

# **BY-LAWS OF THE NORTHERN DISTRICT CLERKS ASSOCIATION**

## **ARTICLE I. NAME**

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

## **ARTICLE II. PURPOSE**

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

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

Section 2. To hold meetings when necessary for the purpose of discussing problems pertaining to the Northern 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 Clerks of the Circuit Courts.

## **ARTICLE III. MEMBERSHIP**

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

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

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

## **ARTICLE IV. OFFICERS**

Section 1. The officers of the Northern 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 Northern 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 the 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 Northern 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 OF THE OFFICERS**

Section 1. The President shall have general supervision of the work of the Northern Indiana District Clerks Association and shall preside at all meetings of the Northern 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 conduct the correspondence of the Northern Indiana District Clerks Association. The Secretary-Treasurer shall have the charge of the funds of the Northern 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 Northern Indiana District Clerks Association of all money received and disbursed during the year.

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

#### **ARTICLE VI. MEETINGS**

Section 1: There shall be two meetings of the Northern Indiana Districts Clerks Association; to be held the first Tuesday and Wednesday in March and the first Wednesday and Thursday in September of each year.

Section 2. The meeting shall be hosted by the member of the Northern 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 Northern 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.

## ARTICLE VII. AMENDMENTS

These by-laws can be amended at any regular meeting of the Association by a two-thirds vote 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 4<sup>th</sup> September, 2024.)

XX Accepted  
\_\_\_\_\_ Rejected  
\_\_\_\_\_ Accepted as Modified

This 4th day of September 2024, by the Northern Indiana District Clerks Association.

Destry Richey, Cass County Clerk, 2024 President. Northern Indiana District Clerks Association

Bernadette Manuel, Starke County Clerk, 2024 Secretary/Treasurer Northern Indiana District Clerks Association.

### 2024 AMENDMENT

#### AMENDMENT

Article VI, Section 1: There shall be two meetings of the Northern Indiana Districts Clerks Association; to be held the **first Tuesday and Wednesday in March and the first Wednesday and Thursday in September** of each year. (Effective 1/1/2025)