

CONSTITUTION OF
KENTUCKY PROPERTY VALUATION ADMINISTRATORS ASSOCIATION INC.

ARTICLE I

NAME

This association shall be called, KENTUCKY PROPERTY VALUATION ADMINISTRATORS ASSOCIATION INC. and shall be the perpetuation and continuance of the organization which was formed in 1918.

This constitution supersedes and replaces all previous constitutions, motions and resolutions that have to do with the conduct and control of the Association.

ARTICLE II

PURPOSE

The purpose of the association shall be for the mutual cooperation of the Assessing Officers of the Counties of Kentucky in the perfecting of better assessment procedures, the cooperation of all Property Valuation Administrators, and carrying out the assessment laws of the Commonwealth of Kentucky in every proper manner to promote justice and equality in the distribution of the tax burden.

ARTICLE III

OFFICERS

The officers of the Association shall consist of the following:

President

Executive Vice President, who will serve in the absence of the President and will succeed to the office of President if that office is vacant for any reason.

Legislative Vice President, who will serve as President in the absence of both the President and the Executive Vice-President and will succeed to the office of President after the Executive Vice-President has vacated said office for any reason.

Secretary

Treasurer

A treasurer's report shall be given to the full membership at the annual Summer Conference.

All of the above officers and Executive and Legislative Committees shall be elected at the Fall Conference.

When two or more candidates are nominated for the same office, the President shall appoint tellers, the Secretary shall provide ballots and the election shall be by secret ballot.

Officers elected shall take office at the close of the meeting at which they were selected.

Officer nominations shall be made at the first regular meeting of this Association during the fall conference and elected at the last regular meeting. In the event of less than two candidates for an officer position, nominations may be made from the floor at the last regular meeting.

ARTICLE IV

VACANCIES

Should the offices of Legislative Vice-President, Secretary or Treasurer become vacant for any reason, the President shall appoint a successor; however, appointment must be approved by a majority of the Executive Committee by called meeting, conference call or by mail or by email.

ARTICLE V BOND

FOR TREASURER

The Treasurer shall submit to the President a bond, the amount to be set by the Executive Committee and the amount of bond may be changed at any time by said Committee but in no case shall the bond be less than the balance of the treasurer's report given at the previous summer meeting. It shall be the duty of the President to see that such bond is properly submitted. Premium for bond shall be paid by the Association.

ARTICLE VI

MEMBERSHIP

All County Property Valuation Administrators shall be eligible to membership in the Association upon payment of annual dues.

Voting members shall consist of County Property Valuation Administrators, or a deputy, who is representing the County Property Valuation Administrator, at said meeting. A County Property Valuation Administrator may utilize a proxy vote by submitting written authorization to the Association Secretary prior to the meeting naming another County Property Valuation Administrator authorizing them to vote on their behalf. A County Property Valuation Administrator so authorized by a proxy statement shall be limited to represent only that one County Property Valuation Administrator and no other for the duration of the meeting.

Dues shall be paid before a County Property Valuation Administrator (or deputy) is eligible to vote.

All meetings of the full membership of the Association shall be conducted under Robert's Rules of Order. A parliamentarian shall be appointed annually by the President to advise the chair upon parliamentary procedure.

The amount of annual dues shall be on the formula below:

Association Budget Total / Total of Countys' Yearly Local Funding Income
= Percentage of Income Percentage of Income X Each County's Yearly
Local Funding Income = Annual Dues

(Total County Yearly Local Funding Income used from prior year.)

Dues are in effect from January through December 31 and shall be paid by the start of the Summer Conference. If dues are not paid the PVA forfeits all voting rights. The treasurer shall mail bills for dues to all county PV A's during January of each year.

Deputy PV A's may be associate members and dues shall be \$25.00 per year.

Industry Representatives may be associate members and dues shall be \$250.00 per year. Associate members shall have no voting privileges.

ARTICLE VII

COMMITTEES

Regular committees of the association shall consist of an Executive Committee and a Legislative Committee. Other Committees may be appointed by the president one being a permanent committee known as the Budget committee consisting of six members. Appointments for 95-96 shall be as follows: 2

members for 1 year, 2 members for 2 years, and 2 members for 3 years. All succeeding terms shall be 3 years. Chairperson shall be appointed yearly by President of the PVA Association the Secretary of the association shall act as secretary of all meetings held by both regular and appointed committees. The President, both Vice-Presidents, and the Immediate Past President shall be ex-officio members with full voting rights to all committees.

