

**SOUTH SUBURBAN MUTUAL ASSISTANCE RESPONSE TEAM
(SMART) BY-LAWS
ESTABLISHED JULY 15, 1982**

ARTICLE I NAME

The name of this organization shall be South Suburban Mutual Assistance Response Team hereafter called "SMART".

ARTICLE II PURPOSE

The objectives of SMART shall be:

- A. To assist in the advancement of Emergency Services and Disaster Agency hereafter called "ESDA";
- B. To aid in the coordination of ESDA programs and efforts in the SMART area;
- C. To obtain improved cooperation in all matters pertaining to ESDA, and to aid in fostering and maintaining education and mutual aid assistance agreements between the local political subdivisions and the members of SMART.
- D. In Order to promote the professional development of the personnel of our member agencies. S.M.A.R.T. may provide pecuniary incentives toward the cost of a member agency's representative attending a class, seminar, or program intended to provide a certified knowledge, skill or training in an area of emergency management or an associate ability, EMS, rescue, law enforcement, radiological response, hazardous materials or other. (Passed 11/13/2003)
- E. The S.M.A.R.T. organization may also recruit, hire or underwrite obtaining professional instructors to provide training in the special areas or skills needed to perform the duties required in response to emergency management needs. (Passed 11/13/2003)

ARTICLE III MEMBERSHIP

- A. Members shall be a Regional Coordinator, a County Coordinator, a Coordinator from a political subdivision, a Deputy/Assistant Coordinator, or a designated representative with decision making powers of the ESDA organization located within the designated boundaries.
- B. Membership shall be opened to all communities in Cook and Will Counties south and west of the city limits of Chicago, on the south and east of I-55 from the Chicago city limits to IL-126 and IL 126 to the Will Kendall county line. East of Will/Kendall line to Will Kankakee counties line, north of Will/Kankakee line to the Illinois/Indiana line and west of the Illinois/Indiana line to the southeast end of Chicago city limits. (Passed 11/13/03).
- C. All member organizations shall have an equal vote in governing this organization.
- D. There shall be no more than three (3) members for each organization. Coordinator, Deputy Coordinator, Assistant Coordinator and SMART Representative.

- E. One half of the member organizations or more present at any meeting shall constitute a quorum.

ARTICLE IV **OFFICERS**

- A. The organization shall consist of the following officers:
- President
 - Vice President
 - Secretary/Treasurer
 - Four (4) Directors
- B. The officers will be elected for a term of two (2) years. The President, Secretary/Treasurer, 1st and 2nd Directors will be elected in the even years. The Vice President and the 3rd and 4th Directors will be elected in odd years.
- C. The President and Vice President shall be Coordinators from a political subdivision.
- D. The Secretary/Treasurer and the Directors shall be members.
- E. Officers may serve consecutive terms.
- F. Chairman: This person shall be chosen on a monthly rotating basis and will host the month's meeting.
- G. The management of this organization shall be vested to each organization of SMART on a joint basis.

ARTICLE V **DUTIES OF OFFICERS**

- A. President:
1. Schedule meetings
 2. Make up meeting agenda
 3. Assist host chairman in presiding over meeting
 4. Establish committees
 5. Make appointments
- B. Vice President:
- Handles duties of the President in his absence.
- C. Secretary/Treasurer:
1. Record the minutes of each SMART meeting

2. Distribute the minutes of each meeting prior to the next scheduled meeting
3. Compile a list of hosting organizations for the monthly meeting in January of each year
4. Keep records of the organization current and complete
5. Compile the SMART List of names, addresses, telephone numbers and other information for publication as required
6. Shall handle the organizations finances and check book.
7. Any other duties agreed upon mutually with the officers
8. Handle duties as required by the SMART organization.

D. Directors:

Handle duties as required by the SMART organization.

E. Chairman:

Conducts the monthly meetings based on prepared agenda.

