

**Title 6**  
**MEMBERSHIP**

**Chapters:**

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- 6.15      Membership Information**
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**Chapter 6.05****CODE OF ETHICS****Sections:**

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- 6.05.020 Scope.
- 6.05.030 Policy.
- 6.05.040 Enforcement.
- 6.05.050 Jurisdiction.
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- 6.05.110 Hearings.
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**6.05.010****Purpose**

To establish a code of ethics for members of IIMC. [May 2022; November 2008; December 6, 2002. Policy M-2].

**6.05.020****Scope**

All members. [May 2022; November 2008; December 6, 2002. Policy M-2].

**6.05.030****Policy**

The International Institute of Municipal Clerks hereby adopts the following Code of Ethics for all classes of membership:

**International Institute of Municipal Clerks Professional, Personal Code of Ethics**

Believing in freedom throughout the World, allowing increased cooperation between public officials, and others, nationally and internationally, I (Insert Members Name, Title, and Employer) do hereby subscribe to the following principles and ethics which I affirm will govern my personal conduct as a member of IIMC:

- To uphold constitutional government and the laws of my community;
- To so conduct my public and private life as to be an example to my fellow citizens
- To impart to my profession those standards of quality and integrity that the conduct of the affairs of my office shall be above reproach and to merit public confidence in our community;
- To be ever mindful of my neutrality and impartiality, rendering equal service to all and to extend the same treatment I wish to receive myself;

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- To record that which is true and preserve that which is entrusted to me as if it were my own; and
- To strive constantly to improve the administration of the affairs of my office consistent with applicable laws and through sound management practices to produce continued progress and so fulfill my responsibilities to my community and others.
- These things I, as a member of IIMC, do pledge to do in the interest and purposes for which our government has been established.

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(Member signature)

This certificate granted by the authority of the International Institute of Municipal Clerks.

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IIMC

#### **6.05.040 Enforcement**

- A. These rules govern the procedures for enforcing the International Institute of Municipal Clerks (“IIMC”) Code of Ethics and Article XII Ethical Standards of the Constitution of IIMC as adopted by the IIMC membership (jointly referred to hereinafter as the “Code”).
- B. All members of IIMC agree to abide by the Code.
- C. The purpose of these rules is to provide a process for investigating and determining whether a member has violated the Code, and to afford each individual member who is the subject of an investigation (the “Respondent”) a full and fair opportunity to be heard throughout the process.
- D. It is the intention of the IIMC membership that these rules be carried out carefully but expeditiously to minimize the time during which a member may be subject to possible disciplinary action. Accordingly, time limits stated in these rules are binding, subject to extensions which may be granted by the IIMC Board of Directors, for reasonable cause upon request.
- E. No person may participate in any proceedings on a complaint brought under these rules if that person is or may be a witness or Complainant in that case, or if his or her participation would otherwise create, or appear to create, a conflict of interest. The President as confirmed by the IIMC Board of Directors may select a replacement for any person who is unable to participate in the case for this reason.

#### **6.05.050 Jurisdiction**

- A. All members of IIMC in active service to a Legislative Governmental Body (herein after referred to as a “local government”) are subject to the Code and are subject to sanctions for any violations thereof which occur during their membership. A member may be subject to sanctions for a violation which continues while he or she is a member even though the conduct in question originated prior to admission to membership. Sanctions may be imposed for improper conduct which occurred while in service to a local government and a member of IIMC even after the relationship with the local government is terminated so long as membership status is retained.

B. If a complaint is made against a person who was a member at the time the alleged violation occurred, but who is not a member at the time the complaint is made, the complaint will be processed under these procedures only if the former member agrees in writing. In no event shall a person be readmitted to membership if there is an outstanding and unresolved complaint against him or her for conduct while formerly a member.

C. The IIMC Board shall retain jurisdiction over an investigation of a Respondent who, before the conclusion of the investigation, resigns from IIMC or otherwise allows his or her membership in IIMC to lapse.

