

By-Laws

Of

Stephenson County Fire Chief's, Inc. / MABAS Division 17

A Not-For-Profit Corporation of the State of Illinois

Approved 7/08

Amended 7/13

Article I **Name**

Stephenson County Fire Chief's Incorporated / Mutual Aid Box Alarm System (MABAS) Division Seventeen.

For the purpose of this document, the organization will be referred to as: Division 17 or the Division.

Article II **Purpose**

The members of Division 17 are committed to the primary purpose of the Mutual Aid Box Alarm System (MABAS). That is to coordinate the effective and efficient provision of mutual aid during emergencies, natural disasters, or manmade catastrophes. Although MABAS is not intended to relieve a community of their responsibilities to provide adequate emergency services for all local emergencies, should a community exhausts its resources, MABAS can be activated by the stricken community, and through a systematic plan, MABAS will provide:

- A. Immediate assistance of personnel and equipment at the scene of an emergency or disaster.
- B. Response teams of: Firefighters, EMS, Hazardous Materials, Technical Rescue, etc.
- C. Access to specialized equipment
- D. A contractual agreement covering responsibilities and liabilities for all its members
- E. Standardized policies and procedures for mutual aid responses
- F. Provide assistance to other MABAS divisions

Article III **Membership**

Regular Membership in Division 17 is open to all organized local government emergency response service providers operating within, but not limited to Stephenson County in the State of Illinois, and qualified to sign the Mutual Aid Box Alarm System Agreement intergovernmental agreement. Each Member agency will have one (1) vote in all matters that come before the Division. This vote will be cast by the Member's Representative.

Associate Membership in Division 17 is open to all organized non-governmental emergency response service provider agencies that have a relationship with one or more Regular Members of Division 17 or who have special services, abilities, equipment or other resources considered useful and beneficial to the members of Division 17. Agencies wishing to become an Associate Member shall make a written request to join, to the Division or a Regular Member. That request will be brought to the group for approval. The membership application shall be voted on at the next monthly meeting. Acceptance of membership shall be via an affirming roll-call vote of a minimum of two-thirds (2/3) of the voting membership present. Associate Members will participate equally with Regular Members in the costs of running the Division with 1 vote per agency. Associate Members must abide by all of the MABAS Policies, Standards, Advocacy Statements, Guidelines and Recommended Practices as do Regular Members.

Article IV **Officers**

The MABAS Member's Representatives shall elect a President, Vice President, Secretary and Treasurer who shall each serve a term of 2 years. The Vice President will succeed the President resulting in a 4 year term. The Secretary and Treasurer may serve consecutive terms.

Article V **Elections**

Election shall be held at the March meeting of odd numbered years. The President must hold the rank of Lieutenant or higher within the department that he is representing. A majority of all votes cast by voting members present shall be necessary for the election of any Officer.

Article VI **Duties of Officers**

President:

- A. Shall be the presiding officer of the Division
- B. Schedule Periodic Meetings
- C. Make up the Meeting Agenda
- D. Preside over the Meetings
- E. Establish Committees as necessary to conduct the business of MABAS Division 17

Vice President:

- A. Assume the duties of the President when the President is absent.
- B. Will succeed the President after 2 year term

Secretary:

- A. Shall be the Recording Secretary of the Division.
- B. Record the minutes of all meetings.
- C. Conduct and report the results of any roll call vote.
- D. Keep a history of MABAS Division 17
- E. Have physical custody of all MABAS Division 17 minutes, contracts and documents.
- F. Distribute minutes of all meetings to Division members.
- G. Provide notification to all Division members of scheduled meetings.
- H. Notify the MABAS Executive Board of any changes in leadership, membership and mailing list changes

Treasurer:

- A. Shall be the Financial Officer of the Division
- B. Keep the financial records of the Division.
- C. Make financial transactions as authorized
- D. Provide a financial report at each Division Meeting.
- E. Develop a budget and assessments for the following year to be presented at the last Division Meeting of the year for the Division's approval.
- F. Be able to qualify for a Surety Bond that will be supplied by the Division

Article VII Meeting Schedule and Agenda

Regular Business Meetings: The regular business meetings for the Division shall be held on the first Wednesday of each month at 1930 hrs, except where the first Wednesday would fall on a legal holiday, in which case the second Wednesday would be designated as the regular business meeting day. In April, August and December of each year there will be a dinner meeting held. The meeting will be held at a location determined appropriate by the host Member Department.

Special Meetings: A special meeting may be called by the President, by vote of the Executive Board, or by written request of 25% of the Member divisions provided that no other business shall be transacted other than that for which the meeting was called, and provided that due notice of the time, place, and object of the meeting shall have been served on each member at least forty-eight hours prior to such meeting.

