

August
2007

Quest



Retha's Reflections



**Retha
Hicks**
IAMC, MMC
President
ILMCT

Hello everyone! I told you I was going to start out the year on a run...and it hasn't stopped (*except I haven't lost the weight yet!*). What a wonderful conference Robin Riley and her conference chair – Pam Updike, Michele Sexton and Kathy Juillerat put on for us. And their staff – Vicki Kitchens and others put in a lot of their valuable time and effort into showing us a good time! What an exciting time for each one of us! That excitement can carry many hats. It can be negative at times when we are faced with opposition for our office or the delay of property tax; and it can be positive at times, with new programs in our communities and our new responsibilities with ILMCT.

Each person is an important part of our league and it does not matter whether your community is large or small...we all share the same importance in this league. We have all been offered a challenge! For those of you who have volunteered to serve, I want you to know I appreciate your positive feedback for committee assignments and your willingness to serve our organization.

Leadership Energizes...it is an art! Former Secretary of State Colin Powell once said,

“Leadership is the art of doing more than the science of management says is possible.”

In order to jumpstart this Leadership “thing” we talk about, I have initiated a Leadership Retreat for officers, both current and past, and all members serving on a committee. By now all of you would have been given the information on the retreat and I truly hope you will join me on August 22 – 24th at McCormick Creek in Spencer.

Let us all give a big thank you to Debbie Block for her many years of service and the countless hours of time she has given to our league both in her role as President and Quest Editor. Let us also welcome our new editor and assistant, Kathy Parsons and Karen

Grieser. They have taken on a big job for our organization. Thank you, Kathy and Karen, for your willingness to serve.

I have also provided support to Kathy and Karen by adding reporters throughout the state. Quest reporters are: Rhonda Engle, Orland; Sherry Clem, New Pekin; Jay Southwood, Shelburn; Angie Glass, Silver Lake; Patricia Abbott, Munster; Judy Walters, Lowell; Dian Flinn, Remington; Elaine Wellman, Washington; Vicki Haney, Winchester; and Sandra Hash, Ellettsville. This is your newsletter and we want to see it as a celebration of your accomplishments and/or community news. If you have something to share, please contact Kathy at fremontct@townoffremont.org or fax 260-495-2446.

Thank you for giving me the opportunity to serve you! I will strive to meet your expectations and look forward to a year of interaction, challenges, new ideas, and fun! You have excellent leaders and dedicated members coming through the ranks in Larry Breese, ILMCT Vice-President; Laura Baker, ILMCT Secretary; and Dave Shafer, ILMCT Treasurer.

Margaret Fuller – “If you have knowledge, let others light their candles in it.” I would like to expand that to read: “If you have a gift or talent, please share it.” We all have something to give or to share; we just have to be invited to do so.

Indiana League of Municipal Clerks & Treasurers ELECTED LEAGUE OFFICERS

President	Retha Hicks, IAMC, MMC Clerk-Treasurer - Winona Lake
Vice-President	Larry Breese, IAMC, CMC Clerk-Treasurer - Greenfield
Secretary	Laura Baker, IAMC, CMC Clerk-Treasurer - Etna Green
Treasurer	Dave Shafer, IAMC, CMC Clerk-Treasurer - Munster
Immediate Past President	Robin Riley, IAMC, CMC Clerk-Treasurer - Huntertown

Dave Shafer
IAMC, CMC
Treasurer
ILMCT

ILMCT's New Treasurer

Dave Shafer is serving his second term as Clerk-Treasurer for the Town of Munster. He previously served two terms as a Munster Town Councilman, and served as Council President in 1995 and 1998. Following a successful 25-year career as a Project Manager in the steel industry, he was employed as the Accounting Supervisor in the Clerk-Treasurer's Office until his election in 1999 as Clerk-Treasurer. He is designated as an Indiana Accredited Municipal Clerk and as a Certified Municipal Clerk, and was admitted to the Master Municipal Clerk Academy.



Born and raised in Gary, he was graduated from Purdue University with a degree of Bachelor of Science in Industrial Management, and from Indiana University with a degree of Master of Public Affairs where he received

the Outstanding Graduate Student Award in the School of Public and Environmental Affairs in 2005 and was a member of Pi Alpha Alpha academic honor society.

Mr. Shafer served as Chair of the Northwestern Indiana Regional Planning Commission in 2005 and is a member of the Board of Directors of the National Association of Regional Councils. He has served on various committees of the ILMCT, and was elected as its Treasurer in June of 2007. He is a member of the Executive Committee and various committees of the Indiana Association of Cities and Towns, and is the Treasurer of the Council of Northwestern Indiana Towns and Smaller Cities.

In addition to the ILMCT and IIMC, Mr. Shafer maintains professional affiliations in the Government Finance Officers Association, Association of Public Treasurers of the United States and Canada, and National Association of Parliamentarians. He is the Secretary-Treasurer of the Munster Civic Foundation and previously served as a member of the Board of Directors and as its President in 1995 and 1998. He is also a member of Rotary Club of Munster (Paul Harris Fellow), Munster

Chamber of Commerce (Board of Directors), Munster Historical Society (Board of Directors), Munster Lions Club (Past President), South Shore Arts, Indiana Society of Chicago, Aircraft Owners and Pilots Association, Society of Indiana Pioneers, Friendly Sons of Erin, and other associations. He is a Thirty-third Degree Mason, and is a past presiding officer or member of various Masonic organizations.

Dave enjoys golf, reading, and international travel. He and his wife JoAnne were married in 1975 and have been Munster residents since 1977. JoAnne also retired from the steel industry, is active in the Munster Historical Society, and is a Certified Master Gardener.

We Extend Our Sympathy

Wolcottville Clerk-Treasurer Jane Feller's mother, Elisabeth Hodge, died at the age of 90 on June 29, 2007 at Miller's Merry Manor in LaGrange.

Mrs. Hodge had officially retired in 2004 when Jane took over the clerk-treasurer's position. However, Mrs. Hodge had served part-time in an advisory capacity with the office until four weeks ago. Condolences may be sent to Jane at townofwolcottville@yahoo.com or PO Box 325, Wolcottville, IN 46795. Our thoughts and prayers are with you.



Our thoughts and prayers are with Judy Rhodes whose father, Seymour Cherniack, passed away July 11, 2007. Judy is clerk-treasurer of West Lafayette. Cards may be sent to:

*Judy Rhodes
3008 Sparta Street
West Lafayette IN 47906*



2007 Annual Conference

... was held in Ft. Wayne June 10 to 15 at the Grand Wayne Center. Sunday started with an executive meeting and registration was available. Monday was a very informative class held by HR Unlimited on Personnel Policies in the morning and Passing the Baton in the afternoon, with a fantastic panel! Monday evening, we enjoyed a welcome reception held at the Allen County Courthouse with divine appetizers and desserts.

