

ADOPTED
NOVEMBER 13, 2025

TO BE EFFECTIVE
JANUARY 1, 2026

**CONSTITUTION AND BYLAWS OF THE
INDIANA ASSOCIATION OF
COUNTY COMMISSIONERS, INC.
d/b/a INDIANA COUNTY COMMISSIONERS**

**ARTICLE I
Name and Objectives**

Section 1. Name. The name of the Association shall be the Indiana Association of County Commissioners, Inc., hereafter referred to as the Association. The Association shall conduct its business under the name Indiana County Commissioners.

Section 2. Incorporation. The Association shall be incorporated as a non-profit organization in the State of Indiana, with a mailing address in Indiana.

Section 3. Objectives. The objectives of the Association are: to promote the preservation and improvement of the County Commissioner form of County Government; to promote cooperation of the county unit with all other units of local government (cities, towns, township, etc.) and with state and federal agencies; and to promote the improvement and efficiency in the delivery of county government services.

Section 4. Methods. The Association shall endeavor to fulfill these goals and objectives: through legislative and educational programs developed in cooperation with state, federal and local agencies; through the compilation and dissemination of guideline materials on the functions and responsibilities of county commissioners and county government; and through District Meetings, the Annual Conference, the annual Purdue Road School, County Government Day and other national, state and regional meetings.

**ARTICLE II
Association Membership**

Section 1. Membership Grades. The membership of this Association shall consist of the following membership grades: Commissioner Member, Past-President Member, Associate Member, Honorary Member, and Former Commissioner Member.

Section 2. Commissioner Member. This membership grade is reserved for duly elected and qualified persons serving on a Board of County Commissioners.

Section 3. Past-President Member. This membership grade is reserved for a person who has served as President of the Association.

Section 4. Associate Member. This membership grade is reserved for persons who demonstrate their support of the goals and objectives of the Association through their contributions to the Association.

Section 5. Honorary Member. This membership grade is reserved for those persons who, by Association designation, is a person of outstanding ability in the area of county government or county public works.

Section 6. Former Commissioner Members. This membership grade is reserved for those persons who have previously served, but are not currently serving on a Board of County Commissioners.

ARTICLE III **Association Districts**

Section 1. Six (6) Districts. The Association shall have six (6) district organizations in the State of Indiana, consisting of:

North-East District	-	15 counties
North-West District	-	16 counties
East-Central District	-	15 counties
West-Central District	-	14 counties
South-East District	-	15 counties
South-West District	-	17 counties

Section 2. North-East District. The Association North-East District shall consist of the following list of counties with alphabetical number prefix:

1. Adams	27. Grant	57. Noble
2. Allen	35. Huntington	76. Steuben
5. Blackford	38. Jay	85. Wabash
17. DeKalb	43. Kosciusko	90. Wells
20. Elkhart	44. LaGrange	92. Whitley

Section 3. North-West District. The Association North-West District shall consist of the following list of counties with alphabetical number prefix:

4. Benton	37. Jasper	56. Newton
8. Carroll	45. Lake	64. Porter
9. Cass	46. LaPorte	66. Pulaski
25. Fulton	50. Marshall	71. St. Joseph
34. Howard	52. Miami	75. Starke
		91. White

Section 4. East-Central District. The Association East-Central District shall consist of the following list of counties with alphabetical number prefix:

18. Delaware	33. Henry	70. Rush
21. Fayette	41. Johnson	73. Shelby
24. Franklin	48. Madison	80. Tipton
29. Hamilton	49. Marion	81. Union
30. Hancock	68. Randolph	89. Wayne

Section 5. West-Central District. The Association West-Central District shall consist of the following list of counties with alphabetical number prefix:

6. Boone	54. Montgomery	79. Tippecanoe
11. Clay	55. Morgan	83. Vermillion
12. Clinton	60. Owen	84. Vigo
23. Fountain	61. Parke	86. Warren
32. Hendricks	67. Putnam	

Section 8. South-East District. The Association South-East District shall consist of the following list of counties with alphabetical number prefix:

3. Bartholomew	22. Floyd	58. Ohio
7. Brown	31. Harrison	69. Ripley
10. Clark	36. Jackson	72. Scott
15. Dearborn	39. Jefferson	78. Switzerland
16. Decatur	40. Jennings	88. Washington

Section 7. South-West District. The Association South-West District shall consist of the following list of counties with alphabetical number prefix:

13. Crawford	47. Lawrence	65. Posey
14. Daviess	51. Martin	74. Spencer
19. Dubois	53. Monroe	77. Sullivan
26. Gibson	59. Orange	82. Vanderburgh
28. Green	62. Perry	87. Warrick
42. Knox	63. Pike	

ARTICLE IV

District Meetings, Annual Conference, Officers, Elections, Duties

Section 1. District Meetings. During each calendar year, the Association may organize one (1) or more District Meetings. Each District Meeting may be structured to provide for the participation of one (1) or more Districts and shall be held at a site to be determined by the participating Districts. The President of each District may organize such additional meetings of his or her District as desired.

