

Quest

August 2019

LEAVING NO ONE BEHIND



Dear Friends and Colleagues,

As your ILMCT President for the 2019-2020 year I would like to start off by thanking Immediate Past President Carrie Mugford for being an outstanding leader and helping take our Association to the next level of education. I would also like to thank you for a fun filled conference that you hosted in Fort Wayne, Indiana. Who could ever forget the welcome reception at the memorable Fort Wayne Zoo, which was voted Trip Advisors 7th best zoo in the nation? Thank you again, Carrie, for all your hard

work and dedication to our League.

This year, and into 2020, I would like to extend an invitation for all of you to join me in a “No Clerk-Treasurer’s Left Behind,” campaign! I would like to honor all of you through the next year, from seasoned clerk-treasurers to the newly elected. I would also like to recognize any clerks or clerk-treasurers who have served or have family members who have served or are still currently serving in our armed forces. My family has a long history of serving this country and I personally know the sacrifice that we all make daily by doing so. Whether you are a public servant or a service member, I want to personally thank each of you for serving your country. Our 2020 Campaign will highlight the importance of leaving no one behind, as I believe, we are all here with the same goal, to serve and improve our communities and the great country that we live in, as those before us did.

The ILMCT Education Committee continues to work very hard for the League to stay up with current laws and regulations through educating our clerk-treasurers. The ILMCT has 2 education Co-Chairs, Vicki Kitchen who is our returning co-chair from the town of North Liberty, and Cindy Morrison, our newest education co-chair from the Town of Dale. Please feel free to reach out to either of them with any questions you may have or if you would like to join the education committee.

I would also like to acknowledge all our district directors with ILMCT. These individuals are here to assist all of you with resources and answer any questions you may have pertaining to your jobs as clerk-treasurers. District 1 – Melanie Berger, Clerk-Treasurer, Town of Winamac, District 2 – Michelle Sexton, Clerk-Treasurer Town of Van Buren, District 3 – Ann Hathaway, Clerk-Treasurer, Town of Brownsburg, District 4 – Amy Roberts, Clerk-Treasurer, Town of Daleville, District 5 – Tammy Winsett Boruff, Clerk-Treasurer, City of Boonville, District 6 – Rae Baker Gibson, Clerk-Treasurer, City of Rising Sun.

Finally, I would like to welcome our 4 newest members of the ILMCT Executive Committee. Please welcome Nicole Bolden, Clerk from the City of Bloomington, Lynda Dunbar, Clerk-Treasurer from the City of Greencastle, Kelly Greulich, Clerk-Treasurer from the Town of Santa Claus, and Greg Wright, Controller from the City of Greenwood. Thank you for accepting your new roles on our board and I look forward to working with each of you in the coming year.

Once again, thank you and I’m excited to serve as your ILMCT President and I look forward to seeing all of you as the year progresses. We are all hard at work planning the Academy and Institute Training in Muncie, March 2020 and the Annual Clerk Treasurers’ Conference in Evansville, June 2020. Today let’s start our campaign and do whatever it takes to **“Leave No One Behind.”**

Departing words from Past President, Carrie Mugford

Hello Members, Colleagues, and Friends,

What an amazing twelve months it has been! I can't say thank you enough To each of you for the role you have played in making this such a successful year. I have enjoyed getting to know the great State of Indiana and our valuable league in a much better way.

I want to thank our committees; especially the executive, conference, education and legislative. Without your hard work we wouldn't accomplish our goals. I wish the best to our newly installed officers as they are already navigating upcoming legislative changes.

In a few months there will be new clerk-treasurers taking office. My hope is that those with experience will mentor those new to office and that we will all continue to Pause for Education.

No matter what "Don't Quit".

My love to each of you.

Carrie, ILMCT Immediate Past President



Meet ILMCT Secretary -Treasurer, Madalyn-Sade Bartl, Churubusco



Madalyn Sade-Bartl, a Churubusco native, has been serving as "Turtle Town U.S.A."s Clerk-Treasurer since 2012. She also serves as the town's grant writer/administrator, human resources manager, economic development director, utility office manager, and whatever else is thrown her way! In addition to serving the town, she holds board positions with the Churubusco Chamber of Commerce, Churubusco Rotary Club, Turtle Days Association, Churubusco Youth Foundation, Accelerate Indiana Municipalities (AIM), Indiana League of Municipal Clerks & Treasurers (ILMCT), and Indiana Municipal Personnel Administrators for Cities & Towns (IMPACT). Since joining ILMCT, she has served on the Legislative Committee and Education Committee. Although she always seems to be busy with something, she still finds time to teach a local government course at Churubusco High School and a Junior Achievement careers course at Churubusco Jr. High School. She has master's degrees in Management- Human Resource

Management and Public Administration, a bachelor's in Business Administration, and earned her IAMC in 2015. "I came into the Clerk-Treasurer's position not knowing anything, and the members and leaders of the League provided me with the resources I needed to be successful in my position. I have always felt welcome and never felt like there wasn't a question I couldn't ask. I hope to continue to help both new and seasoned clerks and further encourage members to seek and garner knowledge and education." As Secretary-Treasurer, she is looking forward to improving the League's education program and hopes to help develop an advanced ILMCT certification. Madalyn is married to Jason Bartl. They have two children, Truman and Monroe (whose antics and snarkiness is often shared on social media) and "too many" pets (3 dogs and 2 cats). She enjoys cheering for the Churubusco Eagles, Purdue Boilermakers, Indianapolis Colts, and St. Louis Cardinals. She also enjoys road trips, relaxing by a pool/lake/ocean, and obscure trivia and history.

Feel free to contact Madalyn at (260) 693-9350 or at madalyn@townofchurubusco.com. She will be happy to help solve whatever it is you need!





Vicki Kitchen

ILMCT Education News

Co-Chairs

Cindy Morrison



First, we would like to thank Diana Bossingham as the 2018-2019 ILMCT Education co-chair. She will become a Town Council Member January 1, 2020. Cindy Morrison, Clerk-Treasurer, Town of Dale is the new ILMCT co-chair. With the new education hours mandate effective after this election cycle, ILMCT Education becomes even more important. ILMCT Executive and Education Committee will be working on an advanced education certification. If you have any suggestions, please send your education co-chairs your ideas.