Tuesday started with State Board of Accounts, IRS and a breathtaking opening session. Wednesday continued with classes and breaks with the Vendors. During lunch, we enjoyed a wonderful speaker, Josette Rider with Big Brothers and Big Sisters. The day culminated with the now famous "Variety Show".

Thursday continued with Charlie, Dan and Todd. We listened to a valuable presentation by The Honorable Richard E. Murdock, Treasurer of State, on the State Investment Pool. The annual banquet topped off the night with the presentation of education certificates (*way to go!*) and the Endless Summer Band. Friday, officers for 2007-2008 were installed and reports given. The networking from this week was priceless. Spending time with friends and colleagues, equally so. Again, a BIG THANKS to all who made this a "Networking Web of Success."

President's Farewell

Greetings to all...this is my last opportunity to thank you for extending to me the honor of serving as your President. The last four years while serving as an officer have swept by so quickly. I take away so many memories and new friendships.

I have grown personally and professionally because of the support of you, the league members and associates. Thank you to each and every one for working together to accomplish our goals.

As you know, I believe networking is our greatest resource. It will always be part of any education class, district meeting, SBOA class or social event that you attend. Continue to attend as many classes and events as you can. You will gain so much knowledge to help you serve your community in a confident and professional manner.

And finally, I want to thank my fellow officers, whether it be past presidents or current officers, for all of the support throughout my years as a league member and especially while serving as an officer.

You all are part of my extended family!!

Robin R. Riley
2006-2007 ILMCT President



Robin Riley
IAMC, CMC
Past President

A note from the Editor . . .

Welcome to our "Celebration Publication!"

Why the title? This is a celebration of the past, present and the future.

Celebrate the past — We would like to thank outgoing President Robin Riley, and all of her committee members and chairs for a great 2006-2007 year. We would also like to give a special thank you to Deb Block for serving as Quest Editor for the past several years.

Celebrate the present — We welcome President Retha Hicks and her officers for the 2007-2008 year. Retha will bring a very positive and upbeat force with her as she serves as our President. We have undergone a few changes to the *Quest*. We have maintained some of the old, but will be adding new as well. Karen Grieser will work with the layout aspect of the *Quest*. Karen brings with her many awards in this field and we hope you enjoy the added flavor. Karen will serve as the Assistant for the *Quest*. District Directors will continue to assist with articles and we have added reporters to our roster. We feel that with reporters we will be able to provide more coverage of the State as a whole.

Celebrate the future — We look forward to the next year under the direction of Retha Hicks, Larry Breese, Laura Baker and Dave Shafer. These leaders are chosen by us to make decisions they feel will benefit us as a whole. Cities or towns, we are united. Let's give them our support to make this a year of "Lighting our way to the Future."

Kathy Parsons, Editor

Kathy Parsons
IAMC, CMC,
CPFA
Editor

Good News for Local Government from the State House

Richard E. Mourdock
State
Treasurer

Undoubtedly, when you read the headline of this article, your first thought was of the old joke that ends with.... “the check is in the mail,” and “of course I’ll still love you in the morning.”

As a county commissioner, I used to wonder if the State Legislature really cared about local government in Indiana. I can assure you the passage of HB 1278 demonstrates that it does. Indiana will become the latest state to offer the advantages of financial pooling to cities, towns, counties, school boards, townships and all entities of local government. This means you will soon have another investment tool (but not a mandate) in your portfolio that will bring greater competition to the local market place.

A local government investment pool (LGIP) acts like a very large money market fund to provide the economies of scale and liquidity to local government finance officers. Funds will be invested pursuant to the identical stan-

dards (AAA rating) long imposed on the state’s managed portfolios and should routinely provide higher daily rates of interest than many local units would otherwise be able to obtain. Access to accounts will be via a self-directed internet based system to provide real time account management and reporting.

Your local banker may have contacted you during the LGIP debate. Make no mistake, several banks fought hard to kill the bill because of the competition it would bring in bidding for local government dollars. Ultimately a compromise was reached requiring that half of the funds in the LGIP be maintained in deposit accounts in Indiana depositories. Though the fund has not yet been created several clerk treasurers have reported they are seeing an increase in interest rates. Proof again, competition works!

Retha Hicks of Winona Lake, Michael Griffin of Highland and Judy Rhodes of West Lafayette have all graciously agreed to my request to serve on the LGIP Advisory Committee. This group will help define investment policies, plan regulations and review an RFI. When they contact you on behalf of the Advisory Committee, please provide assistance as we want to make our LGIP work for you. We need your input.

In coming articles, I’ll report our progress in developing the Indiana LGIP. It will not be easy, but the legislature has provided a great tool to help local finance officers.

- The MSD of Perry Township school board appointed **Bob Harris** as Business Manager beginning June 18. Bob served as Director of Budgets for the Department of Local Government Finance.
- July 13 Gov. Mitch Daniels appointed **Cheryl Musgrave** as the commissioner of the Department of Local Government Finance to replace Melissa Henson, who resigned effective June 29. Musgrave’s goal is aggressively reform and streamlining of local government as a solution to excess property taxes.



Charlie Pride
State Board
of Accounts

Ask Charlie

cpride@sboa.in.gov

Q. You will be receiving riverboat and major moves construction fund distributions over the next few months. Into what funds do you receipt these distributions?

A. IC 4-33-13-6 states that distributions of wagering tax revenue to those cities and towns in counties without riverboats be deposited in the city or town’s general fund or riverboat fund, or both.

IC 8-14-14-6 requires all major moves construction fund distributions, which are distributed to all cities and towns, to be deposited in the city or town’s Motor Vehicle Highway fund.

Ask Dan

djones@dlgf.in.gov

Q•How will our 2007 property tax collections be affected by the Circuit Breaker?

A•The Circuit Breaker is in effect beginning with taxes payable in 2008 for all counties except Lake. Lake County adopted the Circuit Breaker for homesteads in advance. Basically, homeowners’ tax liability will not exceed 2% of their gross assessed value with taxes due and payable in 2008. Non-residential maximum tax liability will be 3% of the gross assessed value.



Dan Jones
Department of
Local
Government
Finance

It's all about Goals

WOW... what a successful year of education we have just finished! The 2006-2007 year saw us award 17 new IAMC, three CPFA, nine CMC, three MMC certifications and one new member enter the MMC Academy. Congratulations to all!!

The Education Committee will be off to a running start (like our most honorable President Retha Hicks), come September when we meet in Indianapolis for our

annual planning meeting. I am really looking forward to working with all of my committee again this year as well as my new Co-Chair, Janet Jaros, Clerk-Treasurer of the City of Noblesville. Thank you, Janet, for agreeing to share the chair duties with me this year and thank you to all of my committee for agreeing to commit yourselves to better serving our League in its educational and professional growth.

