



BY-LAWS

AND

ADMINISTRATIVE GOVERNANCE MANUAL

CARROLL COUNTY VETERANS ASSISTANCE COMMISSION

*Our mission is to provide exceptional assistance
with compassion, integrity, and professionalism
to veterans, service members, and their families.*

SERVICE | HONOR | INTEGRITY | COMMUNITY

*Adopted by the Carroll County Veterans Assistance Commission
on _____*

CARROLL COUNTY VETERANS ASSISTANCE COMMISSION (CCVAC)

BY-LAWS

AND

ADMINISTRATIVE GOVERNANCE MANUAL

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Serving Those Who Served

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DEDICATION

"The strength of the Carroll County Veterans Assistance Commission lies not only in the laws under which it is organized, but in the integrity, service, and stewardship of those entrusted to carry out its mission."

This By-Laws and Administrative Governance Manual is dedicated to the veterans, their families, and the volunteers who have served the Carroll County Veterans Assistance Commission throughout its history.

May this manual preserve the Commission's commitment to service, accountability, integrity, and stewardship while providing a clear framework for future Delegates, officers, Superintendents, employees, and volunteers.

MESSAGE FROM THE COMMISSION

The Carroll County Veterans Assistance Commission (CCVAC) exists to serve the veterans of Carroll County, Illinois, together with their eligible dependents and survivors, by administering assistance and services authorized by the Illinois Military Veterans Assistance Act and other applicable laws.

This manual establishes the governing framework of the CCVAC. It defines the authority and responsibilities of Delegates, officers, the Executive Board, the Superintendent, employees, and volunteers while promoting accountability, transparency, ethical conduct, and responsible stewardship of public resources.

The Commission recognizes that effective governance is essential to maintaining the public trust. These By-Laws are intended to provide continuity from one generation of leadership to the next while preserving the flexibility necessary to meet the changing needs of veterans and their families.

Every individual serving the CCVAC is entrusted with an important responsibility—to honor the service and sacrifice of those who defended our Nation by providing professional, compassionate, and lawful assistance to those entitled to our services.

MISSION STATEMENT

The mission of the Carroll County Veterans Assistance Commission (CCVAC) is to provide temporary financial assistance, professional advocacy, claims assistance, and compassionate support to eligible veterans, their dependents, and survivors while responsibly administering the public resources entrusted to the Commission.

VISION STATEMENT

The CCVAC strives to be recognized as a trusted advocate and resource for veterans and their families through professional leadership, responsible stewardship of public resources, and a commitment to timely, compassionate, and equitable service.

CORE VALUES

Service – Veterans and their families remain at the center of everything the CCVAC does.

Integrity – The CCVAC conducts its affairs honestly, ethically, impartially, and in compliance with applicable law.

Accountability – The Commission accepts responsibility for its decisions and the stewardship of public funds entrusted to its care.

Respect – Every veteran, family member, employee, volunteer, Delegate, and community partner shall be treated with dignity and professionalism.

Stewardship – The CCVAC is committed to responsibly managing public resources.

Compassion – The Commission recognizes the sacrifices of veterans and responds with fairness and understanding.

Excellence – The CCVAC continually strives to improve its services and governance.

PREFACE

This publication represents a complete restatement of the governing documents of the Carroll County Veterans Assistance Commission. It supersedes all previous editions and amendments and consolidates the governance framework of the Commission into a single, comprehensive publication.

The intent of this manual is to provide a clear and enduring reference for Delegates, officers, the Superintendent, employees, and future leadership while ensuring consistency with the Illinois Military Veterans Assistance Act and other applicable laws.

CHAPTER ONE

Organization, Authority, and Jurisdiction

. ARTICLE I

Name

Section 1.01 Official Name

The official name of this organization shall be the **Carroll County Veterans Assistance Commission (CCVAC)**.

After the first reference in this Manual, the organization may be referred to as **CCVAC** or the **Commission**, as appropriate.

Section 1.02 Legal Status

CCVAC is a county veterans assistance commission established pursuant to the **Military Veterans Assistance Act** of the State of Illinois. CCVAC is a public body created to assist eligible veterans, military service members, their dependents, and eligible survivors in accordance with applicable law.

CCVAC exercises only those powers and responsibilities granted by Illinois law or lawfully delegated by the Commission through these By-Laws.

Section 1.03 Official Seal and Logo

The official round CCVAC logo adopted by the Commission shall serve as the official organizational emblem.

The official logo may be used only for authorized governmental purposes, including:

- a. Official publications;
- b. Administrative correspondence;
- c. Public communications;
- d. Commission-approved forms;
- e. Official websites and electronic media; and
- f. Other governmental purposes approved by the Commission.

Unauthorized reproduction or commercial use of the official logo is prohibited unless approved by the Commission.

ARTICLE II

Purpose

Section 2.01 Mission of the Commission

CCVAC exists to administer veterans assistance programs authorized under Illinois law and to ensure eligible veterans, military service members, their dependents, and survivors receive professional assistance in obtaining benefits, services, emergency assistance, advocacy, and referrals available through federal, state, county, and local programs.

Section 2.02 Public Purpose

The Commission serves the public by:

1. Assisting veterans and eligible dependents in obtaining benefits earned through military service.
2. Providing temporary financial assistance as authorized by law.
3. Assisting with claims before the United States Department of Veterans Affairs and other governmental agencies.
4. Advocating for veterans within governmental systems.
5. Coordinating with governmental agencies, nonprofit organizations, and community partners to improve services.
6. Promoting public awareness of veterans' programs and benefits.

Section 2.03 Administrative Purpose

These By-Laws establish the governance framework of CCVAC by defining:

- a. Organizational authority;
- b. Membership;
- c. Duties of officers;
- d. Administrative responsibilities;
- e. Financial controls;
- f. Ethical standards;
- g. Records management;
- h. Operational procedures; and
- i. Internal governance.

Section 2.04 Guiding Principles

CCVAC shall conduct its operations in accordance with the principles of: Integrity;

- Accountability;
- Transparency;
- Professionalism;
- Stewardship of public resources;
- Respect for veterans and their families; and
- Compliance with all applicable laws.

