

KIPDA MUNICIPAL CLERKS ASSOCIATION

BY-LAWS

As Adopted February 4, 2009

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Article 1

MISSION STATEMENT - The KIPDA (Kentucky and Indiana Planning and Development Agency) Municipal Clerks Association is a professional organization dedicated to providing a supportive network for personal and professional development and the enhancement of leadership abilities for the purpose of promoting the office of Municipal (City) Clerk within the Commonwealth of Kentucky.

PURPOSE – The purpose of the KIPDA Municipal Clerks Association is to establish a Regional Chapter of the Kentucky Municipal Clerks Association; to foster personal job support; to secure support of local officials; and to develop an information network among cities of the KIPDA Area Development District within the Commonwealth of Kentucky.

Article 2

MEMBERSHIP AND VOTING RIGHTS – There shall be two classes of members: active and associate.

Active members in the organization shall be in the name of the governmental unit represented by the official or person having the duties of: City Clerk, Deputy City Clerk, Assistant City Clerk, City Clerk/Treasurer, City Clerk Administrator or other positions under the direction of the City Clerk, performing duties commensurate to the duties performed by a Municipal Clerk. An active member must be an active or regular (not associate) member of the Kentucky Municipal Clerks Association. A City may have more than one active member in the KIPDA Municipal Clerks Association, provided said additional members are active/regular members of the KMCA. Membership can be transferred to successors within their governmental unit.

Associate membership shall be available to those who are not eligible for active membership, but who are interested in the improvement of government operations and who support the objectives of the organization. Qualified members could include retired clerks and other municipal administrative positions if approved by current officers.

The right to vote is afforded to active members and associate members, and unless otherwise stated a majority of those members voting on any issue being sufficient to carry the vote.

Article 3

OFFICERS/REPRESENTATIVES & TERM OF OFFICE – A Regional Director, an Assistant Director, a Recording Secretary, and a Corresponding Secretary shall be elected at the March regular meeting from the active and associate membership and will assume office April 1st of that calendar year. The term of office for these positions shall be for two years.

A Treasurer shall be elected at the March regular meeting of even numbered years from the active and associate membership and will assume office April 1st of that calendar year. The term of office shall be for two years.

A Regional Representative shall serve for a two year term concurrent with the KMCA officers (Terms commence May 1st of even numbered years following the Spring Conference). Regional Representatives shall be active members of KMCA for at least two years prior and shall be a Certified Kentucky Municipal Clerk. The Regional Director shall serve in this position or may appoint someone to serve.

A Historian shall serve for a two year term concurrent with the KMCA officers (Terms commence May 1st of even numbered years following the Spring Conference). The Historian shall be appointed by the majority vote of the KIPDA Municipal Clerks upon recommendation from the Regional Director.

Expenses incurred while representing the KIPDA Municipal Clerks Association as an officer, representative, or member shall not be reimbursed unless voted on by the membership at a regularly convened meeting.

Article 4

POWERS AND DUTIES – The Regional Director shall chair all meetings of the organization; shall appoint such committees as deemed necessary and designate their chair person; and shall submit a semi-annual report for his/her term to the President of the Kentucky Municipal Clerks Association at the spring and fall meetings of the KMCA. The semi-annual report shall include but not be limited to, the number of meetings held and attendance. It is recommended that the Regional Director be a Kentucky Certified Municipal Clerk or have equal education requirements.

The Assistant Director shall fulfill any and all duties of the Regional Director in the absence of him/her. In the event the Regional Director is unable for whatever reason to perform the duties of that office on a permanent basis, the Assistant Director shall advance to the office of Director. The Assistant Director shall assist the Regional Director with any other duties as requested. The Assistant Director shall be responsible for educational programs. It is recommended that the Assistant Director be a Kentucky Certified Municipal Clerk or have equal education requirements.

The Recording Secretary shall record accurate minutes of the KIPDA Municipal Clerks Association monthly meetings and maintain all association records and documents for the year and turn them over to the

Historian at the end of his/her term. The recording secretary shall notify the KMCA President of any changes in officers as they occur.

The Corresponding Secretary is responsible for all of the association's correspondence, including invitations, cards, flowers, etc.

The Treasurer shall submit a quarterly treasurer's report to the membership at each regular meeting of the association. The fiscal powers of the Treasurer are to establish and require compliance with procedures of the receipt, disbursement and keeping of the organization's funds and records in connection therewith. The Treasurer must also maintain the records associated with the employer identification number. The Treasurer shall be responsible for issuing an annual report of its membership for the previous year to the state KMCA Treasurer on or before March 15th prior to the KMCA annual meeting in order to receive the Five Dollars (\$5.00) membership reimbursements. The Treasurer shall establish an eligibility list for voting purposes and shall confirm KMCA membership with the KMCA Treasurer.

The Historian shall be responsible for maintaining pictures and other memorabilia for historical purposes of the organization.

The Regional Representative shall attend all state board meetings and report board activity at the next meeting of the KIPDA Municipal Clerks Association. If the Regional Representative is unable to attend a state board meeting, they should make arrangements to have someone attend in their place and report at the next meeting of the KIPDA clerks.

