

**BYLAWS of the  
INDIANA LEAGUE of MUNICIPAL CLERKS and TREASURERS**

**Bylaw 1: PARLIAMENTARY AUTHORITY**

**Rule 01.01** The rules contained in Robert's Rules of Order Newly Revised (10th Edition) shall govern in all cases where they are applicable and where they are not inconsistent with the Bylaws of this League or its Constitution.

**Bylaw 2: OFFICERS OF THE LEAGUE**

**Rule 02.01** The duties of the officers of the League shall be such as by general usage are indicated by the title of the office and as follows. All books and records of each office shall be surrendered to the incoming officer by August 1.

**Rule 02.02 President.** There shall be the office of President. The President's duties shall be:

- (a) To acquire a working knowledge of parliamentary law and procedure and a thorough understanding of the Constitution, Bylaws and standing rules as adopted by the membership.
- (b) To preside and maintain order.
- (c) To explain and decide all questions of order.
- (d) To announce all business.
- (e) To be informed on communications.
- (f) To give signature when necessary.
- (g) To be the presiding officer of the Executive Committee and a member, ex-officio, of standing and special committees, except the Nomination Committee.
- (h) To procure services as directed by the Executive Committee and the membership. Those services may include event planning, educational opportunities and financial consulting.
- (i) To perform such other duties as prescribed in the Bylaws.

**Rule 02.03 Vice President.** There shall be the office of Vice President. The Vice President's duties shall be:

- (a) In absence of the President, to preside and perform the duties of the President.
- (b) To act as Chair of the Membership Committee.

- (c) To aid the President in the active duties of the office.
- (d) To assist the President in procuring services as directed by the Executive Committee and the membership.

**Rule 02.04 Secretary-Treasurer.** There shall be the office of Secretary-Treasurer. The Secretary-Treasurer's duties shall be:

- (a) To keep minutes and record all proceedings of meetings.
- (b) To read and/or distribute minutes of previous meetings.
- (c) To read and/or distribute important correspondence.
- (d) To call a meeting to order in the absence of the President or Vice President.
- (e) To hold a list of officers, committee members and general membership.
- (f) To oversee the bookkeeping records as maintained by the appointed financial consultant.
- (g) To hold a list of officers, committee members and general membership.
- (h) To authorize disbursement of funds as specified in the budget and as submitted by the appointed financial consultant.
- (i) To forward a statement of finances monthly to the Executive Committee.
- (j) To work with the Budget Committee in preparing a line item budget for the coming year.
- (k) To present a complete financial report at the annual conference and provide copies to the membership.

### **Bylaw 3: PAST PRESIDENTS**

**Rule 03.01 Ex-Officio Duties.** Past Presidents of the League shall serve as ex-officio members on the Executive Committee as long as they are active members in good standing.

**Rule 03.02 Duties on Nominations Committee.** Past Presidents of the League shall serve on the Nomination Committee for at least three (3) years as referred to in Article VIII, Section 2, of the Constitution.

### **Bylaw 4: EXECUTIVE DIRECTORS**

**Rule 04.01 Establishment.** There shall be Executive Directors appointed by the President according to the Article V of the League Constitution. They shall have the following duties:

- (a) To serve as members of the Executive Committee.
- (b) To send newsworthy items to the *Quest* Editor.
- (c) To notify the Vice President of illnesses and deaths of members and their immediate family (spouse, father, mother, son or daughter). To be sure that this notification includes but is not limited to funeral arrangements and memorial information.
- (d) To work closely with District Directors.
- (e) To work with the President.

**Bylaw 5: DISTRICT DIRECTORS**

**Rule 05.01 Establishment.** There shall be appointed by the President six (6) District Directors according to Article VII of the League Constitution. There shall be appointed one (1) Director from each district of six districts as identified in Rule 05.02.

**Rule 05.02 Districts.** The State shall be divided into six (6) districts by counties as follows:

- (a) District 1 shall be comprised of the Indiana counties of Benton, Carroll, Cass, Fulton, Howard, Jasper, La Porte, Lake, Marshall, Newton, Porter, Pulaski, St. Joseph, Starke and White.
- (b) District 2 shall be comprised of the Indiana counties of Adams, Allen, Blackford, DeKalb, Elkhart, Grant, Huntington, Jay, Kosciusko, LaGrange, Miami, Noble, Steuben, Wabash, Wells and Whitley.
- (c) District 3 shall be comprised of the Indiana counties of Boone, Clay, Clinton, Fountain, Hendricks, Montgomery, Morgan, Owen, Parke, Putman, Tippecanoe, Vermillion, Vigo, and Warren.
- (c) District 4 shall be comprised of the Indiana counties of Delaware, Fayette, Hamilton, Hancock, Henry, Johnson, Madison, Marion, Randolph, Rush, Shelby, Tipton, Union and Wayne.
- (d) District 5 shall be comprised of the Indiana counties of Crawford, Davies, Dubois, Gibson, Greene, Knox, Lawrence, Martin, Monroe, Orange, Perry, Pike, Posey, Spencer, Sullivan, Vanderburgh and Warrick.
- (e) District 6 shall be comprised of the Indiana counties of Bartholomew, Brown, Clark, Dearborn, Decatur, Floyd, Franklin, Harrison, Jackson, Jefferson, Jennings, Ohio, Ripley, Scott, Switzerland and Washington.

