

**By-Laws for  
Indiana Municipal Personnel Administrators for Cities & Towns (IMPACT)**  
An Accelerate Indiana Municipalities (AIM) Affiliate Group

**STATEMENT OF PURPOSE:**

IMPACT exists to provide a network for municipal human resources professionals to:

- Foster professional development through training and information sharing;
- better define the role of the human resources function in municipal government;
- stimulate and encourage interaction among human resources professionals to share information and provide expertise to one another and to other municipal officials;
- assist AIM in the design and implementation of human resources-related training for affiliate groups, municipal officials and employees;
- share resources through personal interaction and the creation of a personnel management resources bank; and
- promote the profession of local government human resources management.

**MEMBERSHIP CRITERIA**

IMPACT membership shall consist of Primary, Secondary and Associate members.

Primary Members shall be all individuals who:

1. Work for an Indiana municipality, county, or township;
2. perform primarily human resources functions;
3. apply for membership;
4. agree to participate in IMPACT activities and promote its goals; and
5. pay the annual dues assessment.

Secondary Members shall be all individuals who:

1. Work for an Indiana municipality, county, or township that also has a primary member;
2. perform some duties related to human resources;
3. apply for membership;
4. agree to participate in IMPACT activities and promote its goals; and
5. pay the annual dues assessment.

Associate Members shall be all individuals who:

1. Work for an entity other than a municipality, county, or township (non-AIM);
2. perform primarily human resources functions or provide services to human resources practitioners;
3. apply for membership;
4. agree to participate in IMPACT activities and promote its goals; and
5. pay the annual dues assessment.

Each Indiana city, town, county, or township may have one (1) Primary Member in IMPACT and an unlimited number of Secondary Members. Other entities may have an unlimited number of Associate Members.

All members shall agree to:

- Share information with other members of the group;
- maintain the confidentiality of shared information when warranted;
- actively participate in training sessions and group meetings;
- contribute relevant materials to the personnel information resource library; and
- abstain from using their official membership position to secure special privilege, gain or personal benefit.

**VOTING PRIVILEGES:**

A simple majority of Members who attend a meeting at which a vote is taken shall be sufficient for a motion to be passed (except an amendment of the by-laws, which requires a simple majority of all Members).

**MEMBERSHIP DUES:**

Membership dues shall be billed on a calendar-year basis. Bills will be mailed in December each year, with payment due by January 31 the following year. Annual membership dues are as follows:

Primary Member:	\$50
Secondary Member:	\$20
Associate Member:	\$100

In subsequent years, dues and other costs shall remain at these levels unless changed by action of the Executive Committee.

**OFFICERS:**

IMPACT officers shall include President, Past President, Vice President, and Secretary, each serving a one-year term commencing January 1. All officers shall be Members in good standing with IMPACT.

The President shall chair the executive committee, oversee the day-to-day administration of the organization and facilitate meetings. The President shall prepare an annual report and present it to the membership at the fourth quarter meeting.

The Past President shall provide assistance and advice to the President as requested.

The Vice President shall assist the President and fill in during the President's absence.

The Secretary shall keep a written record of the meetings and initiate communications with members.

After one (1) year in office, the Vice President shall succeed to the position of President and the President shall succeed to the position of Past President. Nominations for Vice President and Secretary shall be solicited from the membership at the third quarter meeting and a vote shall take place at the fourth quarter meeting. If any officer is unable to complete his or her term of office, a replacement shall be appointed by the Executive Committee.

**COMMITTEES:**

The Executive Committee shall include the five (5) officers listed above plus three (3) additional members for a total of eight (8) members. The three additional committee members shall be elected for a one-year term commencing January 1. Nominations for the Executive Committee shall be solicited from the membership at the third quarter meeting, and a vote shall take place at the fourth quarter meeting. The Executive Committee shall meet a minimum of four (4) times per year, in conjunction with the quarterly meetings, to plan programs, training sessions and other activities, develop IMPACT policies and share relevant information. Additional committees may be formed as needed by the Executive Committee. Membership on such committees shall be by appointment of the Executive Committee.

**MEETINGS:**

IMPACT meetings shall be held quarterly. Both regional variation and ease of travel shall be considered in determining location.

**AIM RELATIONSHIP:**

IMPACT is an affiliate group of the Accelerate Indiana Municipalities (AIM), and as such shall abide by AIM policies, practices and standards. AIM shall provide services to IMPACT as outlined in the annual Affiliate Group Agreement.

**AMENDMENT OF BY-LAWS:**

These by-laws may be amended from time to time by a simple majority vote of all members. At least two weeks prior to the vote, a copy of the proposed amendment shall be distributed by mail, fax or e-mail to all active members. Arrangements may be made to accept votes via U.S. mail or electronic media, as well as in person.