

## Professional Perks

### Conferences

Members are required to attend 3 or more conferences for every 5 year certification period. Attendance will be determined by each director and is usually dependant on yearly budgets. They should be considered a professional perk and treated as such.

There are always several education aspects of SDAAO conferences, but conferences also afford time to socialize with fellow assessors and officials from across the state. No matter where you go or in what venue you spend your 8-5, you are always representing your county and your state, so proper conduct is expected, as is proper attire.

Conference is typically held at the end of May, lasting from Tuesday afternoon through Friday morning. The location changes as the presidents change, making Conference week a treat to look forward to each spring.

Meals are on your own most days, with morning and afternoon coffee and snack breaks provided by the association or sponsors. Thursday night of conference is banquet night, where more formal attire is expected. CAA recipients for the year and other awards are announced after dinner, and door prizes are awarded. There is usually a fair amount of free time in the afternoons and evenings, with some planned activities, so plan to bring some spending money for those extra excursions.

SDAAO is an affiliate of 2 larger organizations:

NCRAAO—North Central Regional Association of Assessing Officers

IAAO—International Association of Assessing Officers

Membership in **NCRAAO** comes with your **SDAAO** membership. Membership in **IAAO** is optional, but highly recommended. Both offer opportunities for further education, networking and career enrichment.

## From the President

***Welcome to SDAAO!***

***You have joined a great association. You have much to learn, but we have all been in your shoes. We are here to assist you in whatever way we can to help you grow in your new career. Please never hesitate to ask for assistance. Our association is very diverse, and yet we are like an extended family! I as well as others in SDAAO are excited to meet you and help you progress through your certification and beyond. Take great pride in this new position and represent us well.***

***Sincerely,***

***Chris Lilla***

***SDAAO Past President***

***Minnehaha County Director of Equalization***

***clilla@minnehahacounty.org***



### 2019 SDAAO Officers

**President:** Brandy Meier, Dewey County

**President Elect:** Russ Hanson, DOR

**Vice President:** Lila Teigen, Harding County

**Secretary:** Frances Denison, Fall River/Oglala Lakota County

**Treasurer:** Rhea Crane, Meade County

**Registered Agent:** Deanna Berke, Moody County

Information concerning association members, contact information, education, conferences and so much more can be found online at:

<https://www.sdaao.org/new-members>

## SOUTH DAKOTA ASSOCIATION OF ASSESSING OFFICERS

WELCOME  
NEW MEMBER!



Founded in 1975, the SDAAO strives to maintain its goals of providing education to its members, adding knowledge and furthering progress of the science of appraising, and help state lawmakers and the public understand the appraisal and taxation processes.

## So, You Wanna Be An Assessor...

### What Is an Assessor?

What is an appraiser/assessor? Many people walk into the Equalization office and wonder what exactly we do. Here's a start...

The definition of an *appraiser* is: one who estimates officially the worth or value or quality of things.

The definition of an *assessor* is: a person who makes assessments, especially for purposes of taxation.

The definition of *assessment* is: an official valuation of property for the purpose of levying a tax.

There you have it...this is you. By becoming a Certified Appraiser Assessor (CAA) you join a family of professionals that have chosen to perform a vitally important function of the tax system in South Dakota. Our goal is a fair and equitable assessment of real property, which is the basis for county budgets.

With the knowledge we obtain through educational courses we learn to make unbiased estimates of value on real property for tax purposes. We are rarely the most popular county office and may often have to deal with angry taxpayers. It might seem like a thankless job from time to time, but you will soon come to know and understand how fundamentally important your job is to the taxpayers of South Dakota. You may also gain a few entertaining stories along the way!



### CAA Certification Process

You are assigned a temporary certificate and are given 1 year from your start date to accomplish the following CAA Certification process.

Complete all 5 self study courses by studying the books and passing each course test. Course tests are open book, self exams that you submit to your specified SD DOR Tax Specialist.

Courses are:

- \* Site Analysis
- \* Sales Comparison Approach to Valuation
- \* Cost Approach to Valuation
- \* Income Approach to Valuation
- \* Mass Appraisal of Residential Property

You are then required to take the state CAA test, a closed book exam given by your SD DOR Tax Specialist. You must also attend and pass the Basics course at Assessor School within a year of being hired.

### Assessor School

Assessor School is usually held around mid-September each year and lasts 5 days, Monday through Friday morning. Everyone seeking CAA status is required to attend the Basics Class and maintain further educational credits.

Assessor school is like most any school. Class typically goes from 8 am to 4 pm, depending on the instructor. Attendance is required, and you should expect to take notes during class and have homework in the evenings. Each class gives a test Friday morning, which covers the information learned during the week. Even us Assessor school veterans get nervous about taking the test!

Coffee and snacks are provided morning and afternoon, with all meals on your own. Between class and studying, you may have time to get out and see the town, so you may want to plan for a night out bowling or shopping. Depending on where school is held, some people bring fishing gear or golf clubs for use in their spare time.

### SDAAO Code of Ethics

- I will comply, to the best of my ability, with all the tax laws of the State of South Dakota.
- I will endeavor to locate and assess at a fair and equitable value all taxable property in my jurisdiction.
- I will listen with patience and consideration to every complaint and will never allow personal prejudices or political affiliations to influence my decisions.
- I will constantly wage an educational campaign to fully acquaint my constituents with provisions of the property tax laws and responsibilities which they impose upon citizens of the State of South Dakota.
- I will constantly endeavor to improve my fitness for the position I occupy.
- I will conduct my office in such a manner as to add dignity and prestige to this high position of trust.



Letter from the President:

First off, I want to say thank you for electing me to be your President. Although my time on the Executive Board has been short, I've learned a lot. The SDAAO has a lot of dedicated professionals that I've had the privilege to work with and look forward to working with well into the future.

This job is a challenging one. Whether it is the legislature changing a law, or implementing new ones, we must constantly be ready for change. One way we can stay on top of the changing environment is educational opportunities. I'm looking forward to the IAAO conference this year and all the great educational offerings they supply. But for those that need to stay closer to home, I hope that our SDAAO conference and school provide challenging and useful information as well.

NCRAAO also has some great educational opportunities that are usually not too far from home either. 2019 will have NCRAAO in Bismarck, North Dakota, a short drive for most, and I encourage all that are able to attend.

In 2020, South Dakota will be the host state for NCRAAO and I will be combining my SDAAO conference with the NCRAAO conference in Sioux Falls. This should be a great opportunity to meet some new people from our region and discuss different topics that are affecting other states as well as our own.

Thank you again for this opportunity and I hope to see you all in Sioux Falls for a great conference!

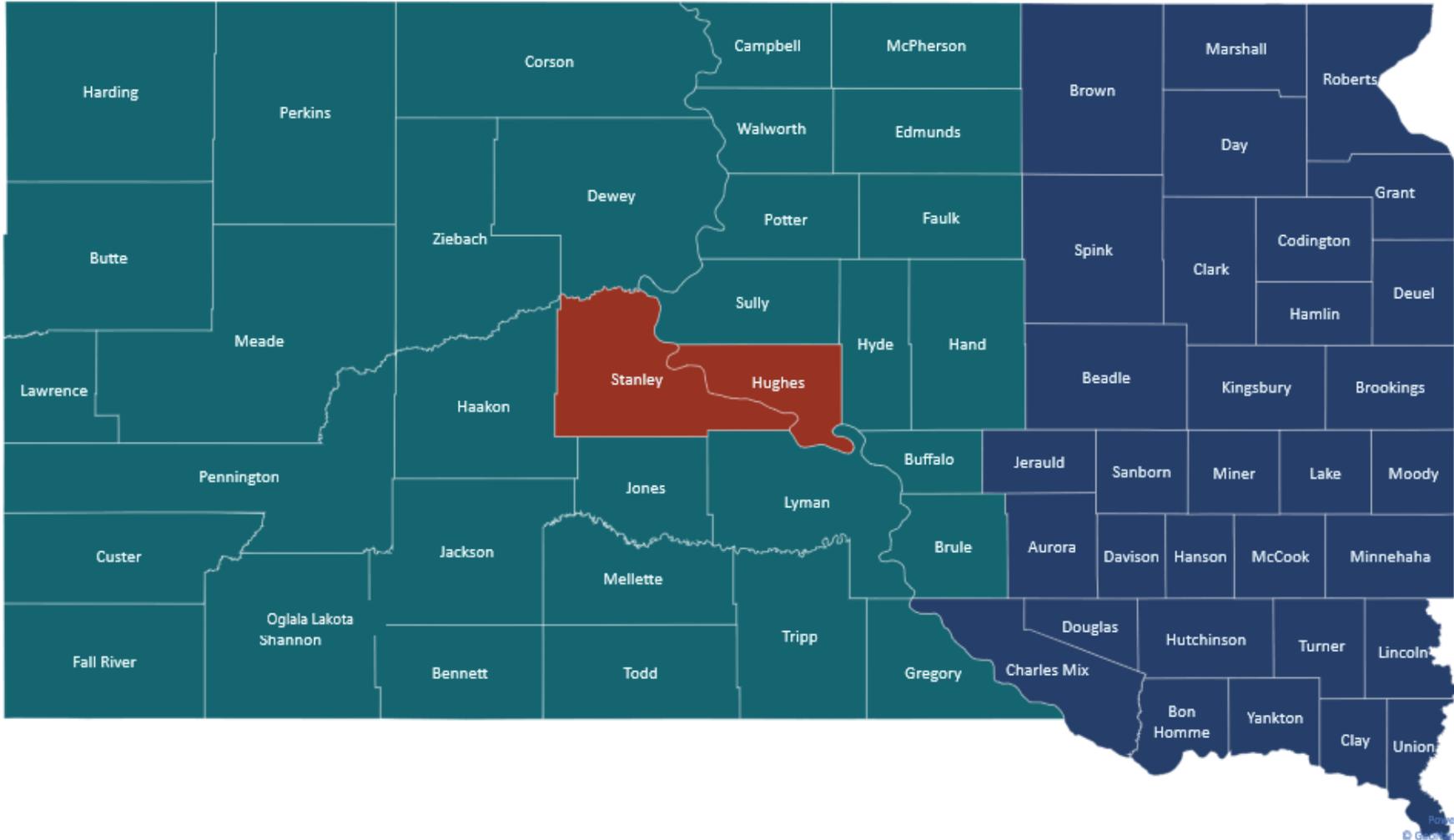
Respectfully,

Russ Hanson

2019-2020 SDAAO President



# PROPERTY TAX SPECIALIST BY TERRITORY

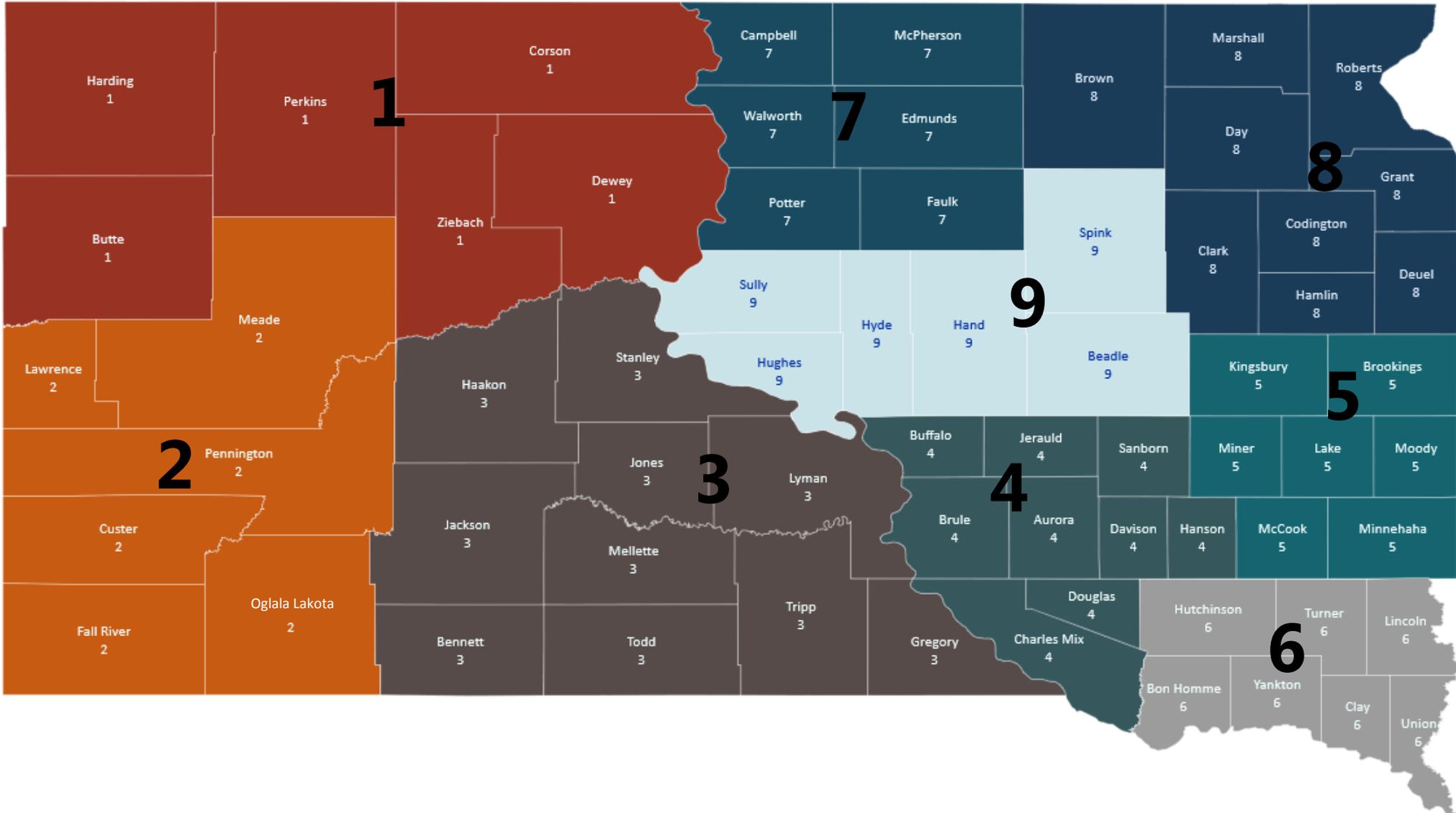


- Russ Hanson
- Amber Steinke
- Todd Bailey

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# DISTRICT MAP



County/Title	First Name	Last Name	Address	City	St	Zip Code	Phone	Email address
<b>Aurora</b>								
Director	Leah	Vissia	PO Box 397	Plankinton	SD	57368-0397	(605)942-7164	<a href="mailto:auroradoe@goldenwest.net">auroradoe@goldenwest.net</a>
Deputy	Tina	Sellers						<a href="mailto:auroradoe@goldenwest.net">auroradoe@goldenwest.net</a>
<b>Beadle</b>								
Director	Pat	Tschetter	450 3 St SW Ste 104	Huron	SD	57350-0328	(605)353-8408	<a href="mailto:bcdoe@beadlesd.org">bcdoe@beadlesd.org</a>
Appraiser	Curt	Peterson						<a href="mailto:cpeterson@beadlesd.org">cpeterson@beadlesd.org</a>
Appraiser	Kim	Eichstadt						
<b>Bennett</b>								
Director	Jeff	Siscoe	PO Box 426	Martin	SD	57551-0426	(605)685-6991	<a href="mailto:bcdoe@gwtc.net">bcdoe@gwtc.net</a>
<b>Bon Homme</b>								
Director	Donna	Zimmerman	300 W 18th Ave Ste A	Tyndall	SD	57066	(605)589-4210	<a href="mailto:bhdoe@hcinet.net">bhdoe@hcinet.net</a>
Deputy	Greg	Schneider						
Appraiser	Paulette	Peters						
Appraiser	Jessica	Atkinson						
<b>Brookings</b>								
Director	Jacob	Brehmer	520 3rd St Ste 110	Brookings	SD	57006	(605)696-8220	<a href="mailto:jbrehmer@brookingscountysd.gov">jbrehmer@brookingscountysd.gov</a>
Deputy								
Appraiser	Jere	Hieb						<a href="mailto:jhieb@brookingscountysd.gov">jhieb@brookingscountysd.gov</a>
Appraiser	Larry	Klingbile						<a href="mailto:lklingbile@brookingscountysd.gov">lklingbile@brookingscountysd.gov</a>
Appraiser	Reid	Squires						<a href="mailto:rsquires@brookingscountysd.gov">rsquires@brookingscountysd.gov</a>
<b>Brown</b>								
Director	Gene	Loeschke	25 Market St Suite 6	Aberdeen	SD	57401-4227	(605)626-4010	<a href="mailto:gene.loeschke@browncounty.sd.gov">gene.loeschke@browncounty.sd.gov</a>
Deputy	Russell	Metz						<a href="mailto:russell.metz@browncounty.sd.gov">russell.metz@browncounty.sd.gov</a>
Appraiser	Kathy	Fischer						<a href="mailto:kathy.fischer@browncounty.sd.gov">kathy.fischer@browncounty.sd.gov</a>
Appraiser	Barry	Kusler						<a href="mailto:barry.kusler@browncounty.sd.gov">barry.kusler@browncounty.sd.gov</a>
Appraiser	Sarah	Swenson						<a href="mailto:sarah.swenson@browncounty.sd.gov">sarah.swenson@browncounty.sd.gov</a>
Appraiser	Scott	Wills						<a href="mailto:scott.wills@browncounty.sd.gov">scott.wills@browncounty.sd.gov</a>
<b>Brule</b>								
Director	Clint	Soulek	300 S Courtland Ste 101	Chamberlain	SD	57325-1599	(605)234-4432	<a href="mailto:bruldoe@midstatesd.net">bruldoe@midstatesd.net</a>



