



DATE: APRIL 1, 2010

TO: TMCA LONE STAR CHAPTER MEMBERSHIP

FROM: DI ZUCCO, TREASURER

RE: CONSIDERATION OF POLICIES FOR IIMC ATHENIAN DIALOGUES

Since January 2010, the Lone Star Chapter has hosted two IIMC Athenian Dialogues in the North Texas area offering educational opportunities for clerks to receive CMC or MMC education points or their Athenian Dialogue Fellowship. To clarify the process of facilitating and establishment of scholarship(s), the following is brought before the membership of the Chapter for consideration.

FACILITATORS

Two options are presented for consideration regarding the rate of pay for facilitators. Both options assume that all facilitators will be local and there will be no hotel/travel/food expenses incurred with registrations at \$50 per attendee. Per IIMC Guidelines, negotiations with facilitators are at left to the discretion of the Chapter.

Option #1 – Provide the facilitator with **100% of the registrations**. If we use the minimum of 8 attendees this would be \$400 and could go as high as \$1250 (25 attendees). Monies deposited into the scholarship fund would only be cancellations not received before the deadline.

Option #2 (recommended) – Provide the facilitator with **\$400**. Any amounts raised over \$400 would be deposited into the scholarship fund. If we have less than 8 participants, we could; a) renegotiate with the facilitator to determine if they will accept less; or b) use monies from the scholarship fund to make up the difference (up to a maximum of \$50). (In Lucas we had 9 enrolled and only 7 attended. The facilitator was paid \$400 and \$50 was deposited into the scholarship fund.)

SCHOLARSHIPS

Three options are presented for consideration regarding the disposition of funds received through Chapter management of the Athenian Dialogues:

Option #1 - Athenian Dialogue Scholarship

- Creates scholarship opportunities for members of the Chapter who are working on their CMC, MMC or Fellowship using the same membership guidelines as the Chapter scholarships.
- The amount available for scholarships shall be based on the balance of the Athenian Dialogue excesses collected during the previous fiscal year.
- Awards the full registration fee (no books/lunch/travel) for attendance at dialogues.

- Requests must be submitted to the scholarship chair no later than three months prior to the dialogue and decisions made within two months.
- Recipient shall be notified by the Chapter President who will copy the treasurer.
- Treasurer shall submit payment using a copy of the registration form submitted by applicant
- Funds shall be disbursed until the total amount available has been exhausted.

Option #2 – President’s Scholarship

- Creates a scholarship to pay registration costs for the Chapter president who is working on their CMC or MMC to attend the IIMC Conference.
- The amount available shall be based on the balance of the Athenian Dialogue excesses collected during the previous fiscal year.
- Awards monies toward the registration fee (no travel/hotel/food)
- Requests must be submitted by February 15

Option #3 – Combination Scholarships

- Includes both scholarships listed above and provides that funds shall be equally divided between the President’s Scholarship and the IIMC Athenian Scholarship programs and disbursed accordingly.

Chapter consideration and direction is requested and appreciated.

Exhibits:

- President’s Scholarship Policy (Stand Alone)
- IIMC Athenian Scholarship Policy (Stand Alone)
- Combination Scholarship Policy
- Applications

**LONE STAR CHAPTER
TEXAS MUNICIPAL CLERKS ASSOCIATION
ATHENIAN DIALOGUE – PRESIDENT’S SCHOLARSHIP
(STAND ALONE PROGRAM)**

Purpose

The Lone Star Chapter encourages professionalism and continuing education of Texas municipal clerks by administering the *President’s Scholarship*, a program that pays registration costs (up to \$500) for attendance by the Chapter President at an International Institute of Municipal Clerk’s (IIMC) Conference. The recipient must be the current officeholder and must be working toward their CMC or MMC designation. The Scholarship Committee will receive paperwork no later than February 15 for consideration.

Eligibility Requirements

- Applicant must be the current TMCA Lone Star Chapter President
- Recipient(s) of the scholarship must be a paid member in good standing
- Applicant must be actively working toward their CMC or MMC designation.

Application Requirements

- Applicant must submit the prescribed application including financial need and how educational and professional goals will be enhanced by attendance at the IIMC Conference.
- Application must include a copy of the completed IIMC Conference Registration form.
- Applications must be submitted to the current Scholarship Committee Chair no later than February 15 for consideration.
- Scholarship funds awarded will be paid to the Chapter President who will provide a final registration receipt for Chapter records.

Limitations

On September 30th of each year, the treasurer shall determine the total amount of funds deposited into the Chapter savings from Athenian Dialogues held the previous year. The *President’s Scholarship* may be awarded based on the amount of money deposited from either: 1) Athenian Dialogue cancellations received following the posted deadline; or 2) funds collected in excess of speaker’s fees. The treasurer shall keep records of collections and disbursements of funds.