Authority Note: Military Veterans Assistance Act, 330 ILCS 45.

ARTICLE III

Governing Authority

Section 3.01 Statutory Authority

CCVAC operates under the authority of the Illinois **Military Veterans Assistance Act (330 ILCS 45)** and all other applicable federal, state, and local laws governing county veterans assistance commissions.

Section 3.02 Applicable Law

The Commission shall conduct its affairs in compliance with applicable law, including, but not limited to:

- Military Veterans Assistance Act (330 ILCS 45);
- Illinois Open Meetings Act (5 ILCS 120);
- Illinois Freedom of Information Act (5 ILCS 140);
- Illinois Local Records Act (50 ILCS 205);
- Illinois State Officials and Employees Ethics Act, where applicable;
- Applicable federal laws governing veterans' benefits;
- Carroll County ordinances and resolutions; and
- Other laws governing public bodies.

Section 3.03 Governing Documents

The governing authority of CCVAC consists of:

1. Applicable federal law;
2. Illinois statutes;
3. Orders issued by courts of competent jurisdiction;
4. County ordinances applicable to the Commission;
5. These By-Laws;
6. Administrative Orders adopted by the Commission;
7. Policies adopted by the Executive Board that are consistent with these By-Laws.

If a conflict exists, the highest applicable legal authority shall control.

Section 3.04 Administrative Orders

The Commission may adopt Administrative Orders to implement these By-Laws.

Administrative Orders shall not amend these By-Laws and shall remain subordinate to applicable law.

Section 3.05 Interpretation

These By-Laws shall be interpreted to:

- promote efficient government;
- protect veterans' interests;
- ensure accountability;
- preserve public confidence; and
- remain consistent with Illinois law.

Authority Note: Military Veterans Assistance Act, **330 ILCS 45**; Illinois Open Meetings Act, **5 ILCS 120**; Illinois Freedom of Information Act, **5 ILCS 140**; Illinois Local Records Act, **50 ILCS 205**.

ARTICLE IV

Jurisdiction

Section 4.01 Geographic Jurisdiction

CCVAC serves eligible persons residing within **Carroll County, Illinois**, as provided by the Military Veterans Assistance Act and other applicable law.

Section 4.02 Eligible Persons

Eligibility for assistance shall be determined in accordance with applicable federal and Illinois law.

Nothing contained in these By-Laws shall expand or restrict statutory eligibility established by law.

Section 4.03 Scope of Services

CCVAC may administer programs including:

- a. Veterans assistance;
- b. Emergency financial assistance;
- c. Benefits counseling;
- d. Claims assistance;
- e. Referrals;
- f. Outreach and education;
- g. Coordination with governmental agencies; and
- h. Other programs authorized by law.

Section 4.04 Cooperative Relationships

CCVAC may cooperate with:

- Illinois Department of Veterans' Affairs;
- United States Department of Veterans Affairs;
- Carroll County government;
- Veterans Service Organizations;
- Municipal governments;
- Community organizations; and
- Other governmental entities.

Such cooperation shall not diminish the independent statutory responsibilities of the Commission.

Authority Note: Military Veterans Assistance Act, **330 ILCS 45**.

ARTICLE V

Office

Section 5.01 Official Office

CCVAC shall maintain an official administrative office within Carroll County, Illinois, as required to carry out its statutory responsibilities.

The office shall serve as the principal location for the administration of Commission business and the delivery of services to veterans and eligible beneficiaries.

Section 5.02 County Support

Pursuant to the Military Veterans Assistance Act, **Carroll County** shall provide suitable office facilities, furnishings, equipment, utilities, and other resources necessary for the Commission to perform its statutory duties, subject to applicable law and county appropriations.

Section 5.03 Administration of the Office

The **Superintendent** shall administer the daily operations of the office and shall be responsible for:

- a. Supervising administrative activities;
- b. Managing personnel as authorized;
- c. Maintaining operational procedures;
- d. Safeguarding Commission property;
- e. Overseeing records management;
- f. Administering programs approved by the Commission; and
- g. Performing other duties assigned by law or by the Commission.

Section 5.04 Official Repository

The CCVAC administrative office is designated as the **Official Repository** of the Commission.

The Official Repository shall maintain the permanent records of the Commission, including, but not limited to:

- 1. By-Laws and amendments;
- 2. Administrative Orders;
- 3. Minutes of meetings;
- 4. Official resolutions;
- 5. Financial records;
- 6. Contracts;
- 7. Personnel records maintained in accordance with law;
- 8. Historical records;
- 9. Official publications; and
- 10. Other records required by law or Commission policy.

Records shall be maintained, retained, and disposed of in accordance with applicable Illinois records retention requirements.

Section 5.05 Official Custodian

The **Superintendent** is designated as the **Official Custodian** of all Commission records maintained within the Official Repository.

The Official Custodian shall:

- a. Preserve the integrity and security of Commission records;
- b. Ensure records are organized and accessible;
- c. Coordinate responses under the Illinois Freedom of Information Act, when designated by the Commission;
- d. Maintain appropriate records retention schedules;
- e. Protect confidential records as required by law; and
- f. Ensure continuity of Commission records during changes in administration.

Section 5.06 Public Access

Public records shall be made available in accordance with the Illinois Freedom of Information Act and other applicable laws governing public records and confidentiality.

CHAPTER TWO

Membership, Officers, and Elections

ARTICLE VI

Membership

Section 6.01 Purpose

The Carroll County Veterans Assistance Commission (CCVAC) is composed of recognized veterans organizations located within Carroll County, Illinois, that meet the requirements of the Military Veterans Assistance Act and these By-Laws.

Membership exists to provide equitable representation in the governance of the Commission and to promote cooperation among veterans organizations in serving veterans, service members, their dependents, and eligible survivors.

Section 6.02 Member Organization

For purposes of these By-Laws, a **Member Organization** is a congressionally chartered veterans organization or other veterans organization authorized under the Military Veterans Assistance Act that:

- a. Maintains an active post, chapter, camp, or similar organization within Carroll County;
- b. Is organized for the benefit of veterans;
- c. Is in good standing with its parent organization;
- d. Has properly appointed delegates to the Commission; and
- e. Continues to satisfy the eligibility requirements established by Illinois law.