D. Anonymous complaints will not be accepted.

#### **6.05.060 Responsibilities**

A. The IIMC Board of Directors is responsible for making the final decision on matters pertaining to the enforcement of the Code, including, but not limited to, sanctions for the violation thereof. No current or former member may be publicly censured, expelled, or barred from membership without the approval of the IIMC Board of Directors.

B. An ad hoc Ethical Standards Committee (ESC) is the committee of IIMC responsible for assisting the IIMC Board of Directors in implementing these rules and has the specific duties set forth hereinafter.

C. The ESC shall act as a body and no member of the ESC shall take individual action unless assigned a specific task by the ESC.

#### **6.05.070 Initiation of Investigation.**

A. Allegations of unethical conduct shall be submitted in writing on the approved Request to Investigate an Alleged Violation of Improper Conduct form (“Request to Investigate”) to the IIMC President or the IIMC Executive Director who shall immediately provide a copy to members of the IIMC Board. Authority to convene an Ethical Standards Committee (ESC) are outlined in provisions of Article XII of the IIMC Constitution.

B. The ESC shall be comprised of three (3) to five (5) IIMC members in good standing, that are currently serving as either Chair or Vice-Chair of an IIMC Committee. The IIMC Executive Director and IIMC Parliamentarian will serve as support staff ex officio members to the ESC without voting privileges. No past IIMC Board Member or an IIMC member in the same region as the respondent may serve. The Chair of the ESC shall be selected by the ESC members and will be responsible for keeping all members of the ESC informed during the process.

C. Upon receiving a Request to Investigate, the IIMC Board will convene the ESC and make an initial assessment to ascertain whether the complaint is sufficiently clear and complete. If the IIMC Board concludes that the Request to Investigate is not sufficiently clear or complete, the IIMC Board shall seek further clarification from the Complainant or other source before taking any further action.

1. If the IIMC Board determines that the complaint is sufficiently clear and complete to initiate proceedings, and may indicate a violation of the Code, a copy of the Request to Investigate shall be forwarded by certified mail to the Respondent named. The Respondent shall be informed at the time of the provisions of the Code which he or she is alleged to have violated. The ESC, once appointed, may also request that the Respondent answer specific questions pertaining to the alleged violation.

2. The Respondent shall be given thirty (30) days within which to respond in writing to the Request to Investigate, to provide any further information or material he or she considers relevant to the allegations, and to answer any specific questions asked by the ESC.

3. All documentation and matters pertaining to a Request to investigate shall be treated as confidential.

#### **6.05.080 Conduct of Investigation**

A. An ad hoc ESC shall be appointed as per provisions in Article XII of the IIMC Constitution and the committee shall commence an investigation into the allegations. However, no investigation shall be required if (1) the Respondent admits to the violation in his or her initial response, (2) the Respondent has already entered a guilty plea, or (3) the Respondent has been found guilty and has exhausted all appeals, in a criminal case involving the same conduct.

B. The investigation shall include a fact-finding process which affords the Respondent and/or the Respondent's representative an opportunity to converse with the committee and may, at the ESC's discretion, afford such an opportunity to the Complainant as well.

C. The fact-finding process shall take all reasonable steps to ascertain the facts relevant to the case, including, but not limited to, interviews with witnesses, review of the Respondent's submission(s), and examination of all published material judged to be relevant and reliable.

D. Upon completion of the fact-finding process and conclusion of the investigation, the ESC shall prepare a written report of proposed findings of fact. Each finding must be supported by relevant evidence which has been made available to the Respondent for review.

#### **6.05.090 Proposed Findings and Proposed Sanctions**

A. The ESC shall promptly review the written report of proposed findings of fact and shall ascertain whether they are supported by sufficient relevant evidence.

1. If the evidence is not sufficient, the ESC shall make a recommendation to the IIMC Board that the matter be dismissed and that the Respondent and Complainant be advised accordingly.
2. If the ESC determines that the proposed findings are supported by the evidence, it shall determine whether they demonstrate that a violation of the Code has

occurred. If not, it shall advise the IIMC Board with a recommendation that the case be dismissed. The IIMC Board will make a decision on the recommendation and the Respondent and the Complainant will be advised.