Quorum: Representatives of more than 50% of the Member originations of the Division shall be present at a meeting to constitute a quorum.

Rules of Order: The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Division in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Division may adopt.

Regular Meeting Agenda:

The agenda for Division meetings will include but not limited to:

1. Call to Order
2. Pledge of Allegiance
3. Approval of Minutes of Prior Meeting
4. Approval of Treasury Report
5. Communications, Correspondence & Announcements
6. Committee Reports
7. Approval of Bills
8. Department Reports
9. Old Business
10. New Business
11. Adjourn

Article VIII Committees

A committee may be formed by either the President or by vote of the Division. The President shall appoint the chairman of each committee. Any committee appointed by the President or by vote of the Division shall have only those powers and only that authority which is expressly given to said committee by the President or by the vote of the Division.

Article IX **Affiliation with the Mutual Aid Box Alarm System Executive Board**

The Division is a Member Unit of the Mutual Aid Box Alarm System Executive Board. All bylaws, policies, and procedures of the Mutual Aid Box Alarm System Executive Board shall be ex officio bylaws, policies, and procedures of the Division.

The Division shall appoint one member and one alternate to represent the Division on the Mutual Aid Box Alarm System Executive Board according to the bylaws of that organization. The delegate shall be responsible for presenting a report to the Division body after each Executive Board meeting.

Article X **Financial Asset Management**

No disbursements over \$100.00, other than ordinary operating expenses, shall be made unless approved by the Division. Necessary disbursements under \$100.00 which are not approved in advance shall be ordered paid at the next business meeting. All disbursements shall be issued by the Treasurer.

Property over \$1000.00 may be sold and/or indebtedness may be incurred by a two-thirds vote of the members in attendance at any regular or special meeting. Prior written notification of the vote shall be made to the members by the Secretary.

Article XI **Special Operations Teams**

The Division may establish Special Operations Teams, as deemed necessary, for the purpose for providing regionalized special response to incidents requiring resources that are not commonly held by Division members.

Division Special Operations Teams shall respond to incidents as a result of a request by a stricken Division member, another Division, MABAS RED Center or an EMAC (Emergency Management Assistance Compact) request. Command and control of any incident receiving a response from a Division Special Operations Team shall remain the responsibility of the stricken jurisdiction.

The Division shall appoint member representatives to coordinate team activities and make monthly reports to the body.

Article XII **Dues Assessment**

The following annual dues schedule will apply to all Regular Members of the Division.

	<u>Regular Member</u>	<u>Associate Member</u>
State MABAS Dues*	\$ 15-\$250	\$ 15-\$250
Division Dues	\$ 20	\$ 20
Emergency Vehicle Operations fund	\$500	\$250
Life House Dues	\$100	\$ 50

* Based on Annual budget

Any Regular Member who has failed to pay any applicable assessments for three months after they are invoiced shall be deemed NOT in good standing and shall be notified immediately of his/her delinquency. If the delinquency still exists two months after this notification, the Department shall be dropped from the rolls of this Division.

A member may be reinstated upon application and payment of back dues plus the current dues and/or payment of any delinquent assessments.

Article XIII **Policies and Procedures**

MABAS Division 17 shall adopt policies and procedures that coordinate working relations with other MABAS Divisions as outlined in the current MABAS General Operating Procedures. These procedures shall include, but not be limited to:

1. Communications
2. Box Cards
3. Incident Command System
4. Personnel Accountability

Article XIV **Indemnification**

MABAS Division 17 has the power to indemnify itself through insurance or bonds as it deems necessary for the good of the organization.

Article XV **Mediation**

The Division shall first attempt mediation of disputes regarding MABAS policies and procedures. A Mediation Board consisting of the President, Vice President, Secretary and two other Member's Representative not involved in the dispute will hear the dispute and render a decision. If the dispute is not resolved, mediation assistance may be requested from the MABAS Executive Board by using the procedure outlined in the current MABAS Executive Board By-Laws

Article XVI Amendments

A quorum of the MABAS Division 17 Member's Representative is necessary for any amendment of the by-laws. The by-laws of any section or provision thereof, may be amended, rescinded or expanded by approval of two-thirds (2/3) vote of the Member's Representative of MABAS Division 17. Any change to the by-laws must be distributed to the Division Members at least 30 days prior to the vote. A written proxy constitutes being present at a meeting.

Article XVII Non-Profit Organization

Said organization is organized exclusively for charitable, educational and scientific purpose, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of section 501(c)(3) purposes. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office.

Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

Upon the dissolution of this organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or a local government, for a public purpose.