Congratulations to all IACT Annual Conference Achievement Winners.

Education Information...

Indiana League of Municipal Clerks and Treasurers & HR Unlimited Resources

CONTINUING EDUCATION OPPORTUNITIES

October 20 – 21, 2004
ILMCT District Meeting, Middlebury
One day (October 20 or October 26) of continuing education for professional certification* credit before the annual ILMCT District Meetings (October 21 and 27).

October 26 – 27, 2004
ILMCT District Meeting, Nashville

March 6 – 11, 2005
ILMCT Institute & Academy
Hotel Roberts, Muncie
A weeklong continuing education institute and academy for professional certification* credit. You may attend one day or all week.

April 18 – 21, 2005
69th Annual ILMCT Conference
Indianapolis Marriott North
3645 River Crossing Parkway
One day (TBD) of continuing education for professional certification* credit held during the annual ILMCT Conference.

June 14 – 16, 2005
State Board of Accounts School
Indianapolis Marriott East
7202 East 21st Street
One day (June 14) of continuing education for professional certification* credit before the annual State Board of Accounts School (June 15 and 16).

QUESTIONS, please contact:
Kay Brown, IAMC/CMC/CPFA
Clerk-Treasurer, Remington
ILMCT Education Development Committee Co-Chair
219-261-2523
FAX 219-261-2824
remclerk@comcast.net

SCHOLARSHIPS, please contact:
Retha Hicks, IAMC/CMC
Clerk-Treasurer, Winona Lake
ILMCT Education Development Committee
574-267-5783
FAX 574-267-4793
wlnonaclek@comlin.com

*To obtain the Indiana Accredited Municipal Clerk (IAMC) designation, you must be a member of the Indiana League of Municipal Clerks and Treasurers.

*To obtain the Certified Municipal Clerk (CMC) designation or Master Municipal Clerk (MMC) designation, you must be a member of the International Institute of Municipal Clerks.

*To obtain the Certified Public Finance Administrator (CPFA) designation, you must be a member of the Association of Public Treasurers of the US & Canada.
***HOW TO OBTAIN YOUR IAMC, CMC, & CPFA CERTIFICATION***
(All certifications may be obtained concurrently.)

---

**I AM C**

<table>
<thead>
<tr>
<th>Association Membership</th>
</tr>
</thead>
<tbody>
<tr>
<td>Become member of the ILMCT (2 yr. minimum requirement)</td>
</tr>
</tbody>
</table>

**C M C**

<table>
<thead>
<tr>
<th>Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Become member of IIMC (2 yr. minimum requirement)</td>
</tr>
</tbody>
</table>

**C P F A**

<table>
<thead>
<tr>
<th>Education &amp; Training</th>
</tr>
</thead>
<tbody>
<tr>
<td>Become member of APT US&amp;G (2 yr. minimum requirement)</td>
</tr>
</tbody>
</table>

---

Clerk, Clerk-Treasurer, or Deputy Clerk
and/or Administrative position in government or private business
and Attend two ILMCT district meetings (typically, Middlebury or Nashville) within preceding four years

---

Clerk, Clerk-Treasurer, or Deputy Clerk with administrative responsibility
and/or Other local government, state, or federal administrative positions
and/or Business administrative position and/or Attend IIMC Annual Conference and/or Attend ILMCT Regional or ILMCT Conference and/or Education courses, in-service training, or home study courses

---

Clerk, Clerk-Treasurer, or Deputy Clerk with administrative experience
and/or Other local government, state, or federal administrative experience
and/or Attend APT annual conference and/or Attend ILMCT annual conference and/or Serve as APT or ILMCT officer, director, committee chair, committee member, or parliamentarian

---

---

Attend ILMCT Institute/Academy classes or AA or BA in public administration or related field or Related course credits not used for degree and/or Attend programs, seminars, workshops or State Board of Accounts School or ILMCT District meetings or IIMC or APT Regional meetings or ILMCT, IIMC, or APT Annual Conference

---

Attend ILMCT Institute/Academy classes (100 hours – minimum 50 hours Category I, minimum 30 hours Category II, & minimum 20 hours Category III) or BA in public administration or related field or BA in unrelated field & 67 hours Institute/Academy or AA in public administration or related field & 67 hours Institute/Academy

---

Attend ILMCT Institute/Academy classes or BA or AA in public administration, accounting, finance, or related field or BA in unrelated field or Approved treasury-related education by non-APTA state-wide organization

---

---

---

***Education & Training***

---

---

---

---

---

---

---

---

---
Rule 06.02 Audit Committee. There shall be an auditing committee appointed by the President according to the Article VIII of the ILMCT Constitution.

The Chair shall be selected by the President.

The committee shall consist of five (5) active members. They shall meet

(As amended by the 67th Annual Convention, April 2004)
Bylaws of the Indiana League of Municipal Clerks and Treasurers

Rule 01: PARLIAMENTARY AUTHORITY

Rule 01.01 The rules contained in Robert’s Rules of Order Newly Revised (11th Edition) shall govern in all cases where they are applicable and where they are not inconsistent with the By-laws of this League or its Constitution. (As amended by 67th Conference at French Lick, Indiana, June 20, 2003)

Rule 02: OFFICERS OF THE LEAGUE

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

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

Rule 02.03 Vice President. There shall be the office of Vice-President. The Vice President’s duties shall be:

Rule 02.04 Secretary. There shall be the office of secretary. The secretary’s duties shall be:

Rule 02.05 Treasurer. There shall be the office of treasurer. The treasurer’s duties shall be:

Rule 03: 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 Nominations Committee for at least three (3) years as referred to in Article VIII, Section 2, of the Constitution. (As amended by 67th Conference at French Lick, Indiana, June 20, 2003)

Rule 04: EXECUTIVE DIRECTORS

Rule 04.01 Establishment. There shall be executive directors appointed by the President according to the Article V of the ILMCT Constitution. They shall have the following duties:

Rule 05: DISTRICT DIRECTORS

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

Rule 05.02 ILMCT 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, Lagrange, Lake, Marshall, Newton, Porter, Pulaski, St. Joseph, Starke and White.

