



METROPOLITAN FIRE CHIEFS ASSOCIATION OF ILLINOIS ASSOCIATION BY-LAWS (2/2017)



ARTICLE I

Name

The Name of the Association shall be the Metropolitan Fire Chiefs Association of Illinois.

Its principal place for the transaction of business shall be the State of Illinois.

ARTICLE II

Intent and Purposes

It is the intent and purpose of the Metropolitan Fire Chiefs Association of Illinois to generally improve the fire service, to establish a communications network between the area fire chiefs, and to work toward the betterment of member departments.

ARTICLE III

Membership

Section 1.

Active member: To be eligible for active membership, it is necessary to be the Chief Officer of a Fire Department of a municipality, Governmental Agency, Fire Protection District, or Director or Chief of Public Safety Department and shall apply to the Secretary. Membership shall be subject to the approval of the Executive Board and ratification of the membership.

Section 2.

Affiliate Members: Shall be Fire Department Officers (other than the Chief Officer), technicians or specialists associated with or contributing their special knowledge and skills to the fire departments or to this Association itself, persons who have special interest in the field of fire protection and in the work of this Association through participation as Affiliate Members. Said Affiliate Members shall have all privileges of membership in this Association except the right to vote and to hold any elective or appointive office. Membership application shall follow the same procedures as stated in Section 1 above.

Section 3.

Honorary Retired Member: Shall hereafter be defined as a Fire Service Chief who has been an active member of this Association for at least five years and because of these qualifications shall automatically qualify to become an Honorary Retired Member of this Association. Membership application shall follow the same procedures as stated in Section 1 above.

Section 4.

Retired Member: Any person who has been an actively involved member may apply to the Secretary of this Association for Retired Membership. Membership application shall follow the same procedures as stated in Section 1 above.



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Section 5.

Associate Member: Any person dealing with the Fire Service, Fire Equipment and/or Supplies may apply for Associate Membership with the sponsorship of an Active Member. Membership application shall follow the same procedures as stated in Section 1 above.

Section 6.

Only active members may cast ballots, conduct business of the Association and be eligible for office in this Association. Only one vote per organization. Membership may be terminated by recommendation of the Executive Board to be voted on by the membership.

ARTICLE IV Officers and Elections

Section 1.

President: The office of the President, upon the annual election, shall automatically be filled by the member holding the office of immediate First Vice-President.

Section 2.

First Vice-President: The office of the First Vice-President, upon the annual election, shall automatically be filled by the member holding office of immediate Second Vice-President.

Section 3.

Second Vice-President: The office of the Second Vice-President shall be elected by ballot at the annual meeting of this Association by votes of a majority of the Active Members present. In the event of a non-opposed ballot, the Secretary shall cast a unanimous ballot.

Section 4.

Secretary: The office of the Secretary shall be elected each year at the annual meeting. No one may hold this office for more than three (3) consecutive years.

Section 5.

Treasurer: The office of the Treasurer shall be appointed by the president, annually.

Section 6.

Historian: The Historian shall be appointed by, and shall serve at the pleasure of the Executive Board.

ARTICLE V Management

Section 1.

Executive Board: The management of the business and affairs of the Association shall be in the hands of an Executive Board which shall consist of the President, First Vice-President, Second Vice-President, Secretary, Treasurer, Immediate Past President and eight (8) Directors. Six (6) Directors shall be appointed by the President from the Active membership. The seventh (7th)



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Director may be appointed by the President from either the Active or Affiliate membership. The eighth (8th) Director shall be an Honorary Retired Member of the Association with director's voting power. The Directors shall be selected from an area to best represent the entire Association.

- A. The Executive Board also constitutes the Nominating Committee. This committee shall provide a slate for nomination to be presented at the regular meeting prior to the annual meeting. At this meeting nominations may also be made from the floor by any Active Member.
- B. All nominations shall be voted upon by secret ballot unless there is only one (1) candidate for the office to be filled. The candidate receiving a majority of votes for each office shall be declared elected. In the event no candidate receives a majority of votes on the first ballot, another ballot shall be taken between the two (2) candidates receiving the highest number of votes on the first ballot and the one receiving a majority of votes shall be declared elected.
- C. Newly elected officers shall take office one month after their election.
- D. Only Active Members shall be eligible for election to office in this Association.
- E. Minutes of each Executive Board meeting shall be presented to the Association at its regular meeting and placed on file with the Secretary.

Section 2.

Duties of Officers: The duties of the elected officers shall be described in the following paragraphs:

- A. **President:** The President shall preside at all meetings of the Association and the Executive Board and enforce order and strict compliance of the Constitution and By-Laws of this Association. The President shall appoint a Sergeant of Arms, who shall be an Ex-officio member of the Executive Board with no voting power, to assist in the enforcement of the Constitution and By-Laws and perform such other duties as the President may prescribe. The President shall appoint the members to all committees with the advice and consent of the Executive Board and shall required them to perform the duties assigned to each committee and shall be ex-officio member of all committees. The President shall see that all officers faithfully and impartially perform their respective duties; shall, unless otherwise provided for, fill all vacancies in office due to absence or other causes. The President shall take no part in debate while occupying the chair except by consent of a majority of the Active Members present, and shall also transact all other business appertaining to the office. The President shall cast the deciding vote in the event of a tie, and sign all official documents that are authorized by the Association or the Executive Board.
- B. **First Vice-President:** The First Vice-President shall assist the President in performing the duties of the office and in the absence or inability of the President to act, and shall assume the duties of the President. The First Vice-President shall have the same privileges, powers, and authority as the President while serving in such capacity.
- C. **Second Vice-President:** The Second Vice-President shall assume the duties of the First Vice-President when absent.
- D. **Secretary:** The Secretary shall have custody of all papers, documents, and correspondence pertaining to the affairs of the Association; shall record the Minutes of all meetings and



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preserve them in an Official Minute Book, and keep an up-to-date record of all amendments to the By-Laws. The Secretary shall give proper and timely notice of special and general meetings to all members. At the expiration of the term of office, shall turn over to the successor all money, books and other property belonging to the Association within ten (10) days.