County/Title	First Name	Last Name	Address	City	St	Zip Code	Phone	Email address
<b>Custer</b>								
Director	Patty	Caster	420 Mt Rushmore Rd	Custer	SD	57730-1934	(605)673-8170	<a href="mailto:pcaster@custercountysd.com">pcaster@custercountysd.com</a>
Appraiser	Julie	Jenniges						<a href="mailto:jjenniges@custercountysd.com">jjenniges@custercountysd.com</a>
Appraiser	Amanda	Pierce						<a href="mailto:apierce@custercountysd.com">apierce@custercountysd.com</a>
Appraiser	Laura	Rosane						<a href="mailto:lrosane@custercountysd.com">lrosane@custercountysd.com</a>
<b>Davison</b>								
Director	Kathy	Goetsch	200 E 4th Ave	Mitchell	SD	57301-2692	(605)995-8613	<a href="mailto:kathyg@davisoncounty.org">kathyg@davisoncounty.org</a>
Appraiser	Blake	Biggerstaff						<a href="mailto:blakeb@davisoncounty.org">blakeb@davisoncounty.org</a>
Appraiser	Jon	Horton						<a href="mailto:jonh@davisoncounty.org">jonh@davisoncounty.org</a>
Appraiser	Tanner	Stunes						<a href="mailto:tanners@davisoncounty.org">tanners@davisoncounty.org</a>
Appraiser	Carla	Wittstruck						<a href="mailto:carlaw@davisoncounty.org">carlaw@davisoncounty.org</a>
<b>Day</b>								
Director	Dari	Schlotte	711 W 1st St Suite 203	Webster	SD	57274-1366	(605)345-9502	<a href="mailto:dschlotte@daycounty.org">dschlotte@daycounty.org</a>
Appraiser	Barbra	Block						<a href="mailto:bblock@daycounty.org">bblock@daycounty.org</a>
<b>Deuel</b>								
Director	Donna	Rhody	PO Box 518	Clear Lake	SD	57226-0518	(605)874-2229	<a href="mailto:dcequal@itctel.com">dcequal@itctel.com</a>
Deputy	Jodi	Theisen						<a href="mailto:dczoning@itctel.com">dczoning@itctel.com</a>
Appraiser	Melissa	Smith						
<b>Dewey</b>								
Director	Brandy	Meier	PO Box 296	Timber Lake	SD	57656-0296	(605)865-3573	<a href="mailto:brandy.meier@state.sd.us">brandy.meier@state.sd.us</a>
Deputy	Content	Marshall						<a href="mailto:deweycodeputydoe@gmail.com">deweycodeputydoe@gmail.com</a>
<b>Douglas</b>								
Director	Jessica	Van Wyk	PO Box 176	Armour	SD	57313-0176	(605)724-2688	<a href="mailto:douglasdoe@unitelsd.com">douglasdoe@unitelsd.com</a>
<b>Edmunds</b>								
Director	Sandra	Northrop	PO Box 247	Ipswich	SD	57451-0247	(605)426-6841	<a href="mailto:doe.edco@midconetwork.com">doe.edco@midconetwork.com</a>
<b>Fall River</b>								
Director	Susie	Simkins	1029 N River St	Hot Springs	SD	57747-1387	(605)745-5136	<a href="mailto:frdoe@gwtc.net">frdoe@gwtc.net</a>
Appraiser	Frances	Denison						<a href="mailto:frdoe.denison@gmail.com">frdoe.denison@gmail.com</a>
Appraiser	Caitlin	Turner						<a href="mailto:frdoe.turner@gmail.com">frdoe.turner@gmail.com</a>

County/Title	First Name	Last Name	Address	City	St	Zip Code	Phone	Email address
<b>Faulk</b>								
Director	Geoff	Bray	PO Box 309	Faulkton	SD	57438-0309	(605)598-6225	<a href="mailto:faulkdoe@venturecomm.net">faulkdoe@venturecomm.net</a>
<b>Grant</b>								
Director	Kathy	Steinlicht	210 E 5th Ave	Milbank	SD	57252-2499	(605)432-6532	<a href="mailto:kathy.steinlicht@state.sd.us">kathy.steinlicht@state.sd.us</a>
Deputy	Casey	Cameron						<a href="mailto:casey.cameron@state.sd.us">casey.cameron@state.sd.us</a>
<b>Gregory</b>								
Director	Casey	Burrus	PO Box 437	Burke	SD	57523-0437	(605)775-2673	<a href="mailto:gregdoe@gwtc.net">gregdoe@gwtc.net</a>
Appraiser	Nikki	Matucha						
<b>Haakon</b>								
Director	Toni	Rhodes	PO Box 668	Philip	SD	57567-0668	(605)859-2824	<a href="mailto:hcdoe@gwtc.net">hcdoe@gwtc.net</a>
Deputy (PT)	Rose	Bennett						
<b>Hamlin</b>								
Director	Chris	Schafer	PO Box 128	Hayti	SD	57241-0128	(605)783-3331	<a href="mailto:hamlindoe@itctel.com">hamlindoe@itctel.com</a>
Deputy	Gayleen	Rothenberger						<a href="mailto:hamdoe@itctel.com">hamdoe@itctel.com</a>
<b>Hand</b>								
Director	Terry	Augspurger	415 W 1st Ave	Miller	SD	57362-1308	(605)853-2115	<a href="mailto:assessor.handcoem@midconetwork.com">assessor.handcoem@midconetwork.com</a>
Deputy								
<b>Hanson</b>								
Director	Christi	Pierson	PO Box 500	Alexandria	SD	57311-0500	(605)239-4445	<a href="mailto:hansoncodoe1@triotel.net">hansoncodoe1@triotel.net</a>
Deputy	Mary	Wilcox						<a href="mailto:hansoncodoe@triotel.net">hansoncodoe@triotel.net</a>
Appraiser	Jennifer	Craig						<a href="mailto:hansoncodoe2@triotel.net">hansoncodoe2@triotel.net</a>
<b>Harding</b>								
Director	Lila	Teigen	PO Box 26	Buffalo	SD	57720-0026	(605)375-3234	<a href="mailto:hcdoe@sdplains.com">hcdoe@sdplains.com</a>
Deputy								<a href="mailto:doedeputy@sdplains.com">doedeputy@sdplains.com</a>
<b>Hughes</b>								
Director	Melissa	Flottmeyer	104 E Capitol Ave	Pierre	SD	57501-2588	(605)773-7483	<a href="mailto:melissa.flottmeyer@co.hughes.sd.us">melissa.flottmeyer@co.hughes.sd.us</a>
<b>Hutchinson</b>								
Director	Tony	Dewald	140 Euclid Room 125	Olivet	SD	57052-2103	(605)387-4210	<a href="mailto:Doe@gwtc.net">Doe@gwtc.net</a>
Deputy	Lori	Droppers						<a href="mailto:ldroppers@gwtc.net">ldroppers@gwtc.net</a>

County/Title	First Name	Last Name	Address	City	St	Zip Code	Phone	Email address
Appraiser	Marie	Spitzer						<a href="mailto:hutchappr@outlook.com">hutchappr@outlook.com</a>
Appraiser	Katie	Heisinger						
<b>Hyde</b>								
Director	Carrie	Stephenson	412 Commercial Avenue SE	Highmore	SD	57345-0154	(605)852-2070	<a href="mailto:hydedoe@venturecomm.net">hydedoe@venturecomm.net</a>
<b>Jackson</b>								
Director	Rose	Bennett	PO Box 407	Kadoka	SD	57543-0407	(605)837-2424	<a href="mailto:rose.bennett@state.sd.us">rose.bennett@state.sd.us</a>
<b>Jerauld</b>								
Director	Janice	Bender	PO Box 444	Wessington Springs	SD	57382-0444	(605)539-9701	<a href="mailto:jeraulldoe@venturecomm.net">jeraulldoe@venturecomm.net</a>
Deputy	Julie	Barber						
<b>Jones</b>								
Director	Angie	Kinsley	PO Box 107	Murdo	SD	57559-0107	(605)669-7103	<a href="mailto:countydoe@goldenwest.net">countydoe@goldenwest.net</a>
Deputy	Terri	Volmer						
<b>Kingsbury</b>								
Director	Tammy	Anderson	PO Box 158	De Smet	SD	57231-0158	(605)854-3593	<a href="mailto:kingsburydoe@outlook.com">kingsburydoe@outlook.com</a>
Deputy	Maggie	Purinton						
<b>Lake</b>								
Director	Rick	Becker	200 E Center St	Madison	SD	57042-2941	(605)256-7605	<a href="mailto:lakedoe@lake.sd.gov">lakedoe@lake.sd.gov</a>
Deputy	Deb	Blanchette						<a href="mailto:lakeequal3@lake.sd.gov">lakeequal3@lake.sd.gov</a>
Appraiser	Jennie	Larson						<a href="mailto:lakeequal4@lake.sd.gov">lakeequal4@lake.sd.gov</a>
<b>Lawrence</b>								
Director	Tim	Hodson	90 Sherman St	Deadwood	SD	57732	(605)578-3680	<a href="mailto:thodson@lawrence.sd.us">thodson@lawrence.sd.us</a>
Deputy	Brett	Runge						<a href="mailto:brunge@lawrence.sd.us">brunge@lawrence.sd.us</a>
Appraiser	Carmen	Symonds						<a href="mailto:csymonds@lawrence.sd.us">csymonds@lawrence.sd.us</a>
Appraiser	Mike	Meehan						<a href="mailto:mmeehan@lawrence.sd.us">mmeehan@lawrence.sd.us</a>
Appraiser	Jason	Fisher						<a href="mailto:jfisher@lawrence.sd.us">jfisher@lawrence.sd.us</a>
Appraiser	Louise	Hohn						<a href="mailto:lhohn@lawrence.sd.us">lhohn@lawrence.sd.us</a>
<b>Lincoln</b>								
Director	Karla	Goossen	104 N Main St Ste 210	Canton	SD	57013-1793	(605)764-2571	<a href="mailto:kgoossen@lincolncountysd.org">kgoossen@lincolncountysd.org</a>
Deputy	Shelly	Britt						<a href="mailto:sbritt@lincolncountysd.org">sbritt@lincolncountysd.org</a>

County/Title	First Name	Last Name	Address	City	St	Zip Code	Phone	Email address
Appraiser	Sharon	Van De Stroet						<a href="mailto:svandestroet@lincolncountysd.org">svandestroet@lincolncountysd.org</a>
Appraiser	Jackie	Harrison						<a href="mailto:jharrison@lincolncountysd.org">jharrison@lincolncountysd.org</a>
Appraiser	Nel	Golden						<a href="mailto:dgolden@lincolncountysd.org">dgolden@lincolncountysd.org</a>
Appraiser	Heather	Sehr						<a href="mailto:hsehr@lincolncountysd.org">hsehr@lincolncountysd.org</a>
Appraiser	Kyle	Sexe						<a href="mailto:ksex@lincolncountysd.org">ksex@lincolncountysd.org</a>
Appraiser	Ethan	Pieske						<a href="mailto:epieske@lincolncounty.org">epieske@lincolncounty.org</a>
Appraiser	Ethan	Heiliger						<a href="mailto:eheliger@lincolncounty.org">eheliger@lincolncounty.org</a>
Appraiser	Keith	Holter						<a href="mailto:kholt@lincolncounty.org">kholt@lincolncounty.org</a>
Appraiser	Matthew	Nagel						<a href="mailto:mnagel@lincolncounty.org">mnagel@lincolncounty.org</a>
Appraiser	Austin	Preheim						<a href="mailto:apreheim@lincolncounty.org">apreheim@lincolncounty.org</a>
Appraiser	Donna	Ekle						<a href="mailto:dekle@lincolncounty.org">dekle@lincolncounty.org</a>
Appraiser	David	Erdmann						<a href="mailto:derdmann@lincolncountysd.org">derdmann@lincolncountysd.org</a>
<b>Lyman</b>								
Director	Stacie	Gran	PO Box 70	Kennebec	SD	57544-0070	(605)869-2206	<a href="mailto:doe@lymancounty.org">doe@lymancounty.org</a>
Appraiser	Janelyn	Maguire						<a href="mailto:doeclerk@lymancounty.org">doeclerk@lymancounty.org</a>
<b>Marshall</b>								
Director	Shannon	Lee	PO Box 9	Britton	SD	57430-0009	(605)448-5291	<a href="mailto:mcdirector@venturecomm.net">mcdirector@venturecomm.net</a>
Appraiser	Amanda	Streier						<a href="mailto:mcdirector2@venturecomm.net">mcdirector2@venturecomm.net</a>
<b>Mc Cook</b>								
Director	Tracy	Hofer	PO Box 38	Salem	SD	57058-0038	(605)425-2681	<a href="mailto:mccookdoe@triotel.net">mccookdoe@triotel.net</a>
Appraiser	Corissa	Kaufman						<a href="mailto:corik.mccook@yahoo.com">corik.mccook@yahoo.com</a>
Appraiser	Kally	Zelmer						<a href="mailto:kallyz.mccook@yahoo.com">kallyz.mccook@yahoo.com</a>
<b>Mc Pherson</b>								
Director	Lanette	Butler	PO Box 50	Leola	SD	57456-0050	(605)439-3663	<a href="mailto:mcphersondoe@valleytel.net">mcphersondoe@valleytel.net</a>
Deputy								
<b>Meade</b>								
Director	Rhea	Crane	1300 Sherman St Suite 222		SD	57785-1495	(605)347-3818	<a href="mailto:rccrane@meadecounty.org">rccrane@meadecounty.org</a>
Deputy								
Appraiser	Rae	Blakeman						<a href="mailto:rae.blakeman@meadecounty.org">rae.blakeman@meadecounty.org</a>
Appraiser	Jon	Olson						<a href="mailto:jolson@meadecounty.org">jolson@meadecounty.org</a>
Appraiser	Mike	Cooper						<a href="mailto:mike.cooper@meadecounty.org">mike.cooper@meadecounty.org</a>
<b>Mellette</b>								

County/Title	First Name	Last Name	Address	City	St	Zip Code	Phone	Email address
Director	Jenny	Mitchell	PO Box 198	White River	SD	57579-0198	(605)259-3150	<a href="mailto:mellcodoe@gwtc.net">mellcodoe@gwtc.net</a>
<b>Miner</b>								
Director	Tami	Severson	PO Box 577	Howard	SD	57349-0577	(605)772-4241	<a href="mailto:Tami.Severson@minercountysd.org">Tami.Severson@minercountysd.org</a>
Appraiser	Darcy	Albert						<a href="mailto:Darcy.Albert@minercountysd.org">Darcy.Albert@minercountysd.org</a>
<b>Minnehaha</b>								
Director	Chris	Lilla	415 N Dakota Ave	Sioux Falls	SD	57104-2465	(605)367-4228	<a href="mailto:clilla@minnehahacounty.org">clilla@minnehahacounty.org</a>
Deputy	Korey	Dosch						<a href="mailto:kdosch@minnehahacounty.org">kdosch@minnehahacounty.org</a>
Appraiser	Angie	Boeckholt						<a href="mailto:aboeckholt@minnehahacounty.org">aboeckholt@minnehahacounty.org</a>
Appraiser	Theresa	Dunn						<a href="mailto:tdunn@minnehahacounty.org">tdunn@minnehahacounty.org</a>
Appraiser	Lori	Stangeland						<a href="mailto:lstangeland@minnehahacounty.org">lstangeland@minnehahacounty.org</a>
Appraiser	Brad	Thomas						<a href="mailto:bthomas@minnehahacounty.org">bthomas@minnehahacounty.org</a>
Appraiser	Duane	King						<a href="mailto:dking@minnehahacounty.org">dking@minnehahacounty.org</a>
Appraiser	Darin	Gonsor						<a href="mailto:dgonsor@minnehahacounty.org">dgonsor@minnehahacounty.org</a>
Appraiser	Dave	Dunlap						<a href="mailto:ddunlap@minnehahacounty.org">ddunlap@minnehahacounty.org</a>
Appraiser	Zach	Libengood						<a href="mailto:zlibengood@minnehahacounty.org">zlibengood@minnehahacounty.org</a>
Appraiser	Jeff	Heronimus						<a href="mailto:jheronimus@minnehahacounty.org">jheronimus@minnehahacounty.org</a>
Appraiser	Smith	Strain						<a href="mailto:sstrain@minnehahacounty.org">sstrain@minnehahacounty.org</a>
Appraiser	David	Powers						<a href="mailto:dpowers@minnehahacounty.org">dpowers@minnehahacounty.org</a>
Appraiser	Amber	Mauricio						<a href="mailto:amauricio@minnehahacounty.org">amauricio@minnehahacounty.org</a>
Appraiser	Ryan	Gevens						<a href="mailto:rgevens@minnehahacounty.org">rgevens@minnehahacounty.org</a>
Appraiser	Dallas	Davis						<a href="mailto:ddavis@minnehahacounty.org">ddavis@minnehahacounty.org</a>
Appraiser	Josh	Marbach						<a href="mailto:jmarbach@minnehahacounty.org">jmarbach@minnehahacounty.org</a>
<b>Moody</b>								
Director	DeAnna	Berke	101 E Pipestone Ave Ste E	Flandreau	SD	57028-1750	(605)997-3101	<a href="mailto:doe2@moodycounty.net">doe2@moodycounty.net</a>
Deputy	Kendra	Eng						<a href="mailto:doe-zoning@moodycounty.net">doe-zoning@moodycounty.net</a>
Appraiser								
<b>Oglala Lakota</b>								
Director	Susie	Simkins	1029 River St	Hot Springs	SD	57747-1387	(605)745-5136	<a href="mailto:frdoe@gwtc.net">frdoe@gwtc.net</a>
<b>Pennington</b>								
Director	Shannon	Rittberger	PO Box 6160	Rapid City	SD	57701	(605)394-2175	<a href="mailto:shannonr@pennco.org">shannonr@pennco.org</a>
Deputy	Gordon	Wendell						<a href="mailto:gordonw@pennco.org">gordonw@pennco.org</a>
Appraiser	Curt	Westby						<a href="mailto:curtiswe@pennco.org">curtiswe@pennco.org</a>
Appraiser	Richard	Rieck						<a href="mailto:richardr@pennco.org">richardr@pennco.org</a>