Members of both the Executive and Legislative Committees shall be chosen by Districts at each fall meeting. The Districts were voted on and approved by the association on June 22, 2005. (See Appendix for listing) Each District shall submit to the Secretary the names of those chosen as members of the Executive and Legislative Committees from their respective District. Each District shall be entitled to one member for the Executive Committee and one member for the Legislative Committee. The Executive and Legislative Committee shall be subject to call by the President.

Between regularly scheduled meetings of the Association, the Executive Committee shall be authorized to act on behalf of the entire membership on all matters except legislative matters, and the Legislative Committee shall be authorized to act on behalf of the entire membership on all legislative matters.

The Association President may appoint up to two Property Valuation Administrators, who are members of the Association, to serve one-year terms as representatives of the International Association of Assessing Officers (IAAO). The Executive Committee will determine annually the amount to be given to the IAAO representatives for expenses.

ARTICLE VIII

AMENDMENTS

This Constitution may be amended by a majority vote of the membership at any meeting.

Proposed amendments must be submitted to the President by the first day of any meeting. The President then shall turn same over to the Executive Committee for consideration and recommendations.

Amendments shall be the first order of business at the meeting. Upon adoption, an amendment shall become effective immediately.

ARTICLE X

Effective July 18, 1988, the Association will conduct an Awards Program annually at the Summer Conference. Chairman of the program will be the Executive Vice-President of the Association for that year. Program Structure, nominations, award categories; and presentations to be determined by the Officers of the Association and the Executive Committee.

ARTICLE XI

EXECUTIVE DIRECTOR

The Executive Director shall be the business manager of the Association, subject to supervision by the President and the Officers of the Association. He

shall receive compensation for his services as set forth by the Association.

The executive Director shall be directly responsible for all matters of public relation involving the Association. When called upon by any member, he shall render such advice and assistance in any matter pertaining to the member's public office, as may be required.

The responsibilities of the Executive Director include, but are not limited to:

- Arrangement of meetings for the committees and the association
- Providing advice and assistance upon request of members
- Developing responses to area of particular concern to PVA's
- Assisting the Association in legislative matters
- Keeping PVA's informed on matters of interest

The Executive Director shall have power, subject to approval of the Officers of the Association, to engage into contractual obligations of the Association.

The Executive Director's contract to be negotiated by Officers of the Association and approved by majority of membership present at annual Fall meeting.

Adopted Amendments to PVA Constitution

AMENDED NOVEMBER 21, 1991

Article III, OFFICERS

Officer nominations shall be made at the first meeting during summer conference of this Association and elected at the last regular meeting. In the event of less than two candidates for an officer position, nominations may be made from the floor at the last regular meeting.

AMENDED 1992 SUMMER CONFERENCE

AMENDMENT I

Under "Article III, OFFICERS, the following paragraph shall be added after the office of Treasurer:

At the annual summer conference, a treasurer's report shall be given to the full membership.

AMENDMENT II

Under Article VI, MEMBERSHIP, the following paragraph shall be added after paragraph two:

All meetings of the full membership of the Association shall be conducted under Robert's Rules of Order. A Parliamentarian shall be appointed annually by the President to advise the chair upon parliamentary procedure.

AMENDMENT III

Under Article VII, COMMITTEES, paragraph three shall be amended to read:

Members of both the Executive and Legislative Committees shall be chosen by *State Supreme Court District at each summer meeting. Each Supreme Court District shall submit to the Secretary the names of those chosen as members of the Executive and Legislative Committees from their respective Supreme Court District. Each Supreme Court District shall be entitled to one member for the Executive Committee and one member for the Legislative Committee. The Executive and Legislative Committees shall be subject to call by the President.

*Prior to the adoption of this amendment the election was held in Congressional District instead of the Supreme Court District.

