

MUTUAL AID BOX ALARM SYSTEM -DIVISION XII

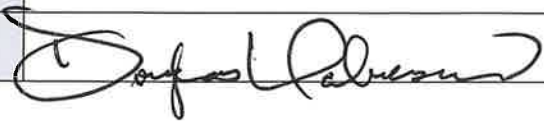
Policy – Practices – Guidelines Manual

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Approved By:		

BY-LAWS OF

MABAS DIVISION XII

Definitions:

Member / Membership

Any Municipal Fire Department or Fire Protection District in good standing that maintains MABAS Division XII as its primary MABAS Division.

Executive Board

Comprised of the President, Vice President, Secretary, and Treasurer. The Executive Board is responsible for governance and oversight of the membership of MABAS Division XII.

Authorized Designee

An authorized representative designated by the department's primary representative to act on behalf of the department.

Advisory Member

An individual or entity that provides operational or administrative support to the member agencies of MABAS Division XII.

Associate Member

A public agency that maintains a direct relationship with, or provides operational support to, member agencies.

Proxy Member

A designated alternate who represents the department in the absence of the Fire Chief or the department's primary representative.

ARTICLE I - IDENTITY AND PURPOSE

Mutual Aid Box Alarm System ("MABAS") Division XII is an Illinois not-for-profit association. Members of MABAS Division XII are agencies and units of local government that provide emergency services and are signatories to the MABAS Mutual Aid Agreement. These by-laws shall govern the association known as MABAS Division XII. Execution of the Mutual Aid Agreement ("Agreement") shall be deemed to be an agreement to the terms and provisions of these by-laws. It is the purpose of MABAS Division XII to carry out the provisions of the Agreement in accordance with these by-laws.

ARTICLE II – MEMBERSHIP & DUES

Membership: Membership in MABAS Division XII shall be governed by the Agreement and these By-Laws.

A. Active Membership shall be divided into three groups consisting of the following:

- **Active Member**

All Federal, State, and Municipal Fire Departments, Fire Protection Districts, units of local government, cities, villages, and agencies of any of the foregoing that are engaged in activities described in the Mutual Aid Box Alarm System (MABAS) Agreement shall be eligible for membership in MABAS Division XII. Membership shall be conditional upon execution of the MABAS Division XII Mutual Aid Agreement and compliance with all applicable provisions thereof.

- **Advisory Member**

Advisory Members shall be defined as entities that provide operational or administrative support to the member agencies of MABAS Division XII but do not receive aid from MABAS assets. Advisory Members shall be considered support entities and shall not be subject to annual membership dues. Entities qualifying for Advisory Membership may include, but are not limited to, DU-COMM, Hanover Township Emergency Services, and DuPage Emergency Management.

- **Associate Member**

An Associate Member is defined as a public agency that is primarily affiliated with a division other than Division 12, but maintains a direct operational relationship with, or provides operational support to, member agencies within Division 12.

Agencies petitioning for Associate Membership must be contiguous to the existing Division XII boundaries and must be members in good standing of their primary MABAS division.

- Associate Members shall not be eligible to vote or to hold any elected office within the Division. However, they may provide input and recommendations on matters pertaining to their respective areas of expertise.
- Approval of an Associate Membership shall occur at a regular meeting of the Division and shall require a two-thirds (2/3) affirmative vote of the Members in attendance.
- Associate Membership dues shall be in the amount of One Thousand Dollars (\$1,000.00) per annum, payable in accordance with the schedule and procedures established by the Executive Board and confirmed by the membership.
- Associate Membership shall apply to the entity as a whole and not to any individual person. No individual shall be considered for approval as an Associate Member.

a. Eligibility Following Withdrawal or Removal

Any entity that has withdrawn from, been removed from, or otherwise ceased to be an Active Member of MABAS Division XII shall be eligible for Membership only after a mandatory five (5) year waiting period from the date of separation. Following this period, eligibility shall require a two-thirds (2/3) affirmative vote of the membership, taken by ballot at a regular meeting.

A reduction of the five (5) year waiting period may be granted only upon a formal determination that extraordinary circumstances exist and that such waiver is in the best interests of MABAS Division XII.

b. No Interest in Fixed Assets

Associate Members shall have **no ownership interest, claim, or entitlement** to any fixed assets of MABAS Division XII.

Fixed assets include, but are not limited to:

- Dive Team equipment
- Hazardous Materials (HazMat) equipment

- Technical Rescue Team (TRT) equipment
- Trailers, vehicles, tools, and specialized response equipment

Associate Members shall not be issued, assigned, or authorized to utilize Division XII fixed assets except upon express written authorization of the Executive Board for a specific and limited non-ownership purpose.

c. Non-Operational Status

Associate Membership is non-operational in nature. Associate Members shall not deploy Division XII assets, participate in emergency response under Division XII authority, or represent Division XII in any official or operational capacity unless specifically authorized by the Executive Board.