Kay Brown
IAMC, MMC,
CPFA

ILMCT
Education/
Professional
Growth
Committee
Co-Chair

Congratulations to the 2007 Certifications!

IAMC

Janet M. Anglemeyer	Clerk-Treasurer	Bremen
Anita Amspaugh	Clerk-Treasurer	Union City
Patricia A. Casserly	Clerk-Treasurer	Camden
Ann L. Copley	Clerk-Treasurer	Rushville
Brenda L. Eby	Deputy	Fremont
Julie Flores	Clerk-Treasurer	Gas City
Kim Flynn	Clerk-Treasurer	Lyons
Vicki Haney	Clerk-Treasurer	Winchester
Marsha I. Kiersey	Clerk-Treasurer	Kendallville
Jeannine Myers	Clerk-Treasurer	Greenwood
Donna Pappas	Clerk-Treasurer	Portage
Patricia E. Persinger	Clerk-Treasurer	Salem
Merri Schieler	Deputy	Wolcott
Jennifer L. Shell	Clerk-Treasurer	Gaston
Elaine Wellman	Clerk-Treasurer	Washington
Marcia A. Wilsak	Accounting Analyst	Munster
Debra Zachelmeyer	Clerk-Treasurer	Whitestown

CPFA

Marilyn Chittick	Clerk-Treasurer	Frankfort
Toni Hutchins	Clerk-Treasurer	Plymouth
Mary K (Kathy) Parsons	Clerk-Treasurer	Fremont

CMC

Linda Abraham	Chief Deputy	Crown Point
Laura L. Baker	Clerk-Treasurer	Etna Green
Jayne Deckard	Clerk-Treasurer	Princeton
Peggy Lurtz	Deputy	Crown Point
Patricia Olson	Clerk-Treasurer	Crown Point
Tina Paxson	Deputy	City of Portland
Jill Runkle	Clerk-Treasurer	Akron
Tamara D. Runyon	Deputy	Bluffton
Ronald J. Szarfarczyk	Clerk-Treasurer	Griffith

MMC Academy

Entry Level

Judith Walters	Clerk-Treasurer	Lowell
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1st Level

Rennatta D. Berkshire	Clerk-Treasurer	Monticello
Sharon Swihart	Clerk-Treasurer	Valparaiso

2nd Level

Larry Breese	Clerk-Treasurer	Greenfield
Janet S. Jaros	Clerk-Treasurer	Noblesville

MMC

Kay A. Brown	Clerk-Treasurer	Remington
Retha S. Hicks	Clerk-Treasurer	Winona Lake
Brenda K. Young	Clerk-Treasurer	Nashville



*“One’s work may
be finished some day,
but one’s
education — never.”*

(Alexander Dumas)

GUESS WHAT'S COMING UP

Upcoming events

for the up and coming

Get these dates on your calendar

Fall Education Class & District Meeting—2007

Middlebury—Das Essenhaus & Inn

October 17 – Education Day

October 18 – District Meeting

Nashville—Brown County Inn

October 23 – Education Day

October 24 – District Meeting

IIMC Region V Meeting—2007

Franklin, TN November 30-December 2

ILMCT/HR Unlimited Institute/Academy

Muncie March 9-14

ILMC 62nd Annual Conference

Atlanta, Georgia May 18-22

ILMCT 72nd Annual State Conference

& SBOA School

Evansville—Executive Inn June 8-12

*Hope to see a lot of you at some, or all, of these
events! Take care . . . Kay*

Keeping the Spirit Alive

For 177 years the Town of New Pekin has been the place to be on July 4th

Spotlight New Pekin

*Sherry Clem
Clerk-Treasurer
and Parade
Organizer*

The nation's oldest consecutive Fourth of July celebration in the USA. Other than Thunder over Louisville, you won't find a bigger or better fireworks show anywhere and this takes place on July 3 around 9:30 p.m. (daylight saving time).

There is something for everyone, thanks to the Pekin Betterment Organization; a carnival is set up in the park with rides for the children, there are food vendors with lots of goodies, a flea market, and a variety of live music fills the stage throughout the entire weekend.

cars, clowns, floats, live tigers, horses and wagons, and so much more.

This parade closes State Highway 60, as well as the CSX railway for at least two hours. Hwy. 60 is the only highway through the town, so needless to say you better get through before we start or you will just have to sit back and relax for a couple of hours. This takes a lot of preparation but is worth every minute spent just to see the joy on the faces of those that are involved (and it takes everybody) and for the spectators to be in awe of how everything flows together.

The community takes pride in this celebration and plans to continue the history for many generations to come. The community strives to make the town look its best by painting, yard clean ups, and other small jobs. The community truly does come

together, and with this pride in the community, you would understand why our town motto stands true "A Caring Community with Caring People".

People come and go throughout the year, but in a small community such as New Pekin with a population of 1,350, you really see the pull together kind of atmosphere when needed. This is a celebratory time; a time for family, friends, fun, and fellowship and I'm proud to be a citizen of New Pekin. I believe that on the Fourth of July, there's no better place to be in the entire United States than New Pekin, Indiana. We hope to see you there next year helping us in "Keeping The Spirit Alive"!



On the day of the 4th, with at least 200 pre-registrations (and always a few unexpected participants), the parade winds through the streets, lasting well into two hours. The parade consists of revolutionary marchers, veterans, marching bands, queen contestants, prince and princess contestants, politicians (such as Gov. Mitch Daniels, State Rep. Dennie Oxley, 9th District Congressman Baron Hill, Mike Sodrel, and Lee Hamilton just to name a few), historical

ILMCT League Promotions

You will find this logo on S2 Promotional Products
Michael Griffin had this designed when he was President of the league.

To order league wear,
visit the league website at www.ilmct.org
click on LINKS: OTHER
then scroll down and click on ILMCT store





2007 IACT Annual Conference & Exhibition

The 2007 IACT Annual Conference & Exhibition, *Taking Action*, will be held October 7 – 10 at the Evansville Auditorium & Convention Centre in Evansville, Indiana.

Take action and attend this great event that provides opportunities for municipal officials to learn how to build and maintain quality local governments from colleagues and industry experts. As Indiana's largest gathering of municipal officials, the IACT Annual Conference & Exhibition brings together cities and towns from across the state for education, fellowship and fun. Conference highlights include:

- Policies That Guide Cities and Towns**
- Focus on Association Legislative Initiatives**

- Educational Opportunities**
- Annual Awards Luncheon**
- Product and Services Exhibition**
- Municipal Day – Monday, October 8**
- Evansville Hospitality**

Conference Registration

There are three easy ways to register:

- Visit the IACT website at www.citiesandtowns.org to register online.
- Mail completed registration form with payment to IACT
- Fax completed registration form with credit card information to IACT at (317) 237-6206.