AMENDMENT IV

Under Article VII, COMMITTEES, the following paragraph shall be added after paragraph three:

Between regularly scheduled meetings of the Association, the Executive Committee shall be authorized to act on behalf of the entire membership on all matters except legislative matters, and the Legislative Committee shall be authorized to act on behalf of the entire membership on all legislative matters.

AMENDMENT V

Under Article VII, COMMITTEES, the following paragraph shall

be added following paragraph three:

The Association president may appoint up to two Property Valuation Administrator's who are members of the Association to serve one-year terms as representative of the International Association of Assessing officers (IAAO). The Executive Committee will determine annually the amount to be given to the IAAO representatives for expenses.

AMENDMENT VI

It is proposed that Article IX. DATE EFFECTIVE, be removed.

Article IX, currently reads, "Effective by vow of the Association this the 11th day of September, 1986." It is felt that this article is unnecessary due to the last sentence found in Article VIII, Amendments:

"Upon adoption, an amendment shall become effective immediately."

AMENDED July 27, 1995

Article VII, COMMITTEES, line 2 after the word President, insert the following: one being a permanent committee known as the Budget committee consisting of six members.

Appointments for 95-96 shall be as follows:

2 members for 1 yr. 2 members for 2 yrs.

2 members for 3 yrs, All succeeding shall be for 3 years. Chairperson shall be appointed yearly by President of the PYA Association.

AMENDED JULY 17, 1997

Article III, OFFICERS

Once every 4 years beginning with the 1997 Fall Conference the election of officers and executive and legislative committees will be held at Fall Conference.

AMENDED JUNE 3, 2014

ARTICLE III OFFICERS

The officers of the Association shall consist of the

following: President

Executive Vice President, who will serve in the absence of the President and will succeed to the office of President if that office is vacant for any reason.

Legislative Vice President, who will serve as President in the absence of both the President and Executive Vice-President and will succeed to the office of President after the Executive Vice- President has vacated said office for any reason.

Secretary

Treasurer

A treasurer's report shall be given to the full membership at the annual Summer Conference. All of the above officers ~~shall be elected at the regular summer meeting conducted by this Association beginning with the summer conference meeting of 1987. Once every 4 years beginning with the 1997 Fall Conference~~ the election of officers and Executive and Legislative Committees shall be elected ~~will be held~~ at the Fall Conference.

When two or more candidates are nominated for the same office, the President shall appoint tellers, the Secretary shall provide ballots and the election shall be by secret ballot.

Officers elected shall take office at the close of the meeting at which they were elected.

Officer nominations shall be made at the first regular meeting of this Association during the ~~summer~~ Fall conference ~~of this Association~~ and elected at the last regular meeting. In the event of less than two candidates for an officer position, nominations may be made from the floor at the last regular meeting.

ARTICLE XI

EXECUTIVE DIRECTOR

The Executive Director shall be the business manager of the Association, subject to supervision be the President and Officers of the Association. He shall receive compensation for his services as set forth by the Association.

The Executive Director shall be direct responsible for all matters of public relation involving the Association. When called upon by any member, he shall render such advice and assistance in any matter pertaining to the member's public office, as may be required.

The responsibilities of the Executive Director include, but are not limited to:

- Arrangement of meetings for the committees and the Association
- providing advice and assistance upon request of members
- Developing responses to area of particular concern to PVA's
- Assisting the Association in legislative matters
- Keeping PVA's informed on matters of interest

The Executive Director shall have the power, subject to approval of the Officers of the

Association, to engage into contractual obligations of the Association.

The Executive Director's contract to be negotiated by the Officers of the Association and approved by majority of membership present at annual Fall meeting.

ARTICLE VI MEMBERSHIP

All County Valuation Administrators shall be eligible to membership in the Association upon payment of annual dues.

Voting members shall consist of County Property Valuation Administrators, or a deputy, who is representing the County Property Valuation Administrator, at said meeting. A County Property Valuation Administrator may utilize a proxy vote by submitting written authorization to the Association Secretary prior to the meeting naming another County Property Valuation Administrator authorizing them to vote on their behalf. A County Property Valuation Administrator so authorized by a proxy statement shall be limited to represent only that one County Property Valuation Administrator and no other for the duration of the meeting.

Dues shall be paid before a County Property Valuation Administrator (or

deputy) is eligible to vote.