B. Dues

Membership dues shall be paid annually in an amount at a time established by the Executive Board and confirmed by the membership. Special assessments may be made in a manner prescribed by the Executive Board with prior approval of the membership.

ARTICLE III – Membership

A. Executive Board

The MABAS Division XII shall be governed by an Executive Board as hereinafter provided. The powers of the Executive Board shall be those necessary and incidental to carrying out the purposes outlined in Article I of these By-Laws and the terms of the Mutual Aid Agreement.

B. Member

Each Fire Chief or Authorized Designee whose Department or Agency has properly executed the Agreement shall be eligible to be a Member.

1. **Term of membership:** A Chief or Agency Head shall remain a Director as long as the Department or Agency continues to be a signatory to the Agreement and a Member in good standing of MABAS Division XII.
2. **Revocation of Membership:** A member may be removed for cause by a 2/3rd vote of the membership. Said removal for cause, may be for the members conviction of a felony, the filing of criminal charges of official misconduct against a member; misuse of power granted under the Agreement by a member; failure by a member; to abide by the provisions of the

Agreement or these by-laws; or for any act or omission by a member which is not in keeping with standards of professionalism of the fire service, including but not limited to attendance at meetings of the membership.

3. **Proxy Member:** Each member may designate in writing to the Secretary of the Executive Board an alternate representative who may serve as the acting member in the absence and stead of said Member.

B. Meetings:

1. Regular meetings of the membership shall be held monthly (except July, August, and December). The Executive Board shall determine the date, time, and place. Fourteen days' notice of a regular meeting shall be given to the membership, along with an agenda, although the business of such a meeting shall not be limited to the items which appear on the agenda.
2. Special meetings may be held at the call of the President, by the Executive Board, upon its own motion, or by the President upon the written request of a majority of the Chiefs and /or Agency Heads. The President shall determine the time, place, and date. Ten days' notice of a special meeting and the agenda shall be provided to each member agency. Only those items appearing on the agenda may be considered at a Special Meeting.

C. Voting

1. Quorum: A quorum shall be a majority of the Members.
2. Each agency in attendance shall have one vote. The President shall vote only in the event of a tie.
3. Proxy votes shall be permitted only with the approval of the Executive Board.
4. A tie vote shall require a roll call vote, with the President casting the deciding vote.

D. Balloting and Vote Privacy

Voting by ballot shall be conducted when required by these By-Laws or when ordered by the Executive Board, in accordance with Robert's Rules of Order, Newly Revised.

Ballot voting shall be used for elections, membership approvals or removals, disciplinary actions, officer removals, and any question where secrecy of the vote is ordered or required. Ballots shall be collected and counted in a manner that preserves the secrecy of each agency's vote while allowing accurate tabulation.

ARTICLE IV – Executive Board

A. The Officers of MABAS Division XII Executive Board shall consist of the following offices: President, Vice President, Treasurer, and Secretary.

B. Term of Office

The term of office for Officers shall be two years, beginning May 1st and ending April 30th. The Offices of the President, Vice President, Treasurer, and Secretary may be held by the same individual for a maximum of two successive terms for each office.

C. Election of Officers

The election of Officers shall take place at the regular meeting of the membership held in April. Nominations from the floor will be taken for each office at the March meeting.

Voting shall be conducted by ballot, in accordance with Robert's Rules of Order, Newly Revised. A candidate shall be elected by a majority of votes of those present and casting ballots.

D. Eligibility

Only Chief Officers (Chief or "Second in Command") or Agency Heads are eligible to serve as Officers of MABAS Division XII.

E. Duties of the Officers

1. President

The President shall supervise and control all business and affairs of MABAS Division XII. The President may, together with any other Officers, execute any instruments and documents authorized by the Executive Board. The President shall perform all duties incidental to the office of President and may be authorized by the Executive Board. The President may establish committees as necessary and appoint the chairpersons and members to serve on those committees. The President has the authority to dissolve committees for good cause.

2. Vice President

When the President is presiding, he/she shall assist the President in any required facet. The Vice President shall perform all the President's duties when the President is absent or incapacitated. Should a vacancy occur in the President's office, the Vice President would immediately assume the office's duties and responsibilities until a new President can be elected.

2. Treasurer

The Treasurer shall have charge and custody of, and be responsible for, all funds of MABAS Division XII. The Treasurer shall also receive all payments made to MABAS Division XII and shall pay from MABAS Division XII funds any obligations or bills authorized by the Executive Board. The Treasurer shall perform all duties incidental to the office of Treasurer and as authorized by the Executive Board.