3. If the ESC concludes on the basis of the fact-finding report that a violation has occurred, the ESC shall then notify the Respondent of its intent to adopt the proposed findings of fact report unless the Respondent can show that the findings of facts are erroneous. The Respondent shall have fifteen (15) days in which to submit a written response to the ESC and/or to request a hearing before the ESC.
4. In the event the Respondent requests a hearing, the ESC shall conduct a hearing in accordance with Section 6.05.110 of these rules. No findings shall be adopted before the hearing is concluded.
5. In the event the Respondent makes no submission, and does not request a hearing, the ESC shall promptly adopt the proposed findings of facts and make its recommendation to the IIMC Board.
6. In the event the Respondent makes no submission and does not request a hearing, the ESC shall promptly forward the recommended findings and sanctions to the IIMC Board of Directors.
7. Upon completion of the actions set forth in Section 6.05.090, the ESC shall prepare a written report of proposed sanctions to be imposed. The ESC shall then notify the Respondent of its intent to recommend the proposed sanctions unless the Respondent can show that the proposed sanction(s) should not be imposed in light of certain mitigating factors which the ESC did not previously consider. The Respondent shall have fifteen (15) days in which to submit a written response to the ESC and/or to request a hearing before the ESC.

#### **6.05.100 Sanctions.**

A. Sanctions may be imposed in accordance with these rules upon members who are found to have violated the Code. In determining the sanction to be imposed, the following factors may be considered: the nature of the violation, prior violations by the same individual, the willfulness of the violation, the level of professional or public responsibility of the individual, and any other factors which bear upon the seriousness of the violation.

B. The following sanctions may be imposed singly or in combination at the conclusion of an investigation and/or hearing under these rules:

1. **Censure.** A letter to the Respondent and the Complainant indicating that the Respondent has been found to have violated the Code, that IIMC disapproves of such conduct, and that, if it is repeated in the future, it may be cause for more serious sanctions.
2. **Loss of Privilege.** A loss of privilege to vote, serve on the IIMC Board of Directors or its committees, or participate in member services for specific periods of time.
3. **Expulsion.** A revocation of the Respondents membership privileges.
4. **Membership Bar.** A prohibition against reinstatement of the Respondents membership in IIMC.

C. A member who has been expelled from membership under these rules may apply for reinstatement to IIMC membership only after a period of at least five (5) years from the date of expulsion, or one year from the date of the last review of a request for reinstatement. The expelled former member must submit a written request to the IIMC Board of Directors for a reinstatement review and include the reasons why he or she believes it should be considered.

#### **6.05.110 Hearings.**

A. These procedures shall govern all hearings conducted pursuant to these rules.

B. No ESC member may hear any case if his or her participation in that case would create an actual or apparent conflict of interest.

C. Within ten (10) days of receiving a request for a hearing, the ESC shall notify the Respondent by certified mail that a hearing has been scheduled. The hearing date shall be at least fifteen days after the date the notice is postmarked. The notice shall also state that the Respondent has the following rights:

1. To appear at the hearing personally at his/her own expense, or by other means at the discretion of the ESC.
2. To be accompanied and represented at the hearing by an attorney or other representative.
3. To review all documentary evidence, if any, against him or her in advance of the hearing.
4. To cross-examine any witness who testifies against him or her at the hearing; and
5. To submit documentary evidence and to present testimony in his or her defense at the hearing.

D. The ESC shall not be bound by any formal rules of evidence but may accord appropriate weight to the evidence based on its relevance and reliability.

E. At any hearing conducted under these rules, the ESC shall first present evidence in support of its recommended decision. Upon conclusion of its presentation, the Respondent shall have the opportunity to present evidence in his or her defense.