Mark your calendars – Upcoming ILMCT Education Opportunities

Middlebury	October 16-17	Bloomington	October 22-23
Newly Elected Official Training	December 3	Munster	December 9 - Evansville
	December 10	Jeffersonville	December 14 - Noblesville
	December 17	Fort Wayne	
AIM Boot Camp	January 21-23		
Institute and Academy	March 8-12		
IIMC – St. Louis	May 17-20		
ILMCT Conference & SBOA School	June 7-11		
APT – Henderson, NV	July 19-22		

ILMCT & Visit SB will be hosting the APT Conference in South Bend in July 2021.

Cindy Morrison, IAMC
Clerk-Treasurer

Vicki Kitchen, IAMC, MMC
Clerk-Treasurer

Ask Todd

Q I know changes are coming to the audit reports next year and the year after for debt and capital assets. Can you briefly clarify what’s changing and for which year?

A . The first change will be for 2019 reporting and it involves debt. Currently, debt has been reported in a “Supplementary Schedule” to the Annual Financial Report (AFR) and in your audited financial statement report – meaning as a schedule to supplement the financial statements, we did not opine on the correctness of it. For 2019 financial reporting, debt information will be included in a note to your financial statements and it will be part of our audit opinion. So there won’t be a supplementary schedule any longer but you will still input your debt information into the AFR (before March 1, 2020) which will compile into a note to your financial statements.

The next change is in 2020 reporting and involves capital assets. The capital asset schedule, like debt, has previously been reported in a supplementary schedule. In 2020, the supplementary schedule will no longer exist and your capital asset information, including depreciation, will be reported in a note to your financial statements and it will be part of our audit opinion. So the supplementary schedule for capital assets will not be in the 2020 financial statements, but you will still input your capital asset information into the AFR (before March 1, 2021) which will compile into a note disclosure.

Other changes to the audited report formats are coming with the addition of more note disclosures. Also, in 2020 financial reporting, financial statements will be presented by fund type classifications (general, special revenue, capital projects, debt service, enterprise, etc.). For more information, see our presentation & training materials from the June conference here: <https://www.in.gov/sboa/files/Gordon%20-%20GAAP%20Enhanced%20Regulatory%20Update%20final.pdf>



Legislative Co-Chairs Michael Griffin and Debbie Block



Indiana League of Municipal Clerks and Treasurers

Legislative Committee
Quest Article and the Next Session



August 1, 2019

Michael W. Griffin, Town of Highland
Deborah Block, City of Mishawaka

Mishawaka Clerk and ILMCT Past President Deborah L. Block and I are honored to be asked by ILMCT President Karen McQueen to co-chair the ILMCT Legislative Committee for her term 2019 to 2020. We look forward to working with her and our ILMCT Officers to enhance already good law or policy, making it better and better equipping us for service through our public offices to our friends and neighbors in the cities and towns which we serve. Our credo is *"We seek a better way."*

While not all of the ILMCT legislative initiatives were made law in the first regular session, our successful attainment of a training provision as our highest priority in the long session was a notable success. To be clear, there is no penalty for not attaining the specified hours, which are at least 14 hours of training in your first year of term and 36 hours of training in any three-year period. Math will show that years two and three could be 11 hours each. Attendance at the annual SBOA called school and some of the ILMCT Offerings during the year will be sufficient in most cases. You will be required to maintain a record of your attendance. The law applies to all clerks, and clerk treasurers elected this November. Controllers are included. Further, any Aim NEO and similar courses or workshops between the election and the start of your term can count toward the required hours.

While there is no legal penalty for not meeting your required hours, it is a first step to enhance the regard with which our positions are regarded by the Indiana General Assembly and the public. It also contains some added provisions requiring mayors, city councils and town councils to support the training requirements of the law.

(The ILMCT Legislative Committee for 2019-2020 will convene to discuss its legislative agenda for the short session of the Indiana General Assembly. This is an election year for most of our members. So, that will also need to be considered in terms of scheduling time to discuss the coming session which state law states shall begin *"on the third Tuesday after the first Monday of November of each odd-numbered year."* The real working sessions will begin in January and must adjourn not later than March 14.



Legislative report continues ...

When the committee meets, among our issues will be consider whether to pursue those matters that were introduced in the last session but did not become law such as the following:

- ***Allow employees to be automatically in unless they opt out of Deferred Compensation 457 Plan.*** State law allows state and local governments to offer deferred compensation accounts for its workers. Presently new State employees are automatically enrolled in such a plan unless they opt out. This section merely extends the same provision that applies to states to local government deferred comp plans, if the local body so elects.
- ***Allow deposits to be paid when booking entertainers or ordering a fire truck.*** Current law prohibiting paying before a service or good is delivered is clarified to permit a deposit to be paid to ensure performers or groups of performers to secure the booking at municipally sponsored festivals or events and it allows this as part of the order and purchase of Fire trucks or any personal property in excess of \$150,000 in value.

Further, the co-chairs and the committee members would welcome some ideas from the membership regarding any suggestion that requires a change to or new state legislation that would be relatively uncontroversial and is about finding a new way to deliver services at the highest possible quality and at the lowest possible cost, consistent with our democratic values of transparency and accountability.

I hope this article informs and leaves you well. The ILMCT Legislative Committee joins with its co-chairs in wishing all of you a season of balanced or surplus budgets, minimal to no circuit breaker disruption and ease of budget adoption. We do live in hope.

We eagerly greet this this opportunity to serve our friends and colleagues,

Michael W. Griffin, Co-Chair
ILMCT Legislative Committee

Deborah L. Block, Co-Chair
ILMCT Legislative Committee

Exhibit 1

EXHIBIT 1

Indianapolis

IC 36-3-5.5 Training for Clerk and Fiscal Officer (Indianapolis)

(A new chapter is added to IC 36-3)

Sec. 1. As used in this chapter, "training courses" refers to training courses, workshops, training institutes authorized by IC 5-11-14, formal academies, special seminars, and other in-service training related to the office of the:

- (1) clerk of the consolidated city described in IC 36-3-4-8; and
- (2) fiscal officer of the consolidated city described in IC 36-3-5-2.5;

that are developed or offered under the rubric of a generally accepted professional association, association of governments or a state agency or department, or public university or affiliated center

Sec. 2. An individual who is appointed to or holds an office described in section 1 of this chapter on or after November 5, 2019, shall complete at least:

- (1) fourteen (14) hours of training courses within one (1) year; and
- (2) thirty-six (36) hours of training courses within three (3) years;

after the individual is appointed to or while the individual holds an office described in section 1 of this chapter.