3. Secretary

The Secretary shall be responsible for taking and maintaining the minutes of all meetings of MABAS Division XII. The Secretary shall be responsible for maintaining copies of the Operating Procedures of MABAS Division XII and providing all Members with copies of the procedures. The Secretary shall be responsible for scheduling periodic reviews of the Operating Procedures of MABAS Division XII. Further, the Secretary shall see that all notices are duly given in accordance with these By-Laws, be custodian of all records of MABAS Division XII, and perform all duties incidental to the office of Secretary and as authorized by the Executive Board.

F. Duties of the Executive Board:

- Make policy decisions concerning the development, operation, expenditures, including budget preparations for MABAS Division XII.
- Establish, review, and revise Operational Procedures that will provide for the orderly provision of Mutual Aid to the members or MABAS Division XII.
- Provide reports as requested by the President of the DuPage County Fire Chiefs Association on the activities and procedures of the Association.
- Responsible for resolving any conflicts relative to operating procedures and enforcing the Operating Procedures of MABAS Division XII.

- May authorize the officers of MABAS Division XII to contract with other governmental units for the use of the services of MABAS Division XII.
- Will serve without compensation.

G. Vacancies

A vacancy shall immediately occur in any office upon the Officer's removal by the Executive Board; for the following reasons: his resignation, or death; ceasing to be the Chief of the Department (Chief or Authorized Designee; or his ceasing to be an employee of the participating Department or Agency. The Executive Board shall appoint a successor to fill the vacancy for the unexpired term of the Officer so replaced.

H. Removal of an Officer

Any Officer elected by the membership may be removed whenever, in its best judgment, the interests of MABAS Division XII would be served. Said removal will require a 2/3rds vote of the membership.

ARTICLE V - LIABILITY AND PROPERTY

- A.** Except as otherwise may be provided by individual contracts, participating units in MABAS Division XII shall be liable for the debts and liabilities of MABAS Division XII only to the extent provided by the Agreement.
- B.** All property acquired by MABAS Division XII shall be owned by the Division unless determined in writing by all members.

ARTICLE VI - WITHDRAWAL AND DISSOLUTION

A. Withdrawal

Any Member of MABAS Division XII may at any time give written notice to the Secretary of MABAS Division XII to withdraw from MABAS Division XII.

1. The notice shall be delivered to the Secretary in person, sent by certified mail (Read receipt requested), or transmitted electronically with confirmation of receipt.

2. Withdrawal will not take effect until the last day of the month after the 90th day from which such notice was received.
3. After withdrawal in accordance herewith, the Member shall continue to be responsible for:
 - a. Its share of operational costs assessed by MABAS Division XII to the date of withdrawal, if any.
 - b. The prompt return of all MABAS Division XII equipment in the withdrawing member's custody.
 - c. Any unpaid obligations relating to equipment purchases, special assessments, or commitments between the Member and MABAS Division XII other than the aforementioned operational costs.

B. Dissolution

The membership may vote to dissolve MABAS Division XII in accordance with the provisions stated herein. Dissolution may be considered at a Regular Meeting or Special Meeting called for consideration of the dissolution. A quorum, as described in Article III, must be in attendance at any Special Meeting at which dissolution is considered. Dissolution must be approved by 2/3rd vote of the members in attendance. Dissolution will not become effective until 90 days from the date the Resolution of Dissolution is adopted. The Secretary will immediately notify all Members of MABAS Division XII and the President of MABAS of dissolution. The Executive Board Officers shall be authorized to effect the dissolution of MABAS Division XII upon adoption of a dissolution resolution and shall wind up its business affairs.

ARTICLE VII - AMENDMENTS

These By-Laws may be amended at any meeting of the Board of Directors by a 2/3rd vote of Directors in attendance, provided that a copy of the amendment has been submitted in writing to all members of the Board of Directors at least 90 days before any such meeting.

ARTICLE VIII - PARLIAMENTARY AUTHORITY

Procedural matters not covered by these By-Laws shall be governed by the latest edition of Robert's Rules of Order.

ARTICLE IX - BUDGET

A. Fiscal Year

The fiscal year will run from May 1 through April 30.

B. Annual Budget

The budget committee will develop a one-year budget with three-year projections each year. Each committee that will be requesting funds for the upcoming fiscal year must submit its budget requests in writing, with the appropriate supporting justification, to the chair of the budget committee no later than February 15th. The first draft of the budget will be presented at the March MABAS Division XII meeting. The final draft shall be done no later than March 29th of each year, with approval no later than April 29th of each year.

C. Purchase Requisitions

The committee chair may approve requests for purchases up to \$500. A majority present at a regular MABAS Division XII meeting must approve requests for purchases greater than \$500. The purchase request must be submitted in writing to the committee chair, with the appropriate justifications. Committee team leaders must be prepared, if requested, to make a formal presentation of the budget request at a regular MABAS Division XII meeting. After the purchase is made, the committee team leader will be responsible for submitting receipts of purchase to the treasurer of MABAS Division XII within 30 days of purchase.