Pre-Registration Deadline: September 17, 2007



**REGISTRATION FOR ILMCT BREAKFAST
TO BE HELD DURING THE IACT CONFERENCE
EXECUTIVE INN, EVANSVILLE, IN
Tuesday, October 9, 2007 8:00 – 9:30 AM**



**Breakfast
Buffet
\$20**

Name & Title _____

Municipality/Company _____

Address _____

This is separate registration from the IACT registration. — The deadline to register is Sept. 19, 2007
Attendees must be registered delegates of the IACT Conference to attend an affiliate event, such as the ILCMT breakfast.
Registration forms will also be available on the IACT Website at www.citiesandtowns.org

Please send registration and check made payable to:

ILMCT
C/O Suzy Bass IAMC, CMC
500 Quartermaster Ct. Suite 300
Jeffersonville, IN 47130
(812)285-6423 (812)(285-6426) Fax

Promoting a Legacy

Spotlight Richmond

Karen Chasteen
Clerk-Treasurer

The Starr-Gennett Foundation is dedicated to preserving and promoting the legacy of Gennett Records and its parent organization, the Starr Piano Company. The Foundation is working to save this important legacy and foster worldwide appreciation for this remarkable piece of American popular music history.

Headquartered in Richmond, Indiana, the Starr Piano Company launched a recording division in 1915 that recorded, manufactured and distributed phonograph records.

The Foundation has now found a way to cement its place in Richmond's future by reaching back to its past.

On September 8, the Foundation will unveil the Gennett Walk of Fame. Ten artists who recorded at the old Gennett studios will be

honored with cast bronze, mosaic emblems in the form of 78 rpm phonographic records. This year's honorees are Louis Armstrong, Gene Autry, Bix Beiderbecke, Big Bill Broonzy, Hoagy Carmichael, Vernon Dalhart, Georgia Tom (Thomas A. Dorsey), Jelly Roll Morton, Joe "King" Oliver and Lawrence Welk.

Each mosaic has a diameter of 36 inches and will have a likeness of the artist that coincides with the time of his recording in Richmond. The goal is to establish 80 markers honoring all of the musicians who recorded in Richmond. An honoree list for the 2008 ceremony already has been determined.

There will be music-themed activities for families and lots and lots of music and food. During that day, the Earlham College Jazz Combo will perform while onlookers can view a sculpture of Carmichael at a piano, which was recently sculpted for the Indiana University campus. Randy Carmichael, son of Hoagy Carmichael, will be present. After the ribbon-cutting ceremony, a live concert featuring the Cincinnati Dancing Pigs, a jug band, is scheduled. Also performing will be Woody Pines and the Lonesome Two, a vintage Americana band, and Dave Greer and the Classic Jazz Stompers, a vintage jazz band. The performers will reflect the kind of music that was recorded when the Gennett Co. was in business.

The 2008 Festival and installation of the second group of medallions, will be in July. This event will coincide with the first International Model-T Convention.

For more information about the Starr-Gennett Foundation:
<http://www.starrgennett.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 (10th Edition) shall govern in all cases where they are applicable and where they are not inconsistent with the By-laws of this League or its Constitution. (As amended by 67th Conference at French Lick, Indiana June 20, 2003)

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 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, by-laws and standing rules as prescribed by the Executive Committee.
- 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 Chair of the Executive Committee and a member, ex-officio, of standing and special committees, except the Nomination Committee. 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: (As amended by 69th Conference at Indianapolis, IN April 2005)

- In absence of the President, to preside and perform the duties of the President.
- To act as Chair of the Membership Committee.
- To send notification of dues by February 15 of each year.
- To aid the President in the active duties of the office.

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

- To keep minutes and record all proceedings of meeting.
- To read and/or distribute minutes of previous meetings.
- To read important correspondence.
- To record the name of the member who introduced a motion.
- To take charge of documents belonging to the organization when necessary.
- To call a meeting to order in the absence of the President or Vice President.
- To have a list of officers, committee members and general membership.
- To notify committee members of meeting when requested.
- To conduct correspondence as directed.

Rule 02.05 Treasurer. There shall be the office of treasurer. The treasurer's duties shall be (As amended by 69th Conference at Indianapolis, IN April 2005):

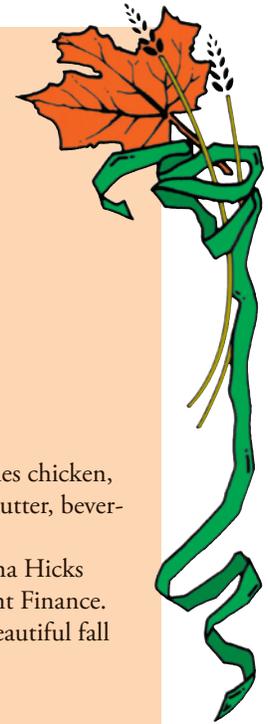
- To provide a performance bond in an amount sufficient to cover maximum funds over which Treasurer has responsibility prior to receiving accounts. Bond must be accepted by President prior to July 1. Cost of the bond is to be paid by the League.
- To receive and bank all money due the organization.
- To keep bookkeeping records of funds in a line item budget.
- To receive approval from the League Officers for transfer of funds in line items.
- To pay bills by check.

Bylaws continued Page 11

ILMCT - FALL DISTRICT MEETING MIDDLEBURY, INDIANA

Thursday, October 18, 2007

*Das Dutchman Essenhaus Country Inn
240 U.S. 20 - Middlebury, Indiana*



Registration Cost: \$32.00 (Payable to ILMCT)
Registration Time: 8:30 – 9:30

Registration includes continental breakfast (delicious rolls) and a family-style luncheon, which includes chicken, baked steak, homemade mashed potatoes & gravy, dressing, corn, noodles, tossed salad, bread & apple butter, beverage and a large variety of homemade pies in the famous Essenhaus Restaurant.

This meeting is for District 1, 2 and 3 and all others that might be interested. ILMCT President Retha Hicks will welcome you before sessions with the State Board of Accounts and Department of Local Government Finance. A short afternoon session will leave time for browsing in the unique shops on the premises. Enjoy the beautiful fall afternoon in Northern Indiana.