Section 2. Annual Conference. As used herein, the term "Annual Conference" shall mean that meeting organized by the Association each year, to be held in late November or December of each year.

Section 3. District Officers - Elections. The district officers shall consist of a President, Vice-President and Secretary-Treasurer. These three officers shall be elected for a term of one (1) year at the Annual Conference.

Section 4. District President - Duties. The District President shall be the presiding officer at the District Meetings. The District President is a member of the State Board of Directors and shall report county commissioner problems and issues in his or her District to the State Board of Directors.

Section 5. District Vice-President - Duties. The District Vice-President shall be the presiding officer and shall perform such other duties as may be required at District Meetings when the District President is unable to attend. The District Vice-President shall record the minutes when the District Secretary-Treasurer is unable to attend a District Meeting. The District Vice President is a member of the State Board of Directors and shall report county commissioner problems and issues in his or her District to the State Board of Directors.

Section 6. District Secretary-Treasurer - Duties. The District Secretary-Treasurer shall record the minutes of the District Meetings and report same at the District Meeting next following. The District Secretary-Treasurer may attend any meeting of the Board of Directors. If the District Secretary-Treasurer attends and the District Vice-President or the District President does not attend a meeting of the Board of Directors, the District Secretary-Treasurer shall be considered a member of the Board of Directors for purposes of the quorum requirement of Article VII, Section 4, and may vote on any matter presented at such meeting.

Section 7. District Officers - Terms of Office. The term of office of each of the President, Vice President and Secretary-Treasurer of each of the Districts shall begin with the January 1 immediately following the Annual Conference at which he or she is elected and shall continue through the following December 31 or such later date on which his or her successor is elected and qualified.

ARTICLE V

State Officers, Elections, Duties

Section 1. State Officers. The State Officers of the Association shall consist of a President, Vice-President, Secretary, Treasurer, and the Past President. The President, Vice-President, Secretary, and Treasurer shall be elected for a one-year term, either as a slate or individually, at the Annual Conference. Subject to the Association's annual election process, it is the intent that the State Officers, who remain duly-elected County

Commissioners, serve progressively as Treasurer, Secretary, Vice-President, President, and Past President.

Section 2. State Officers - Selection. The outgoing State President shall preside over the election of State Officers at the Annual Conference. The outgoing President shall appoint a three-member Nominating Committee to canvass the membership for candidates willing to serve in the offices open for election. Candidates for a State Officer must currently serve on the Board of Directors. The Nominating Committee shall present a slate of candidates for the open offices to the membership present at the Annual Conference. The President may provide for the nomination of other candidates for the open offices. Each of the President, Vice-President, Secretary, and Treasurer shall be elected by a majority vote of the membership present at the Annual Conference, and shall serve a one-year term commencing with the January 1 immediately following the Annual Conference at which he or she is elected and continuing through the following December 31 or such later date on which his or her successor is elected and qualified.

The outgoing State President shall serve a one-year term as Past President commencing with the January 1 immediately following the Annual Conference at which the new President is elected and continuing through the following December 31 or such later date on which his or her successor is qualified. The outgoing President shall only serve as Past President in the event that he or she has been duly elected to serve as County Commissioner for the following calendar year. In the event that the outgoing President has not been duly elected to serve as a County Commissioner for the following year, the Board of Directors' shall select another individual, who has been duly elected to serve as a County Commissioner for the following year, to serve on the Board of Directors as a substitute for the outgoing President.

Section 3. President - Duties. The President shall preside at the Board of Directors' Meetings, at the Annual Conference, at the annual Business Session of Purdue Road School and at any other state or regional meeting called by the Board of Directors. The President is responsible for implementing the policies of the Association. Appointments to Standing Committees or any special committees as needed shall be made by the President. The President shall be an ex-officio member of all committees. To the extent possible, the President shall attend each of the District Meetings scheduled by the Association. Upon the approval of the Board of Directors, the President may be reimbursed for his or her travel expenses incurred for attending the District Meetings.

Section 4. Vice President - Duties. The Vice-President shall be the presiding officer and shall perform such other duties as may be required at Board Meetings or other state meetings when the State President is unable to attend. If the office of President becomes vacant or the President declares himself or herself unable to serve, the Vice-President shall assume the duties of the office of President. To the extent possible, the Vice President shall attend each of the Annual Conference, District Meetings and other events scheduled by the Association.