Sec. 3. A training course that an individual completes:

- (1) after being appointed to an office described in this section; and
- (2) before the individual begins serving in an office described in this section;

shall be counted toward the requirements under section 2 of this chapter.

Sec. 4. An individual shall fulfill the training requirements established by section 2 of this chapter for each four (4) year period during which the individual holds an office described in section 1 of this chapter.

Sec. 5. This section applies only to an individual appointed to fill a vacancy in an office described in section 1 of this chapter. An individual described in this section may, but is not required to, take training courses required by section 2 of this chapter. If an individual described in this section takes a training course required by section 2 of this chapter for an office described in section 1 of this chapter, the consolidated city shall pay for the training course as if the individual had been appointed to an office described in section 1 of this chapter.



Exhibit 1 continues

Sec. 6. The:

- (1) executive;
- (2) legislative body; and
- (3) individual who holds an office described in section 1 of this chapter;

shall use all reasonable means to ensure that the individual who holds an office described in section 1 of this chapter complies with the training requirements established by section 2 of this chapter.

Sec. 7. The individual who holds an office described in section 1 of this chapter shall maintain written documentation of the training courses that the individual completes toward the requirements of this chapter.

Sec. 8. If the consolidated city reorganizes under IC 36-1.5, the individual who performs the functions of an office described in section 1 of this chapter for the consolidated city shall comply with the training requirements established by this chapter for the reorganized political subdivision.

For Cities

IC 36-4-10 Training for City Clerk and Fiscal Officer

(A new Section is added to IC 36-4-10)

IC 36-4-10-2 City clerk or city clerk-treasurer; election; fiscal officer; term of office; immunity

Sec. 2. (a) A city clerk shall be elected under [IC 3-10-6](#) by the voters of each second class city, and a city clerk-treasurer shall be elected under [IC 3-10-6](#) by the voters of each third class city.

(b) The city clerk or clerk-treasurer is the clerk of each city.

(c) The city controller appointed under [IC 36-4-9-6](#) is the fiscal officer of each second class city, and the city clerk-treasurer is the fiscal officer of each third class city.

(d) The city controller of a second class city is not liable, in an individual capacity, for any act or omission occurring in connection with the performance of the city controller's duty as fiscal officer of the second class city, unless the act or omission constitutes gross negligence or an intentional disregard of the controller's duty.

(e) The term of office of a city clerk or clerk-treasurer is four (4) years, beginning at noon on January 1 after election and continuing until a successor is elected and qualified.

(IC 36-4-10-8) (a) As used in this section, "training courses" refers to training courses, workshops, training institutes authorized by IC 5-11-14, formal academies, special seminars, and other in-service training related to an office described in section 2 of this chapter that are developed or offered under the rubric of a generally accepted professional association, association of governments or a state agency or department, or public university or affiliated center.



Exhibit 1 continues

(b) An individual elected or appointed to an office described in section 2 of this chapter on or after November 5, 2019, shall complete at least:

- (1) fourteen (14) hours of training courses within one (1) year; and
- (2) thirty-six (36) hours of training courses within three (3) years;

after the individual is elected or appointed to an office described in section 2 of this chapter.

(c) A training course that an individual completes:

- (1) after being elected or appointed to an office described in section 2 of this chapter; and
 - (2) before the individual begins serving in an office described in section 2 of this chapter;
- shall be counted toward the requirements under subsection (b).

(d) An individual shall fulfill the training requirements established by subsection (b) for each term to which the individual is elected or appointed to an office described in section 2 of this chapter.

(e) This subsection applies only to an individual appointed to fill a vacancy in an office described in section 2 of this chapter. An individual described in this subsection may, but is not required to, take training courses required by subsection (b). If an individual described in this subsection takes a training course required by subsection (b) for an office described in section 2 of this chapter, the city shall pay for the training course as if the individual had been elected or appointed to an office described in section 2 of this chapter.

(f) The:

- (1) city executive;
- (2) city legislative body; and
- (3) individual who holds the office described in section 2 of this chapter;

shall use all reasonable means to ensure that the individual who holds the office described in section 2 of this chapter complies with the training requirements established by this section.

(g) The individual who holds the office described in section 2 of this chapter shall maintain written documentation of the training courses that the individual completes toward the requirements of this section.

(h) If a city reorganizes under IC 36-1.5, the individual who performs the functions of an office described in section 2 of this chapter for the city shall comply with the training requirements established by this section for the reorganized political subdivision.



Exhibit 1 continues

IC 36-5-6 Training for Town Clerk and Fiscal Officer

(Adds a new section to IC 36-5-6)

IC 36-5-6 Training for Town Clerk and Fiscal Officer

(Adds a new section to IC 36-5-6)

IC 36-5-6-2 Clerk and fiscal officer

Sec. 2. The clerk-treasurer elected under this chapter is both the town clerk and the town fiscal officer.

(IC 36-5-6-10) (a) As used in this section, "training courses" refers to training courses, workshops, training institutes authorized by IC 5-11-14, formal academies, special seminars, and other in-service training related to an office described in section 2 of this chapter that are developed or offered under the rubric of a generally accepted professional association, association of governments or a state agency or department, or public university or affiliated center.

(b) An individual elected to the office described in section 2 of this chapter on or after November 5, 2019, shall complete at least:

- (1) fourteen (14) hours of training courses within one (1) year; and
 - (2) thirty-six (36) hours of training courses within three (3) years;
- after the individual is elected to the office described in section 2 of this chapter.

(c) A training course that an individual completes:

- (1) after being elected to the office described in section 2 of this chapter; and
 - (2) before the individual begins serving in the office described in section 2 of this chapter;
- shall be counted toward the requirements under subsection (b).

(d) An individual shall fulfill the training requirements established by subsection (b) for each term to which the individual is elected to the office described in section 2 of this chapter.