F. Within fifteen (15) working days of the conclusion of the hearing, the ESC shall render a decision in the case.

The decision shall be in writing and shall include a statement of the reasons. Only evidence which was put before the ESC may be considered as a basis for the decision.

#### **6.05.120 Final Decisions.**

A. Within thirty (30) days, but no sooner than five (5) days, of receiving notice from the ESC of its recommendation findings of facts and sanctions, the IIMC Board of Directors shall meet to act upon the recommended decision of the ESC.

1. The Respondent shall be given the opportunity to file a written response to the recommended findings of facts and sanctions for consideration by the IIMC Board of Directors in making its final decision.
2. The IIMC Board of Director's decision may be to:
  - a. Dismiss the case;
  - b. Adopt the findings and sanction(s) recommended by the ESC; or
  - c. Revise, and adopt as revised, the findings and/or sanction(s) recommended by the ESC. However, the IIMC Board of Directors may not increase the sanction(s) recommended by the ESC unless new evidence, not previously available to the ESC, is disclosed at the hearing, which indicates that the Respondent's violation was more serious. No sanction may be imposed for any violation of which the Respondent had no prior notice.
3. A copy of the written decision of the IIMC Board of Directors shall be sent immediately by certified mail to the Respondent, the Complainant, and the ESC.

[**May 2022**; November 2008; December 6, 2002. Policy M-2].

## Chapter 6.10

### DUES

Sections:

- 6.10.010 Purpose.
- 6.10.020 Scope.
- 6.10.030 Policy.

#### **6.10.010**

**Purpose.**

To establish a policy with respect to membership in IIMC. [November 2008; December 1988. Policy M-3].

#### **6.10.020**

**Scope.**

All. [November 2008; December 1988. Policy M-3].

#### **6.10.030**

**Policy.**

- A. Membership in IIMC shall be granted in accordance with the IIMC Constitution.
- B. Membership dues will be invoiced annually a maximum of three months in advance of the member's paid through date and are payable upon receipt. (**May 7, 2011**)
- C. An individual is considered a member of IIMC upon receipt at headquarters of a completed application and check. Staff will contact individuals who submit checks without an application or submit applications without payment. (**May 7, 2011**)
- D. A list of delinquent members shall be compiled quarterly and submitted to the Executive Director. (**May 17, 2014**; May 7, 2011)
- E. A member's name will be removed from the membership roll and their membership canceled if they have not paid their dues within six months of the due date.
- F. Membership dues are to be reviewed by the board of directors every two years. [November 2008; December 1988. Policy M-3].
- G. Membership belongs to the member, and not the city where the member works. If a member moves from city to city, the membership is retained with the member. (**November 12, 2016**)

## **Chapter 6.15**

### **MEMBERSHIP INFORMATION**

Sections:

- 6.15.010 Purpose.
- 6.15.020 Scope.
- 6.15.030 Policy.

#### **6.15.010**

##### **Purpose**

To establish a policy governing the release of membership information. [October 27, 2006; December 6, 2002; August 2002. Policy M-6].

#### **6.15.020**

##### **Scope**

All members. [October 27, 2006; December 6, 2002; August 2002. Policy M-6].

#### **6.15.030**

##### **Policy**

A. IIMC shall not release any membership information to a third party except the following:

- 1. Confirmation that an individual is or has been a member of IIMC.
- 2. Certification level attained.

B. Notwithstanding the above, IIMC may release detailed membership information to a third party upon receiving a written request and subject to the following:

1. The member in question will be contacted and requested to provide a written release authorizing IIMC to release the requested information.

C. IIMC may at its discretion release the name, title and business mailing address of members without obtaining written permission to do so; however, any member who does not wish to have their name and addresses released may request so in writing.

D. Notwithstanding the above, the names, titles and mailing addresses of members of the board of directors will appear on the IIMC website with their photographs. [October 27, 2006; December 6, 2002; August 2002. Policy M-6].

