



# **BYLAWS**

## **MUTUAL AID BOX ALARM SYSTEM**

### **DIVISION 4**

**Adopted: January 27, 2016**

#### **Article I: Purpose**

- A. To coordinate working relations and capabilities between all Fire Departments within MABAS Division 4 and with the MABAS Executive Board, for the effective and efficient provision of mutual aid. To coordinate and ensure that ability of Division 4 member organizations to respond to identified technical emergency events beyond the capabilities of the individual member agency. To develop future capabilities as may be identified by Division 4 that will increase the protection provided to technical, natural and man-made emergencies that could occur in Division 4.

#### **Article II: Participation**

- A. Membership shall be made up of Primary and Associate members:
  - 1. Primary Member: A Primary Member is defined as a fire department having primary membership in MABAS Division 4 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 4 as approved by the MABAS Executive Board.
- B. Participation shall be contingent upon the adoption of an ordinance authorizing membership in MABAS, the execution of MABAS contract and payment of such sums and under such conditions as set forth in these Bylaws which shall be established by a majority vote of the active members of MABAS Division 4. New participants shall be admitted upon the recommendation of a majority vote of the active members of MABAS Division 4.
- C. Current Members listed as of the date of adoption of these Bylaws. Adding or deleting members shall not require a change of these Bylaws.

1. Primary Members

Abbott Fire Department  
Abbie Industrial Fire Department  
Antioch Fire Department  
Barrington Fire Department  
Barrington Countryside Fire Protection District  
Beach Park Fire Protection District  
Buffalo Grove Fire Department  
Countryside Fire Protection District  
Fox Lake Fire Protection District  
Grayslake Fire Protection District  
Greater Round Lake Fire Protection District  
Great Lakes Naval Fire Department  
Gurnee Fire Department  
Knollwood Fire Department  
Lake Bluff Fire Department  
Lake Forest Fire Department  
Lake Villa Fire Protection District  
Lake Zurich Fire-Rescue Department  
Libertyville Fire Department  
Lincolnshire-Riverwoods Fire Protection District  
Long Grove Fire Protection District  
Mundelein Fire Department  
Newport Fire Protection District  
North Chicago Fire Department  
Wauconda Fire Protection District  
Waukegan Fire Department  
Winthrop Harbor Fire Department  
Zion Fire-Rescue Department

2. Associate Members

Deerfield-Bannockburn Fire Protection District  
Highland Park Fire Department  
Pleasant Prairie Fire Department  
Wheeling Fire Department

## **Article III: Organization**

- A. Member Representative: The Representative for each Primary or Associate agency will be the Chief of the Department or the Chief of the Department's specified designee. Specified designee(s) must be on file with the Secretary, using the Division 4 Voting Delegate form, prior to any vote by said designee.

## B. Meetings

1. Meetings shall be open to the public and conducted in accordance with the Illinois Open Meetings Act. A schedule of regular meetings for the calendar year shall be approved by majority vote of a quorum of the membership prior to the start of each calendar year.
2. Special meetings may be called by the President or any two members of the Executive Board. Notice of a special meeting must be distributed to the Chiefs of all member departments at least 72 hours prior to convening the meeting. Said notice shall include the agenda for the meeting.
3. Emergency meetings may be held when necessary to address emergency/disaster response situations. Notice of an emergency meeting shall be as soon as practical, but not less than one hour before the meeting is convened.
4. Where not otherwise specified in the Bylaws, "Robert's Rules of Order" shall govern the conduct of business at all MABAS Division 4 meetings.
5. Responses to emergency situations and/or training events shall not constitute a meeting, even if a majority of a quorum is present, provided that no votes are taken at said event.

## C. Voting

1. A quorum shall be a simple majority of the Chiefs or specified designees of the Primary and Associate member departments of MABAS Division 4. Each member department shall have only one vote, which can only be cast by the Chief or the specified designee.
2. Associate members shall not be eligible for election to the Executive Board of MABAS Division 4. Associate members shall have the right to vote on all matters.

## D. Duties of Members

1. Establish operational guidelines for MABAS Division 4.
2. Approve new members by majority vote.
3. Adopt the annual budget for MABAS Division 4.
4. Authorize any officer or agent to enter into any contract or execute and deliver any instrument within the purpose of MABAS Division 4 in the name of and on behalf of MABAS Division 4.

5. Select an audit committee on an annual basis to review the records relating to the collection and distribution of all MABAS Division 4 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 4.

