

Quest

August 2017



Dear Colleagues and Friends,

I would like to take this opportunity to congratulate Tami Runyon on her successful year as President of our league this past year. Tami served all of us in an outstanding way with her knowledge, her organizational skills and her leadership not only as President but as an officer for the past three years.

Thank you to all of the committee members, officers and our affiliate group members for the hard work and dedication throughout the year.

As we move forward in the budget process for our cities or towns we face more changes and challenges. I encourage you to reach out to your colleagues, your ILMCT family. Attend workshops and use the resources available. To name a few, the leagues mentoring program (ILMCT), the Department of Local Government Finance (DLGF) and the State Board of Accounts (SBOA). Our very own list serve is a wealth of information and an excellent networking tool.

As the year progresses there will be more educational opportunities. I encourage you to take the time to network and continue educating yourself to better serve your community. I also encourage you to get involved in the league. The learning opportunities and the friendships made along the way are priceless. The success of our league depends on involvement of the membership, sponsors, venders and affiliated groups. Without each of these we would not be the strong organization that we are today.

Plan to attend the Fall District Meetings, October 18-19 in Middlebury Indiana (North) or October 24-25 in Nashville Indiana. The ILMCT Conference will be held in South Bend Indiana on June 10-14, 2018. I look forward to learning and networking with all of you.

Thank you for all that you do for your communities and our league. I am excited to serve as your ILMCT President and thank you for this opportunity.

Sincerely,

Terri Buckmaster

2017-2018 ILMCT President

Departing words from Past President, Tami Runyon



Hello Friends, Colleagues and Guests:

I am grateful that you allowed me to serve as your President this last year. Our League is confronting a time of many changes and we're meeting these changes. The Officers and Committees will continue to ensure our League remains at the cutting edge.

Your Officers and committees have worked to continuously improve our ability to provide the best we can for our members and to meet the challenges that have arisen. We should all be very proud of where we are today.

I would like to take this opportunity to thank Brenda Young, Janet Anglemyer, Michelle Simon, Rae Baker, Tammy Johns, Vicki Kitchen, and Terri Buckmaster for a successful conference. I also thank Terri Buckmaster, Vicki Kitchen and Wes Bennett for all their support over the last year.

Thank you to all who served as District Directors, Chairs or as members on Executive Committee, Education Committee, Legislative Committee and Mentor Committee as well as the vendors for all their support.

Your new Officers are busy at work already. This League is what we make it so please get active so you can help decide where we are headed.

Sincerely,
Tamara Runyon, IAMC, MMC, CPFA, CMO
ILMCT Immediate Past President, Clerk-Treasurer, City of Bluffton

Meet ILMCT Secretary -Treasurer, Carrie Mugford from North Manchester

Carrie Mugford is in her 11th year as Clerk-Treasurer for the Town of North Manchester. Carrie has been with the Town of North Manchester for 16 years, initially working as a billing clerk for the Department of Public Works and then appointed as clerk in March of 2007. North Manchester is her lifelong home. After graduating in 1995 from Manchester High School, Carrie attended and graduated from Purdue University in 1999 with a degree in psychology and minor in sociology. Shortly after graduating from Purdue, Carrie married her high school sweetheart. They now have two active sons in school.



Carrie is excited to serve as the 2017/2018 Secretary/Treasurer for the league. Carrie earned her IAMC in 2010 and was just recently awarded the CMC designation. She has served on the executive committee and mentor committee. During her tenure as secretary, Carrie has a few goals she would like to work on. One goal is to develop strategies to increase attendance at educational opportunities. State legislators and state agencies are routinely changing facets of the job of Clerk-Treasurer. It is extremely important for each and every clerk to stay aware of these changes whether it is their first year or fifteenth year. Education and awareness are vital to being the best stewards of municipal funds.

Carrie and her family enjoy being outdoors. Weekends are spent in the RV and boating with family and friends. Travel is always more exciting when the two mastiffs are along for the ride. Carrie is never shy when it comes to helping a fellow Clerk-Treasurer. Feel free to email or call her office any time.