All reservations must be made by Oct. 11, 2007
Bring your Deputies, Mayors and Council Members
*******REMEMBER YOUR DOOR PRIZES*******

Make Checks payable to ILMCT, mail with this registration to:

*Janice Malinowski, IAMC, CMC
Clerk-Treasurer, Town of Schererville
10 E. Joliet Street
Schererville, IN 46375
TX: 219-322-2211 ext.318/Fax: 219-865-5572
E-Mail: jmalinowski@schererville.org*

For hotel reservations the night before, call
Essenhaus Country Inn at 800-455-9471
41 rooms are reserved for Oct. 16 & 17, so call now.
Rooms are on hold until Sept. 18, 2007.

Other motels in Goshen (approx. 15 minutes away):
Courtyard, 1930 Lincolnway East, 219-534-3133
Holiday Inn Express, 64396 US Hwy 33, 219-533-0200.

**If you are attending ILMCT-Institute Academy on
Wednesday, Oct. 17, you may want to reserve
a room for two nights: Oct. 16 & 17.**

Name of City/Town _____

Address _____

Number attending _____ (x\$32.00) TOTAL ENCLOSED \$ _____

LIST NAME & TITLE OF THOSE ATTENDING:

_____	_____
_____	_____
_____	_____





ILMCT FALL DISTRICT MEETING
The BROWN COUNTY INN
 Nashville, Indiana 47448

Name of Municipality: _____

Address: _____

Zip: _____

Number Attending: _____

Names and Titles of Those Attending:

Registration for: (please check all events you plan to attend):

- Cook out Tuesday, October 23, 2007 @ 6:30 p.m.: \$30.00 per person
- Meeting and Luncheon Buffet Wednesday, October 24, 2007: \$30.00 per person

Total Due: \$ _____

Payment options:

- Payment is included with registration: I will bring a check to District Meeting:

For overnight accommodation please call the
The Brown County Inn
1-800-772-5249
 Room rates for this Conference are:
 Single & Double \$75.00
 The hotel fills up quickly.
 Make your reservations today!
 Tell them you are with the Clerks and
 Clerk-Treasurers' League
*Remember to bring a tax exempt certificate with you
 when you check into the hotel.*
If you have questions, call Jayne Deckard
at (812) 385-3283 or
email princetonclerk@insightbb.com

Registration

ILMCT-Institute Academy,
 8:30 – 9:30 A.M. Tuesday, October 23, 2007

State Board of Accounts Fall Conference,
 8:30 – 9:30 A.M. Wednesday, October 24, 2007

Please make your check payable to ILMCT and
 mail it with this registration form to:
 City of Princeton
 C/O Jayne Deckard, Clerk Treasurer
 P.O. Box 15
 Princeton, Indiana 47670

Registration forms may be faxed to: (812) 385-0903

Deadline for registration is October 16, 2007

PLEASE BRING DOOR PRIZES!

Bylaws continued from Page 8

- (f) To pay bills from officers and committee members only when clearly authorized and when receipts of expenditures are attached.
- (g) To disburse moneys as specified in the budget.
- (h) To send a statement of finances monthly to League Officers.
- (i) To work with the Budget Committee in preparing a lien item budget for the coming year.
- (j) To furnish sufficient copies of said budget to be distributed to each member at the first business meeting of the annual convention.
- (k) To give a complete financial report as of the end of the month prior to the Convention and to provide copies to be distributed to members present.
- (l) To keep a record of members with copies submitted to the Secretary and Quest Editor.
- (m) To issue membership cards to each paid member and honorary members.
- (n) To receive all collected moneys, with an accurate record attached and issuing a receipt for same.
- (o) To report on status of paid membership of Officers and Membership Chair prior to the Convention or whenever requested by same.
- (p) To submit records to the Audit Committee upon its request, said audit to be completed by October 1. It shall be the responsibility of the outgoing Treasurer to prepare and submit to the Accountant all materials needed for him to prepare the tax reports for the previous League year in the time prescribed by law.
- (q) To be responsible for maintaining the sales tax exemption number.
- (r) 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).

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. *(As amended by 67th Conference at French Lick, Indiana June 20, 2003)*

Bylaw 4: EXECUTIVE DIRECTORS

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

- (a) To serve as members of the Executive Committee.
- (b) To send newsworthy items to the quest Editor.
- (c) To notify the President of hospitalizations and deaths to eliminate duplication in ordering, to make certain individuals are League members and to prevent spending more than is stipulated in the budget.
- (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 ILMCT Constitution. There shall be appointed one (1) Director from each district of six districts as identified in Rule 05.02.

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

- (a) District 1 shall be comprised of the Indiana counties of Benton, Carroll, Cass, Fulton, Howard, Jasper, Laporte, Lake, Marshall, Newton, Porter, Pulaski, St. Joseph, Starke and White.

- (b) District 2 shall be comprised of the Indiana counties of Adams, Allen, Blackford, Dekalb, Elkhart, Grant, Huntington, Jay, Kosciusko, LaGrange, Miami, Noble, Steuben, Wabash, Wells and Whitley.
- (c) District 3 shall be comprised of the Indiana counties of Boone, Clay, Clinton, Fountain, Hendricks, Montgomery, Morgan, Owen, Parke, Putman, Tippecanoe, Vermillion, Vigo, and Warren.
- (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 secure a location for district meetings. Said location to provide meeting space and meals.
- (b) To receive the registrations for district meetings.
- (c) To provide the Editor of the QUEST 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 compile and maintain a list of names and addresses of Clerks and Clerk-Treasurer in their District and pass this information to their successor.
- (f) To serve as a member of the Mentor Committee under the direction of the Mentor Chair by teaming new clerks and clerk-treasurers with experienced clerks and clerk-treasurers in their district. *(As amended by the 65th Annual Convention, April 2001)*
- (g) To notify the ILMCT Treasurer of illnesses, 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. *(As amended by 69th Conference at Indianapolis, IN April, 2005)*

Bylaw 6: STANDING COMMITTEES

Rule 06.01 Establishment. There shall be standing committees appointed by the President according to the Article VII of the ILMCT 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 Convention. 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 ILMCT Constitution.

- (a) The Chair shall be selected by the President.
- (b) The committee shall consist of five (5) active members. They shall meet with the outgoing and incoming Treasurers to audit the financial records of the Treasurer and Convention Chair.
- (c) The audit shall be done at a time convenient for committee and shall be completed by October 1. After the Auditing Committee completes the audit, they shall forward their report to the President and shall report to the membership at the next annual convention.

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 treasurer.
- (b) The Chair shall be the current president.
- (c) The committee shall prepare a line item budget for the coming year.

