



# MEMBERSHIP APPLICATION

International Institute of Municipal Clerks  
8331 Utica Ave., #200 • Rancho Cucamonga, CA 91730 • (909/944-4162) • FAX (909/944-8545)  
**PLEASE COMPLETE ENTIRE FORM PRIOR TO RETURNING TO IIMC**

Mr.  Ms. Name \_\_\_\_\_ Title \_\_\_\_\_

Municipality (city, village, town) \_\_\_\_\_ Municipal Population \_\_\_\_\_

Mailing Address \_\_\_\_\_ Shipping Address \_\_\_\_\_

Municipality \_\_\_\_\_ State/Province \_\_\_\_\_ ZIP/Postal Code \_\_\_\_\_

Business Phone ( ) \_\_\_\_\_ FAX ( ) \_\_\_\_\_ Country \_\_\_\_\_

Work E-mail \_\_\_\_\_ Home E-mail \_\_\_\_\_

Home Address \_\_\_\_\_ Home Phone ( ) \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ ZIP/Postal Code \_\_\_\_\_

I was previously an IIMC member in: (Municipality) \_\_\_\_\_ (State/Province) \_\_\_\_\_

Enclosed is CHECK for \$ \_\_\_\_\_ (payable in U.S. Funds to IIMC) Signature \_\_\_\_\_ Date \_\_\_\_\_

AE/VISA/MC# \_\_\_\_\_ Exp. date \_\_\_\_\_ Signature \_\_\_\_\_ Total amount charged \_\_\_\_\_

*I hereby swear & affirm I am eligible for the membership classification of \_\_\_\_\_ (insert member type)*

Signature \_\_\_\_\_ Date \_\_\_\_\_

**PLEASE NOTIFY IIMC OF ANY CHANGES TO YOUR MEMBERSHIP**

## MEMBERSHIP DEFINITIONS

### FULL MEMBER

Full members are Municipal Clerks, City Secretaries, Recorders, Legislative Administrators and Directors of Corporate Services and/or an individual who serves a Legislative Government Body (LGB) in an administrative capacity with management responsibilities and whose duties include four of the following: • General Management • Records Management • Elections • Meeting Administration • Management of by-laws, Articles of Incorporation, ordinances or other legal instruments • Human Resources Management • Financial Management • Custody of the official seal and execution of official documents.

### ADDITIONAL FULL MEMBER

Additional Full Members are fully qualified members from the same organization. This would essentially be Deputy Clerks within the same City, but could be other individuals provided they would qualify under the definition of Full Member. A city must have one Full Member before they would be eligible to have Additional Full Members.

### ASSOCIATE MEMBER

Associate Members are individuals serving a legislative body in a capacity not previously defined. In other words if someone serving a legislative body does not qualify for Full Membership they would be able to join as an Associate Member. Associate members DO NOT have the right to vote, hold office or obtain certification, but they can take advantage of education programs and should they eventually assume the job of Clerk or Deputy, they could then apply for certification. A Full Member who is in transition (between jobs) would automatically become an Associate Member until they reassume the position of Clerk. Associate members would also pay a lower fee.

### CORPORATE MEMBER

Corporate Members are those companies that find it advantageous to be affiliated with IIMC. They would not have any voting rights nor could they hold office or be certified.

## ANNUAL DUES

- Full Member \$100
- Retired \$25
- Additional Full Member \$66
- Corporate Member \$500
- Associate Member \$50

*A portion of your annual dues (\$12) goes toward publishing and distributing the monthly News Digest.*