

**CONSTITUTION AND BY-LAWS**  
**of the**  
**COMMUNITY FIREFIGHTERS FUNERAL BENEFIT FUND, INC**

**Organized at South Holland, Illinois**

**February 16, 1925**

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**COMMUNITY FIREFIGHTERS FUNERAL BENEFIT FUND, INC**  
**CONSTITUTION AND BY-LAWS**

ARTICLE I

Title and Object of Organization

Section 1 - Title

This organization shall be composed of Fire Departments within MABAS Divisions 7, 19, 21, 22, 24 and 27, and shall be known as The Community Firefighters Funeral Benefit Fund, Inc., hereinafter referred to as the Fund.

Section 2 - Object

The Fund exists to provide financial relief for the beneficiaries of deceased members of this Fund. The members thereof voluntarily assume the payment of such assessments as may be deemed necessary for the furtherance of the Fund.

Section 3 – Organization

The Fund shall be registered and operated as a State of Illinois corporation, pursuant to applicable rules and regulations.

Section 4 - Other provisions

Upon the dissolution of this organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government for a public purpose.

ARTICLE II  
Officers of The Fund

Section 1 - Officers

The Officers of this Fund shall consist of: President, Vice-President, Secretary, and Treasurer. These four officer positions may be filled by either active, retired, or honorary members of fire departments in good standing, and which meet the requirements of Article 1, Section 1 of these by-laws. The above officers, the Fund's Immediate Past President, and the President from each eligible member MABAS Division shall constitute the Board of Directors. The Board of Directors and such members of the Fund as the President shall deem necessary for the transaction of business shall meet whenever necessary. Upon the request of a majority of the Board of Directors the President shall call a special meeting of said Board. A majority of the Board shall constitute a quorum.

Section 2 - President

It shall be the duty of the President to preside at all meetings of the Fund and shall be ex-officio, a member of all committees.

Section 3 - Vice-President

It shall be the duty of the Vice President to preside at all meetings when the President is absent and to preside as President at such times as the President may be unable to perform the duties of said office. It shall be the duty of the Vice-President to act as necrology chairman.

Section 4 - Secretary

It shall be the duty of the Secretary to keep the minutes of all meetings, keep a register of all Departments and the number of members on each Department as submitted by Departmental representatives, and to issue all notices and vouchers co-signed by the President or Vice-President. The Secretary shall give each Department at least 7 full days' notice of any special meetings. The Secretary shall notify each Department accepted as a member of the Fund and shall furnish said Department with a copy of the Constitution and By-Laws. The Secretary shall keep computerized all records of the Fund in a neat, orderly and legal manner. The Secretary shall be

responsible for processing and maintaining records and documents necessary for the continuance of the Fund's status as an Illinois corporation. The Secretary shall safely keep computerized all records, books and papers of the Fund pertaining to the office of Secretary and shall have on hand at all regular and special meetings a copy of Roberts Rules of Order.

The Secretary shall make notification to all participating Departments when another assessment is due. He/she will consult with the Treasurer as to when such assessments are required in order to keep the funds viable. The assessments will be invoiced three to four times per calendar year, with the Department's name and population so indicated. Assessments will be invoiced and are payable based on the Active Member roster on file with the Fund at the time of invoicing. The Secretary and Treasurer will work together to receive all assessments and checks, and make the proper entries in the Fund's books. The Secretary and Treasurer will work together to ensure that all funds are deposited in the proper bank, and the Treasurer will retain the deposit slip and the bank receipt. For his/her services, the Secretary shall be paid annually the sum of \$450.00 beginning in 2017 and \$590.00 beginning in 2018.

