

METROPOLITAN FIRE CHIEFS ASSOCIATION OF ILLINOIS
ASSOCIATION BY-LAWS (8/2018)

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, or Fire Protection District, or a Director or Chief of a Public Safety Department, and such official shall apply to the Secretary for membership. Membership shall be subject to the approval of the Executive Board and ratification of the membership.

Section 2.

Affiliate Member: A Fire Department Officer (other than the Chief Officer), technician or specialist associated with, or contributing their special knowledge and skills to, the fire departments or to this Association itself, and/or a person who has a special interest in the field of fire protection and in the work of this Association. Said Affiliate Member shall have all privileges of membership in this Association except the right to vote and to hold any elective or appointive office. The membership application shall follow the same procedures as stated in Section 1 above.

Section 3.

Honorary Retired Member: A Fire Service Chief who has been an Active Member of this Association for at least five years shall automatically qualify to become an Honorary Retired Member of this Association. The membership application shall follow the same procedures as stated in Section 1 above.

Section 4.

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

METROPOLITAN FIRE CHIEFS ASSOCIATION OF ILLINOIS
ASSOCIATION BY-LAWS (8/2018)

Section 5.

Associate Member: Any person dealing with the fire service, fire equipment and/or related supplies may apply for Associate Membership with the sponsorship of an Active Member. The membership application shall follow the same procedures as stated in Section 1 above.

Section 6.

Only Active Members, the Treasurer, and the appointed Retiree Director may cast ballots or conduct business of the Association, and only Active Members may be eligible for elective office in this Association. Only one vote may be cast per member fire department or district. Membership may be terminated by recommendation of the Executive Board, with approval upon a two-thirds vote of those Active Members in attendance at a Meeting where business is being conducted as provided in Article VIII, Section 5.

ARTICLE IV
Officers and Elections

Section 1.

President: The office of the President, upon the election at the Annual Meeting, shall be filled by the member holding the office of immediate First Vice-President, provided such is confirmed through that election.

Section 2.

First Vice-President: The office of the First Vice-President, upon the election at the Annual Meeting, shall be filled by the member holding office of immediate Second Vice-President, provided such is confirmed through that election.

Section 3.

Second Vice-President: The office of the Second Vice-President shall be elected by ballot at the Annual Meeting by votes of a majority of the Active Members present at such meeting. 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.

METROPOLITAN FIRE CHIEFS ASSOCIATION OF ILLINOIS
ASSOCIATION BY-LAWS (8/2018)

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) Director shall be appointed by the President from either the Active or Affiliate membership. The eighth (8th) Director, appointed by the President, 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 on the second ballot 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 or via the Association's website, and shall be placed on file with the Secretary.

Section 2.

Duties of Officers: The duties of the elected and appointed 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 with the By-Laws of this Association. The President shall appoint a Sergeant at Arms, who shall be an ex-officio member of the Executive Board with no voting power, to assist in the enforcement of the By-Laws and perform such other duties as the President may prescribe. The President shall appoint the members of all committees with the advice and consent of the Executive Board, shall require such members to perform the duties assigned to those committees, and shall be an ex-officio member of each committee. The President shall see that all officers faithfully and impartially perform their respective duties, and shall, unless otherwise provided for, fill all vacancies in office and committees due to absences or other causes. The President shall 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.

METROPOLITAN FIRE CHIEFS ASSOCIATION OF ILLINOIS
ASSOCIATION BY-LAWS (8/2018)

- 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, 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 and preserve the Minutes of all meetings, and keep an up-to-date record of all amendments to the By-Laws. The Secretary shall give proper and timely notice of Annual, Regular, and Special Meetings to all members. At the expiration of the term of office, the Secretary shall turn-over to his/her 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, revenues, expenditures, and 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, the Treasurer shall turn-over to his/her 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 prior to January 1st of each year. A second notice shall be sent to all unpaid Members by February 15th of that year.

Section 3.