(e) This subsection applies only to an individual appointed to fill a vacancy in the office described in section 2 of this chapter. An individual described in this subsection may, but is not required to, take training courses required by subsection (b). If an individual described in this subsection takes a training course required by subsection (b) for an individual elected to the office described in section 2 of this chapter, the town shall pay for the training course as if the individual had been elected to the office described in section 2 of this chapter.

(f) The:

- (1) town executive;



Exhibit 1 continued

shall use all reasonable means to ensure that the individual who holds the office described in section 2 of this chapter complies with the training requirements established by this section.

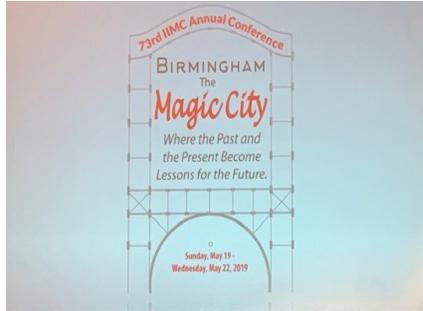
(g) The individual who holds the office described in section 2 of this chapter shall maintain written documentation of the training courses that the individual completes toward the requirements of this section.

(h) If a town reorganizes under IC 36-1.5, the individual who performs the functions of the office described in section 2 of this chapter for the town shall comply with the training requirements established by this section for the reorganized political subdivision.

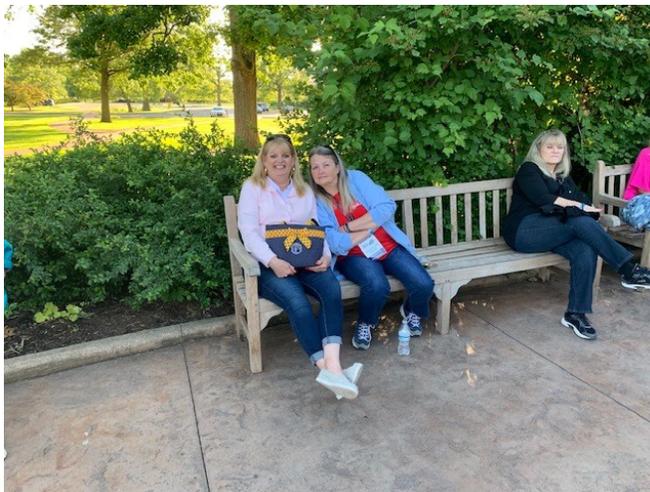
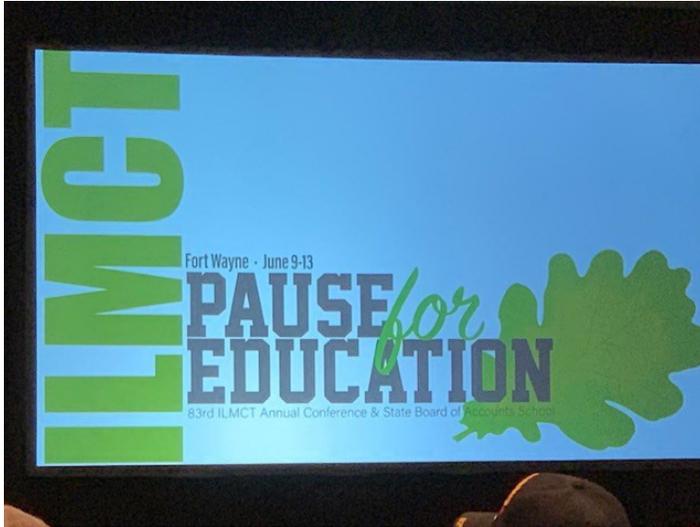
Past Presidents of the Indiana League of Municipal Clerks and Treasurers



IIMC ANNUAL CONFERENCE



ILMCT 83rd Annual Conference



ILMCT 83rd Annual Conference



ILMCT 83rd Annual Conference



North Liberty Vicki Kitchen is sworn in as Secretary-Treasurer for Association of Public Treasurers (APT)

North Liberty Clerk-Treasure was sworn in as the Secretary of the Association of Public Treasurers in Oklahoma City at the annual conference in July, 2019. Vicki is a past president for the ILMCT and is currently a Co-education chair. Vicki also serves our League on the Legislative committee and Executive committee. Congratulations Vicki!



ILMCT receives award from South Bend Tourism Bureau for Convention Advocate for the ILMCT 82nd conference held in South Bend. Congratulations to Terri Buckmaster and her conference committee, Debbie Block, Kareemah Fowler, and Vicki Kitchen



Pictured: Kareemah, Vicki, Debbie and Terri



2019-2020 ILMCT Officers, Committees and Appointments

ILMCT EXECUTIVE COMMITTEE REPRESENTATIVE STANDING COMMITTEES

Executive Committee Officers

President-Karen McQueen, IAMC Clerk-Treasurer, Brazil

Vice-president –Jane Jordan, IAMC,MMC, CPFA, CPFIM, Clerk-Treasurer, Burns Harbor

Secretary– Treasurer - Madalyn-Sade Bartl, IAMC, MsM, Clerk-Treasurer, Churubusco

Immediate Past President—Carrie Mugford, IAMC, CMC, Clerk-Treasurer, North Manchester

First/Second Class City Representative

Nicole Bolden, City Clerk, Bloomington
Kathleen “Kathy” Walton, IAMC, CMC, City Clerk, Lawrence

Third Class Cities:

Lynne Christian, IAMC Clerk-Treasurer, Warsaw

Jim Mann, Clerk-Treasurer, Monticello

Linda Dunbar, Clerk-Treasurer, Greencastle

Towns:

Janet M Anglemyer, IAMC, Clerk-Treasurer, Bremen

Sandra Hash, IAMC, MMC, Clerk-Treasurer, Ellettsville

Kelly Greulich, Clerk-Treasurer, Santa Claus

Karen Heim, IAMC Clerk-Treasurer, Culver

Cynthia Morrison, Clerk-Treasurer, Dale

At large member:

Greg Wright City Clerk, Greenwood

Past Presidents of the League who are also active members

Terri Buckmaster, IAMC,MMC, Clerk-Treasurer, Town of Walkerton 2017-2018

Tami Runyon, IAMC,MMC,CPFA, ACPFM, Clerk-Treasurer, City of Bluffton, 2016-2017

Vicki Kitchen, IAMC, MMC, Clerk-Treasurer, North Liberty, 2015-2016

Kathy Parsons, IAMC, MMC,CPFA, CPFIM Clerk-Treasurer, Fremont, 2013-2014

Debra Twitchell, IAMC, MMC, CPFA, Angola, 2012-2013

Dave Shafer, IAMC, MMC Clerk-Treasurer, Munster, 2010-2011

Michael Griffin, IAMC, MMC,CPFA,CPFIM, Clerk-Treasurer, Highland, 2001-2002

Deborah Block, IAMC, MMC City Clerk, Mishawaka, 2000-2001

Brenda Young, IAMC,MMC, Clerk-Treasurer, Nashville, 1997-1998

Frank Zerr, IAMC Clerk-Treasurer Shelbyville

District Directors

District 1 (by Counties):

Benton, Carroll, Cass, Fulton, Howard, Jasper, Laporte, Lake, Marshall, Newton, Porter, Pulaski, St Joseph, Starke and White
Melanie Berger, IAMC,MMC, Clerk-Treasurer, Winamac

District 2. (by Counties)

Adam, Allen, Blackford, Dekalb, Elkhart, Grant, Huntington, Jay, Kosciusko, Lagrange, Miami, Noble, Steuben, Wabash, Wells and Whitley.

Michelle Sexton, IAMC, MMC, Clerk-Treasurer, Van Buren

District 3. (by Counties): Boone, Clay, Clinton, Fountain, Hendricks, Montgomery, Morgan, Owen, Parke, Putnam, Tippecanoe, Vermillion, Vigo and Warren

Ann Hathaway, Clerk-Treasurer, Brownsburg

District 4 (by Counties): Delaware, Fayette, Hamilton, Hancock, Henry, Johnson, Madison, Marion, Randolph, Rush, Shelby, Tipton, Union and Wayne.

Amy Roberts, IAMC, Clerk-Treasurer, Daleville

District 5 (by Counties) Crawford, Daviess, Dubois, Gibson, Greene, Knox, Lawrence, Martin, Monroe, Orange, Perry, Pike, Posey Spencer, Sullivan, Vanderburgh and Warrick

Tammy Boruff, Clerk-Treasurer, Boonville

District 6 (By Counties) Bartholomew, Brown, Clark, Dearborn, Decatur, Floyd, Franklin, Harrison, Jackson, Jennings, Ohio, Ripley, Scott, Switzerland and Washington

Rae Baker, IAMC,MMC, CPFA, Clerk-Treasurer, Rising Sun

Standing Committees:

Budget Committee Chair :Karen McQueen, IAMC, Clerk-Treasurer, Brazil

Jane Jordon, IAMC,MMC,CPFA,CPFIM, Clerk-Treasurer, Burns Harbor

Madalyn Sade-Bartl, IAMC, MsM, Clerk-Treasurer, Churubusco

Carrie Mugford, IAMC, CMC, Clerk-Treasurer, North Manchester

Constitution and By Laws

Chair: Debra A.Twitchell, IAMC, MMC, CPFA, Clerk-Treasurer, Angola

Kathy Parsons, IAMC, MMC, CPFA, CPFIM, CMO Clerk-Treasurer, Fremont

2020 Conference Co-Chairs

Tamara Runyon, IAMC,MMC,CPFA, ACPFA,Clerk-Treasurer, Bluffton

Janet McClellan, City Planner, Brazil

2021 Conference Site Selection Committee Chairs

Jane Jordan, IAMC, MMC,CPFA,CPFIM, Clerk-Treasurer, Burns Harbor

Membership Committee

Chair : Jane Jordan, IAMC, MMC, CPFA, CPFIM, Clerk-Treasurer, Burns Harbor



2019-2020 Officers, Committees and Appointments (continued)

Education and Development Committee Chairs

Co-chair: Vicki Kitchen, IAMC,MMC, Clerk-Treasurer, North Liberty

Co-chair: Cindy Morrison, IAMC, Clerk-Treasurer, Dale

Education and Development Committee Members

Kristie Bone, Clerk-Treasurer, Lagro

Terri Buckmaster, IAMC, MMC, Clerk-Treasurer, Walkerton

Susan Dillman, Clerk-Treasurer, Centerville

Lori Ferguson, Clerk-Treasurer, Town of Portland

Robert Ferguson, IAMC, Clerk-Treasurer, Town of Roann

Julie Flores, IAMC, Controller, City of Marion

Karen Heim, Clerk-Treasurer, Culver

Barb Hawn, Clerk-Treasurer, Ligonier

Rose Jackson, Clerk-Treasurer, Galveston

Jane Jordan, IAMC, MMC, CPFA, CPFIM, Clerk-Treasurer, Burns Harbor

Kathy Juillerat, CMC, Clerk-Treasurer, Converse

Karen McQueen, IAMC, Clerk-Treasurer, Brazil

Carrie Mugford, IAMC,CMC, Clerk-Treasurer, North Manchester

Kathy Parsons, IAMC/MMC/CPFA, CPFIM Clerk-Treasurer, Fremont

Kayla Pauley, Clerk-Treasurer, Cromwell

Tina Paxson, Deputy Clerk-Treasurer, City of Portland

Tami Runyon, IAMC, MMC, Clerk-Treasurer, Bluffton

Madalyn Sade-Bartl, IAMC,MSM, Clerk-Treasurer, Town of Churubusco

Joetta Tinsman, Clerk-Treasurer, Flora

Liz Walden, IAMC, Clerk-Treasurer, Town of Van Buren

Kathleen “Kathy” Walton, IAMC,CMC, City Clerk, Lawrence

Amber Wright, Deputy Clerk-Treasurer, Ellettsville

Todd Caldwell, State Board of Accounts

Susan Gordon, State Board of Accounts

MENTOR COMMITTEE

Co-Chair: North Jane Jordan, IAMC,MMC, Clerk-Treasurer, Burns Harbor

Co-Chair: South Cindy Morrison, Clerk-Treasurer, Dale

District Directors:

District 1 Melanie Berger, Clerk-Treasurer, Winamac

District 2 Michelle Sexton, IAMC, MMC, Clerk-Treasurer, Van Buren

District 3 Anne Hathaway, Clerk-Treasurer, Brownsburg

District 4 Amy Roberts, Clerk-Treasurer, Daleville

District 5 Tammy Boruff, Clerk-Treasurer, Boonville

District 6 Rae Baker, IAMC, MMC, Clerk-Treasurer, Rising Sun

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Karen McQueen, IAMC, Clerk-Treasurer, Brazil

Vicki Kitchen, IAMC,MMC, Clerk-Treasurer, North Liberty

Kathy Parsons, IAMC, MMC,CPFA, CPFIM, Clerk-Treasurer, Fremont.