Bylaws continued Page 14

2007 - 2008 Director and Committee Assignments

Executive Directors

First/Second Class City Representative:

Sue Beadle, IAMC, CMC, City Clerk, Elkhart

Second Class Cities:

John Voorde, IAMC, City Clerk - South Bend

Karen Chasteen, IAMC, CMC, City Clerk - Richmond

Third Class Cities:

Debra Twitchell, IAMC, CMC, CPFA, Clerk-Treasurer - Angola

Janet Alexander, Clerk-Treasurer - Franklin

Janet Jaros, IAMC, CMC, Clerk-Treasurer - Noblesville

Towns:

Karen Grieser, IAMC, CMC, Clerk-Treasurer - Hamilton

Kay Brown, IAMC, MMC, CPFA, Clerk-Treasurer - Remington

Marilyn Morrison, IAMC, CMC, Clerk-Treasurer - Warren

Kathy Parsons, IAMC, CMC, CPFA, Clerk-Treasurer - Fremont

District Directors and Mentor Committee Membership

District 1. (by Counties):

Benton, Carroll, Cass, Fulton, Howard, Jasper, Laporte, Lake, Marshall, Newton, Porter, Pulaski, St. Joseph, Starke and White.

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

District 2. (by Counties):

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

Julie Kline, IAMC, Clerk-Treasurer - Syracuse

District 3. (by Counties):

Boone, Clay, Clinton, Fountain, Hendricks, Montgomery, Morgan, Owen, Parke, Putnam, Tippecanoe, Vermillion, Vigo and Warren.

Teresa Glenn, Clerk-Treasurer - Greencastle

District 4. (by Counties):

Delaware, Fayette, Hamilton, Hancock, Henry, Johnson, Madison, Marion, Randolph, Rush, Shelby, Tipton, Union and Wayne.

Beth Neff, Clerk-Treasurer, Yorktown

District 5. (by Counties):

Crawford, Daviess, Dubois, Gibson, Greene, Knox, Lawrence, Martin, Monroe, Orange, Perry, Pike, Posey, Spencer, Sullivan, Vanderburgh and Warrick

Jayne Deckard, IAMC, CMC, Clerk-Treasurer - Princeton

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

David Kinder, Clerk-Treasurer - Sellersburg

IIMC EXECUTIVE COMMITTEE REPRESENTATIVE STANDING COMMITTEES

Education & Development Committee

Co-Chair: Kay Brown, IAMC, MMC, CPFA, Clerk-Treasurer - Remington

Co-Chair: Janet S. Jaros, IAMC, CMC, Clerk-Treasurer - Noblesville

Linda S. Bajzatt, IAMC, CMC, Clerk-Treasurer - Wolcott

Laura L. Baker, IAMC, CMC, Clerk-Treasurer - Etna Green

Suzy Bass, IAMC, CMC, Chief Deputy Clerk-Treasurer - Jeffersonville

Deborah S. Block, IAMC, CMC, City Clerk - Mishawaka

Larry Breese, IAMC, CMC, Clerk-Treasurer - Greenfield

Karen Chasteen, IAMC, CMC, City Clerk - Richmond

Jayne Deckard, IAMC, CMC, Clerk-Treasurer - Princeton

Rhonda Engle, IAMC, CMC, Clerk-Treasurer - Orland

Rae Baker Gipson, IAMC, CMC, CPFA, Clerk-Treasurer, Rising Sun

Michael W. Griffin, IAMC, CMC, CPFA, Clerk-Treasurer - Highland

Tatsy Hayes, IAMC, CMC, Clerk-Treasurer - Hudson

Retha S. Hicks, IAMC, MMC, Clerk-Treasurer - Winona Lake

Kim Ingle, IAMC, CMC, Clerk-Treasurer - Nappanee

Nicholas Jarrett, Clerk-Treasurer - Hagerstown

Jane Jordan, IAMC, Clerk-Treasurer - Burns Harbor

Marsha Kiersey, IAMC, Clerk-Treasurer - Kendallville

Vicki Kitchen, IAMC, Clerk-Treasurer - North Liberty

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

Kathy Parsons, IAMC, CMC, CPFA, Clerk-Treasurer - Fremont

Robin Riley, IAMC, CMC, Clerk-Treasurer - Huntertown

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

Beverly Stout, IAMC, CMC, Clerk-Treasurer - Waynetown

Kathryn T. Chrapliwy, IAMC, CMC, Town of Walkerton

Charlie Pride, CPA, State Board of Accounts

Institute/Academy Director: Gary Whorlow, HR Unlimited Resources

Mitch Ripley, HR Unlimited Resources, President

Mentor Committee

Co-Chair: Jennifer Shell, IAMC, Clerk-Treasurer - Gaston

Co-Chair: Jan Unger, IAMC, CMC, Clerk-Treasurer - Cicero

Kim Flynn, IAMC, Clerk-Treasurer - Lyons

Jill Runkle, IAMC, CMC, Clerk-Treasurer - Akron

Jay Southwood, IAMC, CMC, Clerk-Treasurer - Shelburn

Jane Jordan, IAMC, Clerk-Treasurer - Burns Harbor

Sherry Clem, Clerk-Treasurer - New Pekin

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

Julie Kline, IAMC, Clerk-Treasurer - Syracuse

Teresa Glenn, Clerk-Treasurer - Greencastle

Beth Neff, Clerk-Treasurer, Yorktown

Jayne Deckard, IAMC, CMC, Clerk-Treasurer - Princeton

David Kinder, Clerk-Treasurer - Sellersburg

Rae Gipson, Clerk-Treasurer - Rising Sun

Marilyn Chittick, Clerk-Treasurer - Frankfort

Tatsy Hayes, Clerk-Treasurer - Hudson

Patricia Abbott, IAMC, CMC, Accounting Supervisor - Munster

2007 - 2008 Director and Committee Assignments

Legislative Committee

Chair: Diana Cordray, IAMC, Clerk-Treasurer - Carmel
Beth Neff, Clerk-Treasurer - Yorktown
Dave Shafer, IAMC, CMC, Clerk-Treasurer - Munster
Deb Zachelmeyer, IAMC, Clerk-Treasurer - Whitestown
Donna Pappas, IAMC, Clerk-Treasurer - Portage
Glenda Whittern, Clerk-Treasurer - Grabill
Jane M. Jordan, IAMC, Clerk-Treasurer - Burns Harbor
Jennifer Shell, IAMC, Clerk-Treasurer - Gaston
Karen Chasteen, IAMC, CMC, City Clerk - Richmond
Kathy Juillerat, IAMC, CMC, Clerk-Treasurer - Andrews
Marla Kemerly, IAMC, Clerk-Treasurer - Shirley
Michael W. Griffin, IAMC, CMC, CPFA, Clerk-Treasurer - Highland
Ray E. Bowman, Clerk-Treasurer - Schneider
June Ryle, Clerk-Treasurer - Greensburg
Sharon Swihart, IAMC, CMC, Clerk-Treasurer - Valparaiso
Sherry Sury, IAMC, Clerk-Treasurer - St. John
Vicki Hargis, Clerk-Treasurer - Eaton
Brenda Young, IAMC, MMC, Clerk-Treasurer - Nashville
Michele Sexton, IAMC, CMC, Clerk-Treasurer - Van Buren
Debbie Ottinger, Clerk-Treasurer - Lebanon
Sue Saunders, Clerk-Treasurer - Lewisville

