

**APPENDIX "C"**

**MABAS: BY-LAWS**

**Declaration**

Henceforth, this organization shall be known as the Randolph County Fire Chiefs Association.

**Article 1 – Not-For-Profit Organization**

**Section 1.** This organization, herein described as the Randolph County Fire Chiefs Association is an Illinois based not-for-profit fraternal organization, whose mission is to work for the betterment of the Fire Service in Randolph County and all departments therein.

**Section 2.** This association shall represent all member Fire Chiefs, retired Chiefs, and Chief Fire Officers in the Randolph County area.

**Article 2 - Association Purpose and Intent**

**Section 1.** The purpose of this organization shall be to provide a forum in which Chief Fire Officers and other officer members of Fire Departments and Fire Protection Districts in Randolph County may discuss matters of mutual interest, and to provide a channel for concerted actions in the cause of common goals. Said actions shall be those which further the efforts of the fire service, improve efficiency, promote good will among mutual aid companies, encourage mutual aid training, outline jurisdictional boundaries, establish joint bidding processes, and the general sharing of information to promote more effective fire prevention and timely fire suppression through education, legislation, and technical means.

**Section 2.** The organization shall accept and receive funds, grants, donations, and contributions, and expend these funds to encourage and develop fire service materials, classes, seminars, and programs for the betterment of all concerned county wide.

**Article 3 - Membership**

**Section 1.** There shall be three classes of membership within the organization: Active, Associate, and Honorary.

**Section 2.** *Active Members* – shall be comprised of Chiefs and Chief Officers of regularly organized fire departments either municipal, district, or private industrial operated.

**Section 3.** *Associate Members* – shall be any person or firm whose purpose or interests are in the protection of life and property from fire, or the advancement of the Fire Service. No one eligible for active membership may apply for associate membership. Associate

members shall be entitled to participate fully in the affairs of the association, serve on committees, act as delegate, representative, or correspondent, but shall not be eligible to hold office nor have voting privileges.

**Section 4. *Honorary Members*** – for the purpose of these by-laws shall be:

1. Any person who has been an active member of this organization who may retire as an active member.

2. Any person who has rendered conspicuous service to this organization or to the Fire Service of this county for the betterment of all concerned.

Those desiring honorary membership must make application in writing to the Chairman and Board, and shall be subject to their approval. Honorary members shall be entitled to participate fully in the affairs of the association, but shall not be eligible to hold office nor have voting privileges.

#### **Article 4 - Officers**

**Section 1.** Only active members in good standing shall be eligible to hold office within the Association.

**Section 2.** The elected officers of the Association shall be: Chairman, Vice-Chairman, and Secretary-Treasurer. Officers shall be elected at the March business meeting of the association, for a term of **one (1) year**. They shall assume office the day following the business meeting when they are elected and shall preside over the next regular business meeting. These three officers shall constitute the Board of Officers for the Association. In the event that any elected office becomes vacant for any reason, the remaining two members of the Board shall conduct an election of the full body at the next business meeting to fill that office's remaining term.

**Section 3.** The following procedures shall govern the election of officers to be held at the March meeting. Nomination for Chairman, Vice-Chairman, and Secretary-Treasurer will be accepted at the February meeting. Ballots will be sent to each department in good standing after that meeting and must be returned to the Secretary-Treasurer at the business meeting in March. Each department in good standing, present and voting, shall be entitled to cast one vote for each office. There will be no proxy voting, except on official ballots.

#### **Article 5 - Board of Directors and Committees**

**Section 1.** The *Board of Directors* shall consist of the Chairman, Vice-Chairman, and the Secretary-Treasurer duly elected by a simple majority of members in good standing.

**Section 2.** *Committees* shall consist of at least one member from the Board and those members volunteered or selected to serve, except for the BY-LAWS Committee which shall include all Board members and two other members in good standing. Each committee shall hold a Chairman who shall speak for the entire committee.

**Section 3.** *BY-LAWS Committee* shall determine any questions that may arise under them and their determination and decision shall be final.

**Section 4.** The Board shall appoint committee members for the work of the association as may be necessary or convenient to progress with the aims of the organization. Associate and Honorary members appointed to committees shall have voting privileges equal to all such members serving on said committee.

**Section 5.** From time to time, the Board, at a regular business meeting may appoint a Special Interest Committee to initiate and execute specific projects, programs, or activities that the association may undertake. A Special Interest Committee may operate without the participation of a member of the Board, but only toward the intent and goal as set forth by a majority of the entire body.

**Section 6.** Committees shall actively work for and on behalf of the entire membership. To that end, the Chairman of said committee shall speak for that committee, and that committee shall speak for the general membership.

**Section 7.** Meetings of Committees shall be held with such frequency as the members deem necessary. Committee members shall be notified by committee chairmen in sufficient advance so as to allow proper participation by all members.

### **Article 6 - Meetings**

**Section 1.** There shall be one monthly meeting to be held on the first Thursday of each month, at that month's host departments station.

**Section 2.** Special meetings or conferences may be called for by the Board or a simple majority of the members present at a regular business meeting. Time and place shall be set by present members and information entered into the minutes of the regular business meeting to give ample time for those not present to respond or make personnel arrangements to attend.

**Section 3.** At all meetings, one fourth of the active departments in good standing shall constitute a quorum for the purpose of voting. Each department in good standing present shall be entitled to one vote on all matters submitted to a vote. There shall be no voting by proxy.

**Section 4.** Order of business to be accomplished at all meetings shall be set by agenda of the Chairman. Any member wishing to address other business shall contact the Chairman and an agenda item be added or submit item under new or old business. Parliamentary procedures shall be followed.

**Section 5.** Members shall have the right to request date, time, and place for meetings or conferences of Business or Committee and receive the same within **five (5) days** of said request.

**Article 7 - Officers**

**Section 1.** The Chairman shall preside at all meetings and shall serve as general representative for the entire Association. He shall speak on behalf of the Association to the public, to municipal corporations, units of and representatives of government, and to other organizations who may conduct business with the Association.

**Section 2.** The Vice-Chairman shall assist the Chairman as general representative and shall assume the duties of same in the event the Chairman is absent or incapacitated. In the absence of the Chairman he shall preside at business meetings.

**Section 3.** The Secretary-Treasurer shall assist the Chairman and the Vice-Chairman and assume their duties in their absence. He shall further keep minutes and records of all meetings, collect ballots for elections, receive and disburse any and all funds, and prepare notices of meetings or seminars for the general membership.

**Article 8 - Finances**

**Section 1.** Finances shall be collected from fees and dues as set by approval of the entire membership, voted on by ballot at a prescribed meeting, special assessments as voted upon by the membership, collections received over and above the operating expenses for activities such as conferences. Finances may also be in the form of contributions from outside sources as the Board deems proper to accept.

**Section 2.** Annual dues for membership shall be as follows:

1. Active Members - \$25.00 per department
2. Associate Members - \$25.00
3. Honorary Members - \$10.00

**Article 9 – By-Laws Amended**

**Section 1.** The Association shall have full power to amend these by-laws at any business meeting during the year as prescribed in the following manner.

1. Amendments to the by-laws must be submitted in writing for discussion at a regular business meeting.
2. The final form for said amendment shall be sent to each department in good standing.
3. Ballots will be handed out at the next regularly scheduled business meeting to each department in good standing.
4. A majority of those ballots counted by the Secretary-Treasurer shall constitute a change to the by-laws.
5. This change shall take effect with the next regular business meeting, unless rescinded by another majority vote at or before the next meeting.
6. In any case, no Amendment shall take effect in less than 60 days from its introduction.