



METROPOLITAN FIRE CHIEFS ASSOCIATION OF ILLINOIS  
ASSOCIATION BY-LAWS (Updated 9/1/2022)



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 a majority of the members in occupied (non-vacant) positions with voting privileges on the Executive Board.

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, unless otherwise provided in these By-Laws. 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 (5) 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 or Affiliate 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 (Updated 9/1/2022)



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.

Members with Voting and Office-Holding Privileges: Only Active Members, the Treasurer, Affiliate Members that are appointed to the Executive Board as Directors, 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, agency, or district.

Section 7.

Termination of Membership: Membership may be terminated by the Executive Board upon approval of two-thirds ( $\frac{2}{3}$ ) of those Executive Board Members in occupied (non-vacant) positions with voting privileges and in attendance at an Executive Board Meeting where business is being conducted as provided in Article VIII, Section 5; and upon notice provided to the Member of the termination. The terminated Member may appeal their membership termination to the general membership by submitting a notice of appeal to the President within thirty (30) days of receipt of the notice of the termination. Upon such an appeal, the appeal shall be heard at the next Regular, Special, or Annual Meeting of the membership where business is being conducted as provided in Article VIII, Section 5. Following presentations at the meeting by the terminated Member and the Executive Board, a secret ballot shall be held to determine if the termination is upheld or reversed. Reversal of the termination shall require a majority vote of the members with voting privileges in attendance at the meeting.

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 as provided in Article V, Section 1.B, below.

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 as provided in Article V, Section 1.B, below.

Section 3.

Second Vice-President: The office of the Second Vice-President shall be filled by election by ballot at the Annual Meeting as provided in Article V, Section 1.B, below. In the event of a non-opposed ballot, the Secretary shall cast a unanimous ballot.



METROPOLITAN FIRE CHIEFS ASSOCIATION OF ILLINOIS  
ASSOCIATION BY-LAWS (Updated 9/1/2022)



Section 4.

Secretary: The office of the Secretary shall be filled by election each year at the Annual Meeting as provided in Article V, Section 1.B, below.

Section 5.

Treasurer: The office of the Treasurer shall be filled by appointment by the President, with confirmation by a majority of Executive Board Members eligible to vote and in attendance at an Executive Board Meeting where business is being conducted as provided in Article VIII, Section 5. Removal from office shall be at the discretion of the President, as confirmed by three-fifths ( $\frac{3}{5}$ ) of all members in occupied positions eligible to vote on the Executive Board.

Section 6.

Historian: The Historian shall be appointed by, and shall serve at the discretion of, the Executive Board by majority vote of all members in occupied positions eligible to vote on 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. Four (4) Directors shall be appointed by the President from the Active membership. The fifth (5<sup>th</sup>) through seventh (7<sup>th</sup>) Directors shall be appointed by the President from either the Active or Affiliate membership and shall have Directors' voting privileges. Any Affiliate Member Director must be from an organization with an Active Member. The eighth (8<sup>th</sup>) Director, appointed by the President, shall be an Honorary Retired Member of the Association with Director's voting privileges. The Directors shall be selected from areas 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 Regular Meeting and at the Annual Meeting, nominations may also be made from the floor by any Member with voting privileges.
- B. All nominations shall be voted upon by secret ballot at the Annual Meeting unless there is only one (1) candidate for the office to be filled. The candidate receiving a majority of votes of the members with voting privileges in attendance 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 via the Association's website, and shall be placed on file with the Secretary.



METROPOLITAN FIRE CHIEFS ASSOCIATION OF ILLINOIS  
ASSOCIATION BY-LAWS (Updated 9/1/2022)



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 prepare an agenda for, and 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 one or more Sergeant(s) at Arms, who shall be (an) ex-officio member(s) of the Executive Board with no voting privileges, to assist in the enforcement of the By-Laws and perform such other duties as the President may prescribe. The President shall appoint the chairpersons and members of all committees with the advice and consent of the Executive Board by a majority of Executive Board Members with voting privileges in attendance at an Executive Board Meeting where business is being conducted as provided in Article VIII, Section 5. The President 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 in these By-Laws, 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.
- 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 shall 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.

