

# IAMMA Bylaws

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## Bylaws of the Illinois Association of Municipal Management Assistants

### I. NAME

The name of this organization shall be the Illinois Association of Municipal Management Assistants (IAMMA).

### II. PURPOSE

The purpose of the Association shall be to foster and encourage the personal and professional development of its members in order that they may better serve their communities. Through active involvement in the association, members will be exposed to trends in local government management that will enhance the level of community responsiveness and promote high ethical standards resulting in excellent service to local government.

### III. ETHICS

The Association supports and hereby adopts the International City/County Management Association's (ICMA) Code of Ethics as currently in effect and as may be amended from time to time. The Board of Directors reserves the right to form a committee to review any member with respect to this section, upon written notification setting forth the suspected violation of the ICMA Code of Ethics. The Board of Directors may take any action necessary for the good of the Association, including revocation of association membership, for any member deemed having violated the Code of Ethics.

### IV. MEMBERSHIP

- A. Categories of membership shall be: Full, Associate, Student, and Corporate Partner
- B. "Full Membership" shall be open to any person employed in a position assisting in the general management of a municipality, county, or council of government in Illinois excepting there from the Chief Administrative Officer.
- C. "Associate Membership" shall be open to any person interested in promoting the purposes of the Association but who does not qualify for full

membership. Such members shall be entitled to all rights and privileges of the Association except the right to vote or to hold elective office.

- D. "Student Membership" shall be open to persons in school and interested in a career in Public Administration. Such members are entitled to all rights and privileges of the association except the right to hold elective office. Student members are entitled to vote.
- E. "Corporate Partner" shall be members that participate in the Partners of IAMMA program. Such members shall be entitled to all rights and privileges of the Association except the right to vote or hold elective office.

## V. DUES

Following the recommendation of the Board of Directors and notification of all Association members, 2/3 vote of members who turn in a ballot is required to establish changes in the amount of dues for any membership category. The votes can be cast using electronic means or done at the next regularly scheduled Association meeting. Dues will be payable July 1 of each year.

## VI. OFFICERS AND DUTIES

- A. The seven officers of this Association shall include one President, one President-Elect, four Directors-At-Large and one Immediate Past President. All officers shall be full members as defined in Article IV, Section B, of these Bylaws. All officers shall have one-year terms. The most senior Director-At-Large shall be the Treasurer. The Director-At-Larger with the shortest tenure as a member of the IAMMA Board shall be the Secretary. An officer of the Association shall serve as a member of the ILCMA Membership Services Committee.
- B. The President shall preside at all meetings of the Association and of the Board of Directors. The President shall appoint standing and ad hoc committee chairpersons with the advice and consent of the Officers, and have general supervision of the work of the Association. The President, or any member designated by the President, shall represent the Association to any and all other organizations with which the Association is affiliated. The President shall be responsible for participating in the planning of the annual ILCMA Summer Conference. The President shall have served as President-Elect. The President shall be a member in good standing of ICMA and ILCMA, if applicable.
- C. The President-Elect, in the absence of the President, shall preside at all meetings of the Association and Board of Directors. The President-Elect shall serve as the Association's parliamentarian and shall be responsible

for participating in the planning of the annual ILCMA Winter Conference. The President-Elect may appoint, with the advice and consent of the Officers, representative(s) to the ILCMA Winter Conference, in lieu of the President-Elect personally sitting on either committee. The President-Elect shall also serve as an ex-officio member of IAMMA's Conference Committee.

The President-Elect shall have been a full member of the Association for at least two years and served as an IAMMA Officer. At the end of the President-Elects' term, the President-Elect shall automatically ascend to the office of President.