Vicki Kitchen

ILMCT Education News

Co-Chairs

Joey Lynch



The ILMCT Education Committee is gearing up for the 2018 Education Opportunities provided for the league and beyond.

Indiana is unique from many other states, as we are elected, and many of us are Clerk-Treasurers. Among the great resources of education are IIMC (International Institute of Municipal Clerks and APT (Association of Public Treasurers of US and Canada). However, we are always ready for more education and finding that education from one entity to cover all aspects of our duties can be challenging. So the executive committee has appointed a subcommittee to develop an advanced Indiana Certification. More information to follow.

In the meantime, your education at the Fall District Meetings, Middlebury or Nashville, are great opportunities to get the last ILMCT Education for 2017. An Education Day including a 3 hour class on Grant Management, 2 hours of ADA and 1 hour of the Indiana Bond Bank. The second day is a state called meeting by the State Board of Accounts.

The ILMCT Education Committee will always take input on classes that you would might like to attend. Please feel free to email Joey Lynch – clerktreasurer@cityofgreendale.net or myself at nlclerk@yahoo.com with your suggestions.

Ask Todd

Q I'm still confused on the new MVH restrictions ?



A. Many questions revolve around the new MVH restrictions, including the types of expenditures which may be considered as construction, reconstruction, and maintenance (CRM). At this time, it is not clear if items such as snow removal, street lighting, street sweeping, supervisor salaries, tree trimming, etc. fall into the CRM categories. Further research and clarification is needed so that these questions may be uniformly addressed among all units. Please keep in mind IC 8-14-1-5(c) is in effect and states that for funds distributed to a city or town from the motor vehicle highway (state) account after June 30, 2017, the city/town shall use at least 50% for CRM. Until the statutory definitions can be clarified and the Annual Highway Operation Report and prescribed forms are updated, the Indiana State Board of Accounts (SBOA) is staying the implementation of the procedures and forms outlined in our memorandum dated June 12, 2017. During the stay, SBOA will not take audit exception to a properly authorized and documented disbursement from the MVH fund that is for an allowable use of the fund.

ILMCT LEGISLATIVE REPORT



Wes Bennett



Deborah Block



Michael Griffin

With everyone being in the thick of the budget process, next years' legislative session might not necessarily be in the fore-front of everyone's mind. However, this is the time of year when legislators, state agencies, special interest groups and lobbyists are working on next year's legislative agenda. This is also the time when we, the ILMCT and our members, need to be engaged with our local state representatives and senators.

It's time to pick up the phone, send the email and text and ask them what's on their mind; what issues can you and the ILMCT help them with? What issues can they help you/us with? Set an appointment to have lunch or coffee and discuss what's on your mind and what's on theirs. While some summer study sessions have already been held, others are yet to be scheduled. A link to the interim committees is included in this report. When in session, many of the interim committee meetings are available for live viewing by going onto the IGA site and clicking on the corresponding room number. Here is the link to the study committee web page.

<https://iga.in.gov/legislative/2017/committees/interim>

Your legislative team is still working on the Court Fee issue. This is where a local town uses the County Court system and must prosecute fifty percent of their cases in order to receive back the local fees associated with the court costs. Lindsay Moss, from AIM, is working on this issue with us.

If there are other issues that we need to address, please bring those forward to myself, your other Legislative Co-Chairs, Deborah Block or Michael Griffin, or any of the other League Officers. Thanks to everyone for your support and participation. And, if anyone is interested in being a member of Legislative Committee, please contact ILMCT President, Terri Buckmaster.

Now, let's get out there and build some relationships with our legislators and other local, elected officials.