Section 5. Secretary - Duties. The Secretary shall record the minutes of all Association and Board of Director's Meetings, and distribute such minutes to the Board of Directors after such meetings are held. The Secretary shall serve as the Executive Director in the absence of a duly appointed person for this office. To the extent possible, the Secretary shall attend each of the Annual Conference, District Meetings and other events scheduled by the Association.

Section 6. Treasurer - Duties. The Treasurer shall, with the assistance of the Executive Director and the Controller, receive membership dues, funds and grants of the Association; account for same and audit all bills and payments. The Treasurer, with the assistance of the Controller, shall present a statement of financial condition at least once a year and other times specified by the Board of Directors. To the extent possible, the Treasurer shall attend each of the Annual Conference, District Meetings and other events scheduled by the Association.

Section 7. Past President – Duties. The Past President shall assist the President, Vice-President, Secretary, and Treasurer in such manner as requested by them. To the extent possible, the Past President shall attend each of the Annual Conference, District Meetings and other events scheduled by the Association.

Section 8. District Presidents - Duties. The District Presidents shall assist the President, Vice-President, Secretary and Treasurer in such manner as requested by them and promote a communication program among the counties in their respective Districts. They shall review and recommend approval or disapproval of Associate Membership applications when referred to them. To the extent possible, the District Presidents shall attend each of the Annual Conference, their District Meetings and other events scheduled by the Association

Section 9. Vacancies. In the event of a vacancy in the office of President, Vice-President or Secretary, the succeeding officer would assume the vacant position, each moving up in turn, and a new Treasurer would then be chosen by the Board of Directors. In the event of a vacancy in the office of Treasurer or Past President, the Board of Directors shall appoint a successor.

ARTICLE VI

Board of Directors, Staff, Policies, Committees

Section 1. Board of Directors. The Board shall consist of seventeen (17) Directors. The President, Vice-President, Secretary, Treasurer, six (6) District Presidents, six (6) District Vice Presidents and the Past President (or its substitute) of the Association shall constitute the Board of Directors, and the President shall be Chairman. Any vacancy shall be filled by a majority vote of the Board. The member elected to fill a vacancy of a District President or Vice President shall come from the same District as the member he or she is replacing.

Section 2. Executive Committee; Additional Committees - Appointments. The President, Vice-President, Secretary, Treasurer, and the Past President shall comprise the Executive Committee. The Board of Directors may establish the following additional committees to concentrate on specific areas of Association activity:

- (a) Committee on Legislation
- (b) Committee on Membership and Finance
- (c) Committee on Newsletters and Publications
- (d) Committee on Annual Conference and other Meetings
- (e) Committee on Intergovernmental Cooperation
- (f) Committee on Effective County Government Services
- (g) Other ad hoc committees as deemed needed by the Board of Directors.

The Board of Directors shall establish the size of such Committees and make committee appointments of Commissioner Members who are willing to serve from the various Districts. The Board of Directors shall give general direction and guidance to each such Committee established as to its assigned mission.

Section 3. Association Policies. The Board of Directors shall establish the policies of the Association and advise and assist the President in their execution. The Board of Directors shall adopt policies and give direction to the following items of Association activity:

- (a) Establish a schedule of membership dues and fees for various member classifications.
- (b) Provide for the compensation, remuneration and reimbursement of employees, agents, firms or others as necessary and desirable to further the objectives of the Association.
- (c) Appoint Commissioner Members to represent the Commissioners Association on the Board of Directors for the Association of Indiana Counties, Inc., with the number and term of appointments to be determined by the Commissioners Association.
- (d) Approve Associate and Honorary Membership recommendations.
- (e) Establish procedures and requirements for Association affiliation and cooperation with other agencies and association groups.

(f) Meet at least six (6) times each calendar year and at the call of the President.

(g) Complete an annual review of the Association's finances, including its membership dues and other revenues and its expenses, and make a report the financial condition of the Association available to its Commissioner Members.

(h) Authorize the Executive Director and/or President to enter into agreements, contracts, etc. which further the goals and objectives of the Association.

(i) Review District boundaries, regional or population grouping of counties and establish such organization groups as may be deemed in the best interest of the Association.

(j) Authorize the Executive Director or other Association staff members to organize and/or develop such fundraising programs as deemed appropriate to further the goals and objectives of the Association.

Section 4. Executive Director - Appointment. Prior to the end of each Annual Conference, the Board of Directors shall appoint an Executive Director to administer and execute the policies adopted by the Board. The term of the appointment of the Executive Director shall be for one-year terms to begin each January 1. This date may be extended or modified at the discretion of the Board of Directors. The Executive Committee, led by the President, shall meet with the Executive Director each year after the conclusion of the Annual Conference.