Recognition as a Member Organization shall not be denied or revoked except for good cause and by action of the Commission consistent with applicable law.

Section 6.03 Recognized Member Organizations

The following organizations are recognized as Member Organizations of CCVAC:

- Lanark American Legion Post
- Lanark Veterans of Foreign Wars (VFW) Post
- Milledgeville American Legion Post
- Mount Carroll American Legion Post
- Savanna American Legion Post
- Savanna Veterans of Foreign Wars (VFW) Post
- Shannon American Legion Post
- Thomson American Legion Post

Additional organizations meeting statutory eligibility requirements may be recognized by amendment to these By-Laws or by action of the Commission consistent with Illinois law.

Section 6.04 Delegates

Each Member Organization shall appoint one (1) Delegate to represent the organization before the Commission.

Delegates shall:

1. Be members in good standing of the appointing organization;
2. Be eligible under the Military Veterans Assistance Act;
3. Represent the interests of their Member Organization while acting in the best interests of the Commission as a whole;
4. Attend meetings regularly; and
5. Exercise voting authority on behalf of their organization.

Appointments shall be certified in writing by the Member Organization and filed with the Secretary.

Section 6.05 Alternate Delegates

Each Member Organization may appoint one (1) Alternate Delegate.

An Alternate Delegate:

- a. Shall meet the same qualifications as a Delegate;
- b. May attend all Commission meetings;
- c. May participate in discussion; and
- d. Shall possess full voting authority only when serving in the absence of the appointed Delegate.

Section 6.06 Rights of Delegates

Each properly credentialed Delegate shall be entitled to:

- One vote on matters before the Commission;
- Participate in debate;
- Serve on committees;
- Seek election to office;
- Introduce motions; and
- Participate in all Commission business unless disqualified by law or conflict of interest.

Section 6.07 Responsibilities

Delegates shall:

- Attend meetings faithfully;
- Conduct themselves professionally;
- Comply with these By-Laws;
- Avoid conflicts of interest;
- Maintain confidentiality when required by law;
- Support lawful actions of the Commission once adopted; and
- Promote the mission of CCVAC.

Section 6.08 Vacancies

Whenever a Delegate or Alternate position becomes vacant, the Member Organization shall promptly appoint a replacement.

The appointment becomes effective upon written certification to the Secretary.

Section 6.09 Membership Records

The Secretary shall maintain the official roster of Member Organizations, Delegates, and Alternate Delegates.

The Superintendent shall maintain the permanent membership records within the Official Repository.

Authority Note: Military Veterans Assistance Act, **330 ILCS 45**.

ARTICLE VII

Officers

Section 7.01 Officers

The elected officers of CCVAC shall consist of:

- President
- Vice President
- Secretary

The Superintendent is the chief administrative officer of the Commission but is not an elected officer unless otherwise provided by law.

Section 7.02 Eligibility

To be eligible for election as an officer, an individual shall:

- a. Be a duly appointed Delegate;
- b. Remain in good standing with the appointing Member Organization;
- c. Be eligible to vote under these By-Laws; and
- d. Continue to satisfy all qualifications during the term of office.

Section 7.03 Term of Office

Officers shall serve for a term established by the Commission and continue until their successors are duly elected and installed.

No vacancy shall invalidate actions previously taken by the Commission.

Section 7.04 Vacancies

A vacancy shall occur upon:

- Death;
- Resignation;
- Loss of Delegate status;
- Removal from office;
- Permanent incapacity; or
- Any other circumstance creating an inability to serve.

Vacancies shall be filled according to Article IX.

Section 7.05 Past Presidents

Individuals who have served as President of CCVAC shall be recognized as **Past Presidents**.

Past Presidents may:

- Serve as advisors;
- Participate in ceremonial functions;
- Serve on committees when appointed; and
- Assist with continuity of Commission operations.

Past Presidents shall possess voting rights only if serving as an appointed Delegate.

Section 7.06 Removal of Officers

An officer may be removed from office for:

- Neglect of duty;
- Malfeasance;
- Misconduct;
- Violation of these By-Laws;
- Inability to perform official duties; or
- Conduct detrimental to the Commission.

Removal shall require:

1. Written notice;
2. Opportunity to respond;
3. Consideration by the Commission at a properly noticed meeting; and
4. Approval by a two-thirds (2/3) vote of Delegates present and voting.

Removal from office does not automatically terminate Delegate status unless separately acted upon by the Member Organization.

Section 7.07 Compensation

Officers shall serve without compensation unless specifically authorized by law or approved in accordance with applicable county procedures.

Reasonable reimbursement for authorized expenses may be approved.

Authority Note: Military Veterans Assistance Act, **330 ILCS 45**.

CHAPTER THREE

Governance, Meetings, and Appeals

ARTICLE X

Executive Board

Section 10.01 Establishment

The Carroll County Veterans Assistance Commission (CCVAC) Executive Board is established to provide administrative oversight, policy implementation, and operational continuity between meetings of the full Commission.

The Executive Board acts on behalf of the Commission only within the authority delegated by these By-Laws and shall remain accountable to the Commission for all actions taken.

Section 10.02 Composition

The Executive Board shall consist of the following elected officers and members:

- President
- Vice President
- Secretary
- Chaplain
- Sergeant-at-Arms
- Four (4) Members-at-Large

Each Executive Board member shall be a duly appointed Delegate of a Member Organization and remain eligible to serve throughout the term of office.

Section 10.03 Authority

The Executive Board shall:

- a. Implement policies adopted by the Commission.
- b. Oversee administrative operations between regular Commission meetings.
- c. Review financial reports and budget recommendations.
- d. Recommend policies, procedures, and Administrative Orders.
- e. Monitor compliance with applicable laws and these By-Laws.
- f. Recommend contracts, agreements, and significant expenditures requiring Commission approval.
- g. Assist the Superintendent in carrying out the Commission's strategic objectives.
- h. Perform other duties assigned by the Commission.

The Executive Board shall not amend these By-Laws or exercise powers reserved exclusively to the Commission.