D. The voting members of the Board of Directors will assign, by majority vote, one Director-At-Large to each of the three areas of responsibility, as listed in Paragraphs D1, D2 and D3, at the first Board meeting of the year. The areas of responsibility are as follows:

- 1) STANDING & AD HOC COMMITTEE COORDINATION - The Directors shall be responsible for membership and event coordination, including: coordinating activities of the Association's standing committees, ad hoc committees, regional meetings and reporting on such activities to the Board of Directors. The Directors shall be responsible for maintaining a twelve-month master programming calendar highlighting upcoming meetings and programs.
- 2) FINANCIAL MATTERS - The Directors shall keep all financial records, and shall receive, disburse, and invest Association funds with the advice and consent of the Associations' Officers, and shall keep an accurate record of same. The Directors shall prepare and keep an annual budget for the fiscal year (May 1 to April 30), and shall report on the financial position of the Association on a monthly basis.
- 3) OFFICIAL RECORDS & OPERATING DOCUMENTS - The Directors shall have custody of the Association's Bylaws and all other records and documents of the Association, shall keep an accurate report of the meetings and activities of the Association and the Board of Directors. The Directors shall keep and maintain the Association's Standard Operating Policies. The Directors shall keep an accurate list of attendance at all IAMMA sponsored meetings and programs.

## VII. NOMINATIONS, ELECTIONS, AND FILLING OF VACANCIES

A. Elections of officers shall be held by a mail or electronic ballot in May of each year. The results shall be announced in June. The term of office

shall be July 1 through June 30.

- B. The President, with the advice and consent of the Officers, shall appoint a Nominating Committee at the regular meeting of the Association in the month of February. This committee shall consist of three (3) members, including the Immediate Past President (who shall serve as Chairperson) and the Intern Representative on the IAMMA Board of Directors. Members of the Nominating Committee shall not be eligible for elective office. In order to be eligible for the committee, members shall have previous experience as an IAMMA Board member or be serving on a Committee at the time of the nomination process. This committee will present a written report to the membership in the month of April or May. The written report shall slate a candidate for the President Elect position and shall comment on qualifications of members seeking to be elected to Director-at-Large positions.
- C. The Nominating Committee shall solicit from the membership recommendations and volunteers to serve in each elected office. The Nominating Committee will provide to each nominee a nomination form requesting background/ biographical information from each individual, information on the individual's interest in a particular Office, and any other information deemed necessary and appropriate by the Nominating Committee. The nomination form shall also include information on the criteria that the Nominating Committee will utilize in their review of candidates. The Nominating Committee shall then interview nominees for elective office.
- D. The Nominating Committee shall be responsible for slating a candidate for the office of President Elect. Factors to be considered by the committee shall be previous experience, commitment to the organization and the profession, and the ability to work with others. In the event that there are two or more Directors-at-Large seeking the President Elect position, those persons not slated shall have the opportunity to remove their name(s) from consideration and run for the Board of Directors. The committee shall also present a list of qualified candidates for the Board of Directors who have consented to serve if elected. The Nominating Committee shall prepare and mail an election ballot to the voting membership, along with biographical information on each candidate. Upon finalizing the vote totals, the Nominating Committee shall issue a written report to the membership indicating the duly elected representative for each position.
- E. The President shall make appointments to fill any vacancy in elective office, except President-Elect, with confirmation by a simple majority of the Board of Directors. If the Presidency becomes vacant, the President-Elect will automatically assume that office and appoint a President-Elect. The President shall make an appointment to fill a vacancy in the office of President-Elect with a qualified candidate from one of the four Director-At-Large positions. The President-Elect appointment shall be confirmed by a

simple majority of the eligible voters in attendance at the next regularly scheduled Association meeting.

- F. The President shall not be eligible to serve more than one term, except that the President may serve up to 9 months if filling the position as a result of a vacancy and then serve one elected term of office.

#### VIII. BOARD OF DIRECTORS

The Association's governing body shall be the Board of Directors. The voting members of the Board of Directors shall consist of one President, one President-Elect, four Directors-At-Large and one Immediate Past President. In a non-voting role, the Board will include appointed Chairpersons of any standing committees, ad hoc committees, and the Intern Representative. The Intern position shall be appointed by the President with advice and consent of the Officers to serve a one-year term of office.