County/Title	First Name	Last Name	Address	City	St	Zip Code	Phone	Email address
<b>Ziebach</b>								
Director	Clint	Holmes	PO Box 68	Dupree	SD	57623-0068	(605)365-5129	<a href="mailto:ziebachdoe@lakotanetwork.com">ziebachdoe@lakotanetwork.com</a>
<b>DOR - Property Tax</b>								
Director	Lesley	Coyle	445 E Capitol Ave	Pierre	SD	57501-3185	(605)773-5125	<a href="mailto:lesley.coyle@state.sd.us">lesley.coyle@state.sd.us</a>
Sec of Rev	Andy	Gerlach	445 E Capitol Ave	Pierre	SD	57501-3185	(605)773-3100	<a href="mailto:andy.gerlach@state.sd.us">andy.gerlach@state.sd.us</a>
Prop Tax Mgr	Wendy	Semmler	445 E Capitol Ave	Pierre	SD	57501-3185	(605)773-4923	<a href="mailto:wendy.semmler@state.sd.us">wendy.semmler@state.sd.us</a>
Prop Tax Sp	Todd	Bailey	445 E Capitol Ave	Pierre	SD	57501-3185	(605)773-5851	<a href="mailto:todd.bailey@state.sd.us">todd.bailey@state.sd.us</a>
Prop Tax Sp	Amber	Steinke	445 E Capitol Ave	Pierre	SD	57501-3186	(605)773-6559	<a href="mailto:amber.steinke@state.sd.us">amber.steinke@state.sd.us</a>
Prop Tax Sp	Russ	Hanson	300 S Sycamore Ave Ste 102	Sioux Falls	SD	57110	(605)367-5800	<a href="mailto:Russ.Hanson@state.sd.us">Russ.Hanson@state.sd.us</a>
Prop Tax Sp	Jen	Erickson	445 E Capitol Ave	Pierre	SD	57501-3185	(605)773-2136	<a href="mailto:jennifer.erickson@state.sd.us">jennifer.erickson@state.sd.us</a>
Sr Statistician			445 E Capitol Ave	Pierre	SD	57501-3185	(605)773-6559	<a href="mailto:amber.steinke@state.sd.us">amber.steinke@state.sd.us</a>
Statistician	Bonnie	Maize	445 E Capitol Ave	Pierre	SD	57501-3185	(605)773-3139	<a href="mailto:bonnie.maize@state.sd.us">bonnie.maize@state.sd.us</a>
Management Ana	Sakura	Rohleder	445 E Capitol Ave	Pierre	SD	57501-3186	(605)773-2280	<a href="mailto:sakura.rohleder@state.sd.us">sakura.rohleder@state.sd.us</a>
<b>Vanguard Appraisals</b>								
	Donnie	Campbell	307 N Main St	Viborg	SD	57070	(605) 261-4359	<a href="mailto:donnie@camavision.com">donnie@camavision.com</a>
	Rownea	Gerbracht	18012 Ada Rd	Meadow	SD	57644	(605) 490-1594	<a href="mailto:rowneag@camavision.com">rowneag@camavision.com</a>
	Toni	Hible	405 5 Street E	Albert Lea	MN	56007	(605) 237-0640	<a href="mailto:tonih@camavision.com">tonih@camavision.com</a>

SDAAO Committee Members 2018-2019		
<b>President</b>	Brandy Meier	<a href="mailto:brandy.meier@state.sd.us">brandy.meier@state.sd.us</a>
<b>President Elect</b>	Russ Hanson	<a href="mailto:russ.hanson@state.sd.us">russ.hanson@state.sd.us</a>
<b>Vice President</b>		
<b>Secretary</b>	Frances Denison	<a href="mailto:frdoe.denison@gmail.com">frdoe.denison@gmail.com</a>
<b>Treasurer</b>	Rhea Crane (6/29/2022)	<a href="mailto:rccrane@meadecounty.org">rccrane@meadecounty.org</a>
<b>Past President</b>	Joe Doran	<a href="mailto:joed@pennco.org">joed@pennco.org</a>
<b>District 1 Chair</b>	Lisa Nelson, Butte County	<a href="mailto:lisa@buttesd.org">lisa@buttesd.org</a>
<b>District 2 Chair</b>	Christopher Mooney, Pennington County	<a href="mailto:christopher.mooney@pennco.org">christopher.mooney@pennco.org</a>
<b>District 3 Chair</b>	Rose Bennett, Jackson County	<a href="mailto:rose.bennett@state.sd.us">rose.bennett@state.sd.us</a>
<b>District 4 Chair</b>	Denise Weber, Charles Mix County	<a href="mailto:dweber@charlesmixcounty.org">dweber@charlesmixcounty.org</a>
<b>District 5 Chair</b>	Tracy Hofer, McCook County	<a href="mailto:mccookdoe@triotel.net">mccookdoe@triotel.net</a>
<b>District 6 Chair</b>	Karla Goosen, Lincoln County	<a href="mailto:kgoossen@lincolncountysd.org">kgoossen@lincolncountysd.org</a>
<b>District 7 Chair</b>	Jill Hoovegeen, Campbell County	<a href="mailto:campbelldoe@yahoo.com">campbelldoe@yahoo.com</a>
<b>District 8 Chair</b>	Shannon Lee, Marshall County	<a href="mailto:mcdirector@venturecomm.net">mcdirector@venturecomm.net</a>
<b>District 9 Chair</b>	Carrie Stephenson, Hyde County	<a href="mailto:hydedoe@venturecomm.net">hydedoe@venturecomm.net</a>
<b>Legislative</b>	Shannon Rittberger, Chair	<a href="mailto:shannonr@pennco.org">shannonr@pennco.org</a>
	Debbie Kahl	<a href="mailto:doe.walworthco@midconetwork.com">doe.walworthco@midconetwork.com</a>
	Tracy Hofer	<a href="mailto:mccookdoe@triotel.net">mccookdoe@triotel.net</a>
	Terry Augspurger	<a href="mailto:assessor.handcoem@midconetwork.com">assessor.handcoem@midconetwork.com</a>
	Gordon Wendell	<a href="mailto:gordonw@pennco.org">gordonw@pennco.org</a>
	Tammy Anderson	<a href="mailto:kingsburydoe@outlook.com">kingsburydoe@outlook.com</a>
	Lanette Butler	<a href="mailto:mcphersondoe@valleytel.net">mcphersondoe@valleytel.net</a>
<b>Effective Efforts/</b>	Geoff Bray, Chair	<a href="mailto:faulkdoe@venturecomm.net">faulkdoe@venturecomm.net</a>
<b>Membership</b>	Gene Loeschke	<a href="mailto:gene.loeschke@browncounty.sd.gov">gene.loeschke@browncounty.sd.gov</a>
<b>Resolutions &amp; By Laws</b>	Donna Rhody, Chair	<a href="mailto:dcequal@itctel.com">dcequal@itctel.com</a>
	Shannon Lee	<a href="mailto:mcdirector@venturecomm.net">mcdirector@venturecomm.net</a>
<b>Nominating</b>	Heidi Selchert, Chair	<a href="mailto:hselchert@codington.org">hselchert@codington.org</a>
	Denise Weber	<a href="mailto:dweber@charlesmixcounty.org">dweber@charlesmixcounty.org</a>
	Rhea Crane	<a href="mailto:rccrane@meadecounty.org">rccrane@meadecounty.org</a>
<b>Parliamentarian</b>	Shannon Rittberger	<a href="mailto:shannonr@pennco.org">shannonr@pennco.org</a>
<b>Education</b>		

	DISTRICT 1	Corina Erickson	<a href="mailto:corina@perkinscounty.org">corina@perkinscounty.org</a>
	DISTRICT 2	Tim Hodson	<a href="mailto:thodson@lawrence.sd.us">thodson@lawrence.sd.us</a>
	DISTRICT 2	Rhea Crane	<a href="mailto:rcrane@meadecounty.org">rcrane@meadecounty.org</a>
	DISTRICT 3	Janice Weber	<a href="mailto:jweber@trippcounty.us">jweber@trippcounty.us</a>
	DISTRICT 4	Leah Vissia, Chair	<a href="mailto:auroradoc@goldenwest.net">auroradoc@goldenwest.net</a>
	DISTRICT 5	Tammy Anderson	<a href="mailto:kingsburydoe@outlook.com">kingsburydoe@outlook.com</a>
	DISTRICT 6	Tony Dewald	<a href="mailto:Doe@gwtc.net">Doe@gwtc.net</a>
	DISTRICT 6	Matt Archer	<a href="mailto:matt@co.yankton.sd.us">matt@co.yankton.sd.us</a>
	DISTRICT 6	Karla Goosen	<a href="mailto:kgoossen@lincolncountysd.org">kgoossen@lincolncountysd.org</a>
	DISTRICT 7	Geoff Bray	<a href="mailto:faulldoc@venturecomm.net">faulldoc@venturecomm.net</a>
	DISTRICT 8	Russell Metz	<a href="mailto:russell.metz@browncounty.sd.gov">russell.metz@browncounty.sd.gov</a>
	DISTRICT 8	Shannon Lee	<a href="mailto:mcdirector@venturecomm.net">mcdirector@venturecomm.net</a>
	DISTRICT 9	Carrie Stephenson	<a href="mailto:hydedoc@venturecomm.net">hydedoc@venturecomm.net</a>
	DEPT OF REV	Amber Steinke	<a href="mailto:amber.steinke@state.sd.us">amber.steinke@state.sd.us</a>
	DEPT OF REV	Russ Hanson	<a href="mailto:russ.hanson@state.sd.us">russ.hanson@state.sd.us</a>
	DEPT OF REV	Wendy Semmler	<a href="mailto:wendy.semmler@state.sd.us">wendy.semmler@state.sd.us</a>
<b>CAA</b>		Amber Steinke	<a href="mailto:amber.steinke@state.sd.us">amber.steinke@state.sd.us</a>
		Louise Hohn	<a href="mailto:lhohn@lawrence.sd.us">lhohn@lawrence.sd.us</a>
		Jim Terwillinger, Secretary of Revenue	<a href="mailto:Jim.Terwilliger@state.sd.us">Jim.Terwilliger@state.sd.us</a>
		Lesley Coyle, DOR Director of Property Tax	<a href="mailto:Lesley.Coyle@state.sd.us">Lesley.Coyle@state.sd.us</a>
<b>Publication Editor/Photo</b>		Jacob Brehmer	<a href="mailto:jbrehmer@brookingscountysd.gov">jbrehmer@brookingscountysd.gov</a>
		Angelia Hiles	<a href="mailto:pcdoe@venturecomm.net">pcdoe@venturecomm.net</a>
		Christopher Mooney	<a href="mailto:christopher.mooney@pennco.org">christopher.mooney@pennco.org</a>
<b>Audit</b>		Denise Weber, Chair	<a href="mailto:dweber@charlesmixcounty.org">dweber@charlesmixcounty.org</a>
		Jessica Goehring	<a href="mailto:douglasdoe@unitelsd.com">douglasdoe@unitelsd.com</a>
		Karla Goosen	<a href="mailto:kgoossen@lincolncountysd.org">kgoossen@lincolncountysd.org</a>
<b>CSDA</b>	President	Russ Hanson	<a href="mailto:russ.hanson@state.sd.us">russ.hanson@state.sd.us</a>
	Vice President	Patty Caster	<a href="mailto:pcaster@custercountysd.com">pcaster@custercountysd.com</a>
	Secretary	Trevor Abernathie	<a href="mailto:trevora@pennco.org">trevora@pennco.org</a>
<b>NCRAAO</b>		Karla Goossen (12/31/2024)	<a href="mailto:kgoossen@lincolncountysd.org">kgoossen@lincolncountysd.org</a>
		Shannon Rittberger (12/31/2023)	<a href="mailto:shannonr@pennco.org">shannonr@pennco.org</a>
		Russ Hanson (12/31/2022)	<a href="mailto:russ.hanson@state.sd.us">russ.hanson@state.sd.us</a>
<b>IAAO</b>		Kathy Goetsch	<a href="mailto:kathyg@davisoncounty.org">kathyg@davisoncounty.org</a>

	Amber Steinke	<a href="mailto:Amber.Steinke@state.sd.us">Amber.Steinke@state.sd.us</a>
	Shannon Rittberger	<a href="mailto:shannonr@pennco.org">shannonr@pennco.org</a>
<b>Ex-Officio Members</b>	Jim Terwillinger, Secretary of Revenue	<a href="mailto:Jim.Terwilliger@state.sd.us">Jim.Terwilliger@state.sd.us</a>
	Lesley Coyle, DOR Director of Property Tax	<a href="mailto:Lesley.Coyle@state.sd.us">Lesley.Coyle@state.sd.us</a>
<b>Registered Agent</b>	Deanna Berke	<a href="mailto:doe2@moodycounty.net">doe2@moodycounty.net</a>
<b>Bookkeeper</b>	Carrie Stephenson	<a href="mailto:hydedoe@venturecomm.net">hydedoe@venturecomm.net</a>
<b>2019 Site Committee</b>	Brandy Meier	<a href="mailto:brandy.meier@state.sd.us">brandy.meier@state.sd.us</a>
	Dewey County, District 1	
<b>2020 Site Committee</b>	Russ Hanson	<a href="mailto:russ.hanson@state.sd.us">russ.hanson@state.sd.us</a>
	DOR	
<b>2021 Site Committee</b>	Lila Teigen	<a href="mailto:hcdoe@sdplains.com">hcdoe@sdplains.com</a>
	Harding County, District 1	
<b>2022 Site Committee</b>	Frances Denison	<a href="mailto:frdoe.denison@gmail.com">frdoe.denison@gmail.com</a>
	Fall River/Oglala Lakota, District 2	
<b>SDAAO/Dept. of Rev. &amp; Liaison Committee</b>	Jim Terwillinger, Secretary of Revenue	<a href="mailto:Jim.Terwilliger@state.sd.us">Jim.Terwilliger@state.sd.us</a>
	Lesley Coyle, DOR Director of Property Tax	<a href="mailto:Lesley.Coyle@state.sd.us">Lesley.Coyle@state.sd.us</a>
	Wendy Semmler, DOR Property Tax Manager	<a href="mailto:wendy.semmler@state.sd.us">wendy.semmler@state.sd.us</a>
	Amber Steinke, DOR Field Person	<a href="mailto:amber.steinke@state.sd.us">amber.steinke@state.sd.us</a>
	Casey Burrus	<a href="mailto:gregdoe@gwtc.net">gregdoe@gwtc.net</a>
	Lisa Nelson	<a href="mailto:lisa@buttesd.org">lisa@buttesd.org</a>
	Tami Severson	<a href="mailto:minercodoe@minercountysd.org">minercodoe@minercountysd.org</a>
	Shannon Rittberger	<a href="mailto:shannonr@co.pennington.sd.us">shannonr@co.pennington.sd.us</a>
	Louise Hohn	<a href="mailto:lhohn@lawrence.sd.us">lhohn@lawrence.sd.us</a>
<b>Forms Committee</b>	Lila Teigen	<a href="mailto:hcdoe@sdplains.com">hcdoe@sdplains.com</a>
	Rose Bennett	<a href="mailto:rose.bennett@state.sd.us">rose.bennett@state.sd.us</a>
	Tony Dewald (2016)	<a href="mailto:Doe@gwtc.net">Doe@gwtc.net</a>
	Deb Kahl (2017)	<a href="mailto:doe.walworthco@midconetwork.com">doe.walworthco@midconetwork.com</a>
	Carrie Stephenson (2017)	<a href="mailto:hydedoe@venturecomm.net">hydedoe@venturecomm.net</a>

## SDAAO ELECTED OFFICERS

### PRESIDENT

*As per the bylaws of the South Dakota Association of Assessing Officers, Article II, Section 3:*

1. He shall be the chairperson of the Executive Committee. (Board of Directors)
2. He shall preside at all meetings held for the purpose of transacting any Association business.
3. He shall appoint all committees.
4. He shall perform other such duties from time to time, assigned to him by the Executive Committee (Board of Directors) and the Association.
5. He shall appoint regular members to fill vacancies in the offices of Secretary and Treasurer when they occur.
6. He shall keep an active line of communication with the Treasurer. Let them know ahead of time whenever possible what payments need to be made, even during conference and school.

*These are some other Duties that have become part of the Association Presidency:*

1. Plan and hold the annual educational conference.
2. Advise and instruct the Legislative Committee on pending legislation with the assistance of the Executive Board. (Board of Directors)
3. Advises committees on projects the President would like to pursue.
4. Represent the Association at functions of other professional organizations.
5. Participate in the South Dakota Department of Revenue and Regulation Liaison Committee.
6. At May Executive Board meeting get approval to enter into a contract with the Department of Revenue for the SDAAO Annual Assessor's School.
7. Sign contracts for the participation of the Association in the annual assessor's school.
8. Submit all conference and school budgets to the Executive Board for their review prior to entering into a binding agreement with the vendor.



9. Work with the IAAO Committee to be sure we receive the SDAAO coupon for a free conference registration. This is given to states that give the membership listing to IAAO. The President uses this coupon, if he chooses not to use the free registration, then it is to be given to recipient of an IAAO conference registration scholarship.



## PRESIDENT ELECT

*As per the bylaws of the South Dakota Association of Assessing Officers, Article II, Section 3:*

1. He shall exercise all the powers and duties of the President during his absence or inability to serve, and shall assist the President to the extent he may be directed to do so.