Section 10.04 Limitations

Except where specifically authorized by law or these By-Laws, the Executive Board shall not:

- Alter Commission policy established by vote of the Commission;
- Approve expenditures exceeding delegated authority;
- Remove elected officers;
- Amend governing documents; or
- Take actions inconsistent with Illinois law.

Actions requiring Commission approval shall be presented at the next regular meeting.

Section 10.05 Meetings

The Executive Board shall meet as necessary to conduct Commission business.

Meetings may be called by:

- The President;
- A majority of the Executive Board; or
- As otherwise authorized by these By-Laws.

Meetings shall comply with applicable provisions of the Illinois Open Meetings Act.

Section 10.06 Quorum

A majority of the Executive Board members then serving shall constitute a quorum.

No official action may be taken without a quorum unless otherwise authorized by law.

Section 10.07 Reports

The President or designee shall report Executive Board actions at the next regular Commission meeting.

All actions shall be entered into the official minutes.

Section 10.08 Vacancies

Vacancies on the Executive Board shall be filled according to the election procedures contained in these By-Laws.

An appointed replacement serves only for the unexpired portion of the term unless otherwise provided.

ARTICLE XI

Board of Appeals

Section 11.01 Establishment

The Board of Appeals is established to provide an impartial administrative review of certain decisions affecting applicants for assistance and other matters assigned by law or Commission policy.

The Board of Appeals exists to ensure fairness, consistency, and due process in Commission operations.

Section 11.02 Composition

The Board of Appeals shall consist of members appointed by the President and confirmed by the Commission.

No member who participated in the original decision under appeal shall participate in the review of that appeal.

Whenever practical, the Board shall consist of three (3) impartial members.

Section 11.03 Jurisdiction

The Board of Appeals may hear appeals involving:

- Eligibility determinations;
- Assistance decisions;
- Administrative actions affecting applicants;
- Matters specifically referred by the Commission; and
- Other issues authorized by law.

The Board shall not hear matters reserved exclusively to the Commission by statute.

Section 11.04 Filing an Appeal

Appeals shall:

- a. Be submitted in writing;
- b. Identify the decision being appealed;
- c. State the reasons for the appeal; and
- d. Be filed within the time established by Commission policy or applicable law.

The Superintendent shall acknowledge receipt and forward the appeal to the President.

Section 11.05 Hearing Procedures

The Board of Appeals shall provide:

- Reasonable notice;
- Opportunity to present relevant information;
- An impartial review of the facts;
- Consideration of applicable law and Commission policy; and
- A written recommendation.

Hearings are administrative proceedings and need not follow formal judicial rules of evidence.

Section 11.06 Decision

Following review, the Board of Appeals shall recommend that the original decision be:

- Affirmed;
- Modified;
- Reversed; or
- Returned for additional consideration.

Unless otherwise required by law, the Commission shall make the final administrative determination.

Section 11.07 Records

All appeal records shall be maintained by the Superintendent within the Official Repository in accordance with applicable records retention requirements.

Confidential information shall remain protected as required by law.

Authority Note : Military Veterans Assistance Act, **330 ILCS 45.**

ARTICLE XII

Meetings

Section 12.01 Regular Meetings

The Commission shall hold regular meetings at times and locations established by the Commission.

Meeting schedules shall be published in accordance with the Illinois Open Meetings Act.

Section 12.02 Annual Meeting

The Commission shall conduct an annual meeting for the purpose of:

- Electing officers;
- Receiving annual reports;
- Conducting other annual business; and
- Addressing matters requiring action by the Commission.

Section 12.03 Special Meetings

Special meetings may be called by:

- The President;
- A majority of the Executive Board; or
- Upon written request of not fewer than one-third of the Delegates.

Notice shall be provided in accordance with the Illinois Open Meetings Act.

Only business identified in the meeting notice may be considered at a special meeting.

Section 12.04 Open Meetings

All meetings of the Commission and the Executive Board shall comply with the Illinois Open Meetings Act.

Meetings shall be open to the public except when lawfully convened in closed session.

Closed sessions shall be conducted only for purposes authorized by law.

Section 12.05 Quorum

A majority of the duly appointed Delegates then serving shall constitute a quorum for conducting Commission business.

No official action shall be taken without a quorum except as authorized by law.

Section 12.06 Voting

Each Member Organization is entitled to one vote through its appointed Delegate or properly seated Alternate Delegate.

Unless otherwise required by law or these By-Laws, actions shall be approved by a majority vote of Delegates present and voting.

Voice vote, roll call vote, ballot vote, or unanimous consent may be used as appropriate.

Section 12.07 Electronic Attendance

A Delegate may participate electronically when permitted by the Illinois Open Meetings Act and Commission policy.

Electronic participation shall constitute attendance for quorum and voting purposes when authorized by law.

The reason for electronic attendance shall be recorded in the meeting minutes.

Section 12.08 Meeting Agenda

The President, in consultation with the Superintendent and Secretary, shall approve the meeting agenda.

Delegates may request additional agenda items in accordance with Commission procedures.

Section 12.09 Minutes

The Secretary shall prepare accurate minutes of every meeting.

Minutes shall include:

- Date, time, and location;
- Members present and absent;
- Motions and resolutions;
- Voting results;
- Reports received;
- Executive session actions, when appropriate; and
- Other official business.

Draft minutes shall be presented for approval at the next regular meeting.

Approved minutes shall become part of the permanent records maintained by the Superintendent as Official Custodian within the Official Repository.

Section 12.10 Rules of Procedure

Unless otherwise provided by these By-Laws or Illinois law, meetings shall be conducted according to generally accepted parliamentary procedure as determined by the presiding officer.

Procedural rules shall be interpreted to promote orderly, fair, and efficient conduct of Commission business.

Section 12.11 Public Participation

Reasonable opportunity shall be provided for public comment in accordance with Commission policy and applicable law.

The President may establish reasonable time limits to ensure the orderly conduct of meetings.

Section 12.12 Records of Meetings

Meeting notices, agendas, minutes, recordings, and related documents shall be retained in accordance with the Illinois Local Records Act and maintained within the Official Repository by the Superintendent.