ARTICLE VI **MEETINGS**

- A. Regularly scheduled meetings shall take place at 7:30 p.m. on the second Thursday of each month except for the December meeting, which can be scheduled by a majority vote. Meetings can be canceled with 2 weeks notice.
- B. Meetings shall be held on a rotating basis among the member ESDA organizations.
- C. The hosting organization shall provide refreshments at their meetings.
- D. No meeting shall be deemed official without a quorum.
- E. If more than three (3) consecutive meetings are missed by any stated individual in ARTICLE III D of a member organization, that organization may be expelled.

ARTICLE VII **ELECTIONS**

- A. Elections shall take place at the July meeting of every year.
- B. Removal of an officer from office shall become effective upon a two thirds (2/3) affirmative vote of the member organizations
- C. A member organization may be expelled by a two thirds (2/3) affirmative vote of the member organizations.

ARTICLE VIII **COMMITTEES**

- A. It shall be the duty of the committee to elect a chairman if the President does not directly appoint a chairman.
- B. The committee chairman shall prepare a report of progress for each monthly meeting.

ARTICLE IX DUES AND SPECIAL ASSESSMENTS

- A. There shall be an annual administrative fee payable to the organization as determined by the members.
- B. Special assessments as needed are made by a two thirds (2/3) affirmative vote of the member organizations.

ARTICLE X RULES OF ORDER

All meetings shall be conducted in accordance with the Roberts Rules of Order (Revised).

ARTICLE XI AMENDMENTS

- A. The by-laws of any section or provision thereof, may be amended, rescinded, or expanded at any regular meeting, provided such is favorably supported by two thirds (2/3) affirmative vote of the member organizations. Any by-law's changes must be submitted at least 2 weeks prior to any vote.
- B. A written proxy constitutes being present at a meeting.

ARTICLE XII SPECIAL POSITIONS AND AMENDMENTS

- A. The SMART logo (patch) shall be positioned directly under the member organization logo (patch). Passed on September 11, 1986.
- B. Established an Honorary Directors position. This position held by Pat Maloney as long as he is an ESDA member. Passed on January 8, 1987.
- C. Established a Communications Officers position. Passed on June 11, 1987
- D. Established a Legislative Liaison position. Passed on July 14, 1988
- E. Officers & Appointments:

OFFICERS

Date Elected

President	Roger Mumford	7/8/2004
Vice President	Bob Small	7/10/2003
Secretary/Treasurer	Joe Pilch	7/8/2004
1st Director	Art Johnson	7/8/2004
2nd Director	Jim Dean	7/8/2004
3rd Director	John Ranieri	7/10/2003

4th Director	John Thomas	7/10/2003
5 th Director	David Goodwine	1/13/2005

Appointments

	<u>Chairman</u>	<u>Appointed</u>
Special Function Coordinator		
Legislative Liaison	Jim Dean	7/12/90
New Member Board	Bob Small	7/12/90
Communication Officer	Bob Small	7/12/90
Communication Repeater Committee	John Dobner	7/12/90
	Bob Small	7/12/90
	Rick Franke	7/12/90
Equipment Officer	John Dobner	7/12/90
Equipment Inspector	Jeff Schoeling	7/13/95
Equipment Committee		
Sgt-at-Arms	Jeff Schoeling	12/9/99
Assistant Director (Cook County)	Kevin Philipps	1/96
Assistant Director (Will County)	Harold Damron	1/14/93
Village Officials	Sandy Patlak	10/9/97
WilCo Fire Chiefs Liaison	Art Johnson	10/91
Will County Liaison	Harold Damron	2/13/92
Cook County Liaison	Kevin Philipps	1/11/96
Search & Rescue		
Chaplain	James Bibbs	7/12/01
Training Chairman	Jim Dzurny	2004

Supersedes By-Laws dated prior to November 13, 2003 as amended.

Motion by _____ of _____

Second by _____ of _____

APPROVED this 11th day of November, 2003

By Roger Mumford

President

ATTEST Joseph Pilch

Secretary/Treasurer