## Chapter 6.20

### MEMBERSHIP CONTACT

Sections:

- 6.20.010 Purpose
- 6.20.020 Scope
- 6.20.030 Policy

#### 6.20.010

##### Purpose

To establish a policy for IIMC membership contact. [May 16, 2015; October 27, 2006; December 6, 2002. Policy M-5].

#### 6.20.020

##### Scope

General. [October 27, 2006; December 6, 2002. Policy M-5].

#### 6.20.030

##### Policy

- A. Membership mailing lists and emails are available free of charge to the following:
  - 1. Regional directors in the normal conduct of their responsibilities.
  - 2. State/provincial or national associations and recognized IIMC Institutes for the purpose of promoting enrollment in education programs.
  - 3. IIMC committees in the normal conduct of their official functions.
  - 4. Candidates for IIMC office upon filing of nomination.
  - 5. Future Conference Host Committees.
- B. Membership mailing lists may be available for sale to:
  - 1. Nonprofit groups, vendors, sponsors, advertisers or government service providers who believe in the ideals and purposes of IIMC and who have entered into an agreement with IIMC.
  - 2. Said agreement will specify the intended use of the mailing list and the number of uses permitted. Prior to sale of the list, IIMC will review and approve a sample of the material to be mailed.
- C. Conference attendee list and emails are available to IIMC sponsors per sponsorship agreement; and conference attendee list is available to exhibitors per agreement.
- D. The Executive Director determines the cost of a mailing list based on comparable market rates and the intended use. [May 17, 2014; October 27, 2006; December 6, 2002. Policy M-5].
- E. IIMC may disseminate information to members via the E-Briefings from government or nonprofit agencies if the information would be beneficial to all members. For example, Census Bureau or FEMA.
- F. IIMC will not send out surveys from other entities unless it is determined to be of relevance to a majority of IIMC members. IIMC's Research and Resource Committee will determine relevance with input by the Executive Director. (May 16, 2015)

**Chapter 6.25****AWARDS**

Sections:

- 6.25.010 Purpose
- 6.25.020 Scope
- 6.25.030 Certificates of appreciation
- 6.25.040 President's award of merit
- 6.25.040 25-year membership
- 6.25.050 The quill award
- 6.25.060 Institute director award
- 6.25.070 Program excellence in governance
- 6.25.080 Staff service awards

**6.25.010****Purpose**

To establish criteria for the presentation of various awards. [November 2008; October 27, 2006; May 22, 2004; December 6, 2002. Policy M-1].

**6.25.020****Scope**

All. [November 2008; October 27, 2006; May 22, 2004; December 6, 2002. Policy M-1].

**6.25.030****Certificates of Appreciation**

- A. The following individuals shall be awarded a certificate of appreciation:
  - 1. A member of the executive committee upon ceasing to be a member of the committee.
  - 2. A member of the board of directors upon the completion of their term of office. From time to time, due to circumstances beyond their control, it will be necessary for a Region Director to resign, in good standing, from their position on the Board, prior to the expiration of their term. As any service to IIMC is greatly valued and appreciated, a Certificate of Appreciation shall be presented to them in the same manner as it is presented to the "outgoing" members of the Board.
  - 3. The chair of an IIMC committee or task force upon completion of their service.
- B. The executive director in cooperation with the president shall determine when and where the certificates of appreciation are to be presented. [November 2008; October 27, 2006; May 22, 2004; December 6, 2002. Policy M-1].

**6.25.040****President's Award of Merit**

- A. The president may present an award of merit to any person or organization that he/she feels is deserving of such an award.
- B. The president shall supply the names of the recipients to IIMC headquarters no later than April 1st.

C. Any member may nominate any person to receive an award of merit. The president shall have sole discretion as to the granting of such an award. [November 2008; October 27, 2006; May 22, 2004; December 6, 2002. Policy M-1].

## 6.25.040

### **25-year membership**

A. Individuals who have maintained continuous membership for 25 years shall be appropriately recognized for their service.

B. On or about the first of each month, said members shall be awarded a suitable certificate attesting to their completing 25 years of continuous membership in IIMC (quarterly/monthly).