Authority Note: Illinois Open Meetings Act, **5 ILCS 120**; Illinois Freedom of Information Act, **5 ILCS 140**; Illinois Local Records Act, **50 ILCS 205**; Military Veterans Assistance Act, **330 ILCS 45**.

CHAPTER FOUR

Administration and Personnel

ARTICLE XIII

Superintendent

Section 13.01 Establishment

The position of **Superintendent** is established pursuant to the Military Veterans Assistance Act (330 ILCS 45) as the chief administrative officer of the Carroll County Veterans Assistance Commission (CCVAC).

The Superintendent shall administer the day-to-day operations of the Commission, implement the lawful policies of the Commission and Executive Board, supervise personnel, and ensure that all services are delivered in accordance with applicable federal, state, and local law.

The Superintendent serves as the principal executive responsible for the efficient, ethical, and professional administration of the Commission.

Section 13.02 Appointment

The Superintendent shall be appointed by the Commission in accordance with the Military Veterans Assistance Act.

The appointment shall be based upon qualifications, experience, leadership ability, integrity, and demonstrated knowledge of veterans' benefits, public administration, and applicable law.

Section 13.03 Qualifications

The Superintendent should possess qualifications that include:

- a. Knowledge of federal, state, and local veterans' programs;
- b. Administrative and supervisory experience;
- c. Financial management and budgeting experience;
- d. Effective communication and public relations skills;
- e. Knowledge of governmental ethics and public records laws; and
- f. Any additional qualifications established by the Commission.

Section 13.04 Duties

The Superintendent shall:

1. Administer all Commission programs.
2. Direct the daily operation of the CCVAC office.
3. Supervise Commission employees.
4. Implement policies adopted by the Commission.
5. Prepare annual operating and capital budget recommendations.
6. Monitor expenditures and maintain budgetary control.
7. Approve routine operational purchases within authorized appropriations.
8. Recommend contracts, agreements, and major expenditures requiring Commission approval.
9. Maintain official Commission records.
10. Serve as the Official Custodian of Commission records.
11. Maintain the Official Repository of Commission documents.
12. Maintain the official copy of these By-Laws and all amendments.
13. Coordinate with Carroll County officials, governmental agencies, Veterans Service Organizations, and community partners.
14. Prepare reports requested by the Commission.
15. Ensure compliance with applicable laws and regulations.
16. Perform additional duties assigned by the Commission.

Section 13.05 Official Repository

The CCVAC administrative office shall serve as the Official Repository of Commission records.

The Superintendent shall ensure that all official records are maintained in a secure, organized, and accessible manner consistent with applicable Illinois law.

Section 13.06 Official Custodian

The Superintendent is designated as the Official Custodian of all Commission records maintained within the Official Repository.

Responsibilities include:

- Maintaining official records;
- Protecting confidential information;
- Supervising records retention;
- Coordinating public records requests when designated;
- Preserving historical records; and
- Maintaining the official copy of the CCVAC By-Laws and Administrative Governance Manual.

Section 13.07 Office Administration

The Superintendent shall administer:

- Office operations;
- Personnel administration;
- Financial administration;
- Procurement;
- Property management;
- Records management;
- Public services; and
- Administrative procedures.

Section 13.08 Bond

Before assuming the duties of office, the Superintendent shall furnish a faithful performance bond in the amount of **Two Thousand Dollars (\$2,000)**, or such greater amount as may be required by law or by action of the Commission.

The cost

of the bond shall be paid by the Commission.

Section 13.09 Annual Evaluation

The Executive Board shall conduct a formal written evaluation of the Superintendent each year.

The evaluation shall consider:

- Leadership;
- Administrative effectiveness;
- Fiscal management;
- Personnel supervision;
- Compliance with Commission policies;
- Strategic planning;
- Public service;
- Professional development; and
- Overall performance.

The completed evaluation shall be reviewed by the Commission and maintained in the Superintendent's confidential personnel file.

Section 13.10 Three-Year Reappointment Review

At least once every three (3) years, the Commission shall conduct a comprehensive review of the Superintendent's performance and determine whether to reappoint the Superintendent for a subsequent term, in accordance with the Military Veterans Assistance Act and applicable Commission policies.

The review shall include consideration of:

- Performance evaluations;
- Organizational leadership;
- Financial stewardship;
- Program administration;
- Compliance with statutory responsibilities; and
- Long-term planning.

Nothing in this Section limits the Commission's authority to address employment matters at any other time as permitted by law.

Authority Note: Military Veterans Assistance Act, **330 ILCS 45**; Illinois Local Records Act, **50 ILCS 205**.

ARTICLE XIV

Assistant Superintendent

Section 14.01 Establishment

The Commission may establish the position of **Assistant Superintendent** when authorized by the Commission and supported through the approved budget.

The Assistant Superintendent serves under the direction and supervision of the Superintendent.

Section 14.02 Duties

The Assistant Superintendent shall assist the Superintendent in carrying out administrative responsibilities, including:

- Assisting veterans and eligible applicants;
- Processing benefit claims;
- Maintaining records;
- Coordinating outreach activities;
- Supervising assigned staff;
- Assisting with budgeting and reporting;
- Performing administrative duties assigned by the Superintendent; and
- Serving as acting Superintendent during temporary absences when authorized.

Section 14.03 Acting Superintendent

When the Superintendent is temporarily unavailable, the Assistant Superintendent may perform assigned administrative duties as delegated by the Superintendent or authorized by the Commission.

The appointment of an Acting Superintendent shall not transfer authority reserved exclusively to the Commission.

Section 14.04 Qualifications

The Assistant Superintendent shall possess qualifications appropriate to the duties assigned and shall maintain knowledge of applicable veterans' programs and Commission operations.

Section 14.05 Bond

The Commission may require the Assistant Superintendent to furnish a faithful performance bond whenever the duties of the position include responsibility for public funds, financial transactions, or other fiduciary responsibilities.

ARTICLE XV

Personnel Administration

Section 15.01 Purpose

The Commission shall maintain a professional personnel system that promotes merit, accountability, fairness, and efficient public service.

Personnel administration shall be conducted in accordance with applicable law, Commission policies, and approved budgetary authority.