*These are some of the other duties that have become a part of the office of President Elect.*

1. Updating these guides in the event the Past President is unable to perform this task. This will be done by reviewing all minutes of Association meetings, and by requesting suggestions for updating the guide from all other elected officers. Once the guide has been reviewed and updated, copies should be made and sent to all current elected Officers and the Registered Agent. Copies need to be sent to District Chairpersons and Committee Chairpersons only if the changes would affect their duties or responsibilities. When the committee members are selected by the President Elect, ask them to attend the Executive Board meeting following the annual conference to receive the updated procedural guides.
2. Update committee members for the following year, and fill out and mail the IAAO Representative form to the appropriate IAAO contact.
2. Actively work to maintain and update the Association portion of the Department of Revenue and Regulation Web page. Currently Department of Revenue and Regulation Sr. Statistician, is doing the updating.
3. Coordinate with the County Commissioners Association and Department of Revenue and Regulation for the spring workshop.
4. Coordinate the gift-giving process for any SDAAO member of 15 years or longer. This gift is to be given from the SDAAO, and shall be approximately \$50 in value.



## VICE PRESIDENT

*As per the bylaws of the South Dakota Association of Assessing Officers, Article II, Section 3:*

He shall exercise all the powers and duties of the President Elect during his absence or inability to serve, and shall assist the President to the extent he may be directed to do so.

*These are some of the other duties that have become a part of the office of Vice President:*

1. Obtain the plaque for the Outgoing President to be presented at the annual banquet.



## SECRETARY

*As per the bylaws of the South Dakota Association of Assessing Officers, Article II, Section 3:*

The Secretary shall keep an accurate and up to date list of all Regular and Associate Members, and shall keep minutes of business transacted by the Association at its regular or special meetings, and a list of attendance at all regular or special meetings of the Association. The Secretary shall be required to prepare and read, at each annual meeting, the minutes of all Association and Executive Board (Board of Directors) meetings held since the immediate past annual meeting.

*These are some of the other duties that have become a part of the office of Secretary:*

1. Distribute minutes of meetings to the District Chairpersons, Publication Committee, Department of Revenue and Regulation and the Registered Agent.
2. Send copies of ALL official documents to the Registered Agent.
3. Notify all Executive Board (Board of Directors) members of meetings.
4. Make copies of all minutes and other official documents for the official files kept by the Registered Agent.



## TREASURER

*As per the bylaws of the South Dakota Association of Assessing Officers, Article II, Section 3:*

The Treasurer shall keep all records and make an account of all cash receipts and disbursements of the Association at each annual meeting.

*These are some of the other duties that have become a part of the office of Treasurer:*

1. Assist in the registration at the annual conference.
2. Assist in the registration of the annual school.
3. Send copies of the Treasurers reports to the Registered Agent.
4. See that the annual tax filing with the IRS is done.
5. Bill the counties for the membership dues annually.
6. Make copies of all official reports and other Treasurer's documents for the permanent records of the Registered Agent.
7. Make sure that the annual IAAO membership dues for SDAAO are paid.
8. Prepare the annual SDAAO budget and present to the Board of Directors.
9. Contact the tax service for the SDAAO with the Treasurer's address upon taking office.

### ***School/Conference Cancellation Policy***

1. Refund requests for cancelled registrations may be submitted in writing to the Executive Board at least two weeks prior to school or conference for a full reimbursement.
2. Refund requests for registrations cancelled after the two week deadline will be considered on a case by case basis by the Executive Board.



## DISTRICT CHAIRPERSONS

*Each of the nine districts shall have a chairperson serving a three-year term as per Articles of Incorporation and By Laws, Article II section 2:*

*Among the duties are:*

1. Serve on the Executive Board as a voting member.
2. Serve on the Forms Committee.
3. Compile and submit news from the district to the Publication Committee.
4. Call District meetings from time to time to discuss matters concerning the district and the Association with the district members. (District members are all Association members in the district, not just the Directors of Equalization).
5. Disseminate news and information to district members that is of interest to the members (not limited to official Association business).
6. Assist the Effective Efforts / Membership Committee with maintaining a current list of members and addresses and news of district personnel.
7. Make sure all district members receive minutes of all Association meetings.
8. Send district meeting minutes to the Publication Committee, the Department of Revenue and Regulation and the Registered Agent.



## PERMANENT MEMBERS REGISTERED AGENT

*The Registered Agent is the bonded agent for the Association.*

*Among the duties as decided by actions of the Executive Board (Board of Directors) are:*

1. See that the bond required by the articles of incorporation is in place and in effect each year.
2. Cosign all Association checks signed by the Treasurer.
3. Participate on the Executive Board (Board of Directors) as a voting member.
4. Should attempt to maintain a copy of all official documents and records of the Association. Since the officers change each year, the Registered Agent can be the continuity in keeping records for the Association. These copies should be supplied to the Registered Agent by the various members of the Association charged with creating those records and in such a manner as to allow the Registered Agent to file and maintain those records easily. This may be done with either hard copy or electronic copy, at the request and preference of the Registered Agent. If the Registered Agent's address changes, notify all those from whom correspondence is received of the change of address.
5. Sign the IAAO membership application each year.
6. Hold, keep, and maintain the SDAAO credit card, its use to be restricted to the guarantee of meeting rooms for the SDAAO conference, and school. The Registered Agent will complete any paper work required for and by the use of the SDAAO credit card.



## BOOKKEEPER

*The Bookkeeper is the permanent member in charge of keeping a second set of Treasurer's books for the Association.*

*Among the duties as decided by actions of the Executive Board (Board of Directors) are:*

1. Participate on the Executive Board (Board of Directors) as a voting member.
2. Since the officers change each year, the Permanent Bookkeeper shall maintain a copy of all official bank records, and balance checkbook each month.
3. SDAAO Treasurer shall send all bank statements and supporting documentation to the Bookkeeper each month. This may be done with either hard copy or electronic copy, at the request and preference of the Bookkeeper. If the Bookkeeper's address changes, notify all those from whom correspondence is received of the change of address.
4. Assist the Audit Committee in performing year-end audit for each out-going SDAAO Treasurer.



## EX-OFFICIO MEMBERS

1. Secretary of Revenue and Regulation, State of South Dakota
2. Director of Property and Special Taxes Division, South Dakota Department of Revenue and Regulation

## PAST-PRESIDENT

1. It shall be the duty of the Past President to review and update the Conference & Procedural Guide each year immediately following his/her presidency. This will be done by reviewing all minutes of Association meetings, and by requesting suggestions for updating the guide from all other elected officers. Once the guide has been reviewed and updated, copies should be made and sent to all current elected Officers and the Registered Agent. Copies need to be sent to District Chairpersons and Committee Chairpersons only if the changes would affect their duties or responsibilities. If the Past President is unable to perform this duty, this duty shall pass to the President Elect.
2. It is the duty of the out-going (past) President to make a written conference report following the annual conference and see that a copy of this report is made available to the new President and other elected officers and Registered Agent.



## SDAAO COMMITTEES AND THEIR DUTIES

### AUDIT COMMITTEE:

A committee (their jurisdictions preferably located in the geographical area of the out-going Treasurer to avoid extensive travel expense) will be named to perform a methodical examination and review of the South Dakota Association of Assessing officers account books. Such audit of the ledger shall occur as soon as possible following the annual meeting of the SDAAO and before the Treasurer's books is conveyed to the new SDAAO Treasurer. Taken from SDAAO By Laws II Section 3 – At the annual meeting of the Association there shall be appointed by the President, a committee of at least two regular members of the Association to audit the records of the Treasurer, consisting of the receipts and disbursements for the preceding year, and make a report to the President of their findings within 30 days after the annual meeting. The Audit Committee shall assist the Treasurer in filing the proper forms each year with the Internal Revenue Service. This will be done by having a tax preparer file said forms for the Association.

This committee should also have an additional two permanent members. Those being, the Registered Agent and that member appointed by the Executive Board (Board of Directors) to balance the monthly bank statements. (Having a member balance the monthly bank statements is on a recommendation of the bonding company. They felt someone not signing checks should receive and balance the Association's bank statements each month.)

### CAA (CERTIFICATION) COMMITTEE:

This is not a committee of SDAAO. It is a Department of Revenue and Regulation Committee. Its duties are to set standards and criteria for certification as a CAA (Certified Appraiser Assessor) in South Dakota. This committee will bring concerns, questions, opinions, and suggestions concerning the certification process to the Department and report back to the Association. They are also responsible for distributing copies of the SDAAO Articles of Incorporation and By Laws to newly certified members. Besides the members appointed by the President, this committee will have the Secretary of Revenue and Regulation, Director of Property and Special Taxes Division and the certification director for the Department of Revenue and Regulation as permanent members. (The permanent members are present because the certification of members is a legislated duty of the Secretary of Revenue and Regulation and cannot be delegated to the Association.)



## CONFERENCE COMMITTEE:

The President, the members of his district, and any other members the President asks to be on the committee. This committee assists the President in planning, arranging and presenting the annual conference.

## CSDA COMMITTEE:

This committee consists of the three CSDA (Certified South Dakota Assessor) officers; Chairperson, Vice Chairperson and Secretary, elected by the CSDA members at their annual meeting.

It will be the duty of the Secretary of the CSDA committee to obtain and maintain a list of all active and inactive CSDA members and to invite them to the annual CSDA luncheon held at the annual SDAAO conference. It will be the duty of the CSDA Chairperson to make arrangements with the SDAAO President for that annual luncheon.

It will also be the responsibility of the CSDA Committee to make arrangement for the safe keeping and updating of all CSDA material, including but not limited to, certificates, pins, books, rules, minutes, membership lists (including past and deceased members) and any other records that from time to time become a part of the CSDA legacy.

## EDUCATION COMMITTEE:

This committee is to assist the Department of Revenue in implementing and funding educational programs connected to the appraising process in the state. This committee will among other things, assist in finding topics for the annual school, work with the Department in locating funds for education programs, funding equipment necessary for schools, and creating and managing a professional library.

See letter following this segment: *Education Committee's Input on Education to the Department of Revenue.*

Members of this committee will also be responsible for the SDAAO Scholarship Program. Those responsibilities include deciding the number and amount of scholarships to be given each year, reviewing the applications, and choosing the successful candidate(s). The chairman will be the contact person for forms, will notify successful applicants, see to it the Treasurer disperses the scholarship funds, and send all related information to the Registered Agent to become a part of the SDAAO permanent records.

Members of this committee will also be responsible for the NCRAAO Scholarships. The scholarship information is on the [scholarship page](#).



**South Dakota Association of Assessing Officers Inc.**  
*101 E. Pipestone Avenue, Suite E, Flandreau, SD 57028-1750*

**SDAAO SCHOLARSHIP PROGRAM APPLICATION**

The **South Dakota Association of Assessing Officers Inc.** annually offers scholarships to students attending an accredited university, college or vocational / technical institute in the **State of South Dakota**. We feel that this enables our membership in a small way to encourage our young people to strive for an education beyond high school while remaining in South Dakota.

The recipient(s):

- 1) Shall be at least a second semester registered full time undergraduate student at an accredited university, college, or vocational / technical certification program in the state of South Dakota.
- 2) Must have at least a 2.5 - grade point average in the previous semester.
- 3) Shall be a child or grandchild of a current member of the **SDAAO**.

We do appreciate your interest. Please fill out the application form and return it to the **SDAAO** Registered Agent at the address listed below. All information requested must be included. If you would like additional forms or information you may contact the **SDAAO** Registered Agent. The **SDAAO** Registered Agent must receive the application by April 1st for the application to be considered.

The **SDAAO** has only a limited number of scholarships available so unfortunately, not all applicants may receive one. There is no set dollar amount for the scholarships, but the **SDAAO** will not award any scholarship less than \$500. The scholarships are awarded by the Association's education committee. You will be notified by mail of the education committee's decision whether or not you have been awarded a scholarship. Scholarship recipients shall be announced at the **SDAAO** annual conference. For the successful applicant to receive his/her scholarship funds, they must show proof to the education committee chairman they have registered for their school's next term. The **SDAAO** Treasurer will issue the scholarship funds as soon as they have been notified by the education chairman of the applicant's eligibility. Successful applicants may attend the **SDAAO** annual conference in the spring without fee. Complete information will be provided to those applicants.

All forms and other questions or requests are to be directed to:

**SDAAO Scholarship Program**

**C/O Brenda Duncan, CAA, Registered Agent**

**Moody County Director of Equalization Office**

**101 E. Pipestone Avenue, Suite E Phone #: 605-997-3101**

**Flandreau, SD 57028-1750**

**e-mail: [bduncan@moodycounty.net](mailto:bduncan@moodycounty.net)**

**SDAAO** thanks you for your interest in our scholarship program.



# SDAAO SCHOLARSHIP APPLICATION

Sponsored by the South Dakota Association of Assessing Officers Inc.

Registered Agent, Deanna Berke

101 E. Pipestone Avenue, Suite E, Flandreau, SD 57028-1750

Qualifications for application:

1. Applicant must be attending an accredited university, college, or vocational/technical institution in the State of South Dakota.
2. Applicant must be at least a second semester registered full time undergraduate student.
3. Applicant must have a Grade Point Average (GPA) of at least 2.5 in the previous semester
4. Applicant must be a child or grandchild of a current member of SDAAO.
5. Applications must be in the hands of the registered agent (address above) by April 1<sup>st</sup>.
6. Scholarship winners will be required to submit proof of student status along with grade point average to Education Chairperson (Leah Vissia, Aurora County DOE PO Box 397 Plankinton SD, 57368). Failure to provide this information will result in the scholarship being forfeited.
7. A photo of the applicant must be included with the application.

Application Number \_\_\_\_\_

Date Received \_\_\_\_\_

For use by SDAAO only

## APPLICATION PART 1

Applicant's Name: \_\_\_\_\_

Applicant's Date of Birth: \_\_\_\_\_

County of Residence: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number we can reach you at: \_\_\_\_\_

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

Who is the SDAAO member to whom you are related to, and what is the relationship:

\_\_\_\_\_ Child of or Grandchild of

I affirm the information given on this application is true and correct to the best of my knowledge.

Applicant's signature: \_\_\_\_\_

# SDAAO SCHOLARSHIP APPLICATION

Sponsored by the South Dakota Association of Assessing Officers Inc.

Registered Agent, DeAnna Berke

101 E. Pipestone Avenue, Suite E, Flandreau, SD 57028-1750

Qualifications for application:

1. Applicant must be attending an accredited university, college, or vocational/technical institution in the State of South Dakota.
2. Applicant must be at least a second semester registered full time undergraduate student.
3. Applicant must have a Grade Point Average (GPA) of at least 2.5 in the previous semester
4. Applicant must be a child or grandchild of a current member of SDAAO.
5. Applications must be in the hands of the registered agent (address above) by April 1<sup>st</sup>.
6. Scholarship winners will be required to submit proof of student status along with grade point average to Education Chairperson (Leah Vissia, Aurora County DOE PO Box 397 Plankinton SD, 57368). Failure to provide this information will result in the scholarship being forfeited.
7. Applicant must submit a photo and small biography of yourself with application. Failure to provide will result in application not being accepted.

Application Number \_\_\_\_\_

Date Received \_\_\_\_\_

For use by SDAAO only

## APPLICATION PART 1

Applicant's Name: \_\_\_\_\_

**Applicant must provide a short biography of themselves and a photo with the application, or the application will not be considered.**

Applicant's Date of Birth: \_\_\_\_\_

County of Residence: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number we can reach you at: \_\_\_\_\_

Applicant Email Address: \_\_\_\_\_

Who is the SDAAO member to whom you are related to and what is the relationship:

Child of    or    Grandchild of \_\_\_\_\_

I affirm the information given on this application is true and correct to the best of my knowledge.

Applicant's signature: \_\_\_\_\_

Date signed: \_\_\_\_\_

**SDAAO SCHOLARSHIP APPLICATION PART II**

**Registered Agent, DeAnna Berke**

101 E Pipestone Avenue, Suite E, Flandreau, SD 57028-1750

Application Part II

GPA (last semester) \_\_\_\_\_

College, University, Vo-Tech, or School currently attending: \_\_\_\_\_

Number of credits obtained to date: \_\_\_\_\_

Number of credits to be carried next semester: \_\_\_\_\_

Occupational or education objective: \_\_\_\_\_

***Guidelines for the dispersal of the 5% year-end balance of the SDAAO checking account for members attending NCRAAO:***

1. SDAAO will pay the registration fee for any currently paid SDAAO member to attend an out of state NCRAAO conference.
2. Any funds from the 5% year-end balance - not distributed among NCRAAO attendees - will be placed into the following year's SDAAO educational scholarship program to be dispersed according to scholarship guidelines.
3. In the year that the NCRAAO conference is held in South Dakota, no scholarship funding will be available.
4. Deadline for the NCRAAO scholarship application is April 1.
5. Preference will be given to new attendees and the remaining will be drawn.

**EFFECTIVE EFFORTS / MEMBERSHIP COMMITTEE:**

This committee acts as the conscience of the Association. They will make available to all members the *Code of Ethics* for our profession. The committee may also send letters to members explaining why the conduct of that member may be considered unethical or unprofessional. The committee may accept complaints from its members on unethical or unprofessional conduct of members and may report to the Executive Board (Board of Directors) with information and recommend a course of action on such a complaint. This group of fellow members will be a sounding board for people to air problems and / or be receptive to new, fresh ideas for the betterment of the SDAAO and to further open lines of communications between the SDAAO and the County Commissioners Association, along with the various other elected officials groups in city, county and state government. The committee will also promote progress in the areas of public relations reform.

It is also the duty of this committee to assist the Publications Committee and the Treasurer in keeping an updated and accurate list of active, inactive, former and associate members and their addresses. This committee will maintain the e-mail system to update the SDAAO membership on matters concerning the health, retirements, deaths, new hires, and other member's news that is of interest to fellow members.

**FORMS COMMITTEE:**

This committee is made up of the Executive Board and all nine of the District Chairpersons. They will meet from time to time with the officials of the South Dakota Department of Revenue and Regulation to



review forms and suggest changes to be made whether required by law or convenience of use. The Department will call a meeting whenever it feels changes are necessary or warranted. The printing suppliers in the state are also informed of these meetings so they are aware of form changes.

## GIS COMMITTEE

Members of this committee are responsible for the gathering and dissemination to all members, information on geographic information systems as they pertain to the assessing process in South Dakota.

## HISTORIAN:

This position has been combined with the Publications Committee.