Removal from office: Whenever any duly-elected officer of the Association fails to qualify, or after qualifying fails or neglects to perform his/her 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 all voting members 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 Treasurer's financial records of the previous calendar year, such audit to be conducted within the first three months of each calendar year. Additionally, a mid-year audit may also be conducted under special circumstances as determined by the President or directed by a majority of the Executive Board's voting members. The Auditing Committee shall provide a report of its findings, and shall 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 such member's condition at the next Regular or Annual Meeting.

METROPOLITAN FIRE CHIEFS ASSOCIATION OF ILLINOIS
ASSOCIATION BY-LAWS (8/2018)

- B. It shall be the duty and responsibility of the Chair of the Sick and Welfare 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 the death of a member.

Section 3.

Awarding of Plaques/Gifts

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 to outgoing Association Presidents upon completion of their terms of office.

- A. An individual would not be eligible to receive a plaque/gift if (s)he retires from one fire department/district and goes to another and remains an active member of this Association.
- B. An individual would not be eligible to receive a plaque/gift if (s)he is no longer an active member, but remains on the same fire department/district.

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 has failed to pay his/her annual dues thirty (30) days after the date of the second dues notice shall be deemed to be not in good standing, and shall be removed from the membership roll. In such instance, a vote for termination of membership pursuant to Article III, Section 6 is not required. Such individual 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 Meetings: The Regular Meetings shall be monthly on the first Thursday of the month. A Regular Meeting may be cancelled by the President if there is insufficient business to warrant a meeting, for "summer break," to encourage attendance at other events or meetings, or for other cause as determined by the President.

METROPOLITAN FIRE CHIEFS ASSOCIATION OF ILLINOIS
ASSOCIATION BY-LAWS (8/2018)

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 or Moment of Silence
3. Confirmation of a Quorum (Pursuant to Article VIII, Section 5, below)
4. Introduction of Guests
5. Secretary's Report
6. Treasurer's Report
7. Reading of Communications and Bills
8. Election of Officers (at Annual Meeting only)
9. Committee Reports
10. Unfinished Business
11. New Business
12. Good & Welfare of the Association
13. Adjournment

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

Section 3.

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

A. Order of Business: The following order of business shall be observed at Special Meetings:

1. Call to Order
2. Pledge of Allegiance and Prayer or Moment of Silence
3. Confirmation of a Quorum (Pursuant to Article VIII, Section 5, below)
4. Special Business
5. Other Business
6. Adjournment

Section 4.

Executive Board Meetings: The dates, times, and locations of the Executive Board Meetings shall be determined by the President. The President shall create an agenda for each Board meeting, and shall distribute such agenda to the Executive Board.

Section 5.

Quorum: A Quorum is required to transact the business of this Association at all Annual, Regular, and Special Meetings. A Quorum consists of 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

METROPOLITAN FIRE CHIEFS ASSOCIATION OF ILLINOIS
ASSOCIATION BY-LAWS (8/2018)

The By-Laws may be amended or revised by the affirmative vote of two-thirds of the Active Members present at a meeting where business is being conducted as provided in Article VIII, Section 5, and wherein the amendment or revision in question is presented for adoption, provided:

- A. A copy of the proposed amendment(s) must be presented in writing at, or prior to, a Regular or Special Meeting and read to the Members present at the Meeting. Any comments or suggestions from Members at the meeting or received prior to the meeting shall then be submitted to the By-Laws Committee for their review, opinion, and final draft preparation. The "Opinion" shall be rendered prior to the vote of adoption and in no way shall it preclude the vote.
- B. The Secretary shall assure that a copy of the final draft of the amendment(s) is to be posted on the website at least thirty (30) days prior to the final vote being taken for the adoption of said amendment(s). Floor amendments during the final vote, if approved by majority vote of those at the Meeting, will suspend the vote and cause the proposal to return to the Committee for preparation of another final draft to be approved at a subsequent Meeting after at least 30 days' posting.