Section 15.02 Classification and Compensation

The Commission shall establish and maintain a classification and compensation system for all authorized positions.

The system shall provide for:

- a. Written position descriptions;
- b. Clearly defined duties and responsibilities;
- c. Appropriate salary ranges;
- d. Equitable compensation practices;
- e. Periodic review of classifications; and
- f. Budgetary accountability.

Compensation shall be established by action of the Commission through the annual budget process.

Section 15.03 Personnel Files

A confidential personnel file shall be maintained for each employee.

Personnel files shall include, as applicable:

- Employment applications;
- Position descriptions;
- Appointment records;
- Performance evaluations;
- Training records;
- Compensation history;
- Disciplinary documentation;
- Required certifications; and
- Other employment records.

Personnel records shall be maintained in the **CCVAC administrative office** under the supervision of the Superintendent and protected in accordance with applicable law.

Section 15.04 Annual Evaluations

Each employee shall receive an annual performance evaluation conducted by the appropriate supervisor.

Performance evaluations shall measure:

- Job knowledge;
- Quality of work;
- Productivity;
- Professional conduct;
- Customer service;
- Attendance;
- Compliance with policies; and
- Achievement of established goals.

Completed evaluations shall become part of the employee's personnel file.

Section 15.05 Office Hours

The Superintendent shall establish regular office hours that provide reasonable public access while ensuring efficient administration of Commission operations.

Changes to regular office hours shall be approved by the Superintendent and communicated to the public.

Section 15.06 Work Schedules

The Superintendent shall establish employee work schedules necessary to maintain efficient operations and effective public service.

Alternative work schedules may be authorized when operationally appropriate.

Section 15.07 Overtime

Overtime work shall be performed only when necessary for Commission operations.

No overtime shall be worked unless it has been approved in advance by the Superintendent, except in emergencies where prior approval is not reasonably possible.

Compensation for overtime shall comply with applicable federal and state employment laws and Commission policy.

Section 15.08 Professional Conduct

Employees shall conduct themselves with honesty, integrity, professionalism, and respect in all official duties.

Employees shall avoid conflicts of interest, maintain confidentiality, and comply with applicable ethics laws.

Section 15.09 Training

The Commission encourages continuing education and professional development for all employees.

The Superintendent may approve attendance at training programs, conferences, and educational opportunities within available appropriations.

Section 15.10 Additional Employee Bonds

Whenever the Commission determines that the duties of a position involve the custody of public funds, financial transactions, or other fiduciary responsibilities, the Commission may require the employee occupying that position to furnish a faithful performance bond.

The amount of any bond shall be determined by the Commission.

The cost of required bonds shall be paid by the Commission unless otherwise provided by law.

Section 15.11 Personnel Policies

The Commission may adopt personnel policies and administrative procedures consistent with these By-Laws to govern employment practices, leave, benefits, workplace conduct, discipline, safety, and related personnel matters. Such policies shall not conflict with applicable federal or Illinois law.

Authority Note: Military Veterans Assistance Act, **330 ILCS 45**; Illinois Personnel Record Review Act, **820 ILCS 40**; Illinois Local Records Act, **50 ILCS 205**.

CHAPTER FIVE

Financial Management, Records Management, and Ethics

ARTICLE XVI

Financial Management

Section 16.01 Purpose

The Carroll County Veterans Assistance Commission (CCVAC) shall manage all public funds in a manner that promotes accountability, transparency, fiscal responsibility, and compliance with applicable law. Public resources shall be used solely to accomplish the statutory mission of the Commission and to serve eligible veterans, military service members, their dependents, and eligible survivors.

Section 16.02 Fiscal Responsibility

The Commission shall maintain sound financial management practices that include:

- a. Responsible stewardship of public funds;
- b. Accurate accounting and recordkeeping;
- c. Internal financial controls;
- d. Budgetary accountability;
- e. Separation of financial duties where practical;
- f. Compliance with applicable auditing and reporting requirements; and
- g. Protection of Commission assets.

Section 16.03 Annual Budget

The **Superintendent** shall prepare a proposed annual operating budget for consideration by the Executive Board.

The proposed budget shall include:

- Estimated revenues;
- Operating expenditures;
- Personnel costs;
- Capital expenditures;
- Program funding;
- Equipment needs; and
- Other anticipated financial requirements.

The proposed budget shall be submitted sufficiently in advance to permit meaningful review before Commission action.

Section 16.04 Executive Board Review

The Executive Board shall review the proposed budget and may recommend revisions before presenting the budget to the Commission.

The Board's review shall include an evaluation of:

- Financial priorities;
- Statutory obligations;
- Available revenues;
- Operational needs; and
- Long-range fiscal planning.

Section 16.05 Commission Approval

The annual budget shall become effective only after approval by the Commission during a duly convened meeting.

The approved budget shall constitute the Commission's financial plan for the fiscal year.

Budget amendments may be approved when necessary in accordance with Commission policy and applicable law.

Section 16.06 County Board Funding

Following approval by the Commission, the annual budget or funding request shall be submitted to the **Carroll County Board** in accordance with the Military Veterans Assistance Act and applicable county budget procedures.

The County Board is responsible for appropriating funds and providing financial support necessary for the Commission to perform its statutory duties as required by law.

Section 16.07 Expenditures

The Superintendent may authorize routine operational expenditures that:

- Are included within the approved budget;
- Serve a lawful Commission purpose; and
- Comply with Commission purchasing policies.

Expenditures exceeding delegated administrative authority or involving significant contractual obligations shall require prior approval of the Commission.

Section 16.08 Financial Reports

The Superintendent shall prepare financial reports for review by the Executive Board and presentation to the Commission.

At a minimum, **quarterly financial reports** shall include:

- Budget-to-actual revenues;
- Budget-to-actual expenditures;
- Fund balances;
- Significant budget variances;
- Outstanding obligations; and
- Other information requested by the Commission.

The Commission may require additional reports whenever necessary.

Section 16.09 Contracts

The Commission shall approve all contracts, agreements, memoranda of understanding, and other legally binding obligations unless authority has been specifically delegated by law or Commission action.

Following approval by the Commission, contracts shall be executed by the **President** or the **Superintendent**, as authorized by the Commission.