The Association shall operate on a Fiscal Year that coincides with the Calendar Year. The Treasurer shall present to the Executive Board a proposed budget for each Fiscal Year prior to the start of the year. The proposed budget may be amended by the Board – but in all cases shall be approved for recommendation to the Association Membership – by a majority vote of Executive Board Members with voting privileges attending an Executive Board Meeting where business is being conducted as provided in Article VIII, Section 5. The Budget as recommended by the Executive Board may be amended by the Membership – but in all cases shall be approved – by a majority vote of members with voting privileges attending a meeting where business is being conducted as provided in Article VIII, Section 5. A listing of starting and ending account balances, revenues, expenditures, and the status



METROPOLITAN FIRE CHIEFS ASSOCIATION OF ILLINOIS  
ASSOCIATION BY-LAWS (Updated 9/1/2022)



of revenues and expenditures compared to the Fiscal Year Budget will be included in the Treasurer's periodic reports.

At the expiration of his/her appointment, 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 by three-fifths ( $\frac{3}{5}$ ) vote of all members in occupied positions eligible to vote on the Executive Board, and, by majority vote of all members in occupied positions eligible to vote on the Executive Board, shall appoint an Active Member to such office to fill the unexpired balance of the term of office.

ARTICLE VI  
Committees

Section 1.

An Auditing Committee shall 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 be conducted under special circumstances as determined by the President or directed by a majority of the Executive Board's members in occupied positions with voting privileges. 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:

- A. It shall be the duty and responsibility of this Committee to visit, contact, or seek information regarding any sick or disabled member, to provide appropriate assistance or support, and to inform the membership of such member's condition (as desired by the sick/disabled member) at the next Regular or Annual Meeting.
- 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 may then secure a memorial from the Association as determined by majority vote of all members in occupied positions on 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.
- D. Awarding of Gifts.
- 1) A free lifetime Honorary Retired Membership and certificate of appreciation for service shall be awarded to retiring Active Members who are eligible for Honorary Retired Membership and to retiring Affiliate Members who serve on the Executive Board for at least five (5) years.
    - a. An individual is not eligible to receive such free membership and certificate if (s)he retires from one fire department/district and goes to another and remains (or is eligible to be) an Active Member or Affiliate Member of this



METROPOLITAN FIRE CHIEFS ASSOCIATION OF ILLINOIS  
ASSOCIATION BY-LAWS (Updated 9/1/2022)



- Association. Such individual, if otherwise eligible, may be awarded the gift once (s)he fully retires from the fire service in Illinois.
- b. An individual is not eligible to receive such free membership and certificate if (s)he is no longer an Active Member but is eligible to become an Affiliate Member. If the individual met the qualifications to receive the gift while still an Active Member, then the gift may be awarded once (s)he fully retires from the fire service in Illinois.
- 2) A plaque shall be awarded to each outgoing Association President upon completion of his/her term of office.

Section 3.

Other committees may be formed – either standing or ad-hoc – by Presidential appointment with the advice and consent of the Executive Board, as provided in Article V, Section 2.A.

ARTICLE VII

Dues

Section 1.

The amount of the annual dues of this Association shall be amended by the membership of this Association by majority vote of members with voting privileges that are attending a meeting where business is being conducted as provided in Article VIII, Section 5.

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 7 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 (Updated 9/1/2022)



- 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 attendance at the meeting by 20 Members of this Association with voting privileges as provided in these By-Laws, as well as one of the following: president, 1<sup>st</sup> vice president, or 2<sup>nd</sup> vice president (21 total required, including a president or vice president). A majority of occupied positions with voting privileges on the Executive Board is required to be in attendance to transact the business of the Executive Board at their meetings, including at least one of the following: president, 1<sup>st</sup> vice president or 2<sup>nd</sup> vice president.



METROPOLITAN FIRE CHIEFS ASSOCIATION OF ILLINOIS  
ASSOCIATION BY-LAWS (Updated 9/1/2022)



Section 6.

Electronic Meetings: In certain situations, as determined necessary by the President, in-person meetings may be replaced by electronic meetings, provided, however, that the Association provides a method for members to participate and that the quorum requirements, as provided in Section 5, above, are maintained for those participating. The President may also allow remote electronic participation of members at in-person meetings, and those remote participants may be counted to satisfy quorum requirements. Remote participants in meetings pursuant to this section are considered “in attendance” in satisfaction of quorum requirements in Section 5.

Section 7.

Electronic Voting: If it is necessary to cancel an Annual Meeting or hold it electronically/on-line - or if there is no quorum present for an Annual Meeting - the President may provide for electronic/online (email or website) nominations for Association elected office, and may also provide for electronic/online elections.

ARTICLE IX  
Amendments

The By-Laws may be amended or revised by the affirmative vote of two-thirds of the Members with voting privileges that are 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, or summarized for, 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.