All meetings of the full membership of the Association shall be conducted under Robert's Rules of Order. A parliamentarian shall be appointed annually by the President to advise the chair upon parliamentary procedure.

PROPERTY VALUATION ADMINISTRATOR'S ASSOCIATION

MISSION STATEMENT

PROMOTE FAIR AND EQUITABLE PROPERTY TAX POLICIES AND PROCEDURES BETWEEN THE PVA'S AND ALL GOVERNING AGENCIES FOR THE BENEFIT OF THE CITIZENS OF THIS COMMONWEALTH.

To achieve the mission the Association will:

1. Encourage all PVA's to become active members in our Association.
2. Promote intra-office communication, assistance, and camaraderie to membership.
3. Promote professionalism for PVA's and deputies.
4. Promote a professional working relationship among the officials responsible for property tax administration.
5. Encourage courteous, accurate and efficient services for our constituents.
6. Strive for commensurate compensation, with local officials, for PVA's and deputies.
7. Encourage active involvement in the legislative process.
8. Encourage completion of professional designations.
9. Promote positive public relations.
10. Promote adherence to the tax calendar.

**PROPERTY VALUATION
ADMINISTRATOR'S ASSOCIATION**

DUTIES & RESPONSIBILITIES OF OFFICERS

DUTIES OF THE PRESIDENT:

The President shall preside over all meetings and call any special meetings; appoint committees and chairs of committees unless addressed elsewhere in the P. V. A. Constitution; shall appoint a Parliamentarian; appoint two representatives to the International Association of Assessing Officers (IAAO); shall be a member of the board of the Kentucky Association Of Counties (KACO); and will represent the P. V. A. Association in meetings with the Revenue Cabinet and other governmental agencies. President's duties not limited to above.

DUTIES OF THE EXECUTIVE VICE PRESIDENT:

The Executive Vice President will preside over meetings in absence of the President; will succeed to Presidency in case President vacates office; will assist President in manners of the P. V. A. Association except those concerning legislative issues; will be chair of Awards Committee; and perform other duties assigned by President.

Executive Vice President's duties not limited to above.

DUTIES OF THE LEGISLATIVE VICE PRESIDENT:

The Legislative Vice President shall preside over meetings in absence of both President and Executive Vice President; may succeed to Executive Vice President in case the Executive Vice President vacates office; assist President in legislative matters of association; inform legislative committee of all legislation of interest to P. V. A. Association; and perform other duties assigned by President.

Legislative Vice President's duties not limited to above.

DUTIES OF THE SECRETARY:

The Secretary will record minutes of general membership meeting, both regular or called; obtain minutes from all committee meetings from committee secretaries. After approval of minutes they shall be recorded and stored in a permanent minutes manual for future reference and be held by currently elected secretary, Minutes of general meetings, regular or called, shall be forwarded to the President and Executive and. Legislative Vice Presidents as soon as possible. The Secretary will include a copy of current year's minutes in Summer Conference registration information packet available upon registration at summer conference. The Secretary will send a copy of the Kentucky P. V. A. Association Constitution to new P. V. A.'s upon assuming office. The Secretary will perform any other duties assigned by the President.

The Secretary's duties not limited to above.

DUTIES OF THE TREASURER:

The Treasurer will keep records of all receipts and expenditures and pay all routine bills in a timely manner; will seek guidance from Executive Committee on questionable bills; shall maintain a current membership list; shall include a copy of current years Treasurer's Report and current membership list in summer conference registration information packet available upon registration at summer conference. After approval of Treasurer's Report it shall be recorded and stored in a permanent manual for future reference and be held by currently elected Treasurer. The Treasurer will be chair of the Summer Conference Committee. The Treasurer will perform any other duties assigned by President.

The Treasurer's duties not limited to above.

DUTIES OF THE EXECUTIVE COMMITTEE

1. Provide assistance and support to officers of the P.V.A. Association, act as a grievance committee receiving complaints against P.V.A. Officers.
2. Have the authorization to act on-behalf of the entire membership with the exception of legislature.
3. Have regular meetings at each of the summer and state conferences.