No individual officer, Delegate, or employee may bind the Commission without proper authorization.

Section 16.10 Purchasing

Purchasing practices shall promote:

- Competition when practical;
- Fiscal responsibility;
- Transparency;
- Fairness; and
- Compliance with applicable law.

The Commission may adopt procurement policies by Administrative Order.

Section 16.11 Audit

The financial records of the Commission shall be audited whenever required by applicable law.

The Commission may also authorize an independent audit or financial review whenever it determines that such action serves the public interest.

Audit findings shall be presented to the Commission and retained within the Official Repository.

Section 16.12 Internal Controls

The Superintendent shall establish internal financial controls designed to:

- Safeguard public assets;
- Prevent fraud;
- Promote accountability;
- Ensure accurate financial reporting; and
- Maintain compliance with applicable accounting standards.

ARTICLE XVII

Records Management

Section 17.01 Purpose

The Commission shall create, maintain, preserve, and dispose of official records in accordance with Illinois law and recognized records management practices.

Records management shall support transparency, continuity of operations, historical preservation, and public accountability.

Section 17.02 Official Repository

The **CCVAC administrative office** is designated as the **Official Repository** for all official Commission records.

The Official Repository shall maintain permanent and temporary records as required by law, including:

- By-Laws;
- Administrative Orders;
- Minutes;
- Resolutions;
- Financial records;
- Personnel records;
- Contracts;
- Policies;
- Appeals;
- Historical records; and
- Other official documents.

Section 17.03 Official Custodian

The **Superintendent** shall serve as the Official Custodian of all Commission records maintained within the Official Repository.

The Superintendent shall ensure that records are:

- Accurate;
- Complete;
- Secure;
- Properly indexed;
- Readily retrievable; and
- Preserved in accordance with approved retention schedules.

Section 17.04 Electronic Records

Electronic records shall possess the same legal status as paper records when maintained in accordance with applicable law.

The Commission may utilize electronic systems for:

- Document management;
- Financial records;
- Personnel administration;
- Meeting records;
- Electronic communications; and
- Digital archives.

Reasonable safeguards shall be implemented to protect the confidentiality, integrity, and availability of electronic records.

Section 17.05 Records Retention

Records shall be retained and disposed of in accordance with the Illinois Local Records Act and any applicable records retention schedules.

No official record shall be destroyed except as authorized by law.

Section 17.06 Public Records

Public access to Commission records shall be provided in accordance with the Illinois Freedom of Information Act.

Confidential records shall be protected as required by law.

Section 17.07 Disaster Recovery

The Superintendent shall implement reasonable procedures to protect official records from loss due to fire, flood, cyberattack, equipment failure, or other emergencies.

Electronic backup systems should be maintained whenever practical.

Authority Note: Illinois Freedom of Information Act, **5 ILCS 140**; Illinois Local Records Act, **50 ILCS 205**.

ARTICLE XVIII

Ethics and Conflicts of Interest

Section 18.01 Purpose

The Commission is committed to maintaining the highest standards of integrity, impartiality, and ethical conduct in all official actions.

Every Delegate, officer, employee, volunteer, and appointed representative shall conduct Commission business in a manner that preserves public confidence and promotes the interests of veterans.

Section 18.02 Delegate Code of Conduct

Delegates shall:

- a. Perform their duties honestly and impartially.
- b. Place the interests of the Commission above personal interests.
- c. Treat veterans, employees, fellow Delegates, and members of the public with courtesy and respect.
- d. Comply with all applicable laws and Commission policies.
- e. Maintain confidentiality when required by law.
- f. Protect public resources.
- g. Avoid conduct that would undermine public confidence in the Commission.

Section 18.03 Officers and Employees

Officers and employees shall:

- Exercise sound judgment;
- Perform duties fairly;
- Avoid misuse of public office;
- Protect confidential information;
- Comply with all applicable ethics requirements; and
- Conduct themselves professionally at all times.

Section 18.04 Conflict of Interest

No Delegate, officer, employee, or appointed representative shall participate in any official matter in which the individual has a direct financial interest or other conflict prohibited by law.

Whenever a potential conflict exists, the individual shall:

1. Promptly disclose the conflict;
2. Refrain from participating in discussion when appropriate;
3. Abstain from voting when required; and
4. Comply with applicable Illinois law and Commission policy.

The disclosure shall be recorded in the official meeting minutes.

Section 18.05 Gifts and Improper Influence

No Delegate, officer, or employee shall solicit or knowingly accept any gift, gratuity, favor, compensation, or thing of value that could reasonably be expected to influence the performance of official duties or create the appearance of impropriety.

Nothing in this Section prohibits acceptance of items expressly permitted by applicable law.

Section 18.06 Confidential Information

Confidential information obtained through Commission service shall not be disclosed or used for personal benefit except as authorized by law.

This obligation continues after an individual leaves Commission service.

Section 18.07 Use of Commission Property

Commission property, equipment, records, technology, and facilities shall be used solely for authorized governmental purposes unless otherwise permitted by Commission policy.

Section 18.08 Reporting Violations

Any Delegate, officer, employee, or volunteer who becomes aware of a potential violation of these ethical standards should promptly report the matter to the President or Superintendent, as appropriate.

Reports shall be reviewed in accordance with applicable law and Commission procedures.

Individuals making good-faith reports shall not be subjected to retaliation.

Section 18.09 Ethics Training

The Commission may require ethics training for Delegates, officers, employees, and volunteers to promote compliance with applicable laws and Commission policies.

Authority Note: Illinois State Officials and Employees Ethics Act, **5 ILCS 430**, as applicable; Illinois Freedom of Information Act, **5 ILCS 140**; Military Veterans Assistance Act, **330 ILCS 45**.

CHAPTER SIX

Final Provisions and Administrative Appendices

ARTICLE XIX

Amendments

Section 19.01 Purpose

These By-Laws constitute the official governing document of the **Carroll County Veterans Assistance Commission (CCVAC)** and may be amended only through the procedures established in this Article.

Amendments shall promote sound governance, maintain consistency with applicable law, and preserve the integrity of the Commission.

