Grant.

The educational grant for each conference is to be utilized to bring advanced education to the conference and to be utilized for instructor payments.

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11. Attorney

The NRAAO may appoint an attorney. The attorney would review documents such as the agreement between the NRAAO and the host state for a split conference and the contract signed by the host state and the site hotel. The attorney would attend both Board of Director meetings. Any expenses authorized by the NRAAO president for the attorney would be reimbursed by the NRAAO.