## IAAO COMMITTEE:

(GENERALLY REFERRED TO AS IAAO REPRESENTATIVES (REPS))

This committee is made up of SDAAO members that are also members of IAAO. They represent the SDAAO to the IAAO, sign up new IAAO members and send out information. The general membership will elect these at the general business meeting for two-year terms. These representatives must be approved by the IAAO President. Their terms start at the end of the annual IAAO conference and runs for two years.

The IAAO Representative form should be filled out and mailed to the IAAO by the President Elect.

This committee should work with the SDAAO President to be sure we receive the SDAAO coupon for a free conference registration. This is given to states that give the membership listing to IAAO. The President uses this coupon. If he chooses not to use the free registration, then it is to be given to the chosen recipient of the IAAO conference registration scholarship.

This committee is also responsible to award the annual IAAO Conference Registration Scholarship each year. The recipient is determined from applications sent in by the IAAO Committee and the Executive Board. The application for this scholarship should be sent out to the membership each year through the Effective Efforts committee.

Additionally, the Association offers a one year membership to IAAO for one person annually to be applied for through the IAAO committee. Eligibility includes non IAAO members or new IAAO members.





**International Association of Assessing Officers**

314 W. 10<sup>th</sup> Street • Kansas City, MO • U.S.A. • 816/701-8100 • 816/701-8149  
CAE • AAS • CMS • RES • PPS Professional Designations

**IAAO Representative Appointment Form**

DATE: \_\_\_\_\_

South Dakota Association of Assessing Officers

NAME OF ASSESSMENT ORGANIZATION

IAAO CHAPTER      ~~X~~IAAO AFFILIATE MEMBER      MEMBER #: 00017478

101 E Pipestone Ave Suite E

ADDRESS

Flandreau, SD 57028-1750

CITY, STATE ZIPCODE

(605) 997-3101      (605) 997-9996      bduncan@moodycounty.net

TELEPHONE

FAX

EMAIL

Brenda Duncan

CONTACT NAME

Registered Agent for SDAO

CONTACT TITLE

Each assessment organization may appoint up to four IAAO representatives for two-year terms. The representative(s) must be submitted on this form and must be a member of IAAO and a member of the assessment organization:

IAAO REPRESENTATIVE 1:			
LAST NAME	FIRST NAME	MIDDLE INITIAL	IAAO MEMBER #
TERM BEGINS (YEAR)		TERM ENDS (YEAR)	



IAAO REPRESENTATIVE 2:			
LAST NAME	FIRST NAME	MIDDLE INITIAL	IAAO MEMBER #
TERM BEGINS (YEAR)		TERM ENDS (YEAR)	

IAAO REPRESENTATIVE 3:			
LAST NAME	FIRST NAME	MIDDLE INITIAL	IAAO MEMBER #
TERM BEGINS (YEAR)		TERM ENDS (YEAR)	

IAAO REPRESENTATIVE 4:			
LAST NAME	FIRST NAME	MIDDLE INITIAL	IAAO MEMBER #
TERM BEGINS (YEAR)		TERM ENDS (YEAR)	

Signature of Contact Person: \_\_\_\_\_ Date \_\_\_\_\_



## LEGISLATIVE COMMITTEE:

The committee represents the SDAAO at the legislative session each year as well as at any interim meetings concerning legislation. The members of this committee are all registered lobbyists and are asked to be in Pierre to testify if necessary on bills affecting tax legislation. It will be the responsibility of the chairperson to see that all of the committee members are properly registered as lobbyists.

The chairperson will call in the members of the committee he believes is useful at any given time. The committee will also meet during the year other than at session to plan strategy, make reports of their activities for the general membership and confer with and take direction from the Executive Board (Board of Directors). Though the SDAAO does help defray some of the committee's expenses, membership on this committee requires a lot of out of pocket expense and a good deal of the members' own time. It is beneficial if the committee member has permission of the county commissioners of their county to participate, as there are years when the member will be out of the office frequently.

## NCRAAO COMMITTEE:

This committee consists of members of the SDAAO appointed to the NCRAAO (North Central Regional Association of Assessing Officers) Board of Directors. They will generally serve six-year terms. The terms will alternate so as to have only one new director in any year. Being on this committee is rather expensive as the members are expected to attend the NCRAAO conference each year and usually one other directors meeting. Because the directors are chosen from those members that routinely attend NCRAAO conferences, and that number of members is quite small, the directors tend to serve more than one term.

## NEW MEMBERS COMMITTEE:

This is a committee of two members usually one from each side of the state. This committee communicates often through email and telephone calls and meets once a year at the annual meeting.

This committee is responsible for greeting all new members enrolled in the CAA program with a packet of information to include: Articles of Incorporation and By-laws, Committee Definitions, District Map, Current District Member List, Current Membership List, Recertification Requirements, SDAAO Elected Officers List, SDAAO New Member Brochure, and Welcome Letters from the Current President and Current Director of Property Tax.

This committee will work closely with the Department of Revenue and with the Publication Committee to ensure updated information for our new members.



## NOMINATING COMMITTEE:

This is a committee of three members that meet at least thirty days prior to the annual meeting. This committee is responsible for seeing that there is a full slate of candidates presented to the membership at the annual meeting. The slate of candidates must be posted one day prior to the annual meeting. This committee is responsible for gathering input from the districts and nominating those who would be willing to serve and that the committee believes will represent the Association well.

## PARLIAMENTARIAN:

The Parliamentarian is a member chosen by the President. This member must be familiar with parliamentary procedures, and assists the President in conducting the business meeting in matters of parliamentary procedures according to *Roberts Rules of Order*.

The Parliamentarian administers the Oath of Office to Officers at the banquet during conference.

## PUBLICATION COMMITTEE:

(WEBSITE AND NEWS BULLETIN EDITORS & ASSISTANTS)

The Editors and Assistants are responsible for maintaining the official Association website.

The website will contain a bulletins page with current news and information updated on a continual basis. This position requires a great deal of time, and therefore the editors are reimbursed by the Association a total of \$1,998.00 per year.

The website will contain a *New Members* page. This committee will work closely with the New Members Committee to ensure updated information for our new member's area in the web-site.

This committee also assumes the responsibilities of Association photographer and historian. The photographic equipment, supplies and processing are provided by the Association.

## REAPPRAISAL COMMITTEE:

Members appointed by the President with the Secretary of Revenue and Regulation and the Director of Property and Special Taxes for the Department of Revenue and Regulation as ex-officio members. This committee gathers information on reappraisal projects in the state and offers assistance to counties when possible. They may also give reports to the Association on reappraisal projects.



## RESOLUTIONS AND BYLAWS COMMITTEE:

This committee writes and presents at the annual meeting any needed changes in the bylaws, usually at the request of the Executive Board (Board of Directors). This committee also writes proposed resolutions to be voted on by the general membership at the annual meeting. Some years, membership on this committee will take more time than others. They will usually meet annually at the school so proposed by law changes can be presented to the Executive Board (Board of Directors) before the conference. (Refer to Article IV of the bylaws for specifics on by law changes).

## SDAAO / DEPARTMENT OF REVENUE AND REGULATION LIAISON COMMITTEE

A number of years ago, Ron Schriener, the then Secretary of Revenue, decided there was a need for a format by which the Association could air grievances and complaints with the Department and to work with the Department in the development and implementation of new rules and procedures. It was obvious that having every director and each of their staff calling and writing to the Secretary or the Director of Property Tax was not a good method. Schriener asked that a committee be put together. He wanted it to be fairly small for efficiency and wanted it to have many of the same members year after year so the committee did not have to start from scratch each year on the same problems. He felt the SDAAO Executive Board (Board of Directors) was too large and had too many new members each year to work well in this format. He also needed it to consist of members that both the Department and Association members felt comfortable with. Schriener was in hopes that the committee would meet two or three times a year, with either the Department or any of the Association members of the committee asking for a meeting when deemed necessary.

*The qualifications for the members were outlined as follows:*

- They represent each of the Field-Person's region.
- They represent the large, medium and small counties.
- They have a history of working well with the Association and the Department.
- They have the confidence of the Association members to conduct business for them.
- They know the difference between petty gripes and important issues.

*With these in mind the committee was established with the following permanent members:*

1. The Secretary of Revenue and Regulation
2. The Director of Property and Special Taxes Division
3. The Regional Field Persons
4. A director from each region chosen by the Field Person
5. The current President of the SDAAO



## SITE COMMITTEE:

This committee is composed of the President Elect and any number of members that he selects to assist him in choosing the site of the conference held during his term as President. The committee makes recommendations to the general membership at the annual meeting.



All personnel appraising property for taxation purposes in South Dakota must be certified by the South Dakota Department of Revenue.

**To obtain the CAA (Certified Appraiser Assessor) designation all persons in the program must complete the following within a year of entering the program (receiving a temporary permit).**

## ***Initial Certification Requirements***

**Complete successfully the following courses:**

- IAAO Site Evaluation
- IAAO Market Evaluation
- IAAO Cost Approach to Value
- IAAO Income Approach to Value
- IAAO Mass Appraisal
- South Dakota Department of Revenue Basics Course

**In addition, each candidate for certification must:**

- Take and pass with a score of at least 80% the CAA test.
- Work for one year in an assessor's office.

## ***Requirements for 1<sup>st</sup> – 4<sup>th</sup> Renewal Period***

*Please Review and contact Allison Jensen with any questions*

**64:02:03:16.02. Course requirements for renewal certificates.** Applicants for renewal certificates must successfully complete within each five year renewal period the following:

**Complete successfully:**

- 1) Attend 3 assessors' schools.
  - 1 school must be a 30 hour (excluding final examination time) course from the IAAO educational curriculum, unless the applicant has previously successfully completed a total of 5 **different** department-approved IAAO courses;
- 2) Attend 3 department-approved conferences, one of which must be an SDAAO conference; and
- 3) Attend 3 department or department-approved workshops. Any department-approved workshop must be approved by the secretary for credit prior to the workshop.
- 4) In addition, during a even numbered year, the applicant must complete and pass one course on the Uniform Standards of Professional Appraisal Practice (USPAP) approved by the secretary.

- 5) **During the initial (1<sup>st</sup>) renewal period**, an applicant must complete and pass 2 USPAP courses in even numbered years, the first of which must be a tested 15-hour course approved by the secretary.

**64:02:03:16.03. Course requirements for renewal certificates for applicants in their fifth of subsequent consecutive renewal period.** Applicants for renewal certificates who are in their fifth of subsequent consecutive renewal period must successfully complete within each five year renewal period the following:

## ***Requirements for 5<sup>th</sup> and subsequent Renewal Periods***

**Complete successfully:**

- 1) 4 annual assessors' schools or department-approved conferences, 2 of which must be the annual assessors' school and an SDAAO conference. All courses taken by the applicant, except the IAAO course, will be pass/fail;
- 2) Attend 2 department or department-approved workshops. Any department-approved workshop must be approved by the secretary for credit prior to the workshop.
- 3) In addition, during a even numbered year, the applicant must complete and pass one course on the Uniform Standards of Professional Appraisal Practice (USPAP) approved by the secretary.

**Please remember that the Department will try to help you keep track but it is your responsibility to meet the requirements for the certification and recertification.**

## Bylaws and Articles of Incorporation

Executed by the undersigned for the purpose of forming a South Dakota corporation under "The South Dakota Nonprofit Corporation Law," Chapter 47-22 of the South Dakota Statutes.

**FIRST:** The name of the corporation is the South Dakota Association of Assessing Officers, Inc.

**SECOND:** The period of existence shall be perpetual.

**THIRD:** The purpose or purposes for which the corporation is organized are to engage in any lawful business or purpose whatever for which corporations may be organized under the South Dakota Nonprofit Corporation Law, Chapter 47-22 of the South Dakota Statutes, except that said corporation is organized exclusively for charitable, educational and scientific purposes, including for such purposes the making of distributions to organizations that qualify as exempt organizations under section 501(c) (3) of the Internal Revenue Codes of 1954 (or the corresponding provisions of any future United States Internal Revenue Law); the Bylaws shall further express the purposes.

**FOURTH:** There shall be one class of members consisting of not less than three (3) persons. The members shall elect their successors, and may at their annual meeting increase or otherwise change the number of members of the organization as long as it shall be three (3) or more. The members shall elect the Board of Directors and shall have voting rights. No member may transfer his membership or any right arising therefrom. The original members shall be those persons listed herein as the initial Board of Directors and said membership shall consist of nine (9) persons.

**FIFTH:** The number of directors constituting the initial Board of Directors shall be nine (9) and their names and addresses are as follows:

Kermit Loftsgaard  
Howard Larson  
Melvin Hicks  
Director of Equalization  
Director of Equalization  
Director of Equalization  
Harding County  
Lawrence County  
Jackson and Washabaugh Counties  
Buffalo, South Dakota 57720  
Deadwood, South Dakota 57732  
Kadoka, South Dakota 57543  
Howard Klein  
Allenton  
Aman  
Orland  
Bremmon City  
Assessor  
Director of Equalization  
Director of Equalization  
Brookings, South Dakota 57006  
Hutchinson County  
Marshall County  
Olivet, South Dakota 57052  
Britton, South Dakota 57430  
Kenneth Doran  
Harry Bailey  
George Colvin  
Director of Equalization  
Director of Equalization  
City Assessor  
Jerauld County  
Walworth County  
Huron, South Dakota 57350  
Wessington Springs, S.D. 57382  
Selby, South Dakota 57472  
Filed this 17th day of October, 1975  
Lorna B. Herseth, Secretary of State.

**SIXTH:** The address of the initial registered office and the principal office of the corporation is Post Office Box number 609, Watertown, South Dakota, 57201, and the name of its initial registered agent as such address is Gertrude M. Fritz.

**SEVENTH:** No part of the net earnings of this corporation shall inure to the benefit of, or be distributable to its members, officers or other private persons except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in paragraph THIRD hereof. No substantial part of the activities of

the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in or intervene in (including the publishing or distribution of statement) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these ARTICLES OF INCORPORATION this corporation shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the purpose of this corporation

**EIGHTH:** Upon dissolution of this corporation, the Board of Directors shall, after paying or making provisions for the payment of all the liabilities of the corporation, dispose of all assets of the corporation exclusively for the purposes of the corporation in such a manner, or to such organization or organizations organized and operated exclusively for charitable, educational or scientific purposes as shall at the time qualify as an exempt organization or organizations under section 501(c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Act), as the Board of Directors shall determine. Any of such assets not so disposed of shall be disposed of by the Circuit Court for Codington County, South Dakota exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

**NINTH:** The names and addresses of the incorporators are:

Gertrude M. Fritz  
Post Office Box 609  
Watertown, South Dakota 57201  
October 15, 1975

Anker Dybdahl  
618 E. Walnut  
Sisseton, South Dakota 57262  
Dated October 15, 1975

Barry Johnson  
1380 3rd Street N.W.  
Watertown, South Dakota 57201  
Dated October 15, 1975

STATE OF SOUTH DAKOTA)  
) SS COUNTY OF CODINGTON)

Personally came before me this 5th day of October, 1975, the above named Gertrude M. Fritz, Anker Dybdahl, Barry Johnson, to me known to be the persons who executed the foregoing instrument, and acknowledged the same.

Carol Lauruske

Notary Public  
My commission expires May 13, 1981

## ARTICLES OF AMENDMENT TO THE ARTICLES OF INCORPORATION OF

### South Dakota Association of Assessing Officers, Inc.

Pursuant to the provisions of the South Dakota Corporation Acts, the undersigned corporation adopts the following Articles of Amendment to its Articles of Incorporation:

**FIRST:** The name of the corporation is South Dakota Association of Assessing Officers Incorporated.

**SECOND:** The following amendment of the Articles of Incorporation was adopted by the shareholders or members of the corporation on November 24, 1975, in the manner prescribed by the South Dakota Corporation Acts:

#### AMENDMENT

**FOURTH:** There shall be three classes of members whose composition, rights and duties shall be as follows:

- a) **Regular Members.** All assessing officers in counties and cities shall be eligible to become regular members; also all deputy county and deputy city assessors, the Secretary of Revenue, and all members of the South Dakota Department of Revenue shall be eligible to become regular members with full rights to vote and hold offices in the corporation.
- b) **Associate Members.** Any company or its representatives interested in the assessment procedure and practices of the Assessors of the State of South Dakota, and who subscribe to the objectives of the corporation shall be eligible to become associated members. A firm, corporation or partnership may be represented in the corporation by one of its officers or employees. Associated members shall not be allowed to vote or hold office.
- c) **Inactive Members.** Inactive membership shall consist of former members of the Association, retired or no longer actively participating in the Assessment field. Inactive members shall not be allowed to vote or hold office.

At no time shall the class of regular members consist of less than three members. The members shall elect the Board of Directors and shall have voting rights. No member may transfer his membership or any right arising therefrom. The original members shall be those persons listed herein as the initial Board of Directors and said membership shall consist of twelve (12) members.

Filed this 7th day of January, 1976

Lorna B. Herseth  
Secretary of State

As a member of the South Dakota Association of Assessing Officers entitled to vote on amendments to the Articles of Incorporation, I hereby consent to the adoption of the following amendments.

**AMENDMENT ONE**

**FOURTH:** There shall be three classes of members whose composition, rights and duties shall be as follows:

a) **Regular Members.** All assessing officers in counties and cities shall be eligible to become regular members; also all deputy county and deputy city assessors, the Secretary of Revenue, and all members of the South Dakota Department of Revenue shall be eligible to become regular members with full rights to vote and hold offices in the corporation.

b) **Associate Members.** Any company or its representatives interested in the assessment procedure and practices of the Assessors of the State of South Dakota, and who subscribe to the objectives of the corporation shall be eligible to become associated members. A firm, corporation or partnership may be represented in the corporation by one of its officers or employees. Associated members shall not be allowed to vote or hold office.

c) **Inactive Members.** Inactive membership shall consist of former members of the Association, retired or no longer actively participating in the Assessment field. Inactive members shall not be allowed to vote or hold office. At no time shall the class of regular members consist of less than three members. The members shall elect the Board of Directors and shall have voting rights. No member may transfer his membership or any right arising therefrom. The original members shall be those persons listed herein as the initial Board of Directors and said membership shall consist of twelve (12) members.