4. Oversight of the P.V.A. Association budget committee.
5. Oversight of the P.V.A. Association awards committee.
6. Approve all amendments to the constitution.
7. Urge all people who volunteer to serve on committees to attend all meetings. '
8. Recommend that a guideline of duties be prepared for the executive and legislative officers so that they may act in a uniform manner.

DUTIES OF THE LEGISLATIVE COMMITTEE

1. Provide assistance and support to officers of the Kentucky P.VA association.
2. Work closely with the legislative Vice President to develop legislation for the benefit of members of the Kentucky P.V A. Association as well as all property owners in Kentucky.
3. Coordinate with P.V.A. Association members for representatives of the Association to attend meetings of the Kentucky state Legislature's committees in order to provide testimony on legislation or proposed legislation affecting P.V A's and/or the Ad Valorem Property Tax System.
4. Work with P.V A. Association legislative liaison to provide information on legislation and/or proposed legislation to the membership of the Association.
5. Assist Executive Vice President in preparing for, scheduling, and conducting district meetings.
6. Assist Legislative Vice President in preparing reports on legislative activity for both summer and fall conferences.

THE P.V.A. ASSOCIATION AWARDS PROGRAM

The P.V.A. Association Awards Program was developed to give recognition to individuals or P.V.A. Offices that have contributed outstanding advancements to the field of property tax administration or contributed greatly to the goals of the P.V.A. Association.

The following pages contain descriptions and entry forms for each award. All P.V.A.'s, deputies, P.V.A. Offices, and Revenue Cabinet employees are eligible for an award and nominations may be accepted from sources indicated. Nominations can be submitted any time after the P.V.A. Association Summer Conference up until May 1st of the following year, to the P.V.A. Association Executive Vice-President.

The Executive Committee is responsible for reviewing nominations and determining award winners. The Executive Committee reserves the right not to present an award in any category in any year.

"AT LEAST THREE NOMINATIONS ARE REQUIRED. BEFORE AN AWARD WILL BE GIVEN."

The Executive Committee is directed to submit nomination award winners to the IAAO Awards Program, under an appropriate category, if available.

Award plaques will be presented annually at the P.V.A. Association Summer Conference.

Any questions concerning awards should be directed to the Vice-President of the Executive Committee.

More than one, award per year may be given for any category.

Nomination forms with a description of the awards shall be forwarded to each P. V.A., Commissioner and Directors of the Department of Property Taxation, and the field representatives.

Each executive committee member will be responsible for the P.V.A.'s in their district. Nomination forms should be delivered by January 1st of each year.

"NOMINATIONS MUST BE IN WRITING WITH SUPPORTING DOCUMENTATION."

Once submitted a nomination can only be withdrawn by written notice to the Executive Vice-President.

OUTSTANDING DEPARTMENT OF PROPERTY TAXATION EMPLOYEE OF THE YEAR AWARD

This award is presented to an employee of the Department of Property Taxation, who over the past year has made a significant contribution to the advancement of property taxation, the communications between the Department and the P.V.A. Association, or otherwise has shown to have contributed an improvement over previous programs and is generally recognized as improving a component of a model assessment system and a contributing factor to equity in property taxation.

Eligibility:

1. Must be a current employee, director, or Commissioner of the Department of Property Taxation, with at least three years employment.
2. Open only for programs that have been instituted in the two years prior to nomination, the results of which have proven to be successful.
3. Must not have been a previous winner for at least five years.

Nominations:

By P.V.A.'s only:

OUTSTANDING ASSESSMENT JURISDICTION AWARD

This award is presented to the P. V .A. Office that has instituted a technical, procedural or administrative program which is, for that office, an improvement over prior programs, and which is generally recognized as a component of a model assessment system and a contributing factor to equity in property taxation.

Eligibility:

1. Must be a current member of the P.V.A. Association.
2. Open only to P.V.A. Offices which have instituted a program as described in the two years prior to nomination, the results of which have proven to be successful.
3. Must not have been a previous winner for at least five years.

Nominations:

By P.V.A.'s, deputies, field representatives, and the Directors or Commissioner of the Department of Property Taxation.

OUTSTANDING DEPUTY OF THE YEAR AWARD

This award is presented to a deputy of a P.V.A. office, who over the past year has made a significant contribution to their P.V.A. office.