#### Section 5 – Treasurer

It shall be the duty of the Treasurer to keep a computerized written account of all deposits and all expenditures. The Treasurer shall pay out of the funds of this Fund only such amounts as properly authorized by this Fund and only on warrants/vouchers properly drawn and signed by the President or Vice President and the Secretary. All checks drawn on this Fund shall be signed by no less than two of the Fund's officers. All checks shall be disbursed by the Treasurer either by mail or in person to the payee. Vouchers shall be drawn on bills, itemized receipts, or a signed statement by the person contracted for goods or services. The Treasurer shall submit at each regular meeting a report of all expenditures and balances on hand. The Treasurer shall safely keep all records and books pertaining to the office of Treasurer. All bonds and valuable papers shall be kept in a safety deposit box in an accredited bank acceptable to the Board of Directors. The Treasurer shall keep computerized all records of the Fund in a neat, orderly and legal manner. Within a reasonable time after the meeting when the regular election takes place, the Treasurer shall submit the Fund's books and records for examination and audit, and will also submit the books and records for any additional audit as deemed necessary by the President or Board of Directors. The Treasurer shall deliver to his/her successor all monies, books and records in his/her

possession pertaining to the Community Firefighters Funeral Benefit Fund, Inc immediately after the successor's election, qualification and audit of said monies and records. Audits of the Fund's financial books and records shall be conducted by an auditor selected by the Board of Directors, with the auditor's fees paid from the Fund.

The Treasurer shall furnish a surety bond in the sum of \$30,000.00 payable to the Fund, the premium of the bond to be paid from the Fund. For his/her services, the Treasurer shall be paid annually the sum of \$450.00 beginning in 2017 and \$590.00 beginning in 2018.

#### Section 6 - Funds on Hand

The Treasurer shall deposit the monies of the Fund into an accredited bank acceptable to the Board of Directors in the name of the Community Firefighters Funeral Benefit Fund, Inc. No funds shall be drawn except on proper authority and by check bearing the signatures of at least two (2) of the Fund's officers, which are the President, Vice-President, Secretary, and Treasurer.

#### Section 7 - MABAS Division President

It shall be the duty of each member MABAS Division President to serve on the Board of Directors of the Community Firefighters Funeral Benefit Fund, Inc and to act as liaison between the Fund and his/her respective MABAS Division. It shall also be the duty of the MABAS Division President to see that all communications and duties are transferred to his/her respective Division as prescribed by the President of the Fund. Each MABAS Division shall be responsible for appointing or electing a President to represent them with the Community Firefighters Funeral Benefit Fund, Inc. MABAS Division Presidents eligible to serve on the Fund Board are those whose division includes at least one fire department who is a member in good standing of the Fund.

### ARTICLE III

#### Election of Officers

#### Section 1

The Officers of this Fund shall be elected at the regular meeting in March of each year

and shall hold office for one year or until their successors shall be elected and qualified. The President may NOT serve more than two (2) consecutive years as such.

#### Section 2

A majority of all votes cast by the eligible delegates in accordance with Article VI shall be necessary for the election of any officer. Election of officers shall be by ballot if requested.

#### Section 3

Should for any cause no election be held at the regular March meeting, said election shall take place at the next regular meeting of the Fund in the above described manner.

#### Section 4

Should a vacancy occur during the year in any office except President, said vacancy shall be filled by appointment from the President for the balance of the term.

### ARTICLE IV

#### Meetings

##### Section 1 - Regular Meetings

A minimum of one regular meeting of the Community Firefighters Funeral Benefit Fund, Inc shall be held annually during the month of March, at a date, time and location to be announced. The Secretary shall notify all member departments of each regular meeting date, time, and location no less than 14 days prior to the meeting date.

##### Section 2 - Special Meetings

Special meetings may be called by the President or at the request of 20% of the Departments in good standing, providing that no other business shall be transacted than that for which the meeting was called, and provided that due notice of the time, place and object of the meeting shall have been served on each Department of the Fund at least 7 days prior to the holding of such meeting.

### Section 3 - Quorum

A quorum shall be considered to be present if 20% or more of the Departments are present at any regular meeting or special meeting, provided all member Departments have been notified by phone, e-mail or by postal mail of such meeting. Roberts Rules of Order shall govern parliamentary procedure not otherwise provided for in the conduct of the meetings.