C. The regional directors shall present the award in an appropriate manner.

D. The announcements of the members being recognized shall be published in the *IIMC News Digest*. [May 17, 2014; November 2008; October 27, 2006; May 22, 2004; December 6, 2002. Policy M-1].

## 6.25.050

### **The Quill**

The Quill award is a prestigious award established to recognize Municipal Clerks who have distinguished themselves by making a significant and exemplary contribution to their community, their state or province, and to IIMC and their peers.

A. The Quill award is open to all members of IIMC, deceased members, retired clerks or a clerk who has changed positions.

B. Nominations shall be solicited annually from the membership.

1. A member of IIMC may submit no more than one nomination per year.
2. Each such nomination shall require endorsement from the two region directors.
3. There shall be no limit to the number of nominations per region.

The following documentation is submitted to headquarters no later than April 1st:

1. Resume of nominee and reason for nomination
2. A written endorsement from the state/provincial or national association
3. A written endorsement from the IIMC region director.

C. Those receiving the award shall represent all of the following criteria:

1. At least 10 years of service as a municipal clerk
2. At least 10 years of IIMC membership
3. Strong and extensive participation in IIMC
4. Service in teaching fellow Municipal Clerks

5. Involvement with the initiation or administration of an IIMC-approved training Institute or program or any other activity that enhances the professionalism of IIMC members;

6. Leadership in state/provincial/national Municipal Clerk professional organizations;

7. Significant and exemplary contribution to their community;
8. Significant and exemplary contribution to their state/province/country;
9. Significant and exemplary contribution to IIMC;
10. Significant and exemplary contribution to peers; and
11. Attainment of the CMC designation.

D. The IIMC president shall appoint three past recipients of the quill award to review the nominations and select the recipient(s).

E. No more than three awards shall be granted in any one year.

F. The award and lapel pin shall be presented at an appropriate ceremony during the annual conference.

G. Serving members of the board of directors or present officers of IIMC shall not be eligible for this award as that such service in itself is the membership's highest recognition, validation of worth, and statement of value to the organization. Past presidents will be eligible for the quill award four years after completing service on the executive committee.

H. The names of quill award winners shall be published in the conference program and a ribbon shall be provided to all past recipients in attendance at the conference denoting them as award winners. [November 2016. November 2008; October 27, 2006; May 22, 2004; December 6, 2002. Policy M-1].

## **6.25.060**

### **Institute Director Award of Excellence**

The Institute Director Award of Excellence shall be presented to one institute director who has contributed in a particularly significant way to the educational needs of municipal clerks and the advancement of the profession.

Preference shall be given to nominees who have consistently served with excellence in that role, and whose performances have supported IIMC's educational goals and programming standards over time.

Individuals may be nominated if they are in the process of terminating or have terminated their institute director position, if their nomination is otherwise consistent with stated award policy and criteria.

Information shall include, but not be limited to, detailing the unique or extraordinary individual efforts undertaken by the nominee on behalf of municipal clerks and professional or personal voluntary contributions made to other organizations or groups which advanced the profession in a positive direction.

The IIMC board of directors may recognize excellence in performance of other institute directors or institute programs as it chooses in ways or forms other than the award.

The president appoints a review and selection committee to review, select and recommend award recipients to the president. The committee will be comprised of the IIMC board liaison(s) to the education and professional development committee who will serve as the committee chair, the immediate past year's award recipient, and others who may be appointed by the president. IIMC's director of professional development will serve on the committee in a nonvoting advisory and staff role.

IIMC's president shall present the award during the opening ceremony at IIMC's annual conference.

It is not required that the award be given each year.

Award criteria and procedures for submitting nominations will appear in the November *News Digest*. [November 2008; October 27, 2006; May 22, 2004; December 6, 2002. Policy M-1].