**AMENDMENT TWO**

**FIFTH:** The number of directors constituting the initial Board of Directors shall be twelve (12) and their names and addresses are as follows:

- Anker Dybdahl Barry Johnson  
618 East Walnut 1380 Third Street N.W.  
Sisseton, South Dakota 57272 Watertown, South Dakota 57201
- Gertrude M. Fritz Kermit Loftsgaard P.O. Box 609 Director of Equalization Watertown, South Dakota 57201
- Harding County Buffalo, South Dakota 57720 Howard Larson Melvin Hicks  
Director of Equalization  
Director of Equalization
- Lawrence County Jackson/Washabaugh Counties  
Deadwood, South Dakota 57732 Kadoka, South Dakota 57543
- Howard Klein Allenton  
Aman City Assessor Director of Equalization  
Brookings, South Dakota 57006

Hutchinson County Olivet, South Dakota 57052  
Orland Bremmon Kenneth Doran  
Director of Equalization Director of Equalization  
Marshall County

Jerauld County Britton, South Dakota 57430 Wessington Springs, S. Dak. 57382  
Harry Bailey George Colvin  
Director of Equalization City Assessor  
Walworth County Huron, South Dakota 57350  
Selby, South Dakota 57472

Signed:

Anker Dybdahl Barry Johnson  
Gertrude M. Fritz  
Kermit Loftsgaard  
Howard Larson Melvin Hicks  
Howard Klein Allenton Aman Orland Bremmon Kenneth Doran  
Harry Bailey George Colvin STATE OF SOUTH DAKOTA )  
)SS COUNTY OF McCOOK )

Before me, Bernette M. Gerlach, a Notary Public in and for the said County and State, personally appeared Phil Weber who acknowledged before me that he is the President of the South Dakota Association of Assessing Officers, a South Dakota corporation and that he signed the foregoing Articles of Amendment as his free and voluntary act and deed for the uses and purposes therein set forth, and that the facts contained therein are true.

In witness whereof I have hereunto set my hand and seal this 24th day of November, 1975.

Bernette M. Gerlach Notary Public  
Deputy Clerk of Courts

**STATEMENT OF CHANGE OF REGISTERED OFFICE OR REGISTERED AGENT, OR BOTH  
TO THE ARTICLES OF INCORPORATION OF**

**South Dakota Association of Assessing Officers, Inc.**

Pursuant to the provisions of the South Dakota Corporation Acts, the undersigned corporation, organized under the laws of the State of South Dakota submits the following statement for the purpose of changing its registered office or its registered agent, or both, in the State of South Dakota.

**FIRST:** The name of the corporation is The South Dakota Association of Assessing Officers, Inc.

**SECOND:** The address of its previous registered office was P.O. Box 812, Watertown, S.D. 57201.

**THIRD:** The address to which its registered office is to be changed is Duke Goodell, Director of

Equalization, Minnehaha County Courthouse, 401 N. Dakota, Sioux Falls, S.D. 57102.

**FOURTH:** The name of its previous registered agent is Gertrude M. Fritz, P.O. Box 812, Watertown, S.D. 57201.

**FIFTH:** The name of its successor registered agent is Duke Goodell, Director of Equalization, Minnehaha County Courthouse, 401 N. Dakota, Sioux Falls, S.D. 57102. **SIXTH:** The address of its registered office and the address of the business office of its registered agent, as changed, will be identical.

**SEVENTH:** This change has been authorized by resolution duly adopted by the board of directors. Dated October 22, 1980.

The South Dakota Association of Assessing Officers, Inc.

by Melvin L. Hicks  
Its President

STATE OF SOUTH DAKOTA)  
) SS COUNTY OF JACKSON)

I, Alvina Parkinson, a notary public, hereby certify that on the 6th day of February, 1981, personally appeared before me Melvin L. Hicks who being by me first duly sworn, declare that he is the President of The South Dakota Association of Assessing Off., Inc. that he signed the foregoing document as President of the corporation, and that the statements therein contained are true.

Notary Public Alvina Parkinson  
My Commission Expires January 22, 1983.

Filed this 5th day of March, 1981  
Alice Kundert Secretary of State 6

**STATEMENT OF CHANGE OF REGISTERED OFFICE OR REGISTERED AGENT, OR BOTH TO THE ARTICLES OF INCORPORATION OF**

**South Dakota Association of Assessing Officers, Inc.**

Pursuant to the provisions of the South Dakota Corporation Acts, the undersigned corporation, organized under the laws of the State of South Dakota submits the following statement for the purpose of changing its registered office or its registered agent, or both, in the State of South Dakota.

**FIRST:** The name of the corporation is The South Dakota Association of Assessing Officers, Inc.

**SECOND:** The address of its previous registered office was Minnehaha County Courthouse, 401 N. Dakota, Sioux Falls, SD 57102.

**THIRD:** The address to which its registered office is to be changed is 200 East 4th Avenue, Davison County Courthouse, Mitchell, SD 57301.

**FOURTH:** The name of its previous registered agent is Duke Goodell- Dir. of Equalization.

**FIFTH:** The name of its successor registered agent is Alan Hatzenbeller- Dir. of Equalization.

**SIXTH:** The address of its registered office and the address of the business office of its registered agent, as changed, will be identical.

**SEVENTH:** This change has been authorized by resolution duly adopted by the board of directors.

Dated October 12, 1984.

The South Dakota Association of Assessing Officers, Inc.

by Robert A. Edinger  
Its President  
STATE OF SOUTH DAKOTA)  
) SS COUNTY OF CORSON)

I, Marcia K. Crow, a notary public, hereby certify that on the 12th day of October, 1984, Personally appeared before me Robert A. Edinger who being by me first duly sworn, declare that he is the President of The South Dakota Association of Assessing Officers, Inc. that he signed the foregoing document as President of the corporation, and that the statements therein contained are true.

Notary Public Marcia K. Crow  
My Commission Expires February 16, 1986

Filed this 15th day of October, 1984  
Alice Kundert Secretary of State

#### **ARTICLES OF AMENDMENT TO THE ARTICLES OF INCORPORATION OF**

#### **South Dakota Association of Assessing Officers, Inc.**

Pursuant to the provisions of SDCL 47-22-19, the undersigned corporation adopts the following Articles of Amendment to its Articles of Incorporation:

**FIRST:** The name of the corporation is South Dakota Association of Assessing Officer, Inc.

**SECOND:** The following amendment of the Articles of Incorporation was adopted by the directors or members of the corporation on November 7, 1991, in the manner prescribed by SDCL 47-22:

## AMENDMENT

**FOURTH:** There shall be three classes of members whose composition, rights and duties shall be as follows:

a) **Regular Members.** All assessing personnel in counties shall be eligible to become regular members; the Secretary of Revenue, and all members of the South Dakota Department of Revenue shall be eligible to become members with full rights to vote and hold offices in the corporation.

b) **Associate Members.** Any company or its representatives, interested in the assessment procedure and practices of the Assessors of the State of South Dakota, and who subscribe to the objectives of the corporation shall be eligible to become associated members. A firm, corporation or partnership may be represented in the corporation by one of its officers or employees. Associated members shall not be allowed to vote or hold office.

c) **Inactive Members.** Inactive members shall consist of former members of the Association, retired or no longer actively participating in the Assessment field. Inactive members shall not be allowed to vote or hold office. At no time shall the class of regular members consist of less than three members. The members shall elect the Board of Directors and shall have voting rights. No member may transfer their membership or any right arising therefrom. The original members shall be those persons listed herein as the initial Board of Directors and said membership shall consist of twelve (12) members.

Filed this 16th day of June, 1992  
Joyce Hazeltine Secretary of State

### STATEMENT OF CHANGE OF REGISTERED OFFICE, OR REGISTERED AGENT, OR BOTH TO THE ARTICLES OF INCORPORATION OF

#### South Dakota Association of Assessing Officers, Inc.

Pursuant to the provisions of the South Dakota Corporation Acts, the undersigned corporation, submits the following statement for the purpose of changing its registered office and/or its registered agent in the State of South Dakota.

**FIRST:** The name of the corporation is South Dakota Association of Assessing Officers, Inc.

**SECOND:** The previous street address, or a statement that there is no street address, of its registered office was 200 East 4th Ave., Mitchell, SD 57301-2692.

**THIRD:** The street address, or a statement that there is no street address, to which the registered office is to be changed is 335 Harney St., Custer, SD 57730-1536.

**FOURTH:** The name of its previous registered agent is Alan R. Hatzenbeller.

**FIFTH:** The name of its successor registered agent is Bernice I. Rice.

**SIXTH:** The address of its registered office and the address of the business office of its registered agent, as changed, will be identical.

**SEVENTH:** This change has been authorized by resolution duly adopted by the board of directors. Dated January 10, 1993.

Mike Burgee  
President  
(STATE OF SOUTH DAKOTA)  
) SS COUNTY OF ZIEBACH)

I, Cindy Longbrake, a notary public, do hereby certify that on this 10th day of January, 1994, personally appeared before me Mike Burgee who, being by me first duly sworn, declared that he is the President of S.D. Association of Assessing Officers, Inc. that he signed the foregoing document as officer of the corporation, and the statements therein contained are true.

Notary Public Cindy Longbrake  
My Commission Expires February 28, 1995 Filed  
this 25th day of January, 1994

Joyce Hazeltine  
Secretary of State

**CONSENT OF APPOINTMENT BY THE REGISTERED AGENT**

I, Bernice I. Rice, hereby give my consent to serve as the registered agent for South Dakota Association of Assessing Officers, Inc.

Dated January 5, 1994.  
Bernice Rice

**BYLAWS SOUTH DAKOTA ASSOCIATION OF ASSESSING OFFICERS**

**ARTICLE I**

**Section 1.**

The corporation shall be known as the South Dakota Association of Assessing Officers, Inc.

**Section 2.**

Purpose: The purpose of this Association is to educate assessing officials and to organize an annual

conference on assessment administration for the benefit of assessing officers in South Dakota; to improve the standards of assessment practice in South Dakota. To provide a clearing house for the collection and distribution of information relating to the assessment of real and personal property. To engage in research for the improvement of assessment techniques and practices. To furnish an opportunity for discussion upon subjects relating to general property taxation, and to provide further education for assessing officers in South Dakota.

## **ARTICLE II**

### **Section 1.**

The following officers of this association shall be known as the Board of Directors.

1. The elected district chairman.
2. The President, First Vice-President, Second Vice-President, Secretary, Treasurer.
3. The past president of the SDAAO.
4. The Secretary of Revenue shall be ex-officio member.

### **Section 2.**

*Election.* At each annual meeting there shall be elected for a term of one year by the regular members of the Association in good standing who are present, a president, first vice-president, a second vice-president, a secretary, and a treasurer.

*District Chairman.* There shall be nine (9) Districts created within the State of South Dakota, and there shall be elected from each District, for a term of three years, a Chairman, who will be a member of the Board of Directors, with the full duties and responsibilities of said Board members. The said districts shall be designated and the election and terms of officers of the same shall be stated by the President, upon concurrence of the Board of Directors, with a majority of the members present at any authorized meeting. Vacancy in Office.

1. Whenever a vacancy in the office of Secretary or Treasurer shall occur, the President shall appoint any regular member in good standing to fill such vacancy, who shall serve until the next meeting.
2. Whenever a vacancy occurs in the office of a District Chairman, a new Chairman shall be elected by the members of that District. 10
3. Whenever a vacancy occurs in the office of the President, the first Vice-President and the second Vice-President shall immediately succeed to the higher office.
4. No elected officer shall succeed himself in the same office by election, with the exception of the Secretary and Treasurer.

5. No executive or elected officer shall be eligible to hold more than one office simultaneously.

### **Section 3. President.**

The *President* shall be Chairman of the Executive Committee, preside at all meetings held for the purpose of transacting any Association business. He shall appoint all committees and perform such other duties from time to time, assigned to him by the Executive Committee or by the Association.

*First Vice-President.* The first vice-president shall exercise all the powers and duties of the president during his absence or inability to serve, and shall assist the president to the extent he may be directed to do so.

*Second Vice-President.* The second vice-president shall exercise all the powers and duties of the 1st vice-president, during his absence or inability to serve and shall assist the president to the extent he may be directed to do so.

*Secretary.* The Secretary shall keep an accurate and up to date list of all Regular and Associate Members, and shall keep minutes of business transacted by the Association at its regular or special meetings, and a list of attendance at all regular or special meetings of the Association. The Secretary shall be required to prepare and read, at each annual meeting, the minutes of all Association and Executive Board meetings held since the immediate past annual meeting.

*Treasurer.* The Treasurer shall keep all records and make an account of all cash receipts and disbursements of the Association, at each annual meeting.

*Auditors.* At every meeting of the Association there shall be appointed by the President two (2) regular members of the Association to audit the books of the Treasurer, consisting of receipts and disbursements for the preceding year, and make a report to the President of their findings within a period of thirty (30) days after the annual meeting.

## **ARTICLE III**

### **Section 1.**

There shall be a meeting of the Board of Directors no later than December 31 of each year at a central locale for the convenience of all counties and cities concerned. Also there shall be a meeting of the Board of Directors at the conclusion of each annual South Dakota Association of Assessing Officers Conference.

### **Section 2.**

All monies realized from the Association shall be deposited in the Association's account in a federal or state bank. The Treasurer shall be bonded in an amount which is sufficient to protect the corporation. Each bond shall contain a requirement that cancellation of the bond shall occur sixty (60) days subsequent to notice of cancellation from the bond company. Said bond to be paid by the Association.

**Section 3.**

There shall be a complete annual financial report of the Board of Directors at the first meeting following the Conference. There shall also be a complete financial report within sixty (60) days of any conference held. Any local host committee shall submit a complete financial account of any conference to the treasurer of the Association within forty-five (45) days of any conference held. A complete financial report shall be read at the annual conference to all members present.

**ARTICLE IV**

**Section 1.**

Amendments to these Bylaws may be proposed by any director by submitting to the South Dakota Association of Assessing Officers, Incorporated, Secretary, any recommended changes in writing at least sixty (60) days prior to the annual conference. The Secretary shall forward such proposals to all directors of the board fifteen (15) days prior to the annual conference. A two-thirds majority of the voting members present at the annual conference shall be required for passage.

**Section 2.**

All decisions of the Board of Directors shall require a simple majority vote.

**Section 3.**

All members of the Board of Directors shall be notified by first class mail, at least fifteen (15) days prior to any Directors Meetings, and will indicate their intentions to be present on an enclosed postal card.

**Section 4.**

Directors meeting may be called by the President or any eight (8) directors.

**ARTICLE V**

**Section 1.**

*Regular Members.* All assessing officers in counties and cities shall be eligible to become regular members; also all deputy county and deputy city assessors, the Commissioner of Revenue, and all members of the South Dakota Department of Revenue shall be eligible to become regular members with full rights to vote and hold offices in the Association. Annual dues shall be \$5.00, payable in advance.

**Section 2.**

*Associate Members.* Any company or its representatives interested in the assessment procedure and practices of the Assessors of the State of South Dakota, and who subscribe to the objectives of the Association shall be eligible to become associate members. Annual dues of associate members shall be \$20.00 per year payable in advance. A firm, corporation or partnership may be represented in the Association by one of its officers or employees.

**Section 3.**

*Inactive Membership.* Inactive membership shall consist of former members of the Association, retired or no longer actively participating in the Assessment field. Membership fee shall be \$3.00 per year, payable in advance. Inactive members to receive periodical publications (News Bulletin).

**Section 4.**

The right to hold office and to vote is reserved to regular members exclusively.

**Section 5.**

South Dakota Association of Assessing Officers, Incorporated, shall be affiliated with the International Association of Assessing Officers.

**ARTICLE VI**

**Section 1.**

The Association may authorize the publication of an Assessor's Magazine or Bulletin and it shall be known as "News Bulletin, South Dakota Association of Assessing Officers, Incorporated".

**ARTICLE VII**

**Section 1.**

The president shall appoint such standing and special committees as shall be designated from time to time by a majority vote of the Board of Directors.

**Section 2.**

Any action by a committee shall be subject to the approval of the Board of Directors.

**Section 3.**

The following standing committees are hereby created:

A. **Certification:** It shall consist of all those active members who have received the designation *C.S.D.A.* This committee shall have complete control of the examination for the designation of *C.S.D.A.*, and shall keep all records, examination papers, and appraisal reports as privileged information. The Committee shall have the authority to organize itself, as to Chairman, Vice-Chairman, and a Secretary to keep records and correspondence. All funds collected as entrance fees or dues shall be kept by the Treasurer of the S.D.A.A.O., Inc., and the expenditure of such funds, and all other actions of this committee shall be subject to approval of the Executive Board.

B. **Publications Committee:** It shall consist of the Editor, Associate Editors, Advertising and any other members the President deems necessary.

**Section 4.**

*Committee:* Committees shall consist of a minimum of three (3) members, the chairman of each Committee to be named by the President, with the exception of the Certification Committee, which shall be constituted and organized as under Section 3A above.

**Section 5.**

Committee Member Expense: Members of the various committees shall receive actual travel, lodging, and meal expense while attending committee meetings.

**Section 6.**

Committee Meetings: All committee meetings except those held during a regular or special meeting of the Association, shall be called by the Chairman of the various committees, and members of that committee shall be given one week notice when possible.

**ARTICLE VIII**

**Section 1.**

The Association shall pay the expenses of a representative of the association to the annual conferences of the I.A.A.O. and the N.C.R.A.A.O.

**Section 2.**

Such representation shall be selected by the Board of Directors at least sixty (60) days prior to the said conference, said Board shall give first consideration to the current President of this Association and the News Bulletin Editor; neither party is bound to attend but should receive first consideration to attend.