IIMC ANNUAL CONFERENCE



IIMC ANNUAL CONFERENCE



ILMCT 81ST CONFERENCE



ILMCT ANNUAL CONFERENCE



APT CONFERENCE



Upcoming Dates

AIM Annual Conference - October 10- October 12, 2016 Evansville, Indiana

ILMCT North District meeting- October 18 & 19, Middlebury, Indiana

ILMCT South District meeting - October 24 & 25, Nashville, Indiana

2017-2018 ILMCT Officers, Committees and Appointments

ILMCT EXECUTIVE COMMITTEE REPRESENTATIVE STANDING COMMITTEES

Executive Committee

Officers

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

Vice-president –Wes Bennett, IAMC,Clerk-Treasurer, Plainfield

Secretary– Treasurer - Carrie Mugford, IAMC, Clerk-Treasurer, North Manchester

Immediate Past President—Tami Runyon, IAMC, MMC, CPFA, CMO Clerk-Treasurer Bluffton

First/Second Class City Representative

Vicki Conlon, IAMC, City Clerk-Jeffersonville

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

Third Class Cities:

Lynne Christian, IAMC Clerk-Treasurer, Warsaw

Jim Mann, Clerk-Treasurer, Monticello

Karen McQueen, Clerk-Treasurer, Brazil

Towns:

Janet M Anglemyer, IAMC, Clerk-Treasurer, Bremen

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

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

Karen Heim, IAMC Clerk-Treasurer, Culver

Cynthia Morrison, Clerk-Treasurer, Dale

At large member:

Sue Beadle, IAMC, City Clerk, Elkhart

Past Presidents of the League who are also active members

Vicki Kitchen, IAMC, MMC, Clerk-Treasurer, North Liberty, 2016-2017

Amy Cating, IAMC, Clerk Treasurer Danville, 2014-2015

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

Laura Baker, IAMC, MMC Clerk-Treasurer, Etna Green, 2009-2010

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
Janice Malinowski, IAMC,MMC, Clerk-Treasurer, Schererville

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-**

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

Terri Gadd, IAMC, Clerk-Treasurer, Crawfordsville

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

Jan Unger, IAMC, CMC, Clerk-Treasurer, Cicero

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

Jenny Richter, Clerk-Treasurer, Tell City

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:

Auditing Committee

Chair: Karen McQueen Clerk-Treasurer– Brazil

Budget Committee

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

Wes Bennett IAMC, Clerk-Treasurer, Plainfield

Carrie Mugford, IAMC, Clerk-Treasurer, North Manchester

Constitution and By Laws

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

Angela Eck, IAMC, Clerk-Treasurer, Butler

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

2018 Conference Co-Chairs

Debbie Block, IAMC, MMC Clerk-treasurer, Mishawaka

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

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

Conference Site Selection Committee Chairs

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

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

Nominating Committee

Chair: Kathy Parsons, IAMC,MMC,CPFA,CMO, Clerk-Treasurer, Fremont

Vicki Kitchen, IAMC, MMC , North Liberty

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

Membership Committee

Chair : Wes Bennett, IAMC, Clerk-Treasurer, Plainfield

2017-2018 Officers, Committees and Appointments (continued)

Education and Development Committee Chairs

Co-chair: Vicki Kitchen, IAMC,MMC, Clerk-Treasurer, North Liberty
Co-chair: Joey Lynch, IAMC, CMC, Clerk-Treasurer, Greendale