**6.25.070****Program Excellence in Governance (PEGA)**

Created to foster excellence in governance and to enhance participation by IIMC members in their government entity and community, the program excellence in governance award encourages members to strive for excellence and to seek greater opportunities to develop innovative programs and techniques that will greatly benefit their communities and citizens and result in increased professional development and stature for Municipal Clerks.

Award criteria and additional requirements must be met on all applications and are available on IIMC's website. [November 2008; October 27, 2006; May 22, 2004; December 6, 2002. Policy M-1].

**Nomination and Selection**

Nominations will be invited from all IIMC members who qualify under the definitions of membership as defined by the IIMC Constitution or the recognized legislative head or CEO of a government entity.

IIMC's president will appoint a review and selection committee to review, select and recommend award recipients to the president. The committee shall be comprised of the recommendations of the IIMC board determined at a duly called meeting.

The review and selection committee chair will notify the IIMC president, the award recipient, and the nominators of all applicants by April 1 of the award year.

The award will be presented or announced during the IIMC annual conference. [May 17, 2014; November 2008; October 27, 2006; May 22, 2004; December 6, 2002. Policy M-1].

**6.25.080****Staff Service Awards**

Full-time staff shall be presented with a staff service award for every five years of continuous service. [November 2008; October 27, 2006; May 22, 2004; December 6, 2002. Policy M-1].

## Chapter 6.30

### HONORARY MEMBERS – STANDARDS

Sections:

- 6.30.010 Purpose.
- 6.30.020 Scope.
- 6.30.030 Policy.

#### **6.30.010**

##### **Purpose**

To establish standards for the nomination and selection of honorary members pursuant to Article III, Section B5 of the Constitution. [May 2009; November 8, 2008; October 27, 2006; May 21, 1995. Policy M-4].

#### **6.30.020**

##### **Scope**

All members. [May 2009; November 8, 2008; October 27, 2006; May 21, 1995. Policy M-4].

#### **6.30.030**

##### **Policy**

- A. This class of membership is reserved for persons who have made a significant or exemplary contribution to the municipal clerk profession or who have been instrumental in providing a major legacy to the mission of IIMC.

Upon retirement or assumption of positions other than municipal clerk, IIMC past presidents shall be presented to the board of directors for consideration of honorary membership status.

B. Members of IIMC are encouraged to nominate persons for this honor. Nominations should include a resume and other documentation to support a nomination. All nominations should be submitted by an annual deadline established by the president. The president shall appoint a committee to review nominations, and the committee shall submit nominees to the board for consideration at the mid-year meeting.

C. The IIMC board of directors by a two-thirds vote of board members confers honorary memberships.

D. Recognition of new honorary members shall occur at the first annual meeting after the board of directors confers such honorary membership status.

E. Honorary memberships may be terminated by a two-thirds vote of the IIMC board of directors without review of the ethics standards committee. An honorary membership may be terminated for reasons including but not limited to: willful disregard of Board approved actions, violation of the IIMC Code of Ethics or conviction of a felony by recipient. If a membership is terminated, past record of honoree will be stricken.

**(November 2010)**

F. Honorary members are exempt from paying membership dues. [May 2009; November 8, 2008; October 27, 2006; May 21, 1995. Policy M-4].

## Chapter 6.35

### RETIREMENT RECOGNITION

#### Sections:

- 6.35.010 Purpose.
- 6.35.020 Policy.

#### **6.35.010**

##### **Purpose.**

The International Institute of Municipal Clerks desires to appropriately recognize those members who have reached the retirement age, are leaving the position of Municipal Clerk, and who have performed exemplary service for the organization during their membership. [November 2008; November 2000; September 2000. Policy M-7].

#### **6.35.020**

##### **Policy.**

Upon request, IIMC will provide a Certificate of Appreciation or Recognition for retiring members.

The President, Executive Committee members, Region Directors or other presidential designee may attend the official recognition of the member's retirement and make the official presentation on IIMC's behalf. If required, an appropriate IIMC gift will be provided for the presentation. [May 17, 2014; November 2008; November 2000; September 2000. Policy M-7].