

# MABAS Division Eight By-Laws

(Adopted 12/9/2015)

(Revision 2/21/2018)

## Article I Name

Mutual Aid Box Alarm System (MABAS) Division Eight

## Article II Purpose

To coordinate working relations and capabilities between all Fire Departments within MABAS Division 8 and with the MABAS Executive Board. To coordinate and ensure the ability of Division 8 member organizations to respond to emergency events beyond the capabilities of the individual member agency. MABAS Division 8 will provide through a systematic plan;

- Assistance of personnel and equipment to the scene of an emergency or disaster.
- Response teams of firefighters, EMS, Hazardous Materials, Technical Rescue Teams Divers, etc.
- Access to specialized equipment.
- A contractual agreement covering responsibilities and liabilities for all of its members.
- Standardized policies and procedures for mutual aid responses.
- Provide assistance to other MABAS divisions.

## Article III Membership

Membership in Division Eight will be made up of Active and Associate members.

1. Active membership is open to all organized local government emergency response service agency operating within, but not limited to Winnebago, Boone, and Ogle counties in the State of Illinois. The agency must be qualified to sign the Mutual Aid Box Alarm System intergovernmental agreement. Each Active 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 which shall be approved by the agency's Fire Chief and on file with the Division's executive

boards' secretary. Representatives may be retired members with the Fire Chief's letter of support.

2. Associate membership is open to all organized non-governmental emergency response service provider agencies that have a contractual relationship with one or more active members of Division Eight and who have special services, abilities, equipment or other resources considered useful and beneficial to all members of Division Eight. Agencies wishing to become an Associate Member shall be recommended for membership at a regular meeting by an Active Member Agency. Acceptance of membership shall be via an affirming roll call vote of a minimum of two thirds (2/3) of the voting membership. Associate Members only pay dues and will be exempt from any special assessments. Associate Members shall not have voting privileges. Associate Members shall also not be able to be or perform on their own of MABAS; all mutual aid activities of the Associate Member shall be through the Division.

#### Article IV Organization

##### A. Membership Representative

- The representative for each active or associate agency will be the Fire Chief or Director of the Department or the Fire Chief or Director of the Department's specified designee.

##### B. Meetings

- Six meetings will be held annually, approximately every two (2) months apart. Additional meetings may be called by the President or by a majority vote of MABAS Division 8 agency representative.

##### C. Voting

- A quorum shall be representation of more than 50% of the members of Division 8 agency representatives. Each active member department shall have one vote, which can only be cast by the agency representative as designated in accordance with Article III, section 1.

##### D. Duties of Members

- Establish operational guidelines for MABAS Division 8.
- Approve new members by two thirds (2/3) majority votes.
- Authorize any executive board officer to enter into any contract or execute and deliver any instrument within the purpose of MABAS Division 8 in the name of and on behalf of MABAS Division 8.

- Select an audit committee on an annual basis to review the records relating to the income and expenses of all MABAS Division 8 funds.
- Authorize an officer of the executive board to sign checks or other orders for payment of indebtedness issued in the name of MABAS Division 8.
- Establish and support standing committees that will allow MABAS Division 8 to successfully carry out our purpose found in Article II.

#### Article V Executive Board Officers and Elections

The MABAS Division 8 Executive Board will consist of seven (7) members, each serving a term of two years. Three board members will be elected at the Division's last meeting in each year. One board member shall be appointed every two years by the Fire Chief from the City of Rockford. Executive board members shall be from active member agencies. Board members may serve consecutive terms and shall have a letter of support from their member agency at time of nomination.

The seven (7) members of the MABAS Division 8 Executive Board, will at a minimum, appoint the positions of President, Vice President, Secretary and Treasurer. The remaining three (3) board members will serve functions as determined necessary by the Executive Board.

The Executive Board will meet immediately following the elections for the purpose of appointing positions of the Board for the following year and will communicate the appointments to the Membership through normal communication methods prior to the next scheduled meeting.

