

W.A.M.A.A. BYLAWS

BY LAWS Revision Dates: February 1993, January 1996, December 2003, January 2014

ARTICLE I: Preamble and Purpose.

Section 1: This organization shall be known as the Washtenaw Area Mutual Aid Association.

Section 2: The purpose of the Association is to improve emergency services by: A. Creating and maintaining favorable relationships between firefighting and other emergency services through better understanding and cooperation. B. Formulate and maintain methods which insure complete cooperation in any and all fire service operations and functions while promoting safe, effective, and efficient practices for its members. C. Help coordinate the training and education of all personnel and departments. D. Establish and maintain close relationships among personnel and departments. E. Keep open lines of communication between the Association and our legislative officials of local, state and national governments. F. Generally create understanding, public relations and good will among the public.

Section 3: No member shall be denied the rights, privileges, and immunities of the organization because of sex, creed, color or political beliefs.

ARTICLE II: Officers and Elections.

Section 1: The officers of the Association shall consist of the President, Vice-President, Secretary, Treasurer,. All terms of office shall be for periods of Two (2) years.

Section 2: The President, Vice President, Secretary and Treasurer shall be elected at the regular monthly meeting in February all officers shall be appointed at the regular meeting in March. \

Section 3: Each department is allowed One (1) vote for each office. The Chief or the Chief's designee shall cast that vote.

Section 4: It shall require a simple majority of all votes cast to constitute an election of any officer.

Section 5: The President, Vice President, Secretary and Treasurer positions shall be filled with Chief Officers of member departments of this Association.

Section 6: The above will be known as the Executive Board.

Section 7: Nominations shall be conducted at the January meeting of the election year. The Elections Committee shall notify the membership that the election nominations are open and that interested members should notify the Committee they would accept a nomination for a position.

Section 8: The Election Committee shall consist of 2 Chief Officers

Section 9: The Elections Committee will provide a slate of qualified and willing candidates to choose from.

ARTICLE III: Duties.

Section 1: The President shall be the head of the Executive Board.

Section 2: The President shall preside at all meetings. The President may direct the Secretary to call special meetings when deemed necessary. The President shall appoint all committees not otherwise provided for. The President shall impartially enforce the Bylaws and see that all officers and committees perform their duties. The Executive Board may appoint an attorney for the Association as necessary.

Section 3: In the absence of the President, the Vice-President shall perform the duties of the President. Additionally, the Vice-President shall maintain a record of all Association properties.

Section 4: It shall be the duty of the Secretary to keep a record of the Association proceedings and to keep a roll call at all meetings. The Secretary shall notify all members of monthly, annual and special meetings five (5) business days in advance. The Secretary shall perform other duties as directed by the Executive Board.

Section 5: It shall be the duty of the Treasurer to keep a regular account of all receipts and disbursements of the Association funds and present a monthly financial report at each regular meeting. The Treasurer shall submit all books to the Executive Board for an annual financial audit. The Treasurer shall perform other duties as directed by the Executive Board.

Section 6: The Executive Board shall act as auditors and examine the Treasurer's books annually. The Executive Board will give a report to the membership at the regular monthly meeting held in February.

Section 7: In the event an officer cannot continue their duties, the Executive Board may appoint a replacement until the next regular election.

ARTICLE IV: Committees.

Section 1: The President may appoint ad hoc committees as necessary. **Section 2:** Standing committees shall be appointed by the President and/or the Executive Board. **Section 3:** Standing committees shall consist of the following: A. Training B. Legislative C. Communications D. EMS E. MABAS F. Elections

Section 4: All Committees shall report at monthly meetings as is appropriate.

ARTICLE V: Meetings.

Section 1: Regular monthly meetings shall be open to anyone; there shall be at least 10 annually. All informational programs shall be held after the regular business portion of the meetings. A Regular membership meeting shall require a quorum of at least a majority of the Active member Departments and at least two (2) Executive Board members to constitute a meeting.

Section 2: Executive Board meetings are to be scheduled by the Executive Board. An Executive Board meeting shall require a quorum of at least two (2) members of the Executive Board to constitute a meeting.

Section 3: Meeting Participation. Participation is limited to Executive Board Members, Chief Officers and invited guests. Individuals or guests may request permission to speak and participate by submitting their request to the Executive Board.

Section 4: When requested by any of the Active Member Departments, the meeting shall go into closed session after the regular meeting is completed

ARTICLE VI: Procedure of Order.

Section 1: The Procedure of order will be Roberts Rules of Order as amended by the Executive Board.

ARTICLE VII: Membership.

Section 1: Any Fire Department who meets the "Prospective Member Criteria" as set forth by the Association in the Washtenaw Area is eligible for consideration to belong to the Association. Organizations meeting the criteria shall be known as Active Members. Individual members, in good standing, from these Departments shall be eligible to hold offices in the Association

Section 2: Any organization engaged in the welfare of the citizens of the Washtenaw Area is eligible to apply for consideration as a member of this Association. These are non-voting members and they may not hold office. Organizations meeting these criteria shall be known as a Liaison Member.

Section 3: Any salesperson, representative of fire apparatus manufacturers, fire equipment or other product affiliated with the fire service that is offered for sale shall be known as an Associate Member. These members are non-voting members.

Section 4: Any Retiree of an Active Member Department, Liaison member or Associate member shall be allowed to remain as a non-voting member of the Association at no cost. A person meeting these criteria shall be known as a Retired Member.

Section 5: Membership shall only be granted when the applicant has received a majority vote of the Chiefs at a regular meeting.

ARTICLE VIII: Dues.

Section 1: Dues of \$1000.00 per year shall be assessed to each Active Member Department annually. Dues shall be paid prior to August 1 of the year assessed. Liaison Members shall not be required to pay dues.

Section 2: Dues of \$300.00 per year shall be assessed all Associate Members annually. Dues shall be paid prior to August 1 of the year assessed.

Section 3: Special assessments may be made at any time with the majority approval of the Chiefs. Only Active Members shall be required to pay these special assessments.

ARTICLE IX: General.

Section 1: The procedures for amending the Bylaws shall be: A. The Article or the Section of the Article to be amended shall be read aloud at two (2) consecutive monthly meetings. B. Discussion shall follow each reading. C. After the second reading and discussion, a vote shall be taken. D. A two-thirds (2/3) majority of votes cast by voting members represented shall carry the amendments.

Section 2: These Bylaws shall be reviewed and updated at least every five (5) years.

Section 3: These Bylaws and all records kept since the start of the Washtenaw Area Mutual Aid Association shall become official records of the Washtenaw Area Mutual Aid Association.

Section 4: The Treasurer shall be bonded in the amount of the treasury and the cost of bonding shall be borne by the Association.

Section 5: A Member in good standing shall: a. Pay all dues as assessed. b. Provide all necessary written information as requested by the Association, i.e. Equipment Survey Information, Mutual Aid Agreements etc.

Section 6: Non-Compliance of these Bylaws is grounds for review and/or other appropriate action by the Association.

Section 7: All decisions involving the expenditure of Association funds, other than the normal Association expenditures shall be presented to the Chiefs for approval, except in extreme emergencies.

Section 8: The Executive Board shall, upon a majority vote of the Executive Board, be authorized to make emergency expenditures on behalf of the Association without seeking additional approval up to an amount which shall be set periodically by the Chiefs.

Section 9: Association funds shall only be disbursed after being signed by the Treasurer, and either the President, or during their absence, the Vice-President.

ARTICLE X: MABAS (Washtenaw County Division)

Section 1: The WAMAA President (or his designee) shall be the representative on the MABAS Executive Board for the Washtenaw County Division of MABAS.