

CONSTITUTION of the INDIANA LEAGUE OF MUNICIPAL CLERKS AND TREASURERS

ARTICLE I NAME

Section 1. The name of the organization shall be the “Indiana League of Municipal Clerks and Treasurers” of the State of Indiana, hereinafter referred to as the “League.”

ARTICLE II PURPOSE

Section 1. The purpose of this organization shall be:

- (A) To perpetuate and develop the League for the cooperative enhancement of the City and Town Clerks and Clerk-Treasurers.
- (B) To promote the best methods conducting the affairs of our elected offices, to offer educational information for the growth and advancement of Clerks and Clerk-Treasurers, and to work with the State Legislature in enacting laws for the betterment of state and local government.
- (C) To provide a better understanding of the needs of cities and towns in the State of Indiana.
- (D) To study and advance, to the fullest measure, home rule in local government.
- (E) To cooperate with the Indiana State Board of Accounts, Indiana Department of Local Government Finance, and affiliated organizations dedicated to the improvement of municipal affairs.

ARTICLE III OFFICERS

Section 1. The Officers of the League shall be: President, Vice President, Secretary-Treasurer and the most immediate Past President. (The most recent Past President who is still an active Clerk or Clerk-Treasurer and a member of the League shall fill the office of Past President).

Section 2. All Officers shall be duly elected Clerks or Clerk-Treasurers with at least four years of service as a Clerk or Clerk-Treasurer and one year of active service in the League.

Section 3. Their term of office shall be one year or until their successor is elected or appointed. In the event of a vacancy of any office except the immediate Past President, the Executive Committee shall meet within sixty (60) days to fill the vacancy.

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

Section 5. Newly-elected officers shall be installed at the annual conference. In the event that the annual conference is cancelled or postponed, the Officers will still take office on July 1, but installation will take place at the next in-person meeting, whether that be annual conference or District meeting.

- (A) The installing officer shall be an active Past President.
- (B) League Officers will assume their offices on July 1, even if installation ceremony has been postponed.
- (C) Each outgoing officer is to relinquish all properties to the newly-elected officer by August 1.

ARTICLE IV EXECUTIVE COMMITTEE

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

Section 2. The Executive Committee meets at the call of the President or upon written request of any five (5) members of the Executive Committee.

Section 3. Ten (10) members of the Executive Committee constitute a quorum for the transaction of business. A two-thirds (2/3) majority of the members present is required for any official action of the Executive Committee.

Section 4. It shall be the responsibility of the Executive Committee by a two-thirds (2/3) vote to set the annual League membership dues and dues structure.

Section 5. The Secretary-Treasurer of the League shall serve as secretary of the Executive Committee. In the absence of the Secretary-Treasurer, the Presiding Officer shall appoint a secretary.

Section 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 members shall be counted toward a quorum and have no duty to attend as regular members.

ARTICLE V EXECUTIVE DIRECTORS

Section 1. The Executive Directors shall consist of active members of the League and shall, with reasonable effort, 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) Five (5) representing towns; and
- (D) One representing at-large.

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

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, Clark, Dearborn, Decatur, Floyd, Franklin, Harrison, Jackson, Jefferson, Jennings, Ohio, Ripley, Scott, Switzerland, and Washington counties.

ARTICLE VII STANDING AND SPECIAL COMMITTEES

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

Section 2. The President may appoint special committees as needed.

**ARTICLE VIII
NOMINATIONS AND ELECTIONS**

Section 1. At each annual conference, the League shall elect a President, Vice President, and Secretary-Treasurer. Should the annual conference be postponed or cancelled, Officers may be elected via a virtual or electronic meeting.

- (A) Any candidate receiving a majority of votes cast for any office shall be declared elected.
- (B) Ballot voting shall be required if there is more than one (1) candidate for a respective office.

Section 2. Except as otherwise provided by this Article, a slate of candidates shall be presented at the conference by a Nominating Committee composed of the three (3) most recent Past Presidents who have served in the capacity of Immediate Past President with the most senior of those to serve as chair. In naming candidates to this slate, the Nominating Committee will proceed pursuant to Rule 06.11 of the League Bylaws.

Section 3. For the purpose of a quorum, other active Past Presidents in descending order shall serve as ex-officio members of the Nominating Committee, with voting privileges.

Section 4. In the event that one (1) or more of the three (3) most recent active Past Presidents are unable to serve, or there are not three (3) active Past Presidents of the League, the President shall appoint, with the approval of the Executive Committee, a member (s) to this committee.

Section 5. Immediately after the Nominating Committee presents its slate of officers, additional nominations may be made from the floor.

Section 6. Except as otherwise provided by this Article, any League member wishing to serve as an Officer may submit in writing to the Chair of the Nominating Committee by April 15 the member's desire to serve.

**ARTICLE IX
MEMBERSHIP**

Section 1. The members of the League shall be categorized as either Active, Associate, Associate Business, Affiliate, or Honorary.

Section 2. ACTIVE MEMBERS: Any person who is a duly-elected City or Town Clerk or Clerk-Treasurer or a duly-employed City Controller may be admitted to active membership in the League.

Section 3. ASSOCIATE MEMBERS: Any deputy or employee serving on the staff of an active member with the active member's consent, any retired member, or any former active member may be an associate member and enjoy all League privileges. This will not include the right to serve on the Executive Committee or serve as an officer in the League.

Section 4. ASSOCIATE BUSINESS MEMBERS: Any person connected officially with or providing services for municipal government may be an associate business member and enjoy all League privileges, except the right to vote and hold office.

Section 5. AFFILIATE MEMBERS: Any person in municipal government who does not already qualify for another membership class, may be an affiliate member and enjoy all League privileges, except the right to vote and hold office.

Section 6. HONORARY MEMBERS: Honorary membership may be bestowed for distinguished service to municipal government or service to the League.

- (A) Honorary membership shall be proposed by at least two (2) active members, upon a majority recommendation of the Executive Committee and approval by a majority vote of the members present at an annual conference.
- (B) Honorary membership shall be given to Past Presidents of the League after leaving office as active Clerks or Clerk-Treasurers.

Section 7. Except for Honorary Members, in order to be a member in good standing, one must satisfy the terms of the appropriate membership category described in this Article and have dues paid according to the terms of Article X of this Constitution.

ARTICLE X DUES

Section 1. The Executive Committee shall annually review and determine by two-thirds (2/3) vote membership dues and dues structure of the League.

Section 2. All members are entitled to notice of League events, access to the League newsletter, access to the League website, access to the League list serve, and a membership directory.

Section 3. All dues are payable March 1 of each year. Honorary members shall not pay dues.

Section 4. If the dues are paid by the funds of the municipality, membership will continue for the year for which they were paid without the need for a new payment, even if there is a change of office holder. If the dues are paid by personal funds, and there is a change in office for any reason during the annual dues period, a pro-rata dues payment may be assessed by the League for membership in good standing.

ARTICLE XI MEETINGS

Section 1. ANNUAL CONFERENCE. The annual conference of the League should be held in conjunction with the Annual State Board of Accounts School. In the event that circumstances prevent an annual conference in June, the conference shall be held at the earliest practicable date in the most effective manner (in person or virtual or a combination).

Section 2. DISTRICT MEETINGS. District meetings of the League (virtual or in-person) shall be held in October or November of each year, the number of which 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 Bylaws 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, June 2019, November 2021, June 2022, and June 2024.