#### Article VI Duties of the Executive Board Officers

##### President

- Shall be the presiding officer of the Division.
- Schedule periodic meetings.
- Make up the meeting agenda.
- Preside over the meetings.
- To designate a board member to represent the Division at MABAS IL meetings.
- Establish ad hoc committees as necessary to conduct the business of MABAS Division 8

#### Vice President

- Handle the duties of the President in his or her absence.

#### Secretary

- Shall be the recording secretary of the Division.
- Take and maintain the minutes of all meetings. Designate a board member to take minutes in their absence.
- Conduct and report the results of any roll call vote.
- Keep a history of MABAS Division 8.
- Have physical custody of all MABAS Division 8 minutes, contracts, and documents.
- Send minutes of all meetings to all MABAS Division 8 members.
- Provide notification to all Division 8 members of all scheduled meetings.
- Notify the MABAS IL Executive Board of any changes of leadership, membership, and mailing list changes.
- Any other tasks mutually agreed upon with the President and members of MABAS Division 8.

#### Treasurer

- Shall be the financial officer of the Division.
- Keep the financial records of the Division.
- Make financial transactions as authorizes.
- Provide a financial report at each Division meeting.
- Purpose assessments if needed for the following year to be presented at the last Division meeting of the year for the membership approval.
- Be able to qualify for a surety bond that will be supplied by the Division.

#### Article VII Division Action

Actions of MABAS Division 8 require a majority vote for approval by the member representatives present at a meeting. The Executive Board has the authority to approve items of emergency that could affect the operations of doing business of the Division. The Executive Board is also allowed incidental expenditures not to exceed \$500.00 without membership approval. All actions of this sort must be communicated through the

Executive Board prior to finalizing the expenditure. These expenditures shall be brought before the membership at the next scheduled meeting. Any action on the Bylaw's, Bylaw amendments, and all financial matters other than those mentioned previously, require a roll call vote for approval. Any Members voting Representative may call for a roll call vote on any other matter that comes before the Division.

#### Article VIII Policies and Procedures

MABAS Division 8 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:

- Communications
- Box Cards
- Incident Command System
- Personnel Accountability

#### Article IX Property and Equipment

- All property and equipment acquired by Division 8 shall be owned in common by the various jurisdictions of Division 8, unless otherwise determined in writing. Said equipment may be borrowed by any member subject to the equipment loan policies of the Division. All installation, maintenance, and repair orders for Division 8 equipment shall be directed through Division 8.
- The purchase or acquisition of real property by or in the name of MABAS Division 8 shall require the approval of the majority of Division 8 members.
- Upon resignation from MABAS Division 8, or dissolution of the unit of local government, a Member shall forfeit all rights, title, and interest to any and all property owned jointly by MABAS Division 8.

#### Article X Finances

- The fiscal year for MABAS Division 8 begins each January 1<sup>st</sup> and ends each December 31<sup>st</sup>.
- Annual dues and assessments if needed will be collected from each member active and associate, in an amount which will be established each fiscal year by a vote of the membership based upon the actual and projected needs of the Division.

Article XI Indemnification

MABAS Division 8 has the power to indemnify itself through insurance or bonds as it deems necessary for the good of the organization.

Article XII 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 (2) other Member voting Representatives 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 IL Executive Board by using the procedure outlined in the current MABAS IL Executive Board Bylaws.

Article XIII Amendments

A quorum of the MABAS Division 8 Member's Voting Representatives is necessary for any amendment of the bylaws. The bylaws of any section or provision thereof, may be amended, rescinded or expanded by approval of two thirds (2/3) vote of the Members Voting Representatives of MABAS Division 8. Any change of the bylaws must be distributed to the Division Members at least 30 days prior to the vote. A written proxy constitutes being present at a meeting.

Approved and Adopted: 12/9/2015

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