Carrie Mugford, IAMC, CMC, Clerk-Treasurer, North Manchester

Nominating Committee Chair:

Tami Runyon, IAMC,MMC,CPFA,CPFIM, Clerk-Treasurer, Bluffton

Terri Buckmaster, IAMC,MMC, Clerk-Treasurer, Walkerton

Carrie Mugford, IAMC, CMC, Clerk-Treasurer, North Manchester

Legislative Committee:

Co-Chair Michael Griffin, IAMC,MMC,CPFA, CPFIM Clerk-Treasurer, Highland

Co-Chair—Deborah Block, IAMC, MMC, Clerk, Mishawaka

Janet M Anglemyer, IMC, Clerk-Treasurer, Bremen

Rae Baker-Gipson, IAMC,MMC, Clerk-Treasurer, Rising Sun

Terri Buckmaster, IAMC, MMC, Clerk-Treasurer, Walkerton

Lynne Christiansen, Clerk-Treasurer, Warsaw

Vicki Kitchen, IAMC,MMC, Clerk-Treasurer, North Liberty

Karen McQueen, Clerk-Treasurer, Brazil

Tamara D. Runyon, IAMC,MMC, CPFA, Clerk-Treasurer, Bluffton

Kathy Parsons, IAMC,MMC,CPFA, CPFIM, Clerk-Treasurer, Fremont

Madalyn Sade-Bartl, IAMC, MSM, Clerk-Treasurer, Churubusco

Pam Smart, Clerk-Treasurer, City of Hartford

Debra “Deb” A. Twitchell, IAMC,MMC,CPFA, Clerk-Treasurer, Angola

Kathleen “Kathy” Walton, IAMC,CMC, City Clerk, Lawrence

Quest Editor

Kathy Parsons, IAMC, MMC, CPFA, CPFIM, Clerk-Treasurer, Fremont

Parliamentarian

Michael Griffin, IAMC,MMC, CPFA, CPFIM, Clerk-Treasurer, Highland

Resolution Committee

Melanie Berger, Winamac

Facebook Coordinator

Madalyn Sade-Bartl, IAMC, MCM, Clerk-Treasurer, Churubusco

Webmaster Assistant

Kathy Parsons, IAMC, MMC, CPFA, CPFIM Clerk-Treasurer, Fremont

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Carrie Mugford, Immediate Past President
cmugford@nmanchester.org

**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 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 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:

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.

To preside and maintain order.

To explain and decide all questions of order.

To announce all business.

To be informed on communications.

To give signature when necessary.

To be the presiding officer of the Executive Committee and a member, ex-officio, of standing and special committees, except the Nominating Committee.

To procure services as directed by the Executive Committee and the membership. Those services may include event planning, educational opportunities and financial consulting.

To act as delegate to one and no more than two affiliated national or international conferences.

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.

(e) To order appropriate acknowledgement of sentiment for hospitalized League members or for a deceased member and their immediate family (spouse, father, mother, son or daughter) and to advise the Secretary-Treasurer of the claim.

(f) To act as delegate to one and no more than two affiliated national or international conferences.

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

To keep minutes and record all proceedings of meetings.

To read and/or distribute minutes of previous meetings.

To read and/or distribute important correspondence.

To call a meeting to order in the absence of the President or Vice President.

To hold a list of officers, committee members and general membership.

To oversee the bookkeeping records as maintained by the appointed financial consultant.

To authorize disbursement of funds as specified in the budget and as submitted by the appointed financial consultant.

To forward a statement of finances monthly to the Executive Committee.

To work with the Budget Committee in preparing a line item budget for the coming year.

To present a complete financial report at the annual conference and provide copies to the membership.

To act as delegate to one and no more than two affiliated national or international conferences.

Rule 02.05 Past President. There shall be the office of Past President. The Past President's duties shall be:

To act as delegate to one and no more than two affiliated national or international conferences.

To provide a history of their term no later than December 31 of the year their term ended as President to the Executive Committee to be memorialized in the League directory.

Bylaw 3: PAST PRESIDENTS

Rule 03.01 Ex-Officio Duties. Past Presidents of the League still serving as Clerk or Clerk-Treasurer 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 Nominating Committee. Past Presidents of the League shall serve on the Nominating 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 League Officers 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 VI 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:

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.

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.

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.

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.

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.

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:

To assist the service provider securing a location for district meetings. Said location to provide meeting space, meals and overnight accommodations.

To assist with registrations for district meetings.

To provide the *Quest* Editor the above information on a timely basis to be published in the newsletter.

To work closely with Executive Directors in keeping abreast of district news and sending such items to the *Quest* Editor.

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.

To notify the League Officers 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 VII of the League Constitution and established by these Bylaws. Standing

Committees have the responsibility of furthering various League projects. These Committees may be called upon for annual reports at the Conference.

Rule 06.02 Audit Chair. There shall be an Audit Chair appointed by the President according to the Article VII of the League Constitution.

The Chair shall ensure that a review or audit of the statements of financial position and related statements of activities and cash flows is conducted annually by an independent accountant.

The review or audit shall be done no later than five (5) months after the close of the fiscal year. After the review or audit is complete, the Chair shall forward the report to the Officers.

The Chair shall report to the membership at the next annual 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, the current Vice 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.

A copy of the budget shall be distributed at the annual conference opening business session. The budget shall be voted on at the closing business session.

Rule 06.04 Constitution and Bylaws Committee. There shall be a Constitution and Bylaws Committee appointed by the President according to Article VII 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 Chair(s) appointed by the incoming President according to this rule.

(a) The Chair(s) 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. and present the report to the Executive Committee.

