



MABAS Division 2

By-Laws

Revised April, 2011

ARTICLE I: PURPOSE

- A. To coordinate working relations and capabilities between all Fire Departments within MABAS Division 2 and with the MABAS Executive Board, for the effective and efficient provision of mutual aid. To coordinate and ensure that ability of Division 2 member organizations to respond to identified emergency events beyond the capabilities of the individual member agency. To develop future capabilities as may be identified by Division 2 that will increase the protection provided to technical, natural and man-made emergencies that could occur in Division 2.

ARTICLE II: PARTICIPATION

- A. Membership shall be made up of Active and Associate members
1. Active Member: An Active Member is defined as a fire department having primary membership in MABAS Division 2 as authorized by the MABAS Executive Board.
 2. Associate Member: An Associate Member is defined as a fire department having secondary membership in MABAS Division 2 as approved by the MABAS Executive Board or other unit of local government within Division 2, which provides emergency services.
 3. Liaison Member: Any approved organization or individual having business with division #2 (not including distributors or vendors).
- B. Participation shall be contingent upon the adoption of an ordinance/resolution authorizing membership in MABAS, the execution of MABAS contract and payment of such sums and under such conditions as set forth in these By-Laws which shall be established by a majority vote of the participating members of MABAS Division 2. New participants shall be admitted upon the recommendation of a majority of voting members of MABAS Division 2.
- C. New members shall be responsible for the payment of an amount equal to the annual membership dues to MABAS Division 2 as an initiation fee. Payment of the initiation fee may be paid over two fiscal years as arranged by the Executive Board.
- D. Current Members
1. Active Members

Algonquin-Lake in the Hills FPD	Bartlett & Countryside FPD
Carpentersville FD	East Dundee & Countryside FPD
Elgin FD	Hampshire & Countryside FPD
Hanover Park FD	Pingree Grove & Countryside FPD
Rutland Dundee Township FPD	South Elgin & Countryside FPD

Streamwood FD

West Dundee FD

2. Associate Members

Hoffman Estates FD
Kane County OEM
Burlington & Countryside FPD

Huntley FPD
Quad Com Dispatch
Elgin Communications

3. Liaison Members

Sherman Hospital
Elgin Community College

St. Joseph Hospital

ARTICLE III: ORGANIZATION

A. Membership Representative

The Representative for each Active or Associate agency will be the Chief or Director of the Department or the Chief or Director of Department's specified designee.

B. Meetings

1. Meeting schedule shall be distributed at the November meeting for the upcoming year. Additional meetings to be called by the President or by a majority vote of the MABAS Division 2 Agency Representatives.
2. Where not otherwise specified in the By-Laws, "Robert's Rules of Order" shall govern the conduct of business as all MABAS Division 2 meetings.

C. Voting

1. A quorum shall be a majority of the active members of the MABAS Division 2 Agency Representatives. Each member department shall have only one vote, which can only be cast by the Agency representative, or the registered alternate, if an alternate has been designated in accordance with Article III, Section D (7).
2. Liaison members do not have voting rights.
3. A roll call vote of authorized members present at a meeting in which the approval for expending funds is required. Only active members shall have voting rights for issues dealing with financial impact.

D. Duties of Members

1. Establish operational guidelines for MABAS Division 2.
2. Approve new members by majority vote.
3. Adopt the annual budget for MABAS Division 2.
4. Authorize any officer or agent to enter into any contract or execute and deliver any instrument within the purpose of MABAS Division 2 in the name of and on behalf of MABAS Division 2.
5. Select an audit committee on an annual basis to review the records relating to the collection and distribution of all MABAS Division 2 funds.
6. Authorize any officer or agent to sign checks or other orders for payment of money, notes or other evidence of indebtedness issued in the name of MABAS Division 2.

7. Each Agency Representative may designate in writing one or more alternates who may represent the member Department in the absence of the Agency Representative. Said designation must be filed with an Officer of the Division prior to recognition.
8. A President, Vice President, Secretary, and Treasurer shall be elected from among the Representatives at the December meeting and those elected to these positions shall serve a term of two years. Election shall be held in odd years. Only an active member of the division can hold the position of President. The persons occupying the positions of President, Vice President, Secretary and Treasurer automatically vacate those positions upon resignation, death or if no longer serving as the Agency Representative. One person can hold both the secretary and treasurer position.
9. The President and the Vice President or designee shall represent Division 2 to the MABAS Executive Board.