This Board, of which the President is Chairperson, shall have charge of all business affairs of the Association.

#### IX. FINANCIAL & AUDIT POLICIES

- A. The Board of Directors shall establish and abide by financial policies designed to protect the Association from financial risk. These policies shall be reviewed and updated as necessary.
- B. The Association shall use generally accepted accounting standards to maintain its financial books and records.
- C. An annual audit of the Association's financial and related records shall be performed by an independent, certified, public accountant. The audit shall be performed in accordance with generally accepted auditing standards.

#### X. COMMITTEES

- A. Each year following the inaugural meeting of the IAMMA Board of Directors, the President shall establish, with the approval of the Officers, the committee organizational structure providing direct oversight and responsibility to IAMMA programs and activities.
- B. The President shall appoint, with the approval of the Officers, such standing committee chairpersons and ad hoc committee chairpersons as the majority of said officers may deem advisable.

## XI. ASSOCIATION MANAGEMENT

The Board of Directors may approve by contract association management services to provide various administrative functions to the Association. These functions shall adhere to the Association's financial policies and may include, but are not limited to: maintenance of Association records, preparation and administration of the budget, performing accounting, investment and financial transactions on behalf of the Treasurer, preparing a newsletter, maintenance of membership records and various staff support service to the President and Board of Directors.

## XII. MEETINGS

- A. Regular meetings shall be held once a month or as determined by the Board of Directors at such hours and locations as the Board of Directors shall designate.
- B. Special meetings may be called by the President or by a majority vote at any regular Association meeting.
- C. The Board of Directors shall meet as often as is necessary to conduct Association business.
- D. Robert's Rules of Order Revised shall be the final authority as to parliamentary procedures, insofar as they do not conflict with any provision of this Association's Bylaws.
- E. The quorum for meetings of the Board of Directors shall be one more than half of the voting members of the Board.

## XIII. STRATEGIC PLANNING

The Board of Directors and other appropriate designees shall participate in a strategic planning session periodically as determined by the Board of Directors. The President, or his or her designee, shall be responsible for facilitating the strategic planning session.

## XIV. MEMBER PARTICIPATION IN ICMA COMMITTEES

This Association may provide a stipend to assist Association members who serve as members of ICMA Committees and Task Forces if it is deemed by the Board of Directors that such service will prove beneficial to the

membership of IAMMA. This stipend is not to exceed 50 percent of the cost for member(s) to attend activities specifically attributable to the annual and mid-year meetings of that committee. The stipend amount shall be as considered and authorized on a fiscal year basis by the Board of Directors. The Board of Directors shall consider each member's request on a case-by-case basis during any fiscal year. The stipend shall be on a reimbursable basis to assist in covering the costs of transportation and housing incurred by attending member(s).

#### XV. AFFILIATION

This Association shall be affiliated with the Metro Managers Association, Downstate City/County Management Association, the Illinois City/County Management Association, and the International City/County Management Association. The Association may in addition be otherwise affiliated as desired by majority vote of the total voting members.

#### XVI. AMENDMENTS

These Bylaws may be amended by an affirmative two-thirds vote of the eligible voters voting on the proposed amendment(s). Bylaws may be amended by those who cast a ballot either at an Association meeting, by mail or electronically. Proposed amendments must be distributed to each eligible voter prior to a vote. The distribution shall include an explanation for the proposed changes.

#### XVII. ADOPTION

These Bylaws shall be in full force and effect upon an affirmative two-thirds vote of the eligible voters voting. The effective date shall be the date in which the vote took place or when the electronic voting period ended.

Adopted December, 1981  
Amended November, 1983  
Amended September, 1985  
Amended June, 1986  
Amended January, 1988  
Amended March, 1988  
Amended March, 1991  
Amended May, 1993  
Amended November, 1993  
Comprehensive Amendment - May, 1995  
Amended July, 1997  
Amended July, 1998  
Amended March, 1999  
Amended July, 2001

Amended February 2003  
Amended June, 2005  
Amended November 14, 2012  
Amended February 2017