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(s).

(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 XI, 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 VII of the League Constitution.

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

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

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

The Committee shall work with members in securing their certifications.

The Chair or Co-Chairs shall attend the annual conference of the League.

The Chair or Co-Chairs shall attend one and no more than two affiliated national or international conferences.

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

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

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

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.

Mentors should encourage new Clerks and Clerk-Treasurers to attend League functions.

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

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

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 VII of the League Constitution and composed according to this rule.

The Vice President shall chair this committee.

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 VIII of the League Constitution.

The Committee shall secure the best qualified, duly-elected members of the League to nominate for office.

The Committee shall consider geographical areas when selecting candidates, trying to balance representation.

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:

A candidate must have served at least four years as a Clerk or Clerk-Treasurer.

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.

(4) Attendance at a minimum of two (2) district meetings and two (2) League conferences in the prior four (4) years.

The Committee shall report to the Executive Committee the list of honored retiring members and conduct a ceremony honoring these members in order to present an appropriate honorarium gift at a League meeting.

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:

To edit, publish and distribute the newsletter on the League website in timely fashion with no fewer than three (3) issues per year.

To attend and participate in meetings and conferences of the League.

To establish deadlines for timely submissions of articles.

To act as delegate to one and no more than two affiliated national or international conferences.

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:

To be well versed in the rules and procedures of parliamentary law.

To advise the presiding officer on questions of procedure in transacting the business of the League efficiently, legally and impartially.

To answer questions when addressed.

Bylaw 9: NATIONAL AND INTERNATIONAL CONFERENCE DELEGATES

Rule 9.01 Authority. The League may send seven (7) delegates to the conferences of one and no more than two affiliated organizations.

A candidate must possess the Indiana Accredited Municipal Clerk (IAMC) certification.

A candidate must have attended at least one League annual conference and have served on at least one League committee.

A candidate is encouraged to have attended at least one Indiana cities and towns annual conference or have served on at least one affiliated committee or task force.

Rule 06.12 Resolutions Chair. There shall be a Resolutions Chair appointed by the President according to the Article VII of the League Constitution.

The Chair shall be selected by the President.

The Chair shall receive resolutions from any League Committee or member.

The Chair shall arrange resolutions in proper form, eliminate duplications, and offer all resolutions relating to a specific subject in logical sequence.

The Chair may make alterations only with the sponsor's consent.

The Chair shall report all resolutions.

The Chair shall write resolutions as needed. Samples of prior year resolutions shall be made available from the League Secretary-Treasurer.

The Chair shall present resolutions by reading them in their entirety or if providing copies electronically to the membership or to all members in attendance at the opening business session of the Conference, reading them by title only. Adoption shall be at the closing business session.

Rule 06.14. Retirement Recognition Committee. There shall be a Retirement Recognition Committee appointed by the President according to Article VII 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

Rule 9.02 Delegates. These seven (7) delegates shall be the President, Vice President, Secretary-Treasurer, immediate Past President, Education and Professional Development Co-Chairs, and *Quest* Editor of the League.

Rule 9.03 Alternates. If a delegate is unable to attend, an alternate may be designated by the Executive Committee.

Rule 9.04 Expenses. Expenses for these conferences shall be budgeted and shall be disbursed upon receipt of the prescribed documentation.

Bylaw 10: NATIONAL AND INTERNATIONAL BOARDS

Rule 10.01 Authority. If a League member is elected or appointed to an affiliated national or international board, the League shall annually budget \$1,000 for travel expenses for that member to attend board meetings.

Rule 10.02 Expenses. Travel expenses for these meetings shall be disbursed upon receipt of 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.

These bylaws contain the entire text and provisions as adopted by the membership in conference June 2013 and as amended by the membership June 2017 and June 2019.



**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 Indiana State Board of Accounts, Indiana Department of Local Government Finance, and affiliated 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 Past President).

Section 2. All Officers shall be duly elected Clerks or Clerk-Treasurers with at least four years of service 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 except immediate Past President, the Executive Committee shall meet within sixty (60) days to fill the vacancy.

Section 4. The Officers are responsible for handling policy questions and approving expenditures where no budget category exists between meetings. Such actions shall be reported at the next meeting of the Executive Committee.

Section 5. Newly-elected officers shall be installed at the annual 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.

ARTICLE IV

EXECUTIVE COMMITTEE

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

Section 2. The Executive Committee 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 two-thirds (2/3) 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 5. 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 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: 3

(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) Five (5) representing towns; and

(D) One representing at-large.

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

ARTICLE VI

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 VII

STANDING AND SPECIAL COMMITTEES

Section 1. The President shall appoint such standing committees as designated in the Bylaws.

ARTICLE VIII

NOMINATIONS AND ELECTIONS

Section 1. At each annual conference, the League shall elect a President, Vice President, and Secretary-Treasurer.

(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 Past Presidents who have served in the capacity of Immediate Past President 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 League Bylaws.

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 Chair of the Nominating Committee by April 15 the member's desire to serve.

ARTICLE IX

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 deputy or employee serving on the staff of an active member with the active member's consent, any retired member, or any former active member 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 in municipal government who does not already qualify 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 X

DUES

Section 1. The Executive Committee shall annually review and determine by two-thirds (2/3) 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 1 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 XI

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. 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 XII
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 XIII
AMENDMENTS**

Section 1. Amendments to the Constitution shall be submitted in writing to the Constitution and Bylaw 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 XIV
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 and as amended by the membership in conference June 2017 and June 2019.



2019 ILMCT DISTRICT MEETING & EDUCATION DAY

The ILMCT District Meetings & Education Days will take place in Middlebury and Bloomington this fall. The meeting in Middlebury is scheduled for October 16-17 and the meeting in Bloomington will take place October 22-23. Day 1 is Education Day and will include presentations covering LIT, how to pass the baton when leaving office, taxes, more taxes, and growing and developing in a grassroots fashion. Day 2 will include a welcome from ILMCT President, Karen McQueen, followed by presentations from the State Board of Accounts and Department of Local Government Finance. Day 2 is a State Board of Accounts called meeting. A continental breakfast and lunch will be provided at the district meeting (Day 2). Don't forget to bring a door prize highlighting your city or town!

