

**ASSESSORS' APPRENTICE INFORMATION SYSTEMS USER GROUP  
BY-LAWS**

Effective April 2, 2014

This committee shall be referred to as the Assessors' Apprentice Information Systems User Group, herein after be referred to as AAIS User Group. Apprentice Information Systems, LLC will herein after be referred to as Apprentice or AIS.

**GOALS AND OBJECTIVES**

The goals and objectives of this user group are as follows:

1. To allow for recommendations concerning changes in the Apprentice software.
2. Ensure that the changes in the software are in keeping with the consensus of all who utilize the Apprentice software.
3. For networking among county assessors to ensure a better understanding of the software.
4. To allow Apprentice to keep the assessors informed on any upcoming changes in the software and recommendations for upgrading hardware to meet software needs.
5. To allow the county assessors to keep AIS informed of any and all state-mandated changes that would affect the proficiency of the software.

**MEMBERSHIP**

The membership of this committee shall consist of AIS customers who are: (1) the duly elected county assessor for each county of the State of Arkansas, and/or the duly appointed deputy assessor, and/or the appraisal staff person (whether contracted or not), (2) all members must be in good standing with AIS. Membership goes inactive after three (3) missed meetings.

**MEETING**

Meetings shall be held during the months of March, July, September and December of each year, the intention being quarterly. The day, times and location of each meeting shall be scheduled and approved by those present at the December meeting.

Meetings shall be conducted as defined by Robert's Rules of Order, Revised.

**OFFICERS**

AAIS User Group governing body shall consist of a three member board: President, Vice President and Secretary/Treasurer.

The President shall be the Chief Executive Officer and shall preside at all meetings and shall perform all duties consistent with the office. The President shall be an ex-officio member of all committees and shall appoint such committees as shall be deemed necessary.

In the absence of the President, the Vice President shall perform the duties of that office.

The Secretary/Treasurer shall be the recording and corresponding officer. The secretarial duties shall include keeping records and minutes of all meetings and distribution thereof to the membership. The Secretary/Treasurer shall also keep a roll of all members and their current contact information. The treasury duties shall include the billing and collecting of all dues and maintaining a record of all income and expenditures. A financial report shall be included with the minutes of each meeting and submitted to the entire membership.

## **DUES**

Dues shall be \$0.00 per member county or contractor. The Secretary/Treasurer shall be responsible for the billing and record keeping of all dues. Dues shall be payable prior to the first meeting of every calendar year and shall cover a period of January 1 through December 31 of each year.

## **ELECTIONS**

The President may appoint an election clerk. The election clerk shall have the responsibility of coordinating the election to ensure that the election is handled in a fair and honorable manner.

The officers of AAIS User Group shall be elected during the September meeting, prior to an election year. Election years are defined as even numbered years. Officers shall hold office for a period of two years and may hold the same office for two consecutive terms. After two years out of office an individual may be reelected to the same position. This does not prevent an individual from holding another office immediately following two consecutive terms. (i.e. If an individual held the office of Vice President for four years, he/she may be elected President the same year he/she vacates the position of Vice President.)

Elections shall be held only in the event a quorum is present, either in person or by proxy. A quorum is defined as a majority of the membership. If there is no quorum at the September meeting, elections shall be postponed until another meeting can be scheduled where a quorum is present. All duly elected officers shall continue to hold their respective offices until December 31 following the election. Newly elected officers shall take the office on January 1 of an election year (even numbered years). Any vacancies shall be filled by a special election.

The President may appoint a committee to select nominees for office. However, nominations will also be accepted from the floor during the September meeting. If requested by any member present, elections may be held by secret ballot. Otherwise, a show of hands will be the indicative sign. Voting privileges shall be as follows: Each county assessor who is in good standing as a member of this group shall have one, and only one vote – either in person at meetings, or by written proxy. Each contractor who is in good standing as a member of this group shall have one, and only one vote – either in person at meetings, or by written proxy. ‘Voting Privileges’ refers to voting for officers of this user group, or voting on any issues brought before this user group.

Any member-in-good-standing who is eligible to vote may give to another member, or their designee, his/her proxy agreement in writing to be cast as a proxy vote in the event of absence from a meeting. Voting Members may also cast their vote by mail. Such a ballot is to be sealed in an envelope clearly marked with the word “Ballot.” The ballot shall not contain the name of the

voting member. The envelope shall show the name and county or company of the member. The ballot shall be mailed to the Secretary or election clerk and shall arrive no later than the day preceding the meeting. The Secretary or clerk shall take the sealed ballot to the meeting for inclusion in the balloting.

ASSESSOR'S APPRENTICE INFORMATION SYSTEM USERS GROUP

APPLICATION FOR MEMBERSHIP

Name of County or Appraisal Contractor: \_\_\_\_\_

Name of Assessor or Principal of Appraisal Firm: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Office Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Primary Contact: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Other pertinent contact info: \_\_\_\_\_

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I am applying for membership in the Assessor's Apprentice Information Systems User Group.  
By signing below I acknowledge that I have received, read and understand the bylaws.

Assessor or Principal of Appraisal Firm:

\_\_\_\_\_  
Signature

\_\_\_\_\_

Print Name