



Bylaws of the Delaware Association of Appraisers

Article I – Name

The name of the organization is the “Delaware Association of Appraisers, Inc.”, incorporated in the State of Delaware as a Non-Profit Corporation, and herein referred to as “DAA”.

Article II – Objectives

The primary objective of DAA is to promote and protect the collective interests of all member appraisers working in the state of Delaware.

Additional functions and objectives are:

Section 1. To unite those engaged in the appraisal profession for the purpose of exerting a beneficial influence upon the profession and related interests.

Section 2. To monitor and report items affecting the profession by actions of regulatory, legislative, oversight and/or standards setting bodies.

Section 3. To promote and communicate needed changes in laws, rules and regulations affecting appraisers working in Delaware.

Section 4. To provide a medium for members to interact with each other and other segments of related industries through the use of meetings, education courses, a website, emails and/or any other method deemed appropriate.

Section 5. To provide any other services, guidance, and assistance to members as prescribed by the DAA Board and/or membership that advances the interest of the organization as a whole.

Section 6. To subscribe to abide by the Uniform Standards of Professional Appraisal Practice and all Rules and Regulations imposed by licensing and/or standards setting bodies, including but not limited to, the Appraisal Qualifications Board, hereinafter referred to as “AQB”, the Appraisal Standards Board, hereinafter referred to as “ASB” and the State of Delaware.

Article III – Membership

Section 1. Membership in the DAA is available to all appraisers and assessors licensed to practice in the State of Delaware, regardless of state of domicile.

Section 2. Four forms of membership shall be established.

- A. Any Certified General Real Property Appraiser, Certified Residential Real Property Appraiser, Licensed Real Property Appraiser, or Certified Assessor licensed within the State of Delaware may become a voting member, regardless of his or her state of residency. This category of membership has full voting rights; and the member may serve in any capacity including an officer, director, or chair of a committee on the DAA Board.
- B. Any Real Property Appraiser Trainee licensed in the State of Delaware may become a member of the organization regardless of the state of residency. This membership category shall be non-voting, and the member may not serve on the DAA Board but may serve on committees.
- C. Any other person involved in the evaluation of property where the discipline may or may not require licensure or certification may become a member of the organization as long as his or her work involves Delaware properties. This membership category shall be non-voting, and the member may not serve on the DAA Board but may serve on committees.
- D. The DAA Board may establish an affiliate membership with the criteria to be developed when established. This membership category shall be non-voting, and the member may not serve on the DAA Board but may serve on committees.
- E. Nothing in these Bylaws shall remove the authority of the DAA Board to grant special "Honorary Memberships." This membership category shall be non-voting, and the member may not serve on the DAA Board but may serve on committees.
- F. Members who have retired and are no longer licensed may retain membership at dues no greater than one-quarter of regular annual dues rates. This membership category shall be non-voting, and the member may not serve on the DAA Board but may serve on committees.

Section 3. Membership applications, as designated by the DAA Board, shall be completed and forwarded with appropriate dues to the DAA. Memberships may also be completed on the DAA's website.

Section 4. The DAA Board shall have the authority to levy upon members' dues or other fees that have been established and to establish policies regarding payment of such.

Section 5. The DAA Board shall have the authority to approve or terminate a membership with proper and due process as well as a hearing before the Board.

Article IV – Officers and Directors

Section 1. The officers of the DAA shall be designated as: President, Vice-President, Secretary and Treasurer.

Section 2. The officers and directors of the DAA Board shall be elected by a majority vote of those attending a meeting designated for such election.

Section 3. The term of all officers and directors shall be for two years.

Section 4. Vacancies of officers and directors shall be filled by the DAA Board at a duly called meeting for the remainder of such term of the vacancy.

Section 5. No member of the Delaware Council of Real Estate Appraisers or any other state or federal board of a real estate appraiser regulatory body may serve on the DAA Board while a member of such council or regulatory body.

Section 6. The Executive Committee shall be composed of the elected officers and the immediate Past President.

Section 7. A majority of the officers shall be residents of the State of Delaware.

Article V – DAA Board

Section 1. The DAA Board shall have all of the powers and duties necessary and appropriate for the administration of the DAA consistent with the Articles of Incorporation and these Bylaws.

Section 2. The DAA Board shall consist of the elected officers, the immediate Past President and up to eight directors. It is preferred, but not required, that one director be selected from each county of the state of Delaware. The other directors may be from any membership category as defined in Article III – Membership, Section 2 as long as no more than two are non-residents of Delaware.

Section 3. Election of officers and directors shall be at the same time as described below for a two-year term beginning on January 1.

President, Secretary, and four Director positions: Elected in December with a beginning term of January 1 for every even year.

Vice President, Treasurer, and remaining four Director positions: Elected in December with a beginning term of January 1 for every odd year.

Section 4. The DAA Board shall have the full authority to establish procedures and systems for operation of the DAA.

Section 5. Any board member who is absent without good cause for three DAA Board meetings in any year may be replaced by the Board.

Section 6. No DAA board member shall receive any compensation for performance of board duties including dinners, mileage or education classes but shall be reimbursed for any expenses incurred while serving including postage, printing, luncheon meetings and other miscellaneous costs of performing their duties.

Section 7. The President shall preside at all meetings of the members and DAA Board, be an ex-officio member of all committees, shall appoint Committee membership and perform all other functions as prescribed by custom and practice.

Section 8. The Vice-President shall assume the duties of the President, in the absence of the President and/or during a vacancy in the office of president. The Vice-President shall assume other duties as may be assigned by the President.