In the event of a vacancy in the offices of Assistant Director, Recording Secretary, Corresponding Secretary, or Treasurer, the membership shall appoint an active member to fill such vacancy for the unexpired term(s). In the event of a vacancy in the office of Regional Director the Assistant Director shall assume that office with the membership to appoint an active member to fill the then vacated position of Assistant Director.

Article 5 **ELECTION OF OFFICERS** – Any active member, as defined in Article 2, may run for office. The Regional Director shall appoint an election committee in January of each year who will solicit candidates for all the offices. If more than one candidate is interested in the same office, an election ballot will be presented to all voting members at the March meeting for secret voting.

Article 6 **APPOINTED POSITIONS** - The appointed positions shall be Regional Representative, should the Regional Director choose not to serve in this capacity and a Historian.

Article 7 **MEMBER DUES AND ADMINISTRATIVE FEE** – Associate members shall pay dues of \$5.00 payable upon association and due every January 1st thereafter.

All active members of the KIPDA Municipal Clerks Association shall be billed an administrative fee by the Regional Chapter Treasurer the amount of \$15.00 beginning January, 2009 and every January thereafter. This charge shall be used to defray the cost of administrative fees such as office supplies and postage or any other expenditure of the organization.

Article 8 **MEETINGS** – A regular meeting shall be held on the first Wednesday of every month unless otherwise agreed upon by a majority of the membership; with at least one regular meeting being held per calendar quarter. Each meeting location shall be designated by the membership.

Article 9 **AMENDMENTS TO THE BY-LAWS** – Amendments to the by-laws shall be in writing, setting forth a particular change or addition and shall be filed with the Regional Director. Amendments shall be voted on by the membership and shall require a two-thirds majority of voters voting thereon. Each adopted amendment shall become effective immediately upon declaration of its adoption.

Article 10 **GIFT POLICY** – A gift may be sent on behalf of KIPDA Municipal Clerks Association. A suggested guideline for the gift policy is attached to the By-laws. This policy is subject to the availability of funds. (See Attachment A)

Article 11 **SCHOLARSHIP** – The KIPDA Municipal Clerks Association shall give an annual scholarship to attend the Kentucky Municipal Clerks Institute or Master Municipal Clerks Academy. The recipient shall be chosen by the voting members and shall be a member of the KIPDA Municipal Clerks Association. Should a KIPDA Municipal Clerk not make application for a scholarship or not be chosen for any reason by the voting members; the members shall decide on a yearly basis whether to award a scholarship to a clerk outside of the KIPDA Region. Fundraisers for the scholarship will be determined by the membership.

Suggested criteria for awarding the scholarship and an application form are attached to these bylaws. (See Attachment B)

Article 12 **DISSOLUTION** – In the event of the dissolution of the KIPDA Municipal Clerks Association, excess funds and assets will be transferred to the Treasurer of the Kentucky Municipal Clerks Association.

ATTACHMENT A

**KIPDA MUNICIPAL CLERKS ASSOCIATION GIFT
POLICY**

Suggested Guidelines for Gift Policy:

Should any active or associate member of the KIPDA Municipal Clerk's Association experience any of the following: retirement, wedding, baby, surgery and/or hospital stay or death of a parent, mother-in-law, father-in-law, grandparent, spouse, child or step-child, a gift or condolence will be given as follows:

Retirement Gift	Up to \$100.00
Wedding Gift	Up to \$30.00
Baby Gift	Up to \$30.00
Surgery/Hospital Stay (Flowers/Card)	Up to \$30.00
Loss of Loved One (Flowers/Card)	Up to \$50.00

(A donation can be made to the scholarship fund in memory of or to honor a city clerk at any time as designated by the active membership or to the charity requested by the family.)

Some clerks have assistants or deputies that can exercise the buddy system in order to let the Association know about an occasion. The Clerks who don't have assistants or deputies need to let another Clerk and/or friend know about an occasion so they can contact the Association. Some people will choose not to exercise this policy because of a private nature and that should be taken into consideration.

The gift policy shall be administered by the Treasurer or Corresponding Secretary unless otherwise designated by the active membership.

ATTACHMENT B

KIPDA MUNICIPAL CLERKS ASSOCIATION SCHOLARSHIP CRITERIA

Guidelines for awarding the KIPDA Municipal Clerks Association Scholarship:

1. The active and associate membership will review all applications submitted.
2. Preference will be given to a City Clerk.
3. Second preference will be given to an Assistant City Clerk or Deputy Clerk.
4. Preference will be given for financial need for assistance for tuition. Additional travel and lodging assistance will be discussed on a yearly basis with the normal scholarship to be for tuition only.
5. Preference will be given to an applicant from the KIPDA Region.
6. Recipient will be decided by majority vote of the KIPDA Municipal Clerks Association.
7. An alternate will be selected in the event the recipient cannot attend.
8. Scholarships are awarded for one year only. No commitment is made for more than one year. Applicants may apply each year until their certification is complete.
9. More than one scholarship may be awarded at the discretion of the KIPDA Municipal Clerks Association and based upon available funds.
10. All decisions will be final.
11. A copy of the associated City's financial statements will be required to be submitted with the application.
12. Applications should be submitted to the Regional Director by January 31st of each year.