Education and Development Committee Members

Judy Anderson, IAMC, CMC, Clerk-Treasurer, Darlington
Rae Baker, Clerk-Treasurer, IAMC, MMC., CPFA, Clerk-Treasurer
Wes Bennett, IAMC, Clerk-Treasurer, Plainfield
Terri Buckmaster, IAMC, MMC, Clerk-Treasurer, Walkerton
Jane Brockes, Controller, Bargersville
Diana Bossingham, Clerk-Treasurer, Southport
Robyn Cook, IAMC, CMC, Clerk-Treasurer, Atlanta
Julie Flores, IAMC, CMC, Controller, Marion
Sandy Hash, IAMC, MMC, Clerk-Treasurer, Ellettsville
Karen Heim, Clerk-Treasurer, Culver
Barb Hawn, Clerk-Treasurer, Ligonier
Pat Hawrot, IAMC, MMC, Clerk-Treasurer, Dyer
Kathy Juilleratt, IAMC, Clerk-Treasurer, Town of Converse
Janice Malinowski, IAMC, MMC, Clerk-Treasurer, Schererville
Katie Minchuk, Deputy Clerk-Treasurer, Highland
Carrie Mugford, IAMC, Clerk-Treasurer, North Manchester
Beth Neff, IAMC, CMC Clerk-Treasurer Yorktown
Tammy Onofrietti, IAMC,MMC, Deputy Clerk, Angola
Kathy Parsons, IAMC/MMC/CPFA, CPFIM Clerk-Treasurer, Fremont
Tina Paxson, Deputy Clerk-Treasurer, City of Portland
Sherrie Peters, Encumbering Officer, Town of Highland
Jenny Richter, IAMC, Clerk-Treasurer, City of Tell City
Tami Runyon, IAMC, MMC, Clerk-Treasurer, Bluffton
Madalyn Sade-Bartl, IAMC, MSM, Clerk-Treasurer, Town of Churbusco
Michelle Sexton, IAMC, MMC Clerk-Treasurer
Jan Unger, IAMC, MMC, Clerk-Treasurer, Cicero
Liz Walden, IAMC, Clerk-Treasurer, Town of Van Buren
Kathleen "Kathy" Walton, IAMC, CMC, City Clerk, Lawrence
Todd Caldwell, 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 Janice Malinowski, IAMC,MMC, Clerk-Treasurer, Schererville
District 2 Michelle Sexton
District 3 Terri Gadd, Clerk-Treasurer, Crawfordsville
District 4 Jan Unger, IAMC, MMC, Clerk-Treasurer, Cicero
District 5 Jenny Richter, Clerk-Treasurer, Tell City
District 6 Rae Baker, IAMC, MMC, Clerk-Treasurer, Rising Sun
Tami Runyon, IAMC, MMC, CPFA Clerk-Treasurer, Bluffton
Terri Buckmaster, IAMC,MMC, Clerk-Treasurer, Walkerton
Wes Bennett, IAMC, Clerk-Treasurer, Fremont
Vicki Kitchen, IAMC,MMC, Clerk-Treasurer, North Liberty
Kathy Parsons, IAMC, MMC,CPFA, CPFIM, Clerk-Treasurer, Fremont.
Katie Minchuk Deputy Clerk, Town of Highland
Carrie Mugford, IAMC, Clerk-Treasurer, Manchester

Legislative Committee:

Co-Chair Michael Griffin, IAMC,MMC,CPFA, CPFIM Clerk-Treasurer, Highland
Co-Chair Wes Bennett, Clerk-Treasurer, Plainfield
Co-Chair—Deborah Block, IAMC, MMC, Clerk, Mishawaka
Janet M Anglemeyer, IMC, Clerk-Treasurer, Bremen
Rae Baker-Gipson, IAMC,MMC, Clerk-Treasurer, Rising Sun
Sue Beadle, IAMC, City Clerk-Elkhart
Terri Buckmaster, IAMC, MMC, Clerk-Treasurer, Walkerton
Vicki Conlon, Controller, Jeffersonville
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, Churbusco
Dave Shafer, IAMC/MMC, Clerk-Treasurer, Munster
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

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

Resolution Committee

Vicki Conlin, Controller, Jeffersonville

Historian

Vicki Hargis, IAMC, Clerk-Treasurer, Eaton
Marcy Wilsak, IAMC, CMC, Accounting Analyst, Munster

Webmaster Assistant

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

For contact information, please see the directory or list serv.

Terri Buckmaster, President,
terri@walkerton.org

Wes Bennett, Vice-President
wbennett@townofplainfield.in.us

Carrie Mugford, Secretary-Treasurer
cmugford@nmanchester.org

Tami Runyon, Immediate President
cityclerk@ci.bluffton.in.us

**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 books and records of each office shall be surrendered to the incoming officer by August 1.