E. Duties of the President

1. Shall administer the affairs of MABAS Division 2.
2. May sign any instrument authorized by the membership to be executed.
3. Shall preside as Chairman at all meetings of the Division and perform all duties incidental to the role of President.

F. Duties of the Vice President

1. Shall have the same duties as the President when the President is absent, incapacitated or has vacated the office.
2. Shall oversee all established committees

G. Duties of the Secretary

1. Shall keep full minutes of the proceedings at all Division meetings.
2. Shall maintain all the records and correspondence of the Division and deliver same to his successor within ten days of leaving office.

H. Duties of Treasurer

1. Shall be responsible for the custody of all the assets of the Division.
2. All monies of the Division shall be deposited by the Treasurer in a chartered bank.
3. Shall supervise the collection and disbursement of all funds and shall disburse such funds in accordance with the Division 2 By-Laws.
4. The Treasurer shall be bonded.

ARTICLE IV: PROPERTY AND EQUIPMENT

- A. All property and equipment acquired by Division 2 shall be owned in common by the various jurisdictions of Division 2, unless otherwise determined in writing by the parties. All installation, maintenance and repair orders for Division 2 equipment shall be directed through Division 2. Any member may at any time loan property or equipment to Division 2 for use by its members. Such property or equipment shall continue to be owned and insured by the loaning party.
- B. The purchase or acquisition of real property by or in the name of MABAS Division 2 shall

require the approval of a majority of Division 2 Members.

- C. Upon resignation from MABAS Division 2, expulsion or dissolution of the unit of local government, a Member shall forfeit all rights, title and interest to any or all property owned jointly by MABAS Division 2.

ARTICLE V: FINANCES

- A. The fiscal year for the Division begins each June 1st and end each May 31st.
- B. Annual dues will be collected from each member department in an amount, which will be established each fiscal year by a vote of the membership.
- C. Any request for the expenditure of funds needs to be submitted to the Division President using the approved "Request for Purchase" form.
- D. The budget process for MABAS Division 2 is detailed in the standard operating policy which is included in the policy and procedures manual.

ARTICLE VI: OPERATIONAL GUIDELINES

- A. Procedures as set forth in "MABAS Division 2 Operating Guidelines".
- B. The currently adopted Mutual Aid Box Alarm System General Operating Procedures shall become part of the By-Laws by reference.

ARTICLE VII: COMMITTEES

- A. The following standing committees are established each of which will be chaired by a Fire Chief or Director appointed by the President with the consent and approval of the membership:

By-Laws	Budget/Finance/Audit	Dispatch & Communications
Training	Public Education	Hazardous Materials
Operations	College	Kane County Task Force
Dive	EMS	Illinois Fire Chiefs
Legislative	TRT	MABAS Executive Board
Illinois Fire Chaplains		

- B. Ad-hoc Committees may be established by the President. The President will appoint the chairperson and the members of any such ad-hoc committee.

ARTICLE VIII: EXPULSION, WITHDRAW

- A. Voluntary Withdraw
Any member may terminate its participation in the Division at any time provided that the member wishing to terminate its participation shall give written notice to the Board of the Division specifying the date of termination, such notice to be given at least 90 calendar days prior to the specified date of termination of participation. The written notice provided herein shall be given by personal delivery, registered mail or certified mail to an officer of the Division.

B. Expulsion of Members

By a vote of two-thirds (2/3) of the entire membership of MABAS Division 2, any member may be expelled for one or more of the following reasons. Such expulsion shall take effect ninety (90) days after the required vote.

C. Failure to make any payments due MABAS

Failure to carry out the obligations of a member, which impairs the ability of MABAS Division 2 to carry out its purpose or powers. No member may be expelled except after notice from Division 2 of the alleged failure, along with a responsible opportunity of not less than thirty (30) days to cure the alleged failure. The member may request a hearing before the membership before a decision is made as to whether the expulsion shall take place. The President shall set the date for a hearing which shall not be less than fifteen (15) days after the expiration of the time to cure has passed. A decision by the Division to expel a member after notice a hearing and failure to cure the alleged defect shall be final.

ARTICLE IX: AMENDMENTS

A. These By-Laws may be amended by the agreement of a majority of the MABAS Division 2 Agency Representatives, provided the amendment has been recommended by a majority of the MABAS Division 2 Representatives and submitted in writing to all members not less than fifteen (15) days prior voting date. Approved amendments may be adopted at any meeting of the MABAS Division 2 Representatives.

ARTICLE X: EFFECTIVE DATE

A. Approved and adopted:

President

Date