

BY – LAWS
MUTUAL AID BOX ALARM SYSTEM
DIVISION V (5)

Article I: Purpose

- A. To coordinate working relations and capabilities between all Fire Departments within MABAS Division 5 and with the MABAS Executive Board, for the effective and efficient provision of mutual aid. To coordinate and ensure that ability of Division 5 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 5 that will increase the protection provided to technical, natural and man-made emergencies that could occur in Division 5.

Article II: Participation

- A. Membership shall be made up of Active and Associate members
 - 1. Active Member: An Active Member is defined as a fire department having primary membership in MABAS Division 5 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 5 as approved by the MABAS Executive Board or other unit of local government within Division 5 which provides emergency services.
- 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 By-Laws which shall be established by a majority vote of the participation members of MABAS Division 5. New participants shall be admitted upon the recommendation of a majority vote of the members of MABAS Division 5.

C. Current Members

- 1. Active Members
 - Algonquin-Lake in the Hills Fire Protection District
 - Cary Fire Protection District
 - Crystal Lake Fire/ Rescue Department
 - Fox River Grove Fire Protection District
 - Harvard Fire Protection District
 - Hebron-Alden-Greenwood Fire Protection District
 - Huntley Fire Protection District
 - Marengo Fire Protection District
 - McHenry Township Fire Protection District

Nunda Fire Protection District
Richmond Township Fire Protection District
Spring Grove Fire Protection District
Union Fire Protection District
Wonder Lake Fire Protection District
Woodstock Fire / Rescue District

2. Associate Members

Barrington Countryside Fire Protection District
McHenry County Emergency Management Agency
Marengo Rescue District

Article III: Organization

A. Membership Representative

The Representative for each Active or Associate agency will be the Chief or Director of the Department or the Chief or Director of Department's specified designees.

B. Meetings

1. Six (6) meetings to be held annually, approximately every two months apart. Additional meetings to be called by the President or by a majority vote of the MABAS Division 5 Agency Representatives.
2. Where not otherwise specified in the By-Laws, "Robert's Rules of Order" shall govern the conduct of business as all MABAS Division 5 meetings.

C. Voting

A quorum shall be a majority of the members of the MABAS Division 5 Agency Representatives. Each member department shall have only one vote, which can only be cast by the Agency representative, or the registered alternate, if an alternate has been designated in accordance with Article III, Section D (7).

D. Duties of Members

1. Establish operational guidelines for MABAS Division 5.
2. Approve new members by majority vote.
3. Adopt the annual budget for MABAS Division 5.

4. Authorize any officer or agent to enter into any contract or execute and deliver any instrument within the purpose of MABAS Division 5 in the name of and on behalf of MABAS Division 5.
5. To serve in Groups or as a Group leader established and appointed by the Executive Committee and carry out any and all duties of such Groups.
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 5.
7. Each Agency Representative may designate in writing one or more alternates who may represent the member Department in the absence of the Agency Representative. Said designation must be filed with an Officer of the Division prior to recognition.
8. A President, a Vice President, a Secretary and a Treasurer shall be elected from among the Representatives, at the December meeting and such President, Vice President, Secretary and Treasurer shall serve a term of two years. Election shall be held in odd years. 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 the Agency Representative.
9. The President and the Vice President or designee shall represent Division 5 to the MABAS Executive Board.

E. Duties of the President

1. Shall administer the affairs of MABAS Division 5.
2. May sign any instrument authorized by the membership to be executed.
3. Shall preside as Chairman at all meetings of the Division and perform all duties incidental to the role of President.

F. Duties of the Vice President

1. Shall have the same duties as the President when the President is absent, incapacitated or has vacated the office.
2. Shall oversee all established Groups.

G. Duties of the Secretary

1. Shall keep full minutes of the proceedings at all Division meetings.
2. Shall maintain all the records and correspondence of the Division and deliver same to his successor within ten days of leaving office.

H. Duties of Treasurer

1. Shall be responsible for the custody of all the assets of the Division.
2. All monies of the Division shall be deposited by the Treasurer in a federally insured financial institution with offices located in McHenry County.
3. Shall supervise the collection and disbursement of all funds and shall disburse such funds in accordance with the Division 5 By-Laws.

I. Executive Committee

1. The Executive Committee will be comprised of the four elected positions in Division 5. They are the President, Vice President, Secretary, and the Treasurer.
2. The Executive Committee will be responsible for the appointment of all Groups and Group Leaders during their term of office.
3. All positions and individuals of the Executive Committee shall be bonded in accordance with the fund balance.

Article IV: Property and Equipment

- A. All property and equipment acquired by Division 5 shall be owned in common by the various jurisdictions of Division 5, 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 5 equipment shall be directed through Division 5. Any member may at any time loan property or equipment to Division 5 for use by its members. 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 5 shall require the approval of a majority of Division 5 Members.
- C. Upon resignation from MABAS Division 5, 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 5 and or MABAS-IL.

Article V: Finances

- A. The fiscal year for the Division begins each January 1st and end each December 31st.
- B. Annual Division 5 dues will be collected from each member department in an amount, which will be established each fiscal year by a vote of the membership. These dues will also include MABAS-IL, and Special Teams assessments, to be collected and distributed by the Division 5 Treasurer.

Article VI: Operational Guidelines

- A. Procedures as set forth in "MABAS Division 5 Operating Guidelines".
- B. The currently adopted Mutual Aid Box Alarm System General Operating Procedures shall become part of the By-Laws by reference.

Article VII: Groups

- A. The Executive Committee shall establish Groups for the operation of the Division. A Chief Officer or Director shall be appointed by the Executive Committee as Group Leader for established Groups with the consent and approval of the membership. Established groups may or may not be limited to the following:
 - 1. By-Laws
 - 2. Communications
 - 3. Training
 - 4. Fire Prevention
 - 5. Operations
 - 6. EMS
 - 7. Box Cards
 - 8. I-MT
 - 9. Fire Investigators
 - 10. Special Teams Joint Administrative Council
 - 11. Photographer Group
- 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, Withdraw

- A. Voluntary Withdraw

Any member 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 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 an officer of the Division.
- B. Expulsion of Members

By a vote of two-thirds (2/3) of the entire membership of MABAS Division 5, any member may be expelled for one or more of the following reasons. Such expulsion shall take effect ninety (90) days after the required vote.

 - 1. Failure to make any payments due MABAS within 90 days past due date.

2. Failure to carry out the obligations of a member which impairs the ability of MABAS Division 5 to carry out its purpose or powers. No member may be expelled except after notice from Division 5 of 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.

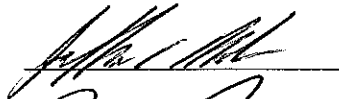
Article IX: Amendments

- A. These By-Laws may be amended by the agreement of a majority of the MABAS Division 5 Agency Representatives, provided the amendment has been recommended by a majority of the MABAS Division 5 Representatives and submitted in writing to all members not less then fifteen (15) days prior voting date. Approved amendments may be adopted at any meeting of the MABAS Division 5 Representatives.

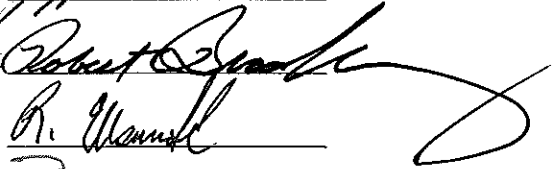
Article X: Effective Date

- A. Approved and adopted: The 17th Day of February 2016

President



Vice President



Secretary



Treasurer