**Rule 05.03 District Director's Duties.** District Directors' duties shall include the following:

- (a) To assist the service provider securing a location for district meetings. Said location to provide meeting space, meals and overnight accommodations.
- (b) To assist with registrations for district meetings.
- (c) To provide the *Quest* Editor the above information on a timely basis to be published in the newsletter.
- (d) To work closely with Executive Directors in keeping abreast of district news and sending such items to the *Quest* Editor.
- (e) To serve as a member of the Mentor Committee under the direction of the Chair or Co-Chairs by teaming new Clerks and Clerk-Treasurers with experienced Clerks and Clerk-Treasurers.
- (f) To notify the Vice President of illnesses and deaths of members and their immediate family (spouse, father, mother, son or daughter). To be sure that this notification includes but is not limited to funeral arrangements and memorial information.

#### **Bylaw 6: STANDING COMMITTEES**

**Rule 06.01 Establishment.** There shall be standing committees appointed by the President according to the Article VIII of the League Constitution and or established by these Bylaws. Standing Committees have the responsibility of furthering various League projects. These Committees shall be called upon for annual reports at the Conference. Expenses incurred shall be paid by the League as budgeted.

**Rule 06.02 Auditing Committee.** There shall be an Auditing Committee appointed by the President according to the Article VIII of the League Constitution.

- (a) The Chair shall be selected by the President.
- (b) The Committee shall consist of three (3) active members. They shall meet with the outgoing and incoming Secretary-Treasurer and the appointed financial consultant to audit the financial records.
- (c) The audit shall be done at a time convenient for the Committee and shall be completed *no later than three (3) months after the close of the fiscal year*. After the Committee completes the audit, they shall forward their report to the President and shall report to the membership at the next conference.

**Rule 06.03 Budget Committee.** There shall be a Budget Committee composed according to this rule.

- (a) The Committee will consist of the most immediate active past president, the current president and the current Secretary-Treasurer.

- (b) The Chair shall be the current President.
- (c) The Committee shall prepare a line item budget for the coming year.
- (d) A copy of the budget shall be distributed at the conference first session. The budget shall be voted on at the second session.

**Rule 06.04 Constitution and Bylaws Committee.** There shall be a Constitution and Bylaws Committee appointed by the President according to Article VIII of the League Constitution.

- (a) The Chair shall be selected by the President.
- (b) The Committee shall have a working knowledge of Robert's Rules of Order and shall be responsible for receiving amendments to the Constitution and Bylaws.
- (c) Members desiring to change the Constitution or Bylaws shall present amendments in writing to the Committee by April 15 of each year prior to conference.
- (d) The Committee has general authority to make changes of a non-substantive nature to form and structure only and then be instructed to cause a new membership edition to be printed in such a manner that members and officers may update and add changes in a more economic and timely manner.
- (e) The committee shall present the amendments to the membership for approval at Conference.

**Rule 06.05 Annual Conference Committee.** There shall be an Annual Conference Committee with chairs and/or co-chairs appointed by the incoming President according to this rule.

- (a) The Chair and/or Co-Chairs shall be selected by the incoming President (current Vice President) and shall work with the incoming President and service provider in making all arrangements for the Conference.
- (b) At the close of Conference, the Committee shall prepare a full report showing attendance, income, expenses, etc.
- (c) Past Presidents in attendance at the recognition program during Conference shall have their meal paid by the League from the Conference proceeds.

**Rule 06.06 Conference Site Selection Committee.** There shall be a conference Site Selection Committee appointed according to this rule.

- (a) The Vice President shall appoint this Committee.
- (b) The Committee shall include the Vice President and whomever the Vice President selects as conference chair or co-chairs.

(c) The Committee shall be responsible for securing a site for the next annual conference.

(d) The annual conference shall be held together with the State Board of Accounts School as set forth in Article XII, Section 1 of the League Constitution.