Section 9. The Secretary shall record and keep the minutes of all meetings, conduct correspondence as required and perform other duties for the efficient operation of the Association.

Section 10. The Treasurer shall collect all sums due the Association, deposit in a bank as directed by the DAA Board and pay all bills as approved by the DAA Board.

Article VI – Committees

Section 1. The President shall appoint an officer or director to chair the following committees as allowed by participation of the DAA Board: Program, Education, Membership, Legislative & Bylaws, Finance, Nominating, Communications and any other committee deemed necessary. By a majority affirmative vote of the DAA Board, other committees may be established for such purposes and with such authority as provided in the resolution. The Chair and any committee members shall be current members of the DAA.

- A. The Program Chair shall be charged with the responsibility of arranging all meetings, dinners, programs and/or events for the DAA.
- B. The Education Chair shall be charged with obtaining approval for continuing education courses for credit and coordinating education courses or seminars for the Association.
- C. The Membership Chair shall be responsible for developing policy for membership, maintaining membership records, and communicating meetings or other events of the Association. Membership and dues policies must be approved by the DAA Board at a regularly scheduled meeting.
- D. The Legislative and Bylaws Chair shall be charged with the responsibility of maintaining and communicating items of legislative interest to the membership as well as updating these Bylaws as directed by the DAA Board.
- E. The Finance Chair shall be responsible for performing or having performed by an outside source an audit of the financial records of the organization, prepare the annual budget of the Association and other financial matters as directed by the DAA board.

- F. The Nominating Chair shall be responsible for creating a nominating committee consisting of five people, three of whom are officers and/or directors. Their purpose is to propose a slate of officers and directors for election at the annual meeting as designated in Article V. Notification of such slate shall occur two weeks prior to the annual meeting.
- G. The Communications Chair will be responsible for promoting events of the organization, maintaining a website and any other item necessary for the DAA.

Section 2. Other committees may be approved by the DAA Board and included in these Bylaws. Temporary committees may be appointed by the President and approved by the DAA Board as necessary.

Section 3. Reports of all meetings shall be made available to the general membership. A website may be maintained where minutes may be posted as well as other items of interest.

Article VII – Fiscal Management

Section 1. The fiscal year of the DAA shall begin on January 1 and end on December 31.

Section 2. Complete accounts and minutes of proceedings shall be retained at its registered office or place designated by the DAA Board.

Section 3. Financial statements shall be prepared at the close of each fiscal year, in accordance with general acceptable accounting procedures, and submitted to the DAA Board for approval. All necessary documents for taxing authorities shall be filed in proper manner and on time. The financial statement shall be audited as directed by the DAA Board and a report prepared for the next meeting.

Section 4. With the authorization of the DAA Board, all contracts or notes shall be executed on behalf of DAA by the President and/or Vice-President. As necessary, the DAA Board may authorize additional officers or directors to be signatories on such documents. All checks and other drafts shall have two signatures. The DAA Board shall decide on which officers and/or directors shall be authorized signatories.

Section 5. The DAA Board may require that any of the officers and/or directors having custody or control of the DAA funds furnish adequate fidelity bonds with the premiums paid by DAA.

Section 6. The DAA is supported by membership dues, fees and other assessments as approved by the DAA Board. Funds must be used in strict compliance with IRS restrictions and federal and state law.

Article VIII – Meetings

Section 1. Regular DAA Board meetings and the annual general membership meeting shall be held as directed by the DAA Board. The membership will be given due notice thereof, preferably by the website, email, letter, postcard, telephone or other means in extraordinary circumstances as to date, time and place. All meetings shall be held in the State of Delaware.

Section 2. The regular Annual Meeting shall be convened in December for the election of officers and directors. That meeting will also be the installation for the elected officers and directors.

Section 3. Special meetings may be called at the discretion of the President or the DAA Board members. Written communication, in whatever form provided, shall be given two weeks prior to such special meeting setting forth the specific purpose of the meeting. The date, time and location shall also be announced.

Section 4. Ten percent of the members in good standing shall constitute a Quorum to conduct business. A majority of the voting members in attendance will be required to pass motions during the meeting.

Section 5. Meetings of members and the DAA Board shall be conducted in accordance with the most recent version of Roberts Rules of Order. The President, if present, or if not present, the Vice-President shall preside over all meetings of the members. If both are absent, the members of the DAA Board in attendance shall appoint a person to conduct the meeting.

Article IX – Amendments to Articles of Incorporation or Bylaws

Section 1. Amendments to the Articles of Incorporation or Bylaws must be approved by a majority of the DAA Board and a majority of the voting membership. If an amendment is initiated by the DAA Board, a copy of the amendment must be provided to members two weeks before the meeting at which the vote will take place.

Section 2. If an amendment is initiated by a petition of a voting member or the voting membership, the amendment must have an affirmative majority vote from the voting membership to be considered by the DAA Board. Such petition must be provided to the voting membership two weeks prior to any presentation to the DAA Board. The DAA Board must consider the amendment at the next regularly scheduled DAA Board meeting or within 90 days. Any amendment to the Articles of Incorporation or Bylaws brought before the DAA Board, must be approved by a majority affirmative vote of the DAA Board.

Article X – Dissolution of the DAA

In the event, the DAA is dissolved and all proper procedures to dissolve it are complete, any money left in the treasury shall be donated to the United Way or similar charity operating statewide within the State of Delaware as approved by a majority vote of the last DAA Board.

Adopted 11-14-2006

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