

WESTERN ILLINOIS FIREFIGHTERS ASSOCIATION
(WIFA)

Constitution and By-Laws

Revised and Approved May 20, 2015

ARTICLE I
ORGANIZATION AND OBJECTIVES

SECTION 1 NAME

This organization shall be known as the WESTERN ILLINOIS FIREFIGHTERS ASSOCIATION (WIFA) and shall be a non-profit, non-political organization consisting of fire departments of Western Illinois.

SECTION 2 OBJECTIVES

The objective of the Association shall be for the mobilization of forces for **Mutual Aid**, especially in the case of incidents beyond the capabilities of any one department, the mutual rescue and emergency medical services. The purpose of this Association is to form an organization that can share the resources of all member departments. These resources can be in training, fire prevention or major emergency/hazardous incident equipment.

SECTION 3 DISSOLUTION OF ORGANIZATION

In order to dissolve the organization known as Western Illinois Firefighters Association (WIFA), THIRTY (30) days' notice must be given to all members in good standing and will require a vote by secret ballot OR by a proxy signed by the Chief Officer of the member fire district, in the event that the member fire district cannot be present at the meeting where the vote is to be taken. **If the vote to dissolve is affirmative, then all assets of the Western Illinois Firefighters Association will be donated to the Illinois Fire Service Institute-Galesburg Regional Training Center in Galesburg, Illinois**

ARTICLE II
REPRESENTATION AND QUORUM

SECTION 1 REPRESENTATION

Voting representation in the Association shall be by a delegate approved by each member taxing district. ONE (1) delegate for each fire taxing district; ONE (1) vote per taxing body.

SECTION 2 POWER OF REPRESENTATION

Each voting delegate of each and every member fire department represented at the meeting is entitled to cast ONE (1) vote on any ONE (1) issue. A majority of votes cast shall be necessary for passage of any ONE (1) issue.

SECTION 3 QUORUM

A quorum shall consist of FIVE (5) member departments present.

SECTION 4 DUTY OF DISTRICTS

It shall be the duty of each Fire Taxing District to notify WIFA officials of any resignation or suspensions occurring within their respective district.

ARTICLE III
ELECTION AND DUTIES OF OFFICERS

SECTION 1 OFFICERS

The officers of this Association shall consist of: President, Vice-President, Secretary and Treasurer. These elected officials shall be members in good standing with their respective Fire Taxing Districts and shall function as the Board of Directors.

SECTION 2 ELIGIBILITY FOR OFFICE

Any Association fire department member in good standing is eligible to hold office in the Association. In the event an individual loses his/her good standing in their respective organization, they shall be required to resign their position in the Association immediately and to return any records or property pertaining to the Association (WIFA).

SECTION 3 ELECTION OF OFFICERS

The officers of the Association shall be elected at the annual meeting in March and shall hold office for ONE (1) year or until a successors(s) shall be elected and qualified.

The President shall appoint a Nominating Committee at the November meeting. This committee shall prepare a slate of candidates who are willing to accept an office in the Association. Additional nominations may be set forth from the floor by the membership prior to voting for each office. All names placed into nomination must have the approval, in writing, of the nominee.

SECTION 4 ELECTING OFFICERS

Each delegate is entitled to cast ONE (1) vote for each and every office. Election of officers shall be by ballot and the majority of all votes cast by the delegates shall be necessary for the election of any officer.

SECTION 5 DUTIES OF THE OFFICERS

President: It shall be the duty of the President to preside at all meetings of the Association. He shall be *Ex-Officio*; a member of all committees. In the case of tie votes, he shall cast the deciding vote in matters of business. Other committees may be appointed by the President as may prove expedient. He shall appoint an auditing committee to audit the books of the Treasurer at the end of the year and whenever so ordered *and* to submit recommendations of a financial or clerical nature, as may be necessary from time to time.

Vice-President: It shall be the duty of the Vice-President to preside at all meetings in the absence of the President. He shall also officiate as President whenever the President is unable to perform the duties of his office.