## ARTICLE V

### Committees

#### Section 1 - Nominating Committee

A nominating committee of one person from each member MABAS Division shall be appointed by the President at the regular meeting in February of each year. It shall be the duty of the nominating committee to present a slate of candidates for the regularly held election of the Fund.

#### Section 2 - Special Committees

Other committees may be appointed by the President as may be expedient.

## ARTICLE VI

### Representation and Voting Procedure

#### Section 1 - Eligibility to Vote

Every Fire Department in attendance who is a member of this Fund and in good standing shall be entitled to one (1) vote. A Fire Department shall be considered not in good standing if they are delinquent in the payment of any outstanding assessments.

#### Section 2 - Credentials

The Secretary, when necessary, will issue a set of voting credentials to each Department eligible to vote. Each vote cast must be by a member of the Department and holder of the credentials issued to the same said Department.



## ARTICLE VII Membership

### Section 1 - New Member

In order to partake of the benefits of the Fund, any new member of a Fire Department belonging to this Fund must have reached their 18<sup>th</sup> birthday. The new Department member becomes a member of the Funeral Benefit Fund upon receipt by the Fund Secretary of approved notification of their departmental affiliation. This notification shall include the new member's complete name and date of birth, and the effective date of Fund membership. Any member joining a Fire Department belonging to the Fund must join this Fund within a period of 14 months from the date of entry to the Department.

### Section 2 - Individual Members

Any member of this Fund may, upon retiring with ten (10) years active service in a Fire Department belonging to this Fund and upon application, become an Individual Member of this Fund. Individual Members will not have any vote. Individual Members shall have the same privileges of participating in the Funeral Benefit Fund as active members provided that all provisions of these By-Laws are followed and that all assessments, therefore, are paid in conformance with said By-Laws.

Any person having been a member and paid all assessments for 10 years shall be allowed to continue his/her membership in the Funeral Benefit Fund as an Individual if his Department becomes delinquent or drops him/her from the Fund for any reason. It is the responsibility of the Departments to notify any member with 10 or more years of service of his/her being dropped, and that he/she has the right to be carried as an Individual member and must also notify the Secretary of his/her current mailing address.

### Section 3 - Honorary Members

Any member of this Fund may, upon completing 20 years Active service in a Fire Department belonging to this Fund and having attained the age of 60 years, upon application become an Honorary Member of this Fund. Honorary members will have one (1) vote. For an Honorary Member to be eligible to vote, he/she must have attended at least one (1) regular

meeting within the past two (2) years and must be present to cast his/her own vote. Honorary members shall have the same Funeral Benefit privileges as active members, provided that all provisions of these By-Laws are followed and that all assessments, therefore, are paid in conformance with said By-Laws, prior to the issuance of an Honorary Member Certificate. After issuance of said Honorary Member Certificate, the payment of all future assessments by or on behalf of the Honorary Member shall be waived.

#### Section 4 - Reinstatement of a Member

Any member having been dropped from the Fund may be reinstated into the Fund by paying all back or missed assessments.

#### Section 5 - Transfer to Another Department

Any member in good standing with the Fund transferring to another department that is a member of the Fund shall maintain his/her status in the Fund.

### ARTICLE VIII

#### Funeral Benefit Procedures

##### Section 1 - Assessments

Upon the payment of a death benefit claim to the beneficiary of a member of the Community Firefighters Funeral Benefit Fund, Inc who is in good standing with the Fund, the Secretary shall call for an assessment in the amount of \$1.00 from each member of the Fund. Upon the payment of a line of duty death benefit claim, the Secretary shall call for an assessment in the amount of \$2.00 from each member of the Fund.

##### Section 2 - Payment of Benefits

Upon the death of a member in good standing with the Fund, an affidavit to that effect, signed before a notary public by the Fire Chief or other accredited Officer of the Department of which the deceased was formerly a member, shall be transmitted to the Secretary of the Fund within one year of the member or former member's death. Said affidavit shall state the name, age and residence of the deceased, the period of time that he/she was a member of the said

Department and his/her lawful beneficiary to whom the benefit shall be paid. In addition, an official death certificate shall be transmitted to the Secretary. Thereupon, the Secretary shall direct the Treasurer to make out a check against the Fund in the amount of one thousand dollars (\$1,000.00), and two thousand dollars (\$2,000.00) shall be paid as the benefit for any and all members in good standing who have died in the line of duty.