(b) District 2 shall be comprised of the Indiana counties of Adams, Allen, Blackford, Delaware, Eaton, Grant, Huntington, Jay, Kosciusko, LaGrange, Madison, Noble, Steuben, Wabash, Wells and Whitley.

(c) District 3 shall be comprised of the Indiana counties of Boone, Clay,
Indiana League of Municipal Clerks and Treasures & HR Unlimited Resources

2004 Fall District Meetings

North – Middlebury (Oct. 20) / South – Nashville (Oct. 26)

Join your fellow Clerk-Treasures for classes that will help you do your job more effectively.

Credit will be available toward IAMC, CMC, MMC, and CPFA.

1. Delegation: Learning to Let Go

Delegation will be taught by Mitch Ripley and is an IIMC Category II class (3 hours):

How can you help people in your organization prepare for future leadership roles and free up more time in your schedule? Make sure you do not become apathetic if you don't share the responsibility of making the organization a success. In this session, we will:

1. Uncover reasons why we do not delegate
2. Look at reasons why we should delegate
3. Look at to whom we can delegate responsibilities
4. Offer suggestions that will help you learn how to delegate more effectively

2. End of Year Duties

End of Year Duties will be taught by Charlie Pride from the State Board of Accounts and is an IIMC Category 1 class (3 hours):

There are several required duties that must be performed at the end of each year. Most of these are required by State Statutes, IRS regulations, or compliance guidelines established by the State Board of Accounts. In this session, we will cover:

1. Cancellation of old outstanding checks
2. Encumbering appropriations into the 2005 appropriation ledgers
3. Transferring money to the rainy day fund
4. Closing out 2004 records
5. How to prepare several year-end reports that must be filed in January and February of 2005

Middlebury District Meeting

Wednesday, October 20
Essenhaus County Inn
240 US 20, south of Middlebury
For accommodations call (800) 455-9471
www.essenhaus.com

Nashville District Meeting

Tuesday, October 26
Brown County Inn
at the intersection of State Roads 135 & 46
For accommodations call (800) 772-5249
www.browncountyinn.com

Schedule for October 20 and 26:

9:00 a.m. to noon – Delegation
12:00 noon to 1:00 p.m. – Lunch on your own
1:00 to 4:00 p.m. – End of Year Duties

Cost: $85 per person. You must attend the full day in order to receive full credit.

Mitch Ripley is a graduate of Ball State University and an ordained minister with the Church of God, serving as interim pastor when requested. Because of his human resources background, he also assists church leaders when hiring a permanent pastor. Mr. Ripley is a master-certified Zenger Miller Management Trainer and is certified to train all of the AchieveGlobal Training programs. In addition, he is qualified and experienced in writing affirmative action and diversity plans. He has also written several employee handbooks and various types of company manuals. Mitch is Microsoft Office Specialist Certified in Microsoft Word, also qualified to train Introduction to Personal Computers, Windows, and all Microsoft Office Computer Products.

Charlie Pride has been Office Supervisor for Cities, Towns, and Libraries for the Indiana State Board of Accounts since 1991. He assists field examiners and local officials in complying with Indiana's public accounting laws. He also served for seven years as the Office Supervisor for Counties and as a field auditor for central Indiana. Mr. Pride has worked for the State Board of Accounts since 1978 and is a Certified Public Accountant. He earned his accounting degree from Indiana State University in 1977.
ILMCT Class Course Registration

Name: _________________________________
Title: __________________________________
Municipality: ____________________________
Address: _______________________________
________________________________
Phone: (_______) ____________________
E-mail: ________________________________

I am willing to accept registration information for future classes via e-mail

Registration for:
☐ Middlebury (Wed., October 20)
☐ Nashville (Tues., October 26)

☐ I would like Institute credit (IAMC/CMC/CPFA)
☐ I would like Academy credit (MMC/CPFA)

Cost for class: $85
Cost for either morning or afternoon only: $45
Payment must accompany registration
Make payable to HR Unlimited Resources
Mail completed registration and check to:

Gary Whorlow
HR Unlimited Resources
4021 S. Loganberry Ct.
New Palestine, IN 46163-9068

Feelings Overwhelmed?
Want to know how to work smarter (not just harder)?
The Indiana League of Municipal Clerks and Treasurers
& HR Unlimited Resources can help!

Announcing the Fall District Meetings

ILMCT Class Courses:
- Wed., October 20 in Middlebury
- Tues., October 26 in Nashville
  ✗ 9 a.m. to 4 p.m. both days

2 classes:
✓ Delegation: Learning to Let Go
✓ End of Year Duties

Registrations must be received by October 14 for Middlebury and October 20 for Nashville. If you have questions or need special accommodations, please call Gary Whorlow at (317)861-8116; or send an e-mail to garywhorlow@juno.com. Cancellations made after these dates will not be eligible for a refund – a substitute may be sent in your place if necessary.