Secretary: It shall be the duty of the Secretary to keep a record of the transactions of the Association and of the members thereof, to send out notices at the order of the President and do such clerical work as he may be called upon to do by the Association.

Treasurer: It shall be the duty of the Treasurer to receive all monies paid into the Association, to pay all bills under the direction of the Association and to make a report of the financial condition of the Association at each meeting.

Duties of the Officers: It shall be the duty of the WIFA Officers, acting under the authority as the Board of Directors to fill Officer vacancies when they occur.

ARTICLE IV
MEETING – PLACE AND PROCEDURE

SECTION 1 WHEN AND WHERE

Regular meetings shall be the third Wednesday of every other month (January, March, May, July, September, November). The place of the meeting shall be the Galesburg Regional Training Center in Galesburg, IL. Whenever there is a deviation from this rule, the place and time of the meeting shall be determined by a majority vote of those present at the previous meeting.

SECTION 2 ANNUAL MEETING

The March meeting shall be designated as the Annual Meeting.

SECTION 3 SPECIAL MEETINGS

Special meetings may be called by the President at the request of THREE (3) Fire Taxing District members in good standing, provided that no business shall be transacted other than the business 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 department of the Association at least FORTY-EIGHT (48) hours prior to holding such meetings.

SECTION 4 ORDER OF BUSINESS

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| 1. Opening | 8. Old Business |
| 2. Roll Call* Visitors | 9. New Business |
| 3. Reading of Minutes | 10. Discussion of Fires |
| 4. Treasurer’s Report | 11. Suggestions |
| 5. Bills | 12. Announcements |
| 6. Communications | 13. Next Meeting |
| 7. Committee Reports | 14. Adjournment |

*Roll Call shall be answered by each department with the number of personnel present and number of calls for the past month.

ARTICLE V
CHIEF’S MEETINGS

SECTION 1 REPRESENTATION

Representation at the Chief’s Meetings shall be restricted to Chief Officers; Chief, Assistant Chief, Battalion Chief who are in good standing within their taxing district.

SECTION 2 LEADERSHIP

A Moderator and Recorder shall be elected from those in attendance at the first Chief’s Meeting following the Annual Meeting of the Association in the even-numbered years. The Moderator shall preside at all Chief’s Meetings. The Recorder shall take minutes at all Chief’s Meetings and handle any correspondence as needed.

SECTION 3 MEETINGS

Chief’s Meetings shall be scheduled and held as deemed necessary by the Chief Officers.

ARTICLE VI
DUES

SECTION 1 AMOUNT OF DUES

Annual dues for member Fire Taxing Districts shall be TWENTY-FIVE (25) dollars per taxing district-allowing all members of that taxing district to attend Association meetings.

Associate dues for businesses interested in membership shall be TWENTY-FIVE (25) dollars annually.

SECTION 2 PAYMENT OF DUES

Annual dues shall be payable during the month of January.

ARTICLE VII
SUNSHINE FUND

SECTION 1 PURPOSE

Upon the death of a current roster member of an Association fire district, flowers or a memorial shall be sent in memory of the deceased.

SECTION 2 PROCUREMENT AND PAYMENT

It shall be the responsibility of the fire district of which the deceased was a member to arrange for the purchase and delivery of the flowers or memorial, accompanied by an appropriate card in the name of the Association. The district shall be reimbursed for such floral or memorial tribute upon presentation of the bill to the Treasurer of the Association.

SECTION 3 MAINTENANCE OF FUND

The maintenance of this fund shall be appropriated for the general fund.

ARTICLE VIII
AMENDMENTS

The Constitution and By-Laws of the Association may be amended by TWO-THIRDS (2/3) of the delegates present at a regular meeting. All amendments must be submitted in writing, read at one regular meeting and voted on after a second reading at the next regular meeting. A printed copy of the amended Constitution and By-Laws shall be delivered to all member Fire Taxing Districts.