**ARTICLE IX**

**Section 1.**

Robert’s Manual of Parliamentary Rules shall guide this Association in all questions of procedure not expressed in the Articles of Incorporation or in its Bylaws.

**ARTICLE X**

**Section 1.**

There shall be conducted each year an annual meeting of the South Dakota Association of Assessing Officers, Incorporated, to be held at a time and place as specified by the Association, and in conjunction with the South Dakota Department of Revenue’s Annual Instructional Conference for Assessors.

**Section 2.**

There may be held at the call of the President or Board of Directors, special meetings of the Association for the purpose of taking up special matters which may arise provided that a written notice be given the regular membership at least fifteen (15) days prior to the call of such a meeting.

**Section 3.**

A majority of the regular membership roll shall constitute a quorum necessary for the conducting of the business of the Association.

**ARTICLE XI**

**Section 1.**

At least thirty (30) days prior to the annual meeting, a nominating committee of three (3) members, appointed by the President, shall nominate the officers of the Association for the ensuing year. This committee shall post its report one (1) day prior to the annual meeting. Nominations may also be made from the floor for any officer which is to be voted on. Opportunity for all active members to suggest nominees to the committee for all positions to be filled shall be given. Whenever more than one is nominated for any office, the vote shall be by ballot, and all votes must be cast in person. No proxies shall be permitted.

**Section 2.**

The nominating committee shall be responsible to see that nominations are in order.

**ARTICLE XII**

**Section 1.**

There shall be created, nine districts within the State of South Dakota and there shall be elected from each district by the active members there from, one representative who shall be a director of this corporation and a member of the Board of Directors thereof. With the full responsibilities of said Board members.

The said districts shall include the following counties.

1. Harding, Perkins, Corson, Butte, Ziebach, Dewey.
2. Lawrence, Meade, Pennington, Custer, Fall River, Shannon.
3. Stanley, Haakon, Jackson, Jones, Lyman, Washbaugh, Mellette, Gregory, Tripp, Bennett, Todd.
4. Buffalo, Jerauld, Sanborn, Brule, Aurora, Davison, Hanson, Charles Mix, Douglas.
5. Kingsbury, Brookings, Miner, Lake, Moody, McCook, Minnehaha.
6. Hutchinson, Turner, Lincoln, Bon Homme, Yankton, Clay, Union.
7. Campbell, McPherson, Walworth, Edmunds, Potter, Faulk.
8. Brown, Marshall, Roberts, Grant, Clark, Codington, Deuel, Hamlin, Day.
9. Sully, Hughes, Hyde, Hand, Spink, Beadle

**Section 2.**

District Chairmen are to be elected for three year terms and their terms shall be staggered in the following manner:

- Districts 4-7-9 -- 1975
- Districts 2-3-5 -- 1976
- Districts 1-6-8 -- 1977

**Section 3.**

In any event the Board of Directors shall have the power to make decisions for the furtherance of the purposes of this association.

**Section 4.**

This association shall not discriminate against any person because of sex, race, creed or color.

## ARTICLE XIV

### Section 1.

These Bylaws shall be in full force from and after the date of ratification and adoption by the South Dakota Association of Assessing Officers at a regular or special meeting assembled, and shall not be repealed, altered, or amended except as provided in the Bylaws Section. 15

## ARTICLE XV

### Section 1.

Saving Clause: Any resolution heretofore passed by the South Dakota Association of Assessing Officers which is not in conflict with any provisions of these Bylaws, shall remain in effect until amended or repealed.

President of the South Dakota Association of Assessing Officers Inc.

Signed Philip B. Weber, Pres.

## AMENDMENTS TO THE BYLAWS OF

**South Dakota Association of Assessing Officers, Inc.**

**November 6, 1981.**

## AMENDMENTS ARTICLE II

### **PRESENT:**

*Section 2. Vacancy in Office.*

Whenever a vacancy in the office of Secretary or Treasurer shall occur, the President shall appoint any regular member in good standing to fill such vacancy, who shall serve until the next meeting.

### **REVISED:**

*Section 2. Vacancy in Office.*

Whenever a vacancy in the office of Secretary or Treasurer shall occur, the President shall appoint any regular member in good standing to fill such vacancy, who shall serve until the next annual meeting.

### **PRESENT:**

*Section 3. First Vice-President.*

The first vice-president shall exercise all the powers and duties of the president during his absence or inability to serve, and shall assist the president to the extent he may be directed to do so.

### **REVISED:**

*Section 3. First Vice-President.*

The first vice-president shall exercise all the powers and duties of the president, during his absence or inability to serve, and shall assist the president to the extent he may be directed to do.

**PRESENT:**

*Section 3. Second Vice-President.*

The second vice-president shall exercise all the powers and duties of the 1st vice-president, during his absence or inability to serve and shall assist the president to the extent he may be directed to do so.

**REVISED:**

*Section 3. Second Vice-President.*

The second vice-president shall exercise all the powers and duties of the 1st vice-president, during his absence or inability to serve and shall assist the president to the extent he may be directed to do.

**PRESENT:**

*Section 3. Auditors.*

At every meeting of the Association there shall be appointed by the President two (2) regular members of the Association to audit the books of the Treasurer, consisting of receipts and disbursements for the preceding year, and make a report to the President of their findings within a period of thirty (30) days after the annual meeting.

**REVISED:**

*Section 3. Auditors.*

At the annual meeting of the Association there shall be appointed by the President a committee of at least two (2) regular members of the Association to audit the books of the Treasurer, consisting of receipts and disbursements for the preceding year, and make a report to the President of their findings within a period of thirty (30) days after the annual meeting. 18

**ARTICLE III**

**PRESENT:**

*Section 1.*

There shall be a meeting of the Board of Directors no later than December 31 of each year at a central locale for the convenience of all counties and cities concerned. Also there shall be a meeting of the Board of Directors at the conclusion of each annual South Dakota Association of Assessing Officers Conference.

**REVISED:**

*Section 1.*

There shall be a meeting of the Board of Directors at the conclusion of each South Dakota Association of Assessing Officers annual meeting.

**ARTICLE IV**

***PRESENT:***

*Section 1.*

Amendments to these Bylaws may be proposed by any director by submitting to the South Dakota Association of Assessing Officers, Incorporated, Secretary, any recommended changes in writing at least sixty (60) days prior to the annual conference. The Secretary shall forward such proposals to all directors of the board fifteen (15) days prior to the annual conference. A two-thirds majority of the voting members present at the annual conference shall be required for passage.

***REVISED:***

*Section 1.*

Amendments to these Bylaws may be proposed by any regular member of the association by submitting to the South Dakota Association of Assessing Officers, Incorporated, Secretary any recommended changes in writing at least thirty (30) days prior to the annual meeting. The secretary shall forward such proposals to all regular members of the association fifteen (15) days prior to the annual meeting. A two-thirds majority of the voting members present at the annual meeting shall be required for passage.

**ARTICLE V**

***PRESENT:***

*Section 1.*

Regular Members. All assessing officers in counties and cities shall be eligible to become regular members; also all deputy county and deputy city assessors, the Commissioner of Revenue, and all members of the South Dakota Department of Revenue shall be eligible to become regular members with full rights to vote and hold offices in the Association. Annual dues shall be \$5.00, payable in advance.

***REVISED:***

*Section 1.*

Regular Members. All assessing officers in counties and cities shall be eligible to become regular members; also all deputy county and deputy city assessors, the Secretary of Revenue, and all members of the South Dakota Department of Revenue shall be eligible to become regular members with full rights to vote and hold offices in the association.

***PRESENT:***

*Section 2.*

Associate Members. Any company or its representatives interested in the assessment procedure and practices of the Assessors of the State of South Dakota, and who subscribe to the objectives of the Association shall be eligible to become associate members. Annual dues of associate members shall be \$20.00 per year payable in advance. A firm, corporation or partnership may be represented in the Association by one of its officers or employees.

**REVISED:**

*Section 2.*

Associate Members. Any company or its representatives interested in the assessment procedure and practices of the Assessors of the State of South Dakota, and who subscribe to the objectives of the Association shall be eligible to become associate members. A firm, corporation or partnership may be represented in the Association by one of its officers or employees.

**PRESENT:**

*Section 3.*

Inactive Membership. Inactive membership shall consist of former members of the Association, retired or no longer actively participating in the Assessment field. Membership fee shall be \$3.00 per year, payable in advance. Inactive members to receive periodical publications (News Bulletin).

**REVISED:**

*Section 3.*

Inactive Membership. Inactive membership shall consist of former members of the Association, retired or no longer actively participating in the Assessment field. Inactive members to receive periodical publication. (News Bulletin)

**PRESENT:**

*Section 5.*

South Dakota Association of Assessing Officer, Incorporated, shall be affiliated with the International Association of Assessing Officers.

**REVISED:**

*Section 5.*

South Dakota Association of Assessing Officers, Incorporated, shall be affiliated with the International Association of Assessing Officers and the North Central Region Association of Assessing Officers.

**ARTICLE VII**

**PRESENT:**

*Section 5.*

Committee Member Expense. Members of the various committees shall receive actual travel, lodging, and meal expense while attending committee meetings.

**REVISED:**

*Section 5.*

Committee Member Expense. Members of the various committees may receive actual travel, lodging and meal expense while attending committee meetings.

**ARTICLE VIII**

**PRESENT:**

*Section 1.*

The Association shall pay the expenses of a representative of the association to the annual conferences of the I.A.A.O. and the N.C.R.A.A.O.

**REVISED:**

*Section 1.*

The Association may pay the expenses of a representative of the association to the annual conference of the International Association of Assessing Officers and the North Central Region Association of Assessing Officers.

**ARTICLE X**

**PRESENT:**

*Section 1.*

There shall be conducted each year an annual meeting of South Dakota Association of Assessing Officers, Incorporated, to be held at a time and place as specified by the Association, and in conjunction with the South Dakota Department of Revenue's Annual Instructional Conference for Assessors.

**REVISED:**

*Section 1.*

There shall be conducted each year an annual meeting of the South Dakota Association of Assessing Officers, Incorporated, to be held at a time and place as specified by the Board of Directors.

**AMENDMENTS TO THE BYLAWS OF  
South Dakota Association of Assessing Officers, Inc.**

*The following amendment of the Bylaws was adopted by members of the South Dakota Association of Assessing Officers, Inc. on October 28, 1993*

**AMENDMENT**

**ARTICLE II**

**PRESENT:**

*Section 1.*

The following officers of this association shall be known as the Board of Directors.

1. The elected district chairman.
2. The President, First Vice-president, Second Vice-President, Secretary, Treasurer.
3. The past president of the SDAAO.
4. The Secretary of Revenue shall be ex-officio member.

**REVISED:**

*Section 1.*

1. The elected District Chairman.
2. The President, President Elect, Vice-President, Secretary, Treasurer.
3. The Past President of S.D.A.A.O.
4. The Secretary of Revenue shall be an ex-officio member.
5. The Registered Agent for S.D.A.A.O. shall be an ex-officio member.

**RESOLUTION**

**South Dakota Association of Assessing Officers, Inc.  
October 27, 1995  
Office of Hearing Examiners Resolution  
SDAAO 95-1**

WHEREAS, SDCL 10-10-11 provides for anyone to appeal to the Office of Hearing Examiners from the Board of County Commissioners or County Equalization Board and,

WHEREAS, All values should be computed equally for all South Dakota counties and,

WHEREAS, The Office of Hearing Examiners considers the same criteria in valuation as South Dakota Codified Law requires of individual Directors of Equalization and,

WHEREAS, The South Dakota Association of Assessing Officers adheres to and supports all South Dakota Codified Laws;

THEREFORE BE IT RESOLVED, That SDCL 10-10-11 calling for an Office of Hearing Examiners, following South Dakota Codified Law pertaining to the assessment of real property in the State of South Dakota, remain established for the betterment of state level decisions regarding the valuation of real property. The South Dakota Association of Assessing Officers are united in support of the Office of Hearing Examiners.

## **RESOLUTION**

### **South Dakota Association of Assessing Officers, Inc. Allow use of the Microsoft Excel program for submission of sales data SDAAO 2000-1**

WHEREAS, The South Dakota Association of Assessing Officers, Inc. (SDAAO) is an organization of assessing professionals in South Dakota who are desirous of promoting efficiency in assessment procedures and,

WHEREAS, The SDAAO would like to promote and maintain a good working relationship with the South Dakota Department of Revenue and,

WHEREAS, It is generally agreed upon by the members of the SDAAO that the SALESR program currently in use for submitting sales information to the Department of Revenue, does not meet the needs of the members due to inadequacies in the SALESR program such as not facilitating detailed sales analysis, requiring duplicate entry of sales data into separate programs to allow sales analysis to be performed which requires additional time and,

WHEREAS, It is generally agreed upon by the members of the SDAAO that the Microsoft Excel program would meet the needs of the members, and would be a vast improvement over the SALESR program and,

WHEREAS, Many of the members already own the Microsoft Excel program and are familiar with its use and,

WHEREAS, The membership of the SDAAO through its computer committee are willing to commit resources to ensure that the Microsoft Excel program would meet the needs of the South Dakota

Department of Revenue for Sales Ratio Study purposes and,

WHEREAS, The membership of the SDAAO at its last general business meeting passed a motion supporting the concept of this resolution;

THEREFORE BE IT RESOLVED, That the members of the South Dakota Association of Assessing Officers, Inc. request that the South Dakota Department of Revenue join them in taking steps to allow the use of the Microsoft Excel program for submitting sales data in place of the SALESR program currently in use.

## **RESOLUTION**

### **South Dakota Association of Assessing Officers, Inc. Committee meetings SDAAO 2000-2**

WHEREAS, The South Dakota Association of Assessing Officers, Inc. (SDAAO) is an organization of assessing professionals in South Dakota and, WHEREAS, The President shall appoint such standing and special committees as shall be designated from time to time by a majority vote of the Board of Directors;

THEREFORE BE IT RESOLVED, That the designated committees meet at least once a year, send a copy of the minutes to the SDAAO President, Vice President, and Secretary and give a report at the annual conference.

## **RESOLUTION**

### **South Dakota Association of Assessing Officers, Inc. District Meetings SDAAO 2000-3**

WHEREAS, The South Dakota Association of Assessing Officers, Inc. (SDAAO) is an organization of assessing professionals in South Dakota and,

WHEREAS, There are nine districts within the State of South Dakota;

THEREFORE BE IT RESOLVED, That each of the nine districts hold a district meeting at least twice a year, keep minutes of the meeting, and send the minutes to the SDAAO President, Vice President, and Secretary.

## **AMENDMENTS TO THE BYLAWS OF South Dakota Association of Assessing Officers, Inc.**

Members of the South Dakota Association of Assessing Officers, Inc., on June 29, 2000, adopted the following amendments of the By Laws.

## AMENDMENTS

### ARTICLE II

#### **PRESENT:**

##### *District Chairman.*

District Chairman. There shall be nine (9) Districts created within the State of South Dakota, and there shall be elected from each District, for a term of three years, a Chairman, who will be a member of the Board of Directors, with the full duties and responsibilities of said Board members. The said districts shall be designated and the election and terms of officers of the same shall be stated by the President, upon concurrence of the Board of Directors, with a majority of the members present at any authorized meeting.

#### **REVISED:**

##### *District Chairman.*

District Chairman. There shall be nine (9) Districts created within the State of South Dakota, and there shall be elected from each District, for a term of three years, a Chairman, who will be a member of the Board of Directors, with the full duties and responsibilities of said Board members and shall receive mileage and meal expense according to the state expense schedule and reimbursed actual expense for motels while attending Board of Directors meetings. The said districts shall be designated and the election and terms of officers of the same shall be stated by the President, upon concurrence of the Board of Directors, with a majority of the members present at any authorized meeting.

#### **PRESENT:**

##### *Section 2. Election.*

At each annual meeting there shall be elected for a term of one year by the regular members of the Association in good standing who are present, a president, first vice-president, a second vice-president, a secretary, and a treasurer.

#### **REVISED:**

##### *Section 2. Election.*

At each annual meeting there shall be elected for a term of one year by the regular members of the Association in good standing who are present, a president, president elect, vice-president, secretary, and treasurer.

#### **PRESENT:**

##### *Section 2. Vacancy in Office.*

Whenever a vacancy occurs in the office of the President, the first Vice-President and the second Vice-

President shall immediately succeed to the higher office.

**REVISED:**

*Section 2. Vacancy in Office.*

Whenever a vacancy occurs in the office of the President, the President Elect and the Vice-President shall immediately succeed to the higher office.

**PRESENT:**

*Section 3. First Vice-President.*

The first vice-president shall exercise all the powers and duties of the president during his absence or inability to serve, and shall assist the president to the extent he may be directed to do.

**REVISED:**

*Section 3. President Elect.*

The president elect shall exercise all the powers and duties of the president, during his absence or inability to serve, and shall assist the president to the extent he may be directed to do.

**PRESENT:**

*Section 3. Second Vice-President.*

The second vice-president shall exercise all the powers and duties of the 1st vice-president, during his absence or inability to serve and shall assist the president to the extent he may be directed to do.

**REVISED:**

*Section 3. Vice-President.*

The vice-president shall exercise all the powers and duties of the president elect, during his absence or inability to serve and shall assist the president to the extent he may be directed to do.