Action by Scholarship Committee

Upon receipt of a scholarship request, the Chair of the Scholarship Committee shall contact the treasurer to determine funds available, confer with other members, and determine the scholarship amount. The Chair will then provide a copy of documentation to the treasurer for payment. The Chair of the Scholarship Committee shall announce the funding at the next scheduled Chapter meeting.

**LONE STAR CHAPTER
TEXAS MUNICIPAL CLERKS ASSOCIATION
IIMC ATHENIAN DIALOGUE – SCHOLARSHIP PROGRAM
(STAND ALONE PROGRAM)**

Purpose

The Lone Star Chapter encourages professionalism and continuing education of Texas municipal clerks by administering a scholarship program that pays the full registration costs (up to \$100) for *IIMC Athenian Dialogues*. The recipient must be working toward their CMC, MMC or Athenian Dialogue Fellowship. The Scholarship Committee reviews applications and approves or denies requests.

Eligibility Requirements

- Applicant must be currently employed as a city clerk/secretary; assistant/deputy city clerk/deputy city secretary or report to the city clerk/secretary.
- Applicant must have been employed continuously for the past 24 months in one of the capacities listed above.
- Recipient(s) of any scholarship must be a paid member in good standing, attend a minimum of five meetings in the past 12 months, and agree to provide a recap of the information learned at the dialogue.

Application Requirements

- Applicant must submit the prescribed application including financial need and how educational and professional goals will be enhanced by attendance at the dialogue and must include a completed dialogue registration form.
- Applications must be submitted to the current Scholarship Committee Chair three-months prior to the scheduled dialogue.
- Scholarship funds awarded will be transferred to Athenian Dialogue records (for a Lone Star sponsored event) or a check written to the member (for dialogues sponsored by another entity).

Limitations

On September 30th of each year, the treasurer shall determine the total amount of funds deposited into the Chapter savings to be made available for funding. Multiple *IIMC Athenian Dialogue* scholarships may be awarded each calendar year based on the amount of money deposited from either: 1) Athenian Dialogue cancellations received following the posted deadline; or 2) funds collected in excess of speaker's fees. The treasurer shall keep a running total during the year of scholarships awarded and notify the President, Chair and Chapter when funds expire.

Action by Scholarship Committee

Upon receipt of a scholarship request, the Chair of the Scholarship Committee shall confer with other members and submit a report to the President of the Lone Star Chapter within 60-days of the scheduled dialogue. The Chapter President will send a congratulatory letter to the recipient, copying the treasurer so that funds might be made available and announce the award at the next scheduled Chapter meeting.

**LONE STAR CHAPTER
TEXAS MUNICIPAL CLERKS ASSOCIATION
ATHENIAN DIALOGUE – PRESIDENT’S SCHOLARSHIP PROGRAM
(AWARDED IN CONJUNCTION WITH THE IIMC ATHENIAN DIALOGUE SCHOLARSHIP)**

Purpose

The Lone Star Chapter encourages professionalism and continuing education of Texas municipal clerks by administering the *President’s Scholarship*, a program that pays registration costs (up to \$500) for attendance by the Chapter President at an International Institute of Municipal Clerk’s (IIMC) Conference. The recipient must be the current officeholder and must be working toward their CMC or MMC designation. The Scholarship Committee will receive paperwork no later than February 15 for consideration.

Eligibility Requirements

- Applicant must be the current TMCA Lone Star Chapter President
- Recipient(s) of the scholarship must be a paid member in good standing
- Applicant must be actively working toward their CMC or MMC designation.

Application Requirements

- Applicant must submit the prescribed application including financial need and how educational and professional goals will be enhanced by attendance at the IIMC Conference.
- Application must include a copy of the completed IIMC Conference Registration form.
- Applications must be submitted to the current Scholarship Committee Chair no later than February 15 for consideration.
- Scholarship funds awarded will be paid to the Chapter President who will provide a final registration receipt for Chapter records.

Limitations

On September 30th of each year, the treasurer shall determine the total amount of funds deposited into the Chapter savings from Athenian Dialogues held the previous year. Awards shall be based upon the amount of money deposited from either: 1) Athenian Dialogue cancellations received following the posted deadline; or 2) funds collected in excess of speaker’s fees.

Said funds shall be equally divided between the *President’s Scholarship* and the *IIMC Athenian Scholarship* programs and disbursed accordingly. The treasurer shall keep records of collections and disbursements of funds.

Action by Scholarship Committee

Upon receipt of a scholarship request, the Chair of the Scholarship Committee shall contact the treasurer to determine funds available, confer with other members, and determine the scholarship amount. The Chair will then provide a copy of documentation to the treasurer for payment. The Chair of the Scholarship Committee shall announce the funding at the next scheduled Chapter meeting.