Eligibility:

1. Their P.V.A. Office must be a member of the P.V.A. Association.
2. Open to all employees of P.V.A. Offices, with at least five years employment.
3. Must not have been a previous winner for at least five years.

Nominations:

By deputy's P.V.A. only with a limit of one nomination per year per P.V.A.

TERI BENNETT EXCEL DEPUTY AWARD

This award is presented to a deputy of a P.V.A. who over the past year has excelled in his/her field in their P.V.A. Office. (This award is not to be perceived as the Outstanding Deputy of the Year Award. but awards a deputy for their contribution to their P.V.A. Office.) An ExCEL Award can be awarded in each of the seven PVA Districts.

Eligibility:

1. Their P. V.A. Office must be a member of the P. V .A. Association.
2. Open to all employees of' the P.V.A. Office with at least three years employment.
3. Must not have been a previous winner for at least five years. Nominations:
By Deputy's P.V.A. only with a limit of one nomination per year per P.V.A.

OUTSTANDING P.V.A. OF THE YEAR AWARD

This award is presented to the P.V.A. who, over the past year has made significant contributions to the P.V.A. Association through participation in its activities, and has made outstanding contributions to the realization of the goals of the association.

Eligibility:

1. Must be a current member of the P.V.A. Association.
2. Open only to P.V.A.'s, with at least three years experience as P.V.A.
3. Must not have been a previous winner for at least five years.
4. Current officers of the P.V.A. Association are not eligible, but Executive and Legislative Board members are eligible.

Nominations:

By P.V.A.'s only.

P.V.A. GOLD SERVICE AWARD

This award is presented to the P.V.A. who, over a period of years, has made significant contributions to the P. V .A. Association through participation in its activities, and has made many outstanding contributions to the realization of the goals of the association.

Eligibility:

1. Must be a current member of the P.V.A. Association, and a member for at least the last 10 consecutive years.

2. Open only to P.V.A.'s, with at least ten years experience as P.V.A.

3. Previous winners are not eligible. Nominations:

By P.V.A.'s only.

DISTRICTS

<u>DISTRICT 1</u>	<u>DISRICT 3</u>	<u>DISTRICT 5</u>	<u>DISTRICT 7</u>
BALLARD	ADAIR	BOONE	BELL
CALDWELL	CASEY	BOURBON	BREATHITT
CALLOWAY	CLINTON	CAMPBELL	CLAY
CARLISLE	CUMBERLAND	CLARK	FLOYD
CHRISTIAN	GREEN	ESTILL	HARLAN
CRITTENDEN	LARUE	FAYETTE	KNOTT
FULTON	LAUREL	GARRARD	KNOX
GRAVES	LINCOLN	GRANT	LEE
HENDERSON	MARION	HARRISON	LESLIE
HICKMAN	MCCREARY	JACKSON	LETCHER
HOPKINS	METCALFE	JESSAMINE	MAGOFFIN
LVIINGSTON	MONROE	KENTON	MARTIN
LYON	PULASKI	MADISON	OWSLEY
MARSHALL	ROCKCASTLE	MONTGOMERY	PERRY
MCCRACKEN	RUSSELL	PENDLETON	PIKE
TRIGG	TAYLOR	POWELL	WOLFE
UNION	WAYNE	SCOTT	
WEBSTER	WHITLEY		

DISTRICT 2

ALLEN
BARREN
BRECKINRIDGE
BUTLER
DAVISS
EDMONSON
GRAYSON
HANCOCK
HARDIN
HART
LOGAN
MCLEAN
MEADE
MUHLENBURG
OHIO
SIMPSON
TODD
WARREN

DISTRICT 4

ANDERSON
BOYLE
BULLITT
CARROLL
FRANKLIN
GALLATIN
HENRY
JEFFERSON
MERCER
NELSON
OLDHAM
OWEN
SHELBY
SPENCER
TRIMBLE
WASHINGTON
WOODFORD

DISTRICT 6

BATH
BOYD
BRACKEN
CARTER
ELLIOTT
FLEMING
GREENUP
JOHNSON
LAWRENCE
LEWIS
MASON
MENIFEE
MORGAN
NICHOLAS
ROBERTSON
ROWAN