#### E. Executive Board

1. A President, a Vice President, a Secretary and a Treasurer shall be elected from among the Chiefs or specified designee, at the November meeting and such President, Vice President, Secretary and Treasurer shall serve a term of two years. Election shall be held in odd years. Terms of office shall begin on January 1<sup>st</sup> following election. 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 a member Chief or specified designee. Vacancies prior to the end of a term shall be filled by election at any regular or special meeting and the person elected shall fill the role immediately and serve until the next election cycle.
2. The President shall be the primary representative of Division 4 to the MABAS Executive Board. The Vice-President may, in the President's absence, represent the Division. The President will appoint an alternate from a Primary member department to represent the Division in the absence of the President and Vice-President.
3. Duties of the President
  - a. Shall administer the affairs of MABAS Division 4.
  - b. May sign any instrument authorized by the membership to be executed.
  - c. Shall preside as Chairman at all meetings of the Division and perform all duties incidental to the role of President
4. Duties of the Vice President
  - a. Shall have the same duties as the President when the President is absent, incapacitated or has vacated the office.
  - b. Shall oversee all established committees.
5. Duties of the Secretary
  - a. Shall provide a minimum of 48 hours' notice to all members via email of all Division 4 meetings. The notice shall include the agenda and any available supporting documents or information for consideration.

- b. Shall keep full minutes of the proceedings at all Division meetings.
  - c. Shall maintain all the records and correspondence of the Division and deliver same to his successor within ten days of leaving office.
6. Duties of Treasurer
- a. Shall be responsible for the custody of all the financial assets of the Division.
  - b. All monies of the Division shall be deposited by the Treasurer in a chartered bank with a branch located in Lake County, Illinois that has been approved by the Executive Board.
  - c. Shall supervise the collection and disbursement of all funds and shall disburse such funds in accordance with the Division 4 Bylaws.
  - d. The Treasurer shall be bonded.

## **Article IV: Property and Equipment**

- A. All property and equipment acquired by Division 4 shall be owned in common by the various jurisdictions of Division 4, unless otherwise determined in writing by the parties. 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 4 equipment shall be directed through Division 4. Any member may at any time loan property or equipment to Division 4 for use by its member departments. 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 4 shall require the approval of a majority of Division 4 Primary and Associate Members.
- C. Upon resignation from MABAS Division 4, 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 4.

## **Article V: Finances**

- A. The fiscal year for the Division begins each January 1<sup>st</sup> and ends each December 31<sup>st</sup>.
- B. Annual dues will be collected from each member department in an amount which will be established by a vote of the membership.
- C. A budget shall be prepared and approved for each fiscal year.

- D. Division 4 shall have and adopt a purchasing policy to guide the Executive Board regarding expenditures.

## **Article VI: Operational Guidelines**

- A. Procedures as set forth in “MABAS Division 4 General Operating Procedures” shall become part of these Bylaws by reference.
- B. The currently adopted policies and procedures of the Mutual Aid Box Alarm System shall become part of these Bylaws by reference.

## **Article VII: Committees**

- A. The following standing committees are established each of which will be chaired by a Fire Chief appointed by the President:
  - 1. Procedures
  - 2. Budget/Finance/Audit
  - 3. Dispatch & Communications
  - 4. SRT Joint Administrative Council
- 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, Withdrawal**

- A. Voluntary Withdrawal: Any member department 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 Executive 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 the Secretary of the Division.
- B. Expulsion of Members: By a vote of two-thirds (2/3) of the entire membership of MABAS Division 4, any member may be expelled for one or more of the following reasons. Such expulsion which shall take effect ninety (90) days after the required vote.
  - 1. Failure to make any payments due MABAS Division 4.

2. Failure to carry out the obligations of a member which impairs the ability of MABAS Division 4 to carry out its purpose or powers. No member may be expelled except after notice from Division 4 or 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.
- C. A department desiring to transfer between Divisions for primary membership shall follow MABAS-IL procedures.

## **Article IX: Amendments**

These Bylaws may be amended in accordance with the following process:

1. Proposed Bylaw change(s) may be initiated by:
  - a. The Executive Board
  - b. The Procedures Committee
  - c. The Chief or specified designee of any Member Department
2. Proposed Bylaw change(s) will be distributed to all member departments.
3. The proposed Bylaw change(s) will be placed on the agenda of a regular or special meeting for review and discussion.
4. Action for approval of proposed Bylaw change(s) will be considered at a subsequent meeting, not less than 15 days after the initial presentation meeting.
5. To gain approval, proposed change(s) must receive an affirmative vote by a majority of all Primary and Associate Departments.

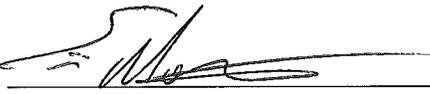
## Article X: Effective Date

A. Approved and adopted: January 27, 2016

B: These Bylaws replace all prior Bylaws of MABAS Division 4.

By:  \_\_\_\_\_  
President

Attest:

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Secretary