Section 5. Executive Director - Duties. The Board of Directors may assign the Executive Director duties that are included in, but not limited to, the following list of administrative functions and the job description approved by the Board:

(a) Maintain a headquarters mailing address and telephone in Indiana.

(b) Assist the District President in organizing District Commissioner meetings, organize information programs for District Meetings, and provide for District Meeting notices to be mailed to the District Commissioners and vendors.

(c) Assist the Board of Directors in organizing the Annual Conference, organize information programs for Annual Conference, and provide for Annual Conference registration materials to be mailed to the Commissioner Members and vendors.

(d) Attend all District Meetings, the Annual Conference and Board of Directors Meetings.

- (d) Assist the Board of Directors in developing policies and positions on administrative and legislative issues affecting county government.
- (e) Maintain a legislative liaison with Standing Committees in the General Assembly that normally review legislation affecting county commissioners and county government.
- (f) Maintain a public relations liaison with other agencies and associations that are active in the public and legislative sectors.
- (g) Represent the Board of Directors and present their policy positions to legislative committees and other public forums.
- (h) Perform such other actions as may be requested by the Board of Directors or the President.

Section 6. Controller - Appointment. The Board of Directors shall hire or contract with an individual or firm to serve as the Controller of the Association and perform certain financial duties with respect to the operation of the Association.

Section 7. Controller - Duties. The Board of Directors may assign the Controller duties that are included in, but not limited to, the following list of financial functions:

- (a) Maintaining the financial records of the Association;
- (b) Assisting the Board of Directors and Finance Committee in the preparation of an annual budget;
- (c) Preparing monthly and annual financial statements and such other financial reports as may be requested from the Board;
- (d) Preparing and distributing invoices to county and associate members of the Association, and receiving and depositing the receipts of the Association;
- (e) Preparing for approval by the Board and paying the expenses of the Association;
- (f) Preparing and filing, or arranging for the preparation and filing, of the annual tax return of the Association and such other tax filings as may be required by federal or state law; and
- (g) Such other duties as may be agreed to between the Association and the Controller.

Section 8. Finance Committee - Members. The Finance Committee shall consist of the President, the Vice-President, the Secretary, and the Treasurer, with the Executive Director and Controller serving ex-officio as non-voting members of the committee.

Section 9. Finance Committee - Duties. The Finance Committee shall receive and review the Controller's monthly financial reports on Association income and expenses. The Finance Committee shall also review the income and expenses of each separate fund-raising activity authorized by the Board of Directors. The financial accounts can have the Controller, Executive Director, and any member of the Executive Board deemed necessary as an authorized signer, as directed by the Executive Committee. All Association receipts shall be deposited by the Controller and/or the Treasurer with a depository approved by the Board of Directors, and verified claims shall be paid in accordance with the Financial Processes.

Section 10. Additional Staff. The Board of Directors may also authorize from time to time, the employment or contracting for services of such individuals, agents, firms and associations whose services are needed to further the goals and objectives of the Association, including, but not limited to, an executive assistant.

Section 11. Associate Member Advisory Committee. The Associate Member Advisory Committee shall consist of six (6) members appointed by the President of the Board of Directors. The members shall be appointed by the newly-elected President following the Association's Business Session conducted at the Annual Conference for a one-year term. The President of the Board shall designate one of the members to serve as Chairman. The Board of Directors may assign the Associate Member Advisory Committee the following responsibilities:

- (a) Meet at least two (2) times each year to discuss ways to increase the number of associate members and discuss ways to enhance the involvement of associate members in Association activities.
- (b) Assist the Board of Directors and Executive Director with the development of policies regarding the associate membership program.
- (c) At the request of the District Officers, assist with the planning of District meetings.
- (d) Assist the Executive Director in the administration of the associate member program.
- (e) At the request of the President, attend Board of Directors meetings to discuss Associate Member Advisory Committee recommendations.

ARTICLE VII

Meetings and Quorum

Section 1. Call of Meetings. All meetings of the Board of Directors are to be called by the President.

Section 2. Number of Meetings. The Board of Directors shall meet at least six (6) times during each calendar year for the purpose of reviewing the business affairs of the Association, county commissioner problems and issues in the Districts, and legislative programs to further the goals of the Association.

Section 3. Quorum. The President (or Vice-President) plus eight other members of the Board of Directors must be present in order for the Board of Directors to conduct Association business.

ARTICLE VIII

Amendments

Section 1. Approval. A proposed amendment to this Constitution shall be submitted to a vote by each member of the Board of Directors. If approved by two-third (2/3) of the members on the Board of Directors, the amendment shall become effective immediately or on a date certain set forth in the amendment.

Section 2. Notice of Amendment. The President shall give notice to all County Commissioner Members of the Association of each amendment duly approved by the Board of Directors. Such notice may be given by publication of the Constitution on the Association's website.