

**CONSTITUTION of the
INDIANA LEAGUE OF MUNICIPAL CLERKS AND TREASURERS**

**ARTICLE I
NAME**

Section 1. The name of the organization shall be the “Indiana League of Municipal Clerks and Treasurers” of the State of Indiana, hereinafter referred to as the “League.”

**ARTICLE II
PURPOSE**

Section 1. The purpose of this organization shall be:

- (A) To perpetuate and develop the League for the cooperative enhancement of the City and Town Clerks and Clerk-Treasurers.
- (B) To promote the best methods conducting the affairs of our elected offices, to offer educational information for the growth and advancement of Clerks and Clerk-Treasurers, and to work with the State Legislature in enacting laws for the betterment of state and local government.
- (C) To provide a better understanding of the needs of cities and towns in the State of Indiana.
- (D) To study and advance, to the fullest measure, home rule in local government.
- (E) To cooperate with the State Board of Accounts, Indiana Department of Local Government Finance, Indiana Associate of Cities and Towns and other organizations dedicated to the improvement of municipal affairs.

**ARTICLE III
OFFICERS**

Section 1. The officers of the League shall be: President, Vice-President, Secretary-Treasurer and the most immediate Past President. (The most recent Past President who is still an active Clerk or Clerk-Treasurer and a member of the League shall fill the office of Immediate Past President).

Section 2. All officers shall be duly elected Clerks or Clerk-Treasurers with at least one term of office as a Clerk or Clerk-Treasurer and one year of active service in the League.

Section 3. Their term of office shall be one year or until their successor is elected or appointed. In the event of a vacancy of any office, the Executive Committee and Nominating Committee shall meet within sixty (60) days to fill the vacancy.

**ARTICLE IV
EXECUTIVE COMMITTEE**

Section 1. The Executive Committee consists of the League Officers and Executive Directors.

Section 2. The committee is responsible for handling policy questions and approving expenditures where no budget category exists between meetings and meets at the call of the President or upon written request of any five (5) members of the Executive Committee.

Section 3. Ten (10) members of the Executive Committee constitute a quorum for the transaction of business. A two-thirds (2/3) majority of the members present is required for any official action of the Executive Committee.

Section 4. It shall be the responsibility of the Executive Committee, by a 2/3rd vote, to set the annual League membership dues and dues structure.

Section 5. The Secretary-Treasurer of the League shall serve as secretary of the Executive Committee. In the absence of the Secretary-Treasurer, the Presiding Officer shall appoint a secretary.

Section 6. All active Past Presidents shall serve as ex-officio members of the Executive Committee.

- (A) As ex-officio members, they shall have all the privileges of attending meetings, receiving all notices of such meetings, speaking on any issue before the committee and casting votes.
- (B) Ex-officio member shall not be counted toward a quorum and have no duty to attend as regular members.

ARTICLE V EXECUTIVE DIRECTORS

Section 1. The Executive Directors shall consist of active members of the League and shall consist of the following representation:

- (A) Two (2) representing first and second class cities with one (1) representing the eastern half of the state districts, Districts 2, 4, and 6, and one (1) representing the western half of the state districts, Districts 1, 3, and 5;
- (B) Three (3) representing third class cities;
- (C) Four (4) Five (5) representing towns; and
- (D) One representing at-large.

Section 2. All six (6) state districts shall be represented.

ARTICLE VI

NON-PROFIT EDUCATION FOUNDATION

Section 1. Consistent with the purposes and objects of the League, as set forth in Article II, the League may authorize and establish a non-profit, foundation, organized under the laws of the United States and the State of Indiana, to be called the ILMCT Education Foundation.

Section 2. The purpose of the foundation is to promote the best methods for conducting the affairs of our elected offices, to offer educational information for the growth and advancement of Clerks and Clerk-Treasurers, and to provide additional financial resources to support the professional development, education and training of members of the Indiana League of Municipal Clerks and Treasurers.

Section 3. The board of the foundation shall be governed by a board of seven persons to be comprised as follows:

- (A) Vice President of the League;
- (B) Secretary-Treasurer of the League;
- (C) Chair or Co-Chairs of the Education and Professional Development Committee;
- (D) Immediate Past President of the League; and
- (E) Two or three members to be elected at large.

Section 4. The terms of office shall be as follows:

- (A) For any board member described in Section 3, subdivisions A-D of this Article, the terms of office shall be co-existent with their terms as a League officer or committee chair.
- (B) For any board member described in Section 3, subdivision E of this Article, the nominating committee shall identify in its first nominating report (as set forth in Article IX Section 2), following establishment of a foundation, one position for a term of one year; another position for a term of two years and one position for term of three years. Thereafter, the nominating committee shall name a nominee for at-large positions as terms expire along with the annual nominating report (as set forth in Article IX Section 2). After expiration of the initial term, the terms for the at large positions shall be for three years and until a successor is elected and qualified. Persons serving as at large members of the board may succeed themselves.

Section 5. The qualifications of office shall be as follows:

- (A) For any board member described in Section 3, subdivisions A-D of this Article, the qualifications of office shall be the same as those which pertain to their qualifications as a League officer or committee chair or co-chairs.

- (B) At least one of the board members described in Section 3, subdivision E of this Article, shall be a member of the Indiana League of Municipal Clerks and Treasurers.
- (C) Vacancies for board for members described in Section 3, subdivision E of this Article, shall be filled in the same manner as vacancies in offices of the League, (Confer Article 3, Section 3 of Constitution) and will be for the unexpired term.