Nominating Committee

Chair: Bev Stout, IAMC, CMC, Clerk-Treasurer - Waynetown
Kimberly Ingle, IAMC, CMC, Clerk-Treasurer - Nappanee
Robin Riley, IAMC, CMC, Clerk-Treasurer - Huntertown

Membership Committee

Larry Breese, IAMC, CMC, Clerk-Treasurer - Greenfield

Auditing Committee

Dennis Clouse, IAMC, CMC, Clerk-Treasurer - Montpelier
Jay Southwood, IAMC, CMC, Clerk-Treasurer - Shelburn
Brenda Adams, CMC, Clerk-Treasurer - New Haven
DeWayne Bontrager, Clerk-Treasurer - Topeka
Linda Bajzatt, IAMC, CMC, Clerk-Treasurer - Wolcott

Budget Committee

Robin Riley, IAMC, CMC, Clerk-Treasurer - Huntertown
Retha Hicks, IAMC, MMC, Clerk-Treasurer - Winona Lake
Dave Shafer, IAMC, CMC, Clerk-Treasurer - Munster

Conference Chairs

Deb Twitchell, IAMC, CMC, Clerk-Treasurer - Angola
Kackie Chrapliwy, IAMC, CMC, ILMCT member - Walkerton
Kay Brown, IAMC, MMC, CPFA, Clerk-Treasurer - Remington
Janet Jaros, IAMC, CMC, Clerk-Treasurer - Noblesville

Conference Committee

Kathy Parsons, IAMC, CMC, CPFA, Clerk-Treasurer - Fremont
Carolyn Turner, Greenwood
Terri Buckmaster, IAMC, Chief Deputy, Walkerton
Peggy Wilder, IAMC, CMC, Clerk-Treasurer, Jeffersonville
Suzy Bass, IAMC, CMC, Chief Deputy, Jeffersonville
Vicki Kitchens, IAMC, Clerk-Treasurer, North Liberty
Dian Flinn, IAMC, CMC, Deputy, Remington
Tammy Onofrietti, IAMC, CMC, Deputy Clerk, Angola
Dave Shafer, IAMC, CMC, Clerk-Treasurer, Munster
Tom Hoffman, IAMC, CMC, Clerk-Treasurer, Dyer
Larry Breese, IAMC, CMC, Clerk-Treasurer, Greenfield
Laura Baker, IAMC, CMC, Clerk-Treasurer, Etna Green

Constitution and By-Laws

Michael W. Griffin, IAMC, CMC, CPFA, Clerk-Treasurer - Highland
Dave Shafer, IAMC, CMC, Clerk-Treasurer - Munster
Judy Rhodes, IAMC, CMC, CPFA, Clerk-Treasurer - West Lafayette

Quest Editor

Kathy Parsons, IAMC, CMC, CPFA, Clerk-Treasurer - Fremont
Assistant - Karen Grieser, IAMC, CMC, Clerk-Treasurer - Hamilton

Quest Reporter

Rhonda Engle, IAMC, CMC, Clerk-Treasurer - Orland
Sherry Clem, Clerk-Treasurer - New Pekin
Jay Southwood, IAMC, CMC, Clerk-Treasurer - Shelburn
Angie Glass, Clerk-Treasurer - Silver Lake
Patricia Abbott, IAMC, CMC, Accounting Supervisor - Munster
Judy Walters, IAMC, CMC, Clerk-Treasurer - Lowell
Dian Flinn, IAMC, CMC, Deputy - Remington
Elaine Wellman, IAMC, Clerk-Treasurer - Washington
Vicki Haney, IAMC, Clerk-Treasurer - Winchester
Sandra Hash, IAMC, CMC, Clerk-Treasurer - Ellettsville

Parliamentarian

Michael W. Griffin, IAMC, CMC, CPFA, Clerk-Treasurer - Highland

Resolution Committee

Michele Sexton, IAMC, CMC, Clerk-Treasurer - Van Buren

Historian

Marilyn Chittick, IAMC, MMC, Clerk-Treasurer - Frankfort
Marcy Wilsak, IAMC, Accounting Analyst - Munster
Tammy Onofrietti, IAMC, CMC, Deputy - Angola

Special Committees and Task Groups

ILMCT Task Group for Affinity Clothing

Retha Hicks, Clerk-Treasurer - Winona Lake

President's Sagamore Council, a special Committee

A committee of past presidents of the League who are also active members.

Robin Riley, Clerk-Treasurer - Huntertown
Immediate Past President 2006-2007
Kimberly Ingle, Clerk-Treasurer - Nappanee 2005-2006
Beverly Stout, Clerk-Treasurer - Waynetown 2004-2005
Michael W. Griffin, Clerk-Treasurer - Highland 2001-2002
Deborah S. Block, City Clerk - Mishawaka 2000-2001
Dennis Clouse, Clerk-Treasurer - Montpelier 1999-2000
Jennie DePaolo, Clerk-Treasurer - Garrett 1998-1999
Brenda Young, Clerk-Treasurer - Nashville 1997-1998
Marilyn Chittick, Clerk-Treasurer - Frankfort 1996-1997
Sandra Kennedy, City Clerk - Fort Wayne 1994-1995

The Sagamore is a Native American title bestowed upon the wisest counselor of the Tribe. The ILMCT active past presidents serve as ex-officio members of the Executive Committee in part to provide wise counsel and continuity to the League. This committee assignment is in recognition of that role and to more formally acknowledge this group.

- (d) A copy of the budget shall be distributed to each person attending the convention at the first session. The budget shall be voted on at the second session. *(As amended by 67th Conference at French Lick, In June 20, 2003)*

Rule 06.04 Constitution and Bylaws Committee. There shall be a Constitution and bylaws committee appointed by the President according to the Article VII of the ILMCT 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 Constitutions and by-laws.
- (c) Members desiring to change the Constitution or by-laws shall present amendments in writing, to this committee, no less than forty-five (45) days prior to convention.
- (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. *(As amended by 68th Conference, Ft. Wayne, April 2004)*
- (e) The committee shall present the amendments to the membership for approval at Convention. Upon adoption, by a two-thirds (2/3) majority of the voting members present, the amendments shall be published in the QUEST.

