

THE MOLINE SECOND ALARMERS ASSOCIATION

The following are By-Laws and Standard Operating Guidelines/Procedures to govern the Moline Second Alarmers Association, as authorized by and working in conjunction with the Chief of the Fire Department. This is a United States Internal revenue Service recognized 501(C) (3) organization established in October of 1952, and by the virtue of Charter # 3712 of the State of Illinois issued under date of February 17, 1955. Said charter renewable January 15 to February 28 annually.

BY-LAWS

- A. The name of the organization shall be the Moline Second Alarmers Association.
- B. The object of the Second Alarmers shall be to assist the Fire Chief in any manner requested in creating, promoting, and maintaining the best interests of the Moline Fire Department; and to serve the citizens of Moline as requested. Specific duties may be established by the Fire Chief in conjunction with the Second Alarmers advisor, but will generally include public relations activities, fire prevention efforts, administrative functions, and providing supplemental emergency scene assistance according to the Standard Operating Guidelines/Procedures.
- C. The Second Alarmers active membership shall be limited to 30 persons of character, regardless of race, religion, politics or sex. Membership shall be by invitation only, after a candidates membership application has been reviewed, approved, and proposed to the organization by the membership committee; background verifications are completed by the Police and Fire Departments; and the applicant is elected to membership by a 2/3 vote of the members present at a regular meeting.
 1. Upon initiation, new members will be expected to make a donation to Birdies for Charity and pay a \$10 badge deposit; will be outfitted with turnout gear, be provided a City issued identification card; and begin serving a 12-month probationary period, during which they will be encouraged to compile a dress uniform, acquire a device compatible with IAmResponding, and adhere to all membership requirements. Permanent membership will be considered effective upon completion of this probationary period, unless the individual is otherwise notified by action of this association.
 - a. All members must annually attend **50%** of all required meetings, training sessions, group activities, and emergencies of which they are notified; maintain turnout gear for all emergencies, as provided by the Moline Second Alarmers, and comply with dress uniform requirements for appropriate occasions.
 - b. Excused absence from attendance must be reported to the Secretary or President 24 hours prior to the scheduled activity. Excused absence is allowed due to work or school schedule, illness, unforeseen family obligation, or vacation. Exception to the above will be reviewed by the membership committee on an individual basis if requested by the member. Failure to comply with the attendance requirements will be reviewed by the membership committee for appropriate action in accordance with disciplinary guidelines.
 2. Active members are expected to contribute to the furtherance of the organization by involvement with one or more of these Association committees:
 - a. Executive Committee. Collectively, the governing body of the Association. Officers of the Second Alarmers shall consist of a President, Vice-President, Secretary and Treasurer.
 - 1) The President shall preside over all meetings and activities; make personnel assignments and special committee appointments as necessary; strictly enforce all rules and regulations; and act as official representative of the Association at all Fire Department and community functions.

- 2) The Vice-President shall perform the President's duties in his absence. As Equipment Officer he will additionally maintain inventories of all Association property, and records of assignment of said property to individual members.
 - 3) The Secretary is to have charge of general Association records and minutes of all meetings, maintain master attendance records for all members for meetings, training sessions, emergency responses, and other scheduled activities, and provide said records for annual review by the Membership Committee, Prepare all correspondence as necessary. A member appointed as Historian may assist the Secretary with record-keeping duties.
 - 4) The Treasurer shall make reports regarding funds available in financial accounts, maintain accounts receivable and payable; and coordinate fund raising activities.
 - 5) The Control Officer is responsible for all emergency incident activity coordination between the Association and Moline Fire Department or other agencies, preparing quarterly and annual statistics of emergency activities. He may be assisted in his duties by an Assistant Control Officer.
 - 6) The Training Officer will arrange training and educational sessions for the membership.
 - 7) Elections of officers will occur in December. The newly-elected will officially assume their duties at the January meeting of the new calendar year, and serve a one year term, or until their successor is elected. The Control Officer shall be appointed by the President to the same one-year term, as will the Assistant Control Officer, if necessary.
- b. Membership Committee. Consists of three members appointed annually by the President in January, and the Association's Fire Department Advisor. Responsible for seeking and recommending approval or rejection of membership applicants, reviewing all membership activity for compliance with these By-Laws, Guidelines, and Procedures, and recommending related disciplinary or other action to the Executive Committee.
 - c. Vehicle Committee. A minimum of three members overseeing purchase, maintenance, and safe operation of vehicles and attached equipment owned or operated by the Association. May coordinate these functions with Moline or other agencies.
 - d. Building Committee. Maintains appearance and function of structures occupied by the Second Alarmers, according to the Fire Department or other City guidelines.
 - e. Publicity/Special Events Committee. Promotes a positive Association image by coordinating involvement in community relation events and Fire Department celebrations, e.g. displays, parades, fire truck rides, community service, retirement, and other gatherings. Arranges Second Alarmer commemorative events. President may appoint chairman to act as his delegate/media liaison at any event.
 - f. Nominating Committee. Annually convened in November to assess and suggest candidates for election to the Executive Committee in December. Nomination may be elicited from all members in good standing.
 - g. Special Committees. The president may name and define any special committees needed to conduct Association business.
- D. Dress uniforms will be comprised of a white shirt, navy or black pants, black shoes and black tie. Shoulder patches supplied by the Association will be affixed to each shirt sleeve, with the Association patch on the left and American flag on the right. Badges will be worn over the left pocket, and a nameplate provided by the member over the right pocket. Appropriate collar insignia will be issued to officers.
1. Replacement of lost or damaged uniform articles owned by the Association is the responsibility of the member to whom they were issued.
 2. Abuse of badge or uniform privileges will be handled by disciplinary measures.