**Rule 06.07 Education and Professional Development Committee.** There shall be an Education and Professional Development Committee appointed by the President according to Article VIII of the League Constitution.

(a) The Chair or Co-Chairs shall be selected by the President.

(b) The Committee shall keep abreast of educational programs beneficial to the League.

(c) The Committee shall meet with an educational institute to select programs and set agendas for the calendar year.

(d) The Committee shall work with members in securing their certifications.

(e) The Chair or Co-Chairs shall attend the conference of the League and the conference of the International Institute of Municipal Clerks. Travel expenses shall be paid upon receipt of the prescribed documentation.

(f) Those active members working on certifications may be reimbursed one-half the cost of one annual international conference registration during the calendar year upon receipt of an expense reimbursement claim form, proof of education class or seminar attendance and a copy of a cancelled check.

**Rule 06.08 Mentor Committee.** There shall be a Mentoring Committee appointed according to Article VIII of the League Constitution and composed according to this rule and Rule 05 of these Bylaws.

(a) The Chair or Co-Chairs shall be selected by the President.

(b) District Directors shall serve as members of the Mentor Committee under the direction of the chair or Co-Chairs by teaming new Clerks and Clerk-Treasurers with experienced Clerks or Clerk-Treasurers in their district.

(c) Mentors should encourage new Clerks and Clerk-Treasurers to accompany them to League functions.

**Rule 06.09 Legislative Committee.** There shall be a Legislative Committee appointed by the President according to the Article VIII of the League Constitution.

(a) The Chair or Co-Chairs shall be selected by the President.

- (b) The Committee shall work closely with State Legislators to provide for changes in laws and in enacting new laws for the betterment of state and local government.

**Rule 06.10 Membership Committee.** There shall be a Membership Committee appointed by the President according to the Article VIII of the League Constitution and composed according to this rule.

- (a) The Vice President shall chair this committee.
- (b) The committee shall secure a list of paid members and contact by May 1 any city or town that is not a paid member to encourage participation.

**Rule 06.11 Nominating Committee.** There shall be a Nominating Committee composed according to the Article IX of the League Constitution.

- (a) The Committee shall secure the best qualified, duly-elected members of the League to nominate for office.
- (b) The Committee shall consider geographical areas when selecting candidates, trying to balance representation.
- (c) In securing the best qualified candidate for the offices of President, Vice President and Secretary-Treasurer, the Committee shall be sure to select candidates who possess the following minimum qualifications:
  - (1) A candidate must have served at least one term of office as a Clerk or Clerk-Treasurer.
  - (2) A candidate must be a member in good standing of the Indiana League of Municipal Clerks and Treasurers at the time of their nomination and have been a member in good standing for at least three years.
  - (3) A candidate must possess the Indiana Accredited Municipal Clerk (IAMC) certification.
  - (4) A candidate must have attended at least one League annual conference and have served on at least one League committee.
  - (5) A candidate is encouraged to have attended at least one Indiana Association of Cities and Towns (IACT) annual conference or have served on at least one IACT committee or task force.

**Rule 06.12 Resolutions Committee.** There shall be a Resolutions Committee appointed by the President according to the Article VIII of the League Constitution.

- (a) The Chair shall be selected by the President.

- (b) The Committee shall receive resolutions from the any League Committee and/or member.
- (c) The Committee shall arrange resolutions in proper form eliminate duplications and offer all resolutions relating to a specific subject in logical sequence.
- (d) The Committee may make alterations only with the sponsor's consent.
- (e) The Committee shall report all resolutions unless a majority of the Resolution Committee votes to withhold. It may report a resolution without a recommendation.
- (f) The Committee shall write resolutions as needed. Samples of prior year resolutions shall be made available from the League Secretary-Treasurer.
- (g) The Chair shall present resolutions by reading them in their entirety or if providing copies to all members in attendance at the first session of the Conference, reading them by title only. Adoption shall be at the second business session and resolutions may be read by title only.

**Rule 06.14. Retirement Recognition Committee.** There shall be a Retirement Recognition Committee appointed by the President according to Article VIII of the League Constitution.

- (a) The Chair shall be selected by the President.
- (b) The Committee shall compile and maintain a list of Honored Retiring Members who are not continuing in office, for any reason except for reason of disrepute, and have met the following qualifications:
  - (1) Served in office as elected Clerk or Clerk-Treasurer for a minimum of eight (8) years.
  - (2) Paid member in good standing of the League.
  - (3) Certified in good standing as an Indiana Accredited Municipal Clerk.
  - (4) Attendance at a minimum of two (2) district meetings and two (2) League conferences in the prior four (4) years.
- (c) The Committee shall report to the Executive Committee at the conference the list of Honored Retiring Members and make a request to conduct a ceremony honoring these members in order to present a suitable certificate and honorarium gift at a League meeting time and place designated by the Executive Committee.
- (d) The cost of each honorarium gift shall not exceed \$60 each without prior authorization of the Executive Committee.