Rule 06.05 Annual Convention Committee & Chairs/Co-Chairs. There shall be a convention 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 in making all arrangements for the Convention.
- (b) At the close of Convention, they shall prepare a full report, to be audited by the Auditing Committee, showing attendance, income, expenses, etc.
- (c) Past Presidents in attendance at the recognition program during Convention shall have their meal paid by the League out of the proceeds of the Convention.

Rule 06.06 Convention Site Selection Committee. There shall be a convention site selection committee appointed according to this rule.

- (a) The Vice President shall chair and appoint this committee.
- (b) The committee shall include the Vice President, Secretary, Treasurer, and whomever the Vice President selects as Convention Chair.
- (c) The committee shall be responsible for securing a site for the next annual Convention.
- (d) The annual convention shall be held together with the State Board of Accounts School as set forth in Article XI, Section 1 of the ILMCT Constitution. *(As amended by 69th Conference at Indianapolis, IN April 2005)*

Rule 06.07 Education and Professional Development Committee. There shall be an education and professional development committee appointed by the President according to the Article VII of the ILMCT 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 up agendas for the calendar year.
- (d) The committee shall work with members in securing their Certifications.
- (e) The Chair or Co-Chairs shall attend and participate in meetings and convention of the League and international conferences. Chair or Co-Chair international conference travel expenses, not to exceed \$2,000

shall be paid from the appropriate budget line item, upon receipt of claim, proof of education class or seminar attendance, and paid invoices. *(As amended by 65th Conference, South Bend, IN April, 2001 and as amended by 68th Conference, Ft. Wayne, April 2004)*

- (f) Those active members working on CMC, MMC, or CPFA accreditation may be reimbursed one half the cost of one annual international conference registration during the calendar year upon receipt of claims, proof of education class or seminar attendance, and unpaid invoices. *(As amended by 68th Conference at Fort Wayne, IN April, 2004)*

Rule 06.08 Mentor Committee. There shall be a mentoring committee appointed according to the Article VI of the ILMCT Constitution and composed according to this rule and Rule 05 of these bylaws.

- (a) The Chair shall be selected by the President.
- (b) District directors shall serve as members of the mentor committee under the direction of the mentor chair by teaming new Clerks and Clerk-Treasurers with experienced Clerks or Clerk-Treasurers in their district.
- (c) Those experienced Clerks and Clerk-Treasurers shall serve as mentors and shall be considered members of the mentor committee.
- (d) Mentors should encourage new Clerks to accompany them to League functions.
- (e) Mentor committee members shall receive an annual certificate of appreciation from the League at the Convention. *(As amended by the 65th annual Convention, April 2001)*

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

- (a) The Chair shall be selected by the President.
- (b) The committee shall work closely with the 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 ILMCT 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 from the Treasurer and contact 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 ILMCT Constitution.

- (a) The committee shall secure the best qualified, duly-elected members of the League to nominate for office.
- (b) They shall consider geographical areas when selecting candidates, trying to balance representation.

Rule 06.12 Resolutions Committee. There shall be resolutions committee appointed by the President according to the Article VII of the ILMCT Constitution.

- (a) The Chair shall be selected by the President.
- (b) The committee shall receive resolutions from the Convention Chair and/or members of the League.
- (c) Committee shall arrange them 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.

- (g) The Chair shall present pertinent resolutions, by reading them in their entirety and/or providing copies to all in attendance at the first session of the Convention. Adoption should be at the second business session and resolutions may be read by title only.

Rule 06.13 State Board of Accounts School Committee. There shall be a State Board of Accounts School committee appointed by the President according to the Article VII of the ILMCT Constitution.

- (a) The Chair shall be selected by the President with the approval of the State Board of Accounts.
- (b) The Chair shall choose the site, menu selections, set the registration fee, receive registrations and shall perform any duties required for the success of the school.
- (c) The Treasurer shall pay all expenses of the school.
- (d) The Chair shall turn all proceeds over to the Treasurer by July 1.
- (e) The Chair shall furnish a written report of the School to the Treasurer and give a report to the membership at the next year convention.
- (f) During election years the convention and State Board of Accounts School may be held at the same time if deemed necessary by the officers and executive directors.

Bylaw 7: QUEST EDITOR

Rule 07.01 Establishment. There shall be a position in the ILMCT 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 in timely fashion, with no fewer than four (4) issues per year.
- (b) To attend and participate in meetings and conventions of the League, including IIMC Conference with fees for IIMC Conference to be paid out of QUEST budget line.
- (c) To expect timely submissions of articles.

Bylaw 8: PARLIAMENTARIAN

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

Rule 08.02 Responsibilities. The responsibilities of League 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 through the Chair.

Bylaw 9: HISTORIAN AND ASSISTANT HISTORIAN

Rule 09.01 Establishment. There shall be the positions in the ILMCT 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 ILMCT roster.
- (b) To keep copies of the roster, copies of the QUEST and all photographs.

Bylaw 10: INTERNATIONAL CONVENTION DELEGATES

Rule 10.01 Authority. The League may send four (4) delegates to the Convention of the International of Municipal Clerks and to the Association of Public Treasurers.

Rule 10.02 Delegates. These four delegates shall be the President, Vice-President, Secretary and Treasurer 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 this convention shall be budgeted for these four delegates and shall be disbursed to the attending delegates upon receipt of claims and unpaid invoices. *(As amended by 67th Conference at French Lick, IN June 20, 2003)*

Bylaw 11: MILEAGE ALLOWANCE

Rule 11.01 Entitlement To Mileage. Mileage shall be paid according to the IRS 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 a claim.

Bylaw 12: AMENDMENTS TO BYLAWS

Rule 12.01. Amendments to the bylaws shall be submitted in writing to the Constitution and by-laws Committee Chair at least forty-five (45) days prior to the Convention and shall be published in the newsletter after adoption.

Rule 12.02. The by-laws may be amended at the Convention by a two-thirds (2/3) vote of the eligible, voting members present.

Bylaw 13: VOTING

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

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

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

Bylaw 14: ADOPTION

Rule 14.01. These by-laws shall be in full force and effect from and after their passage by a majority of those eligible, voting members present at the Convention.

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 annual convention.

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. *(As amended by 67th Conference at French Lick, IN June 20, 2003)*

These by-laws contain the entire text and provisions as approved by the membership in convention and as amended through April, 2005. Non-substantive changes to form and style were authorized in Convention April 2004.

Indiana League of Municipal
Clerks and Treasurers

Kathy Parsons, IAMC, CMC, CPFA
QUEST Editor
PO Box 602
Fremont, IN 46737

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CLASS
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Indianapolis, IN



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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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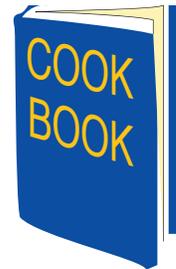
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