

**ASSOCIATION BYLAWS  
OF THE  
INDIANA MAYORS ASSISTANTS**

**ARTICLE I.**

Name

**Section 1.** The name of the association shall be the "Indiana Mayors Assistants" Organization (hereinafter referred to as IMA.)

**ARTICLE II.**

Purpose

The Indiana Mayors Assistants Organization "IMA" exists to provide a network for personnel who work closely with Mayors from all municipalities throughout the State of Indiana. This shall be accomplished by developing professionalism through training and education, by further defining the role of Mayors Assistants in municipal government and by encouraging the interaction and sharing of information with one another and other municipal employees.

**ARTICLE III.**

Membership

**Section 1. Criteria:** Members of the Organization shall be appointed, employed or work at the direction of the Mayor of any municipal government in the State of Indiana, which is a member of the Indiana Association of Cities and Towns d/b/a Aim.

**Section 2. Membership Agreement:** Members shall agree to share information with other members of the Organization. Members shall further agree to maintain the confidentiality of shared information when warranted, subject to State Public Access Laws; members shall actively participate in training sessions and group meetings and pay annual dues in the amount established by the membership in the Indiana Mayors Assistants Organization.

**ARTICLE IV.**

Voting

Each paid member shall hold the privilege of one (1) vote for any motion brought before a quorum of the Organization. A quorum shall consist of those paid members who are in attendance as long as twenty percent (20 percent) of the paid members are present.

## **ARTICLE V.**

### Dues

**Section 1.** Commencing January 1, 2018, membership dues will be assessed on a calendar year in the amount of \$75.00 per person. Membership dues will be billed annually and shall be payable prior to the Annual Conference for that calendar year.

**Section 2.** The dues amount is set by the IMA Officers each calendar year and ratified by the membership during the Annual Conference.

**Section 3.** The Treasurer shall prepare and furnish a copy of the current financial statement to the IMA President on a quarterly basis, which statement shall show all receipts and expenses received, incurred and paid throughout the year.

## **ARTICLE V1.**

### Executive Board of Directors

**Section 1.** In the event an officer is unable to complete the term of any office, the Executive Board of Directors shall, within 30 days of notification of vacancy, appoint a replacement to fill out the remaining length of the term. That appointment will serve as Secretary of the board and the highest and second highest ranking board members will assume the position of President and Vice President respectfully until new elections are held at the annual meeting of IMA. In the event the Executive Board is unable to appoint a replacement, the Advisory Committee shall, within 30 days of notification by the Executive Board, appoint a replacement to fill out the remaining length of the term. Consideration of an appointment must be a paid member in good standing with the Organization.

## **ARTICLE VII.**

### Officer Duties

**Section 1. President.** The President shall serve as chief executive officer of the Organization and shall have the powers and perform the duties usually incident to that office. The President shall preside at all meetings of the members and of the Board of Directors. The President is authorized to sign, on behalf of the Organization, contracts and other instruments in writing. The Secretary shall thereupon attest any such document, if applicable.

**Section 2. Vice President.** In the absence or inability of the President to act, the above-referenced duties of the President shall be performed by the Vice President. The Vice President shall perform such other duties as shall be delegated to her/him by the Executive Board of Directors.

**Section 3. Secretary.** The Secretary of the Organization shall have the general powers and duties to maintain any written notes, briefings, or any other memoranda and minutes of any meetings of the Executive Board of Directors and current membership information.

**Section 4. Treasurer.** The Treasurer shall have custody of the funds and other personal property of the Organization and shall keep, or cause to be kept, correct and accurate books of the IMA Organization and shall also deposit, or see to the deposit of, the funds of the Organization in a depository to be maintained by IACT. The Treasurer shall maintain full and accurate accounts of all assets, liabilities, commitments, receipts, disbursements and other financial transactions of the Organization and shall, if directed by the Executive Board of Directors, cause regular audits of such books and records to be made; shall see that all expenditures are made in accordance with procedures duly established, from time to time by the Organization; shall render financial statements on a monthly basis to the President of the IMA Organization, shall provide a full financial report at the annual conference meeting of the members, if called upon to do so; and, shall perform such other duties as may, from time to time, be delegated to her/him by the Executive Board of Directors or the President.

## **ARTICLE VIII.**

### **Committees**

**Section 1. Advisory Committee.** The Advisory Committee shall consist of three (3) IMA members which will include the immediate past president and two other members appointed by the current President.

Individuals serving on the Advisory Committee must be a paid IMA member in good standing with the Organization. A committee member shall serve as an advisory member to the Executive Board with reference to various issues pertaining to the IMA organization.

**Section 2. Nominating Committee.** The Nominating Committee shall consist of three (3) IMA members appointed by the Executive Board. An individual serving on the Nominating Committee must be a paid IMA member in good standing with the Organization.

Prior to the annual conference, the Nominating Committee shall contact and summon other IMA members and attempt to promote further involvement by seeking to serve on the Executive Board in the office of President, Vice President or Secretary, contingent upon the vacancy of that position.

The Nominating Committee will report any nominations to the Executive Board of Directors at least one month prior to the annual conference. The Nominating Committee shall then make their recommendations to the IMA membership during the business meeting at the annual conference prior to the election of officers.

As outlined in Article VI, Section 3, each member, who desires to hold any elected position on the Executive Board of Directors, shall be required to have attended at least one (1) complete annual conference prior to accepting any nomination to the Board.

#### **ARTICLE IX.**

##### **Amendments to the By-Laws**

Any amendments to these Bylaws may be adopted and made effective by a unanimous vote of the Executive Board of Directors, as defined herein, or by a twenty percent (20%) quorum of the membership.

The Amendments to the above-written Bylaws have been mutually agreed upon by the undersigned Executive Board of Directors and are effective upon execution by said Executive Board of Directors. Amendments shall remain in full force and effect until such time as proposed modifications are unanimously adopted by the Executive Board of Directors.

***THESE BY-LAWS AMENDED AND ADOPTED ON THIS 3<sup>RD</sup> DAY OF MAY,***  
***2017 BY THE INDIANA MAYORS ASSISTANTS (IMA.)***