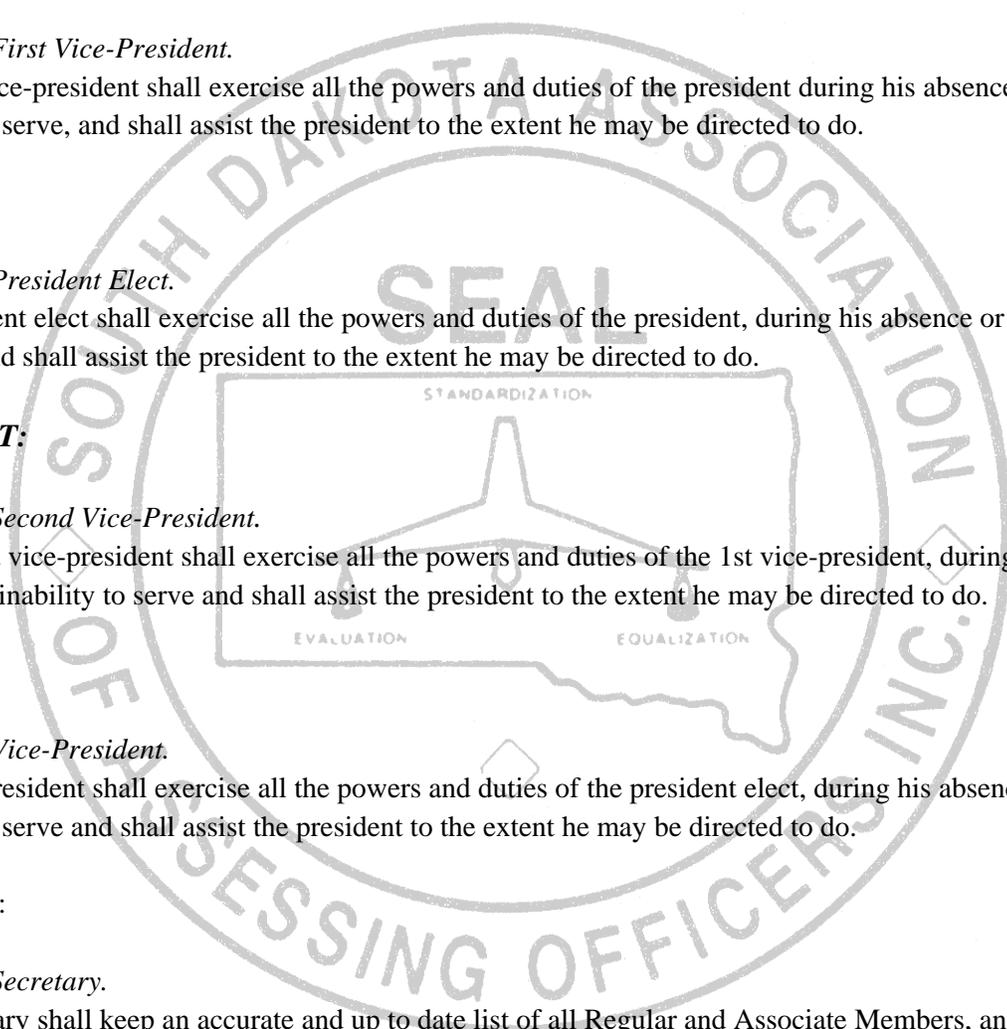
**PRESENT:**

*Section 3. Secretary.*

The Secretary shall keep an accurate and up to date list of all Regular and Associate Members, and shall keep minutes of business transacted by the Association at its regular or special meetings, and a list of attendance at all regular or special meetings of the Association. The Secretary shall be required to prepare and read, at each annual meeting, the minutes of all Association and Executive Board Meetings held since the immediate past annual meeting.

**REVISED:**

*Section 3. Secretary.*



The Secretary shall keep an accurate and up to date list of all Regular and Associate Members, and shall keep minutes of business transacted by the Association at its regular or special meetings, and a list of attendance at all regular or special meetings of the Association. The Secretary shall be required to prepare and make available to the membership, at each annual meeting, the minutes of all Association and Executive Board Meetings held since the immediate past annual meeting.

#### **ARTICLE IV**

##### ***PRESENT:***

###### *Section 3.*

All members of the Board of Directors shall be notified by first class mail, at least fifteen (15) days prior to any Directors Meetings, and will indicate their intentions to be present on an enclosed postal card.

##### ***REVISED:***

###### *Section 3.*

All members of the Board of Directors shall be notified of any Board of Directors Meetings.

#### **ARTICLE VII**

##### ***PRESENT:***

###### *Section 5.*

Committee Member Expense: Members of the various committees shall receive actual travel, lodging, and meal expense while attending committee meetings.

##### ***REVISED:***

###### *Section 5.*

Committee Member Expense: Members of the various committees shall receive mileage and meal expense according to the state expense schedule and reimbursed actual expense for motels while attending committee meetings.

#### **AMENDMENTS TO THE BYLAWS OF**

##### **South Dakota Association of Assessing Officers, Inc.**

Members of the South Dakota Association of Assessing Officers, Inc., on May 27, 2004, adopted the following amendments of the By Laws.

#### **AMENDMENTS**

#### **ARTICLE II**

**PRESENT:**

*Section 3. President.*

The President shall be Chairman of the Executive Committee, preside at all meetings held for the purpose of transacting any Association business. He shall appoint all committees and perform such other duties from time to time, assigned to him by the Executive Committee or by the Association.

**REVISED:**

*Section 3. President*

The President shall be Chairman of the Board of Directors, preside at all meetings held for the purpose of transacting any Association business. He shall appoint all committees and perform such other duties from time to time, assigned to him by the Board of Directors or by the Association.

**PRESENT:**

*Section 3. Secretary*

The Secretary shall keep an accurate and up to date list of all Regular and Associate Members, and shall keep minutes of business transacted by the Association at its regular or special meetings, and a list of attendance at all regular or special meetings of the Association. The Secretary shall be required to prepare and make available to the membership, at each annual meeting, the minutes of all Association and Executive Board Meetings held since the immediate past annual meeting.

**REVISED:**

*Section 3. Secretary*

The Secretary shall keep an accurate and up to date list of all Regular and Associate Members, and shall keep minutes of business transacted by the Association at its regular or special meetings, and a list of attendance at all regular or special meetings of the Association. The Secretary shall be required to prepare and make available to the membership, at each annual meeting, the minutes of all Association and Board of Directors Meetings held since the immediate past annual meeting.

**ARTICLE V**

**PRESENT:**

*Section 1. Regular Members.*

All assessing officers in counties and cities shall be eligible to become regular members; also all deputy county and deputy city assessors, the Secretary of Revenue, and all members of the South Dakota Department of Revenue shall be eligible to become regular members with full rights to vote and hold offices in the association.

**REVISED:**

*Section 1. Regular Members.*

All assessing officers in counties and cities shall be eligible to become regular members; also all deputy county and deputy city assessors, the Secretary of Revenue, and all members of the Property and Special Taxes Division of the South Dakota Department of Revenue and Regulation shall be eligible to become regular members with full rights to vote and hold offices in the association.

**ARTICLE VII**

***PRESENT:***

*Section 3.*

The following standing committees are hereby created:

A. **Certification:** It shall consist of all those active members who have received the designation C.S.D.A. This committee shall have complete control of the examination for the designation of C.S.D.A., and shall keep all records, examination papers, and appraisal reports as privileged information. The Committee shall have the authority to organize itself, as to Chairman, Vice-Chairman, and a Secretary to keep records and correspondence. All funds collected as entrance fees or dues shall be kept by the Treasurer of the S.D.A.A.O., Inc., and the expenditure of such funds, and all other actions of this committee shall be subject to approval of the Executive Board.

***REVISED:***

*Section 3.*

The following standing committees are hereby created:

A. **Certification:** It shall consist of all those active members who have received the designation C.S.D.A. This committee shall have complete control of the examination for the designation of C.S.D.A., and shall keep all records, examination papers, and appraisal reports as privileged information. The Committee shall have the authority to organize itself, as to Chairman, Vice-Chairman, and a Secretary to keep records and correspondence. All funds collected as entrance fees or dues shall be kept by the Treasurer of the S.D.A.A.O., Inc., and the expenditure of such funds, and all other actions of this committee shall be subject to approval of the Board of Directors.

**ARTICLE XII**

***PRESENT:***

*Section 2.*

District Chairmen are to be elected for three year terms and their terms shall be staggered in the following manner:

- Districts 4-7-9 -- 1975
- Districts 2-3-5 -- 1976
- Districts 1-6-8 -- 1977

**REVISED:**

*Section 2.*

District Chairmen are to be elected for three year terms and their terms shall be staggered in the following manner:

Districts 4-7-9 – 2005, 2008, 2011, 2014, 2017

Districts 2-3-5 – 2003, 2006, 2009, 2012, 2015

Districts 1-6-8 – 2004, 2007, 2010, 2013, 2016.

**RESOLUTION**

**South Dakota Association of Assessing Officers, Inc.**

**May 27, 2004**

**Encouragement of further education for all SDAAO members**

**SDAAO 2004 – 1**

WHEREAS, The South Dakota Association of Assessing Officers, Inc. (SDAAO) is an organization of assessing professionals in South Dakota who promote continuing education for all members,

WHEREAS, The SDAAO would like to promote and maintain a standard of education for all members when financially feasible in regards to the yearly financial statement of the organization,

WHEREAS, The SDAAO would support and promote the members to attend the annual NCRAAO, or other such educational functions,

WHEREAS, The education committee conducts annual meetings to organize and further promote continuing education of all association members, with reports of said meeting given to designated officers and the general membership.

WHEREAS, The education committee members believe that when the association's treasury funds would allow, some funding monies should be released to support the furthering education of members,

THEREFORE, BE IT RESOLVED, That the education committee be granted the authority to present to the executive board, plans and outline of proposed educational needs and promotional schedules that upon approval by the executive board, these educational needs would be assisted by finances from the treasury of the SDAAO, only at the time that the treasury amounts would allow for such.

**NON-PROFIT STATEMENT OF CHANGE OF REGISTERED OFFICE, OR REGISTERED AGENT, OR BOTH TO THE ARTICLES OF INCORPORATION OF**

**South Dakota Association of Assessing Officers, Inc.**

Pursuant to the provisions of the South Dakota Corporation Acts, the undersigned corporation, submits the following statement for the purpose of changing its registered office and/or its registered agent in the state of South Dakota.

**FIRST:** The name of the corporation is South Dakota Association of Assessing Officers, Inc.

**SECOND:** The previous street address, or a statement that there is no street address, of its registered office was 420 Mt. Rushmore Rd., Custer, SD 57730-1934.

**THIRD:** The street address, or a statement that there is no street address, to which the registered office is to be changed is 419 N. Dakota, Sioux Falls, SD 57104-2465.

**FOURTH:** The name of its previous registered agent is Bernice I. Rice.

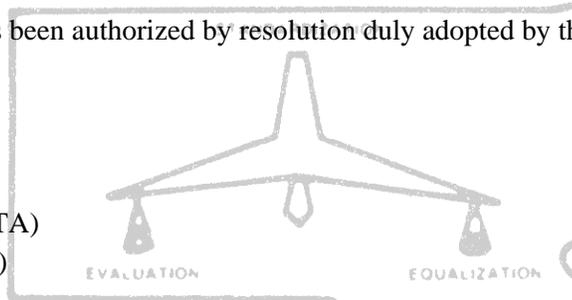
**FIFTH:** The name of its successor registered agent is Dennis E. Whitney.

**SIXTH:** The address of its registered office and the address of the business office of its registered agent, as changed, will be identical.

**SEVENTH:** This change has been authorized by resolution duly adopted by the board of directors. Dated June 15, 2001.

Bonnie Fosheim President

STATE OF SOUTH DAKOTA)  
) SS COUNTY OF BROWN)



I, Harlene Drew, a notary public, do hereby certify that on this 15th day of June, 2001, personally appeared before me Bonnie Fosheim who, being by me first duly sworn, declared that she is the President of SDAAO, that she signed the foregoing document as officer of the corporation, and the statements therein contained are true.

Notary Public Harlene Drew

My Commission Expires  
June 17, 2005

Filed this 26th day of June, 2001

Joyce Hazeltine  
Secretary of State

**CONSENT OF APPOINTMENT BY THE REGISTERED AGENT**

I, Dennis Whitney, hereby give my consent to serve as the registered agent for South Dakota Association of Assessing Officers, Inc.

Dated June 12, 2001. Dennis Whitney

## **RESOLUTION**

### **South Dakota Association of Assessing Officers, Inc.**

**August 9, 2011**

#### **Change Officer Designations**

#### **SDAAO 2011 – 1**

WHEREAS, the South Dakota Association of Assessing Officers (SDAAO) is authorized by the North Central Regional Association of Assessing Officers (NCRAAO) to host the 2014 NCRAAO Conference; and

WHEREAS, the NCRAAO Conference will be held in Deadwood, SD the week of June 8, 2014; and

WHEREAS, the SDAAO Conference will be held by 2014 President Carrie Stephenson the week of May 27, 2014 in Pierre SD; and

WHEREAS, the SDAAO Conference will be held by 2013 President Rownea Gerbracht the week of May 21, 2013 in Deadwood, SD; and

WHEREAS, South Dakota County Officials and Commissioners are concerned with budgets and budget constraints in the coming years; and

WHEREAS, holding two assessors' conferences back-to-back in the same year could reduce attendance at both conferences; and

WHEREAS, this could potentially affect every county in the State of South Dakota:

NOW, THEREFORE, BE IT RESOLVED, BY THE South Dakota Association of Assessing Officers that SDAAO President-Elect Rownea Gerbracht and the SDAAO Vice-President Carrie Stephenson trade their respective succession in office effective at the General Board Meeting during the 2012 SDAAO Conference. Carrie Stephenson will be SDAAO President in 2013 and will hold conference in Pierre 2013. Rownea Gerbracht will be SDAAO President in 2014 and will hold conference in Deadwood concurrently with the NCRAAO President Harvey Kistler, possibly increasing our South Dakota exposure to a NCRAAO conference. This is a one-time occurrence, and in no way is meant to change the SDAAO Bylaws.

Counties affected by the resolution: Every county in the state has the potential to be affected by this change.

**NON-PROFIT STATEMENT OF CHANGE OF REGISTERED OFFICE, OR REGISTERED AGENT, OR BOTH TO THE ARTICLES OF INCORPORATION OF**

**South Dakota Association of Assessing Officers, Inc.**

Pursuant to the provisions of the South Dakota Corporation Acts, the undersigned corporation, submits the following statement for the purpose of changing its registered office and/or its registered agent in the state of South Dakota.

**FIRST:** The name of the corporation is South Dakota Association of Assessing Officers, Inc.

**SECOND:** The previous street address or a statement that there is no street address, of its registered office was 419 N. Dakota, Sioux Falls, SD 57104-2465.

**THIRD:** The street address, or a statement that there is no street address, to which the registered office is to be changed is 101 E. Pipestone Ave. Suite E, Flandreau, SD 57028-1750.

**FOURTH:** The name of its previous registered agent is Dennis E. Whitney.

**FIFTH:** The name of its successor registered agent is Brenda Duncan.

**SIXTH:** The address of its registered office and the address of the business office of its registered agent, as changed, will be identical.

**SEVENTH:** This change has been authorized by resolution duly adopted by the board of directors. Dated November 4, 2011.

John Cole, President

STATE OF SOUTH DAKOTA)  
) SS COUNTY OF MINNEHAHA)

Filed this 29<sup>th</sup> day of June, 2011

Jason Gant  
Secretary of State

**RESOLUTION**

**South Dakota Association of Assessing Officers, Inc.  
November 4, 2011  
Change of Registered Agent  
SDAAO 2011-2**

WHEREAS, the South Dakota Association of Assessing Officers (SDAAO) Registered agent is Dennis Whitney of 419 N. Dakota, Sioux Falls, SD 57104-2465; and

WHEREAS, Dennis Whitney has asked to step down as registered agent; and

WHEREAS, Brenda Duncan of 101 E. Pipestone Ave. Suite E, Flandreau, SD 57028-1750 has been asked to assume the responsibilities of Registered Agent; and

WHEREAS, this creates a change to the Bylaws of the SDAAO;

NOW, THEREFORE, BE IT RESOLVED, THAT The South Dakota Association of Assessing Officers appoint Brenda Duncan of 101 E Pipestone Ave. Suite E, Flandreau, SD 57028-1750 as Registered agent.

Counties affected by the resolution: Every county in the state has the potential to be affected by this change.

**AMENDMENTS TO THE BYLAWS OF  
South Dakota Association of Assessing Officers, Inc.**

Members of the South Dakota Association of Assessing Officers, Inc., on May 30, 2013, adopted the following amendments of the By Laws.

**ARTICLE II**

**PRESENT:**

*Section 2. Election.*

At each annual meeting there shall be elected for a term of one year by the regular members of the Association in good standing who are present, a president, president elect, vice-president, secretary, and treasurer.

**REVISED:**

*Section 2. Election.*

At each annual meeting there shall be elected for a term of one year by the regular members of the Association in good standing who are present or by e-mail, a president, president elect, vice-president, secretary, and treasurer.

1. All e-mail ballots must be received by the Thursday prior to the annual meeting.
2. All e-mail ballots need to be submitted with the voter's name to be counted.
3. Balloting Procedural rules to ensure a confidential ballot and partial counting and tabulation of the eligible votes shall be adopted by the Executive Board.
4. No paper vote may be counted from an eligible voter who has submitted an e-mail ballot. The e-mail ballot shall prevail.

## ARTICLE XI

### **PRESENT:**

#### *Section 1.*

At least thirty (30) days prior to the annual meeting, a nominating committee of three (3) members, appointed by the President, shall nominate the officers of the Association for the ensuing year. This committee shall post its report one (1) day prior to the annual meeting. Nominations may also be made from the floor for any officer which is to be voted on. Opportunity for all active members to suggest nominees to the committee for all positions to be filled shall be given. Whenever more than one is nominated for any office, the vote shall be by ballot, and all votes must be cast in person. No proxies shall be permitted.

### **REVISED:**

#### *Section 1.*

At least thirty (30) days prior to the annual meeting, a nominating committee of three (3) members, appointed by the President, shall nominate the officers of the Association for the ensuing year. This committee shall post its report ten (10) days prior the annual meeting. Nominations may also be made from the floor for any officer which is to be voted on. Opportunity for all active members to suggest nominees to the committee for all positions to be filled shall be given. Whenever more than one is nominated for office, the vote shall be by paper ballot at the annual meeting or by e-mail the Thursday prior to the annual meeting.