No legal responsibility shall attach to the Community Firefighters Funeral Benefit Fund, Inc by reason of payment of the death benefit to an unauthorized person or persons assuming to be the lawful beneficiaries. Where no beneficiary is designated, the check shall be made out and forwarded to the Chief of the deceased member's department for final disposition.

### Section 3 – Eligibility for Payment of Benefits

A member of the Community Firefighters Funeral Benefit Fund, Inc shall be deemed in good standing and eligible for funeral benefit in this Fund when he/she has paid all called assessments as provided herein and when he/she is in good standing in his/her respective Department and that Department is in good standing with the Community Firefighters Funeral Benefit Fund, Inc. A Department is deemed in good standing when there are no delinquent assessments due the Fund. An assessment becomes delinquent when it has not been paid within 60 days from the date it was invoiced. For all assessments invoiced on or after January 1, 2017, assessments that are not paid within 60 days from the date invoiced will be charged interest at the rate of 1% per month beginning 90 days after the assessment was invoiced. The above does not apply when a member is carried as an individual as per Article VII.

### Section 4 - Honorary Member Benefit

All Honorary Members prior to the time of increasing the benefit to one thousand dollars (\$1,000.00) will receive the benefit of five hundred dollars (\$500.00). All members becoming Honorary after the date of increasing the benefit payment (Honorary Member Certificate #284 and up) will receive one thousand dollars (\$1,000.00), except as provided for those who die in the line of duty.

## Section 5 - Amendment

Any essential difference in the operation of this Fund as herein provided, or amount of benefit, or the manner of levying an assessment, may be changed by agreement of a majority of the delegates accredited to the Fund.

## ARTICLE IX

### Amendments

## Section 1 - Submitting

A proposition to amend the Constitution or By-Laws may be made at any regular meeting when a quorum is present and must be submitted in writing. Notice of the proposed amendment shall be mailed with notice for the next regular meeting and a ballot taken on the amendment following the meeting at which the proposed amendment was submitted.

## Section 2 - Voting

A two-thirds affirmative vote of the eligible delegates present in accordance with Article VI shall be necessary to amend or alter the Constitution and By-Laws. Such amendment, if approved, shall take effect immediately unless otherwise directed.

## ARTICLE X

### Order of Business

1. Call to Order
2. Salute to our Flag
3. Roll call of Departments
4. Reading minutes of meetings not yet approved
5. Report of Treasurer
6. Report of Secretary
7. Communications and Bills
8. Reports of Committees
9. Reports of Officers

10. Applications and Voting on Memberships
11. Election of Officers (February meeting)
12. Unfinished / Old Business
13. New Business, Good of the Order
14. Appointment of Committees (Nominating Committee, Etc.)
15. Resolutions
16. Announcements
17. Second roll call, number from each Department
18. Adjournment

## ARTICLE XI

These Constitution, By-Laws and Rules of Order dated March 9, 2017 supersede all previous issues of the Constitution, By-Laws and Rules of Order drawn and approved by the Community Firefighter's Association, Inc. Acceptance of these revised Constitution, By-Laws and Rules of Order renders null and void ALL Articles, Sections and Amendments of the superseded Constitution, By-Laws and Rules of Order mentioned above except as provided herein.

The goals and objectives of any revisions made to these Constitution, By-Laws and Rules of Order are intended to protect the ability of the Fund to continue providing death benefits, and to recognize advancements in the arts and sciences of the field of firefighting. As more advanced techniques and operating methods are implemented, their inclusion will supersede the admirable efforts of the past, while never forgetting the 90 years of advancement already completed by the original "Community Fireman's Association."

ENDORSEMENT OF CONSTITUTION AND BY-LAWS

COMMUNITY FIREFIGHTERS FUNERAL BENEFIT FUND, INC

DATED MARCH 9, 2017

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