- E. Treasurer: The Treasurer shall be custodian of all monies belonging to the Association and shall collect and keep an accurate record of dues or belongings of the Association. The Treasurer shall keep an accurate record of the membership of the Association. At the expiration of the term of office, shall turn over to the successor all money, books and other property belonging to the Association within ten (10) days.
- F. The Treasurer shall mail a dues invoice to each Member by November 1st of each year. A second notice shall be sent to all unpaid Members by December 15th of the same year.

Section 3.

Removal from office: Whenever any duly elected officer of the Association fails to qualify, or after qualifying shall fail or neglect to perform their duties, the Executive Board shall declare the office vacant and shall appoint an Active Member to such office until the next regular meeting when an election shall be held to fill the unexpired balance of the term of office. A 3/5th vote of the Executive Board is needed to remove an elected officer from office.

ARTICLE VI Standing Committees

Section 1.

An Auditing Committee shall be appointed by the President to audit the books of the Treasurer annually in the month of November and/or whenever so ordered, and to submit recommendations of a financial nature as may be necessary from time to time.

Section 2.

Sick and Welfare: The Sick and Welfare Committee shall be appointed by the President with the 2nd Vice President acting as chair of the committee.

- A. It shall be the duty and responsibility of this Committee to visit or contact any sick or disabled member and to inform the membership of their condition at the next regular meeting.
- B. It shall be the duty and responsibility of the Chair of the Committee to notify the Treasurer in case of the death of an active or honorary retired member in good standing. The Treasurer shall then secure a memorial from the Association to be determined by the Executive Board.
- C. It shall be the duty and responsibility of the Chair of this Committee to notify the members immediately upon death of a member.



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Section 3.

Awarding of Plaques

A plaque or a \$100 gift card (retiree's choice) shall be awarded only to retiring active members who are eligible for honorary retired membership and outgoing presidents upon completion of term of office.

1. An individual would not be eligible to receive a plaque if they retire from one department and go to another and remain an active member of this organization.
2. An individual would not be eligible to receive a plaque if they are no longer an active member, but remain on the same department.

ARTICLE VII

Dues

Section 1.

The annual dues of this Association shall be as determined by the membership of this Association.

Section 2.

All dues are payable to the Treasurer in accordance with the provisions of the By-Laws.

Section 3.

Any member, who thirty (30) days after the date of their second dues notice has failed to pay their annual dues, shall be deemed not in good standing and dropped from the membership roll. They shall be notified immediately of said action by the Treasurer. The Treasurer shall also notify the President and the Executive Board of such delinquency and action.

ARTICLE VIII

Meetings

Section 1.

Annual Meeting: The Annual Meeting shall be held on the first Thursday in the month of November. Election of officers shall take place at the Annual Meeting.

Section 2.

Regular Meeting: The Regular Meetings shall be monthly on the first Thursday of the month.

A. Order of Business: The following order of business shall be observed at annual and regular meetings.

1. Call to Order
2. Pledge of Allegiance and Prayer
3. Roll Call
4. Introduction of Guests
5. Secretary's Report
6. Treasurer's Report



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7. Reading of Communications and Bills
8. Election of Officers (at Annual Meeting only)
9. Committee Reports
10. Unfinished Business
11. Agenda of Business
12. New Business
13. Good & Welfare of the Association
14. Adjournment

In the event of any controversy as to parliamentary procedure, Roberts' Rules of Order shall govern.

Section 3.

Special Meeting: The date of a Special Meeting shall be set by the President.

- A. Order of Business: The following order of business shall be observed at Special and Executive Board meetings:
 1. Call to Order
 2. Roll Call
 3. Reason of Call for meeting
 4. Special Business
 5. Adjournment

Section 4.

Quorum: A Quorum is required to transact the business of this Association at all Regular and Special Meetings. A Quorum constitutes 20 Active Members of this Association in attendance as well as one of the following: president, 1st vice president, or 2nd vice president (21 total required, including a president or vice president). A majority of the Executive Board is required to transact the business of the Executive Board at their meetings, including at least one of the following: president, 1st vice president or 2nd vice president.

ARTICLE IX Amendments or Revisions

The By-Laws may be amended or revised by the affirmative vote of two-thirds of the Active Members in good standing, present and voting at the meeting wherein the amendment or revision in question is presented for adoption provided:

- A. A copy of the amendment or revision must be presented in writing at a regular meeting, read to the Members present, and then submitted to the By-Laws Committee for their review and opinion. The "Opinion" shall be rendered prior to the vote of adoption and in no way shall it preclude the vote.
- B. A copy of the amendment or revision is to be posted on the website by the Secretary at least thirty (30) days prior to the vote being taken for the adoption of said amendment or revision.