### **Bylaw 7: QUEST EDITOR**

**Rule 07.01 Establishment.** There shall be a position in the League styled as *Quest* Editor and shall be appointed by the President.

**Rule 07.02 Duties.** The duties of the Editor of the League newsletter, *Quest*, shall be as follows:

- (a) To edit, publish and distribute the newsletter on the League website in timely fashion with no fewer than three (3) issues per year.
- (b) To attend and participate in meetings and conferences of the League including the International Institute of Municipal Clerks Conference. Expenses for this conference shall be budgeted and shall be disbursed upon receipt of the prescribed documentation.
- (c) To establish deadlines for timely submissions of articles.

### **Bylaw 8: PARLIAMENTARIAN**

**Rule 08.01 Establishment.** There shall be a position in the League styled as Parliamentarian and shall be appointed by the President.

**Rule 08.02 Responsibilities.** The responsibilities of Parliamentarian shall be as follows:

- (a) To be well versed in the rules and procedures of parliamentary law.
- (b) To advise the presiding officer on questions of procedure in transacting the business of the League efficiently, legally and impartially.
- (c) To answer questions when addressed.

### **Bylaw 9: HISTORIAN AND ASSISTANT HISTORIAN**

**Rule 09.01 Establishment.** There shall be the positions in the League styled as Historian and Assistant Historian and shall be appointed by the President.

**Rule 09.02 Vacancies.** A vacancy will be filled by the current President with the Assistant Historian moving up.

**Rule 09.03 Duties.** The duties of the Historian and Assistant Historian shall be as follows:

- (a) To keep current the history of the League as printed in the League directory.
- (b) To keep copies of the directory, copies of the *Quest* and all photographs.

### **Bylaw 10: INTERNATIONAL CONFERENCE DELEGATES**

**Rule 10.01 Authority.** The League may send four (4) delegates to the conferences of the International Institute of Municipal Clerks and to the Association of Public Treasurers of the US & Canada.

**Rule 10.02 Delegates.** These four delegates shall be the President, Vice President, Secretary-Treasurer, and Immediate Past President of the League.

**Rule 10.03 Alternates.** If a delegate is unable to attend, an alternate may be designated by the Executive Committee. No other substitution(s) will be made.

**Rule 10.04 Expenses.** Expenses for these conferences shall be budgeted for these four delegates and shall be disbursed to the attending delegates upon receipt of ~~claims and unpaid invoices~~ **the prescribed documentation.**

#### **Bylaw 11: MILEAGE ALLOWANCE**

**Rule 11.01 Entitlement To Mileage.** Mileage shall be paid according to the IRS federal allowed mileage deduction to the Officers, Executive Directors, District Directors and Committee members who travel to conduct the necessary business of the League, upon submission of the prescribed documentation.

#### **Bylaw 12: AMENDMENTS TO BYLAWS**

**Rule 12.01.** Amendments to the Bylaws shall be submitted in writing to the Constitution and Bylaws Committee Chair by April 15 each year prior to the Conference.

**Rule 12.02.** The Bylaws may be amended at the Conference by a two-thirds (2/3) vote of the eligible, voting members present. Upon adoption, the Bylaws in their entirety shall be published in the League newsletter and on the League website.

#### **Bylaw 13: VOTING**

**Rule 13.01. Allocation.** Each municipality shall be allowed one vote.

**Rule 13.02. Delegate defined.** The voting delegate shall be the duly-elected official.

**Rule 13.03. Proxies Prohibited.** Voting by proxy is not permitted.

#### **Bylaw 14: ADOPTION**

**Rule 14.01.** These Bylaws shall be in full force and effect from July 1 immediately following the conference when they were approved and after their passage by a majority of those eligible, voting members present at the conference.

#### **Bylaw 15: STANDING RULES**

**Rule 15.01. Authority for Standing Rules.** Nothing in these Bylaws should be construed to prohibit the membership from passing Standing Rules, as may be proposed from time to time by

the Executive Committee to the membership and adopted by *majority vote* of the membership at the conference.

**Rule 15.02. Right to alter, modify or repeal.** The membership may repeal or modify such rules by majority vote at meetings of the membership.

**Rule 15.03. Standing Rules to be In Writing.** The standing rules shall be memorialized and maintained with other governing documents of the League.

*This constitution contains the entire text and provisions as adopted by the membership in conference June 2013.*