Former Association members who left membership in good standing may be classified as inactive, honorary members. As such may participate in all non-emergency Association activities, and are exempt from the requirements of C.2. above. Honorary members will not have voting privileges or be allowed to hold office, unless appointed as Association Historian by the President. Honorary members will not be issued turnout gear or engage in emergency activities of the Association. The Secretary will maintain a roster of honorary members.

- E. Monthly meetings shall begin at 7:00pm on the third Wednesday of each month. Additional or special meetings may be scheduled by the President as needed for the accomplishment of business or training functions.
 - 1. General rules of good conduct shall prevail at meetings, to prevent further disruptions and maintain a timely and orderly flow of activity. Unless stated otherwise, meeting procedures will follow the guidelines of Robert's Rules of Order.
 - 2. The President shall decide who is entitled to the floor. A member desiring to speak shall raise his hand and respectfully address the chair and assembly.
 - 3. Unless stated otherwise in these By-Laws, voted matters require majority consent of voting membership present for approval.
 - 4. Order of Business:
 - a. Call to order, Pledge.
 - b. Roll call
 - c. Read the minutes of previous meeting.
 - d. Old Business (unresolved issues)
 - e. New Business, including:
 - 1. Reading of communications/correspondence.
 - 2. Treasures's report.
 - 3. Control Officers report.
 - 4. Reports of standing or special committees.
 - 5. General business.
 - 6. Closing.
 - 5. A quorum at such regular or special meeting shall consist of 50% plus 1 of the current active members at the time of such meeting.
- F. Any member not adhering to these By-Laws and Standard Operating Guidelines/Procedures may be subject to disciplinary action.
 - 1. Any member absent without excuse from three consecutive meetings or 50% of annual activities will be asked to appear before the Membership Committee and show just cause why membership should not be terminated. Unless the member presents a reasonable and acceptable exception, which can be dealt with through other means, the Secretary shall be requested to notify the member in writing that his active membership has been terminated.
 - 2. Any member charged with conduct unbecoming a member and against whom such charges are sustained after due and proper hearing before the Executive Committee, may be expelled from membership.
 - 3. Any member against whom disciplinary action is taken has the right of appeal to the Association general membership, who by 2/3 vote may overrule any action of the Executive Committee.
- G. Upon termination of membership, whether forced or voluntary, all Moline Second Alarmers property and equipment must be returned to ~~the Vice-President/Equipment Officer~~ **an Executive Committee member**, or a charge equal to replacement value ~~will~~ **may** be assessed. This charge will be determined by the Treasurer, and approved by the Executive Committee. The terminated member's badge deposit will be appropriately reimbursed.
- H. If at any time this organization disbands, all badges, turnout gear, and other equipment and property which the association has acquired shall automatically become the property of the

Moline Fire Department. Any funds on hand at such time shall be left in a financial institution account for the use of any similar organization which might be formed in the future. However, these funds are not to be held for longer than five years from the date of the final meeting of this organization. If the funds are not used for the intended purposes within that time, they shall be disposed of as directed by a committee composed of the Moline Fire Chief, President of the Moline Firefighters Association and the last President of the Moline Second Alarmers.

- I. Duties and responsibilities of the Association Advisor, as they relate to Second Alarmer activities, will be added to these By-Laws by attachment as necessary. The Advisor summarily acts as official liaison between the Association and Fire Department.
- J. The By-Laws and Standard Operating Guidelines and Procedures may be altered or amended at any meeting attended by 2/3 of the current active membership. The proposed alteration or exact amendment shall be submitted at one meeting and voted upon at the next meeting.

Duly revised and adopted Oct. 17, 2018