DAY 1: EDUCATION DAY	
8:30 a.m. – 9:00 a.m.	Registration
9:00 a.m. – 10:00 a.m.	Local Income Tax Administration (Public Administration)
10:00 a.m. – 12:00 p.m.	Passing the Baton
12:00 p.m. – 1:15 p.m.	Lunch on your own
1:15 p.m. – 3:15 p.m.	Tax Abatements and Municipalities
3:15 p.m. – 4:15 p.m.	Grassroots Advocacy, What it is and Why you Need to Know

DAY 2: DISTRICT MEETING	
8:30 a.m. – 9:30 a.m.	Registration and Continental Breakfast
9:30 a.m. – 9:45 a.m.	Introduction of Officers, District Directors and Guests
9:45 a.m. – 11:30 a.m.	State Board of Accounts
11:30 a.m. – 1:00 p.m.	Lunch
1:00 p.m. – 2:30 p.m.	Department of Local Government Finance
2:30 p.m. – 3:00 p.m.	Question and Answer Session Door Prizes

CLASS DESCRIPTIONS

LOCAL OPTIONAL INCOME TAX ADMINISTRATION (PUBLIC ADMINISTRATION)

Managing your LIT is a complex undertaking. There are many requirements, nuances involved when making the determination to raise your LIT – and part of those nuances include working with other taxing units. While most LIT rates are determined by a city/county LIT council, since 2018 most county fiscal bodies can now adopt up to .02% for the purposes of funding or maintaining a county jail. This workshop will cover the strategies and complexities you need to know about raising, maintaining and managing local income taxes.

PASSING THE BATON

Every four years Indiana holds municipal elections. For more than 75% of Hoosier cities and towns, that means an election will take place in November. When your time in office comes to an end, expectedly or unexpectedly, will you be ready to pass the baton to the new occupant? What can you do to ensure the citizens of your community continue to be served in the manner they deserve? A crew of veteran clerks and clerk-treasurers will be on-hand to ensure you have the 411 on what it takes to seamlessly transition in a manner that benefits you, your successor, and your community.

TAX ABATEMENTS AND MUNICIPALITIES

Tax abatements can be a valuable tool for encouraging new investment in your community. How can you implement an abatement program and make good decisions regarding this incentive? And, once an abatement decision is made, where do the county auditor and assessor come into the picture? Finally, what are the other state-required reporting and publication requirements? This comprehensive workshop will answer questions and provide helpful guidance to clerks and clerk-treasurers of all skill levels.

GRASSROOTS ADVOCACY, WHAT IT IS AND WHY YOU NEED TO KNOW

As clerks, clerk-treasurers, and professionals in a public workspace it's important you know how to affectively advocate for your community. Lobbying is about more than heading to the statehouse once a year and talking to your legislators. It's about building relationships, investing time, and understanding issues of mutual importance between you and the people who serve the same constituency. This session will help you take the professional knowledge you have gained and leverage it to better inform lawmakers in the most effective manner.



2019 ILMCT DISTRICT MEETING & EDUCATION DAY

LOCATIONS

MIDDLEBURY

October 16-17

Das Dutchman Essenhaus
240 US 20
Middlebury, IN 46540

Registration Deadline: October 9

Standard Room Rate: \$112 (Breakfast Included)

Please contact the Essenhaus directly at (800) 455-9471 for hotel reservations and request the ILMCT rate. Hotel reservations should be made no later than September 13. ILMCT is not responsible for hotel reservations or cancellations.

BLOOMINGTON

October 22-23

Monroe Convention Center
302 S College Avenue
Bloomington, IN 47404

Registration Deadline:
October 15

Host Hotel:
Hyatt Place Bloomington
217 West Kirkwood Avenue
Bloomington, IN 47404

Additional Hotel:
Courtyard Bloomington
310 S College Avenue
Bloomington, IN 47403

Group Rate: \$113

Group Rate: \$135

Please contact the Hyatt Place Bloomington (812-339-5950) or Courtyard Bloomington (812-335-8000) directly for hotel reservations and request the ILMCT rate. Hotel reservations should be made no later than September 21. ILMCT is not responsible for hotel reservations or cancellations.

ILMCT DISTRICT MEETING & EDUCATION DAY REGISTRATION FORM

How to Register:

Mail: ILMCT
125 W Market Street
Suite 100
Indianapolis, IN 46204

Online: aimindiana.org

Fax: (317) 237-6206

YOUR INFORMATION		
Location Attending <i>Circle One</i>		
Middlebury (October 16-17)	Bloomington (October 22-23)	
Name		
Preferred Name for Badge		
Title		
Municipality/Company		
Address		
City/Town	State	ZIP
Phone		
Email (Required)		
Special Needs and Dietary Restrictions		

REGISTRATION FEES	
<input type="checkbox"/> \$140 - Full Registration (Education Day & District Meeting)	
<input type="checkbox"/> \$90 - Education Day Only	
<input type="checkbox"/> \$50 - District Meeting Only	
*Please add \$25 to late or onsite registrations	
Total \$	
METHOD OF PAYMENT <i>Circle One</i>	
Check	Visa MasterCard Discover AmEx
Check Number (Payable to ILMCT)	
Card Number	
Expiration Date	Security Code
Cardholder Name	
Billing Address	
City	
State	ZIP
Phone	
Authorized Signature	

SBOA Called Meeting

The District Meeting (Day 2) is a called meeting of the State Board of Accounts. Indiana law (IC 5-11-14-1) allows for city and town officials who attend called meetings to pay for registration or be reimbursed for travel expenses from the General Fund from any money not otherwise appropriated. Further, the law specifies that a claim for registration and travel expenses incurred while attending a called meeting may not be denied by the body responsible for the approval of the claim if the claim complies with IC 5-11-10-1.6 and IC 5-11-14-1.

Cancellation & Refund Policy

Cancellation received in writing on or prior to the registration deadline will be refunded minus a \$25 processing fee. Registration cancelled after the registration deadline will not be refunded. Cancellations should be faxed to (317) 237-6206 or emailed to Imosier@aimindiana.org.



Quest

QUEST is published quarterly by the Indiana League of Municipal Clerks and Treasurers (ILMCT), for and about Indiana's Clerks, Clerk-Treasurers, Deputies and Controllers.

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