**LONE STAR CHAPTER
TEXAS MUNICIPAL CLERKS ASSOCIATION
IIMC ATHENIAN DIALOGUE – SCHOLARSHIP PROGRAM
(AWARDED IN CONJUNCTION WITH THE PRESIDENT’S SCHOLARSHIP)**

Purpose

The Lone Star Chapter encourages professionalism and continuing education of Texas municipal clerks by administering a scholarship program that pays the full registration costs (up to \$100) for *IIMC Athenian Dialogues*. The recipient must be working toward their CMC, MMC or Athenian Dialogue Fellowship and the scholarship must be used for credit. The Scholarship Committee reviews applications and approves or denies requests.

Eligibility Requirements

- Applicant must be currently employed as a city clerk/secretary; assistant/deputy city clerk/deputy city secretary or report to the city clerk/secretary.
- Applicant must have been employed continuously for the past 24 months in one of the capacities listed above.
- Recipient(s) of any scholarship must be a paid member in good standing, attend a minimum of five meetings in the past 12 months, and agree to provide a recap of the information learned at the dialogue.

Application Requirements

- Applicant must submit the prescribed application including financial need and how educational and professional goals will be enhanced by attendance at the dialogue and must include a completed dialogue registration form.
- Applications must be submitted to the current Scholarship Committee Chair three-months prior to the scheduled dialogue.
- Scholarship funds awarded will be transferred to Athenian Dialogue records (for a Lone Star sponsored event) or a check written to the member (for dialogues sponsored by another entity).

Limitations

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Said funds will then be equally divided between the *President’s Scholarship* and the *IIMC Athenian Dialogue* programs and disbursed accordingly. The treasurer shall keep records of collections and disbursements of funds and notify the President, Chair and Chapter when funds expire.

Action by Scholarship Committee

Upon receipt of a scholarship request, the Chair of the Scholarship Committee shall confer with other members and submit a report to the President of the Lone Star Chapter within 60-days of the scheduled dialogue. The Chapter President will send a congratulatory letter to the recipient, copying the treasurer so that funds might be made available and announce the award at the next scheduled Chapter meeting.



**2010-2011 LONE STAR CHAPTER
TEXAS MUNICIPAL CLERKS ASSOCIATION
PRESIDENT'S SCHOLARSHIP
APPLICATION**

Name Title

City Address

City, State, Zip Code

Date/Location of IIMC Conference (include copy of registration form).
Note: Registrations must be received by the Scholarship Chair no later than February 15.

How long have you been a City Secretary/Clerk? _____

How long have you been a member of the Lone Star Chapter? _____

Date Chapter President's Oath of Office Administered: _____

Please circle program in which you are requesting enrollment and for which funds are requested:

CMC MMC

Have you previously been awarded a Lone Star Chapter Scholarship? If "yes," what year?

Briefly describe your city's financial need. _____

How will your educational and professional goals be enhanced by receiving the President's Scholarship?

I understand that if I am awarded the President's Scholarship, it will be applied to the conference requested and I commit to attendance. I will provide registration documentation upon receipt from IIMC. I attest that information in this application is true and correct.

Signature _____ Date _____

Application must be received February 15. Send application to:

*City of Parker, Attn: Carrie Smith
5700 E Parker Road
Parker, TX 75002
972-442-6811 (phone)
972-442-2894 (fax)
cmsith@parkertexas.us*



2010-2011 LONE STAR CHAPTER
TEXAS MUNICIPAL CLERKS ASSOCIATION
ATHENIAN DIALOGUE
SCHOLARSHIP APPLICATION

Name Title
City Address
City, State, Zip Code

Date/Location of Athenian Dialogue for which funds are requested (include registration form).
Note: Registrations must be received by the Scholarship Chair three months prior to the dialogue.

How long have you been a City Secretary/Clerk? Deputy? Department Employee?

Have you been employed continuously for the past 24 months in the capacity of city secretary/clerk, assistant/deputy city clerk/secretary, or as an employee reporting to the city secretary/clerk, or a combination of these positions?

How long have you been a member of the Lone Star Chapter?

Please circle program in which you are requesting enrollment and for which funds are requested:

- CMC MMC Athenian Fellowship

Have you previously been awarded a Lone Star Chapter Scholarship? If "yes," what year?

Briefly describe your city's financial need.

How will your educational and professional goals be enhanced by receiving the Lone Star Chapter Scholarship?

I understand that if I am awarded the Lone Star Chapter Athenian Dialogue Scholarship, it will be applied to the dialogue requested and I commit to attendance. I attest that information in this application is true and correct.

Signature Date

Application must be received three months prior to the requested session. Send application to:

City of Parker, Attn: Carrie Smith
5700 E Parker Road
Parker, TX 75002
972-442-6811 (phone)
972-442-2894 (fax)
cmsith@parkertexas.us