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

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

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

- (a) In absence of the President, to preside and perform the duties of the President.
- (b) To act as Chair of the Membership Committee.
- (c) To aid the President in the active duties of the office.
- (d) To assist the President in procuring services as directed by the Executive Committee and the membership.
- (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. (*As amended at the 79th Conference in Indianapolis, Resolution 2015-9*)

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

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

Bylaw 3: PAST PRESIDENTS

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

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

Bylaw 4: EXECUTIVE DIRECTORS

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

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

Bylaw 5: DISTRICT DIRECTORS

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

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

- (a) District 1 shall be comprised of the Indiana counties of Benton, Carroll, Cass, Fulton, Howard, Jasper, La Porte, Lake, Marshall, Newton, Porter, Pulaski, St. Joseph, Starke and White.
- (b) District 2 shall be comprised of the Indiana counties of Adams, Allen, Blackford, DeKalb, Elkhart, Grant, Huntington, Jay, Kosciusko, LaGrange, Miami, Noble, Steuben, Wabash, Wells and Whitley.
- (c) District 3 shall be comprised of the Indiana counties of Boone, Clay, Clinton, F0untain, Hendricks, Montgomery, Morgan, Owen, Parke, Putman, Tippecanoe, Vermillion, Vigo, and Warren.
- (d) 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.
- (e) 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.
- (f) District 6 shall be comprised of the Indiana counties of Bartholomew, Brown, Clark, Dearborn, Decatur, Floyd, Franklin, Harrison, Jackson, Jefferson, Jennings, Ohio, Ripley, Scott, Switzerland and Washington.

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

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

Bylaw 6: STANDING COMMITTEES

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

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

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

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

- (a) The Committee will consist of the most immediate active past president, the current president and the current Secretary-Treasurer.
- (b) The Chair shall be the current President.
- (c) The Committee shall prepare a line item budget for the coming year.
- (d) A copy of the budget shall be distributed at the conference first session. The budget shall be voted on at the second session.

Rule 06.04 Constitution and Bylaws Committee. There shall be a Constitution and Bylaws Committee appointed by the President according to Article 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 chairs and/or co-chairs appointed by the incoming President according to this rule.

(a) The Chair and/or Co-Chairs shall be selected by the incoming President (current Vice President) and shall work with the incoming President and service provider in making all arrangements for the Conference.

(b) At the close of Conference, the Committee shall prepare a full report showing attendance, income, expenses, etc.

(c) Past Presidents in attendance at the recognition program during Conference shall have their meal paid by the League from the Conference proceeds.

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

(a) The Vice President shall appoint this Committee.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- (a) The Chair or Co-Chairs shall be selected by the President.
- (b) The Committee shall work closely with State Legislators to provide for changes in laws and in enacting new laws for the betterment of state and local government.

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

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

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

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

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

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

Rule 06.14. Retirement Recognition Committee. There shall be a Retirement Recognition Committee appointed by the President according to Article 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 Clerk.
 - (4) Attendance at a minimum of two (2) district meetings and two (2) League conferences in the prior four (4) years.
- (c) The Committee shall report to the Executive Committee at the conference the list of Honored Retiring Members and make a request to conduct a ceremony honoring these members in order to present a suitable certificate and honorarium gift at a League meeting time and place designated by the Executive Committee.
- (d) The cost of each honorarium gift shall not exceed \$60 each without prior authorization of the Executive Committee.

Bylaw 7: QUEST EDITOR

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

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

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

Bylaw 8: PARLIAMENTARIAN

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

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

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

Bylaw 9: HISTORIAN AND ASSISTANT HISTORIAN

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

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

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

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

Bylaw 10: INTERNATIONAL CONFERENCE DELEGATES

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

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

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

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

Bylaw 11: MILEAGE ALLOWANCE

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

Bylaw 12: AMENDMENTS TO BYLAWS

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

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

Bylaw 13: VOTING

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

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

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

Bylaw 14: ADOPTION

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

Bylaw 15: STANDING RULES

Rule 15.01. Authority for Standing Rules. Nothing in these Bylaws should be construed to prohibit the membership from passing Standing Rules, as may be proposed from time to time by the Executive Committee to the membership and adopted by *majority vote* of the membership at the conference.

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

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

This constitution contains the entire text and provisions as adopted by the membership in conference June 2013 and as amended by the membership in June 2017.

**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 be counted toward a quorum and have no duty to attend as regular members.
(As amended at the 78th Conference in French Lick, Resolution 2014-9)

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 **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 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 VIII 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 Past Presidents and 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 ILMCT By-Laws. (*As amended at the 81st Conference in Florence, Resolution 2017-2*)

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 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 past member, or any deputy or employee serving

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 X

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 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. 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 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 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 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.



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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