

## BY-LAWS OF THE SOUTHERN DISTRICT CLERK'S ASSOCIATION

### ARTICLE I. NAME

This organization shall be known as the "Southern Indiana District Clerks Association."

### ARTICLE II. PURPOSE

The object of the Southern Indiana District Clerks Association shall be:

Section 1. To promote interest in standardizing procedures used in separate Southern Indiana Circuit Court Clerks Offices.

Section 2. To hold meetings when necessary for the purpose of discussing problems pertaining to the Southern Indiana Circuit Court Clerks Offices.

Section 3. To disseminate information to the members concerning new laws and opinions handed down by the Attorney General and the regulation issued by various state departments and information from the State Association of the Clerks of the Circuit Court.

### ARTICLE III. MEMBERSHIP

Section 1. Clerks from counties south of "State Road 40" will be considered part of the Southern Indiana District Clerks Association. Clerks in counties split by State Road 40 may elect to be members of the Southern Indiana Districts Clerks Association. These clerks from counties split by State Road 40 will be invited to all district meetings, whether they have been elected to be members or not.

Section 2. Active membership in the Southern Indiana District Clerks Association shall be limited to the duly elected and qualified Southern Indiana Clerks of the Circuit Court.

Section 3. Associate membership in the Southern Indiana District Clerks Association shall be limited to the duly appointed deputies of active members.

### ARTICLE IV. OFFICERS

Section 1. The officers of the Southern Indiana District Clerks Association shall be a President and a Secretary-Treasurer. These officers shall perform their duties as prescribed by these by-laws.

Section 2. Prior to the meeting held in September, the President shall appoint a nominating committee of three (3) members. The committee shall nominate officers for the Southern Indiana District Clerks Association and make their report at the September meeting. Before the election at the September meeting, nominations may be made from the floor, with prior consent of the nominee.

Section 3. The officers shall be elected by acclamation to serve for one year from the January through December of the year following their election. In the event of a vacancy in the office of President, the Secretary-Treasurer shall assume the position for the remainder

of the year. In the event of a vacancy in office of the Secretary-Treasurer, the President shall name a member clerk to fulfill the remainder of the year.

Section 4. The officers once elected by the Southern Indiana District Clerks Association shall automatically advance in rank each year, unless an officer resigns to the association and the nominating committee.

#### ARTICLE V. DUTIES

Section 1. The President shall have general supervision of the work of the Southern Indiana District Clerks Association and shall preside at all meetings of the Southern Indiana District Clerks Association. The President may appoint a committee to assist the officers as the need arises.

Section 2. The Secretary-Treasurer shall keep a record of the proceedings of each meeting. The Secretary-Treasurer shall also keep an accurate list of the members of the association and their respective addresses. The Secretary-Treasurer shall also keep an accurate list of the members of the association and their respective addresses. The Secretary-Treasurer shall also conduct the correspondence of the funds of the Southern Indiana District Clerks Association and shall collect and keep an accurate book account of all money received and disbursed. The Secretary-Treasurer shall make report at the March and September meetings of the Southern Indiana District Clerks Association of all money received and disbursed during the year.

Section 3. The elected officers shall represent the Southern Indiana District Clerks Association on the State Association's Legislative Committee making suggestions to the State Association relative to legislation in which the Southern Indiana District Clerks Association may be interested.

#### ARTICLE VI. MEETINGS

Section 1. There shall be two meetings of the Southern Indiana District Clerks Association: to be held the second Tuesday or Wednesday in March and the second Tuesday or Wednesday in September of each year.

Section 2. The meeting shall be hosted by the member of the Southern Indiana District Clerks Association in his/her respective county.

Section 3. The hosting Clerk and Officers shall be reimbursed for expenses incurred as a result of hosting said meeting.

Section 4. The President may call special meetings any time during the year as needs arise.

Section 5. Registration fees for the Southern Indiana District Clerks Association meetings shall be \$75.00 for each meeting.

Section 6. Members are required to pay full registration fees for cancellations after the registration deadline ends.

Section 7. Any "Help Agency" (not soliciting products or services) the Southern Indiana District Clerks Association interacts with may have access to vendor table with two

attendees at no charge. If additional people attend with Help Agency, they will be charged \$25.00 each. They must RSVP.

ARTICLE VII. AMENDMENTS

These by-laws can be amended at any regular meeting of the Association by two-thirds of the members present provided the amended has been submitted in writing to the members prior to the date of the meeting.

(Proposed to the membership on 9<sup>th</sup> day of September 2025.)

Accepted  
 Rejected  
 Accepted as Modified

This 9<sup>th</sup> day of September 2025, by the Southern Indiana District Clerks Association.

Amy L. Kippenbrock, Dubois County Clerk  
2025 President Southern Indiana District Clerks Association

2008 AMENDMENTS

AMENDMENT #1

Article II, Section 2: the word “several” was omitted.

AMENDMENT #2

Article IV, Section 3: The hosting Clerk “and Officers” shall be reimbursed for expenses incurred as a result of hosting said meetings.

AMENDMENT #3

Article IV, Section 5: Raises registration fees to \$30.00 for each meeting.

AMENDMENT #4

Article IV, Section 6: Requires members to pay for full registration fees for cancellations after the registration deadline ends.

2012 AMENDMENT

AMENDMENT #5

Article IV, section 5: Raises registration fees to \$40.00 for each meeting.

2021 AMENDMENT

AMENDMENT #6

Article IV, Section 5: Raises registration fees to \$50.00 for each meeting.

2022 AMENDMENT

AMENDMENT #7

Article IV, Section 5: Raises registration fees to \$75.00 for each meeting. (Effective 1/1/2023)

2025 AMENDMENT

AMENDMENT #8

*Article VI, Section 1: The meeting could be held on the second Tuesday or Wednesday of March and the second Tuesday or Wednesday of September.*

*Article VI, Section 7: Any “Help Agency” the Southern Indiana District Clerks Association interacts with may have a vendor table with two attendees at the March and September meetings at no charge. If additional people attend with Help Agency, they will be charged \$25.00 each.*