**ARTICLE VII
DISTRICTS**

Section 1. The state shall be divided into six (6) districts by counties as follows:

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

**ARTICLE VIII
STANDING COMMITTEES**

Section 1. The President shall appoint such standing committees as designated in the By-laws. Special committees may be appointed by the President.

**ARTICLE IX
NOMINATIONS AND ELECTIONS**

Section 1. At each annual conference, the League shall elect the officers enumerated in Article III.

- (A) Any candidate receiving a majority of votes cast for any office shall be declared elected.
- (B) Ballot voting shall be required if there is more than one (1) candidate for a respective office.

Section 2. Except as otherwise provided by this Article, a slate of candidates shall be presented at the conference by a Nominating Committee composed of the three (3) most recent, active Past Presidents with the most senior of those to serve as chair. In naming candidates to this slate, the Nominating Committee will proceed pursuant to Rule 06.11 of the ILMCT By-Laws.

Section 3. For the purpose of a quorum, other active Past Presidents in descending order shall serve as ex-officio members of the Nominating Committee, with voting privileges.

Section 4. In the event that one (1) or more of the three (3) most recent active Past Presidents are unable to serve, or there are not three (3) active, Past Presidents of the League, the President shall appoint, with the approval of the Executive Committee, a member (s) to this committee.

Section 5. Immediately after the Nominating Committee presents its slate of officers, additional nominations may be made from the floor.

Section 6. Except as otherwise provided by this Article, any League member wishing to serve as an Officer may submit in writing to the Chairman of the Nominating Committee, the member's desire to serve by February 15.

ARTICLE X MEMBERSHIP

Section 1. The members of the League shall be categorized as either Active, Associate, Associate Business, Affiliate or Honorary.

Section 2. ACTIVE MEMBERS: Any person who is a duly-elected City or Town Clerk or Clerk-Treasurer or a duly-employed City Controller may be admitted to active membership in the League.

Section 3. ASSOCIATE MEMBERS: Any past member, or any deputy or employee serving on the staff of an active member with the member's consent may be an associate member and enjoy all League privileges, except the right to vote and hold office.

Section 4. ASSOCIATE BUSINESS MEMBERS: Any person connected officially with or providing services for municipal government may be an associate business member and enjoy all League privileges, except the right to vote and hold office.

Section 5. AFFILIATE MEMBERS: Any person who is an elected or appointed officer in municipal government, who is not already qualified for another membership class, may be an affiliate member and enjoy all League privileges, except the right to vote and hold office.

Section 6. HONORARY MEMBERS: Honorary membership may be bestowed for distinguished service to municipal government or service to the League.

(A) Honorary membership shall be proposed by at least two (2) active members, upon a majority recommendation of the Executive Committee and approval by a majority vote of the members present at an annual conference.

(B) Honorary membership shall be given to Past Presidents of the League after leaving office as active Clerks or Clerk-Treasurers

Section 7. Except for Honorary Members, in order to be a member in good standing, one must satisfy the terms of the appropriate membership category described in this Article and have dues paid according to the terms of Article X of this Constitution.

ARTICLE XI DUES

Section 1. The Executive Committee shall annually review and determine, by a 2/3rd vote, membership dues and dues structure of the League.

Section 2. All members are entitled to notice of League events, a subscription to *QUEST*, access to the League website, access to the League list serve and a membership directory.

Section 3. All dues are payable March 15 of each year. Honorary members shall not pay dues.

Section 4. If the dues are paid by the funds of the municipality, membership will continue for the year for which they were paid without the need for a new payment, even if there is a change of office holder. If the dues are paid by personal funds, and there is a change in office for any reason during the annual dues period, a pro-rata dues payment may be assessed by the League for membership in good standing.

ARTICLE XII MEETINGS

Section 1. ANNUAL CONFERENCE. The annual conference of the League shall be held in the month of June in conjunction with the Annual State Board of Accounts School.

Section 2. The newly-elected officers shall be installed at the conference.

(A) The installing officer shall be an active Past President.

(B) League Officers will assume their offices on July 1.

(C) Each outgoing officer is to relinquish all properties to the newly-elected officer by August 1.

Section 3. DISTRICT MEETINGS. District meetings of the League shall be held in October or November of each year, two (2) to three (3) meetings to be determined by the President.

**ARTICLE XIII
FISCAL YEAR**

Section 1. Effective January 1, 2013, the fiscal year shall be the calendar year, commencing on January 1, 2013 and ending on December 31, 2013, and carrying forward for subsequent years.

Section 2. In order to implement the foregoing provision, there will be a transitional fiscal year effective upon adoption of this amendment, commencing on July 1, 2011 and ending on December 31, 2012.

**ARTICLE XIV
AMENDMENTS**

Section 1. Amendments to the Constitution shall be submitted in writing to the Constitution and By-Law Committee Chair by April 15 of each year prior to the conference.

Section 2. The Constitution may be amended at the conference by a two-thirds (2/3) vote of the eligible voting members present. After adoption, the Constitution in its entirety shall be published in the League newsletter and on the League website.

**ARTICLE XV
ADOPTION**

This constitution shall be in full force and effect from July 1 immediately following the conference when they were approved and after its passage by a majority of those eligible, voting members present at the conference.

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