Section 19.02 Authority to Amend

Only the Commission may amend these By-Laws.

No Administrative Order, policy, resolution, committee action, or Executive Board action may amend these By-Laws except as expressly authorized herein.

Section 19.03 Proposed Amendments

A proposed amendment may be submitted by:

- The Executive Board;
- A standing committee authorized by the Commission;
- Any Delegate representing a Member Organization; or
- The Superintendent, acting in an advisory capacity through the Executive Board.

All proposed amendments shall be submitted in writing to the Secretary.

Section 19.04 Notice

The full text of each proposed amendment shall be provided to all Delegates not less than **thirty (30) days** before the meeting at which final action will be considered.

The notice shall include:

- The existing language;
- The proposed language;
- The reason for the amendment; and
- Any recommendation of the Executive Board.

Section 19.05 Adoption

Unless otherwise required by law, amendments shall be adopted by a **two-thirds (2/3) vote** of the Delegates present and voting at a meeting where a quorum is established.

Approved amendments become effective immediately unless a later effective date is specified.

Section 19.06 Codification

Following adoption, the Superintendent shall:

- Incorporate the amendment into the official manual;
- Update revision information;
- Maintain the official master copy within the Official Repository; and
- Distribute updated copies as authorized by the Commission.

ARTICLE XX

Indemnification

Section 20.01 Purpose

To encourage responsible public service while protecting individuals acting in good faith within the scope of their official duties, the Commission shall provide indemnification consistent with applicable law.

Section 20.02 Covered Persons

Subject to applicable law, indemnification may apply to:

- Delegates;
- Officers;
- Members of the Executive Board;
- Members of the Board of Appeals;
- Employees;
- Volunteers acting under Commission authority; and
- Other persons authorized by the Commission.

Section 20.03 Scope

The Commission may indemnify a covered person for costs, expenses, judgments, settlements, or reasonable attorney fees arising from official actions performed:

- In good faith;
- Within the scope of assigned authority;
- In the best interests of the Commission; and
- In compliance with applicable law.

Section 20.04 Exclusions

Indemnification shall not apply to acts involving:

- Fraud;
- Willful misconduct;
- Criminal conduct;
- Personal gain obtained unlawfully;
- Gross negligence; or
- Knowing violation of law.

Section 20.05 Insurance

The Commission may obtain liability insurance or participate in governmental risk management programs to provide protection for the Commission and covered persons.

Authority Note: Applicable Illinois law governing public entities and public officials.

ARTICLE XXI

Interpretation and Severability

Section 21.01 Interpretation

These By-Laws shall be interpreted to:

- Promote effective administration;
- Protect veterans and eligible beneficiaries;
- Ensure accountability;
- Preserve transparency;
- Comply with Illinois law; and
- Resolve ambiguities in favor of lawful administration.

Whenever a conflict exists between these By-Laws and applicable law, the law shall control.

Section 21.02 Gender and Number

Words used in the singular include the plural where appropriate.

Words importing one gender include all genders.

Section 21.03 Headings

Article and Section headings are provided for convenience and shall not control legal interpretation.

Section 21.04 Severability

If any provision of these By-Laws is declared invalid by a court of competent jurisdiction, the remaining provisions shall remain in full force and effect.

The Commission intends that each provision be independently enforceable.

Authority Note: Military Veterans Assistance Act, 330 ILCS 45.

ARTICLE XXII

Dissolution

Section 22.01 Dissolution

The Commission may not be dissolved except as authorized by Illinois law.

Upon dissolution, all records, funds, and property shall be transferred or disposed of in accordance with applicable statutes and lawful direction.

Section 22.02 Preservation of Records

Before dissolution, all permanent records shall be preserved in accordance with the Illinois Local Records Act.

Section 22.03 Financial Obligations

Outstanding obligations shall be satisfied before disposition of remaining assets.

ARTICLE XXIII

Adoption

Section 23.01 Adoption

These By-Laws constitute a complete restatement of the governing documents of the Carroll County Veterans Assistance Commission (CCVAC).

Upon adoption, they supersede all previous constitutions, by-laws, administrative rules, and governance documents of the Commission.

Section 23.02 Effective Date

These By-Laws shall become effective immediately upon adoption unless otherwise specified by the Commission.

Section 23.03 Official Publication

The Superintendent shall maintain the official master edition of this publication within the Official Repository.

Only the official master edition maintained by the Superintendent shall be considered the authoritative version.

CERTIFICATION

We hereby certify that this publication entitled **Carroll County Veterans Assistance Commission (CCVAC) By-Laws and Administrative Governance Manual**, Publication No. **CCVAC-GOV-001**, Revision **2026.1**, was duly adopted by the Carroll County Veterans Assistance Commission at a regular meeting held on _____, 2026 and constitutes the official governing document of the Commission.

SIGNATORY PAGE

President: _____

Date: _____

Vice President: _____

Date: _____

Superintendent: _____

Date: _____

Secretary: _____

Date: _____

ADOPTION RESOLUTION NO. 2026-01

A Resolution Adopting the CCVAC By-Laws and Administrative Governance Manual

WHEREAS, the Carroll County Veterans Assistance Commission is authorized under the Military Veterans Assistance Act (330 ILCS 45) to govern its affairs through duly adopted bylaws; and

WHEREAS, the Commission has undertaken a comprehensive review and modernization of its governing documents to ensure consistency with current Illinois law, sound public administration, and recognized governance practices; and

WHEREAS, the resulting publication, designated **CCVAC-GOV-001**, constitutes a complete restatement of the Commission's governing documents;

NOW, THEREFORE, BE IT RESOLVED, that the Carroll County Veterans Assistance Commission hereby adopts the **CCVAC By-Laws and Administrative Governance Manual**, Publication No. **CCVAC-GOV-001**, Revision **2026.1**, as its official governing document effective upon adoption.

Adopted this _____ day of _____, 2026.

We the undersigned officers of the Carroll County Veterans Assistance Commission , certify that this publication constitutes the official governing document of the Commission as adopted by Resolution No.2026-01.

President: _____

Vice President: _____

Sergeant-at Arms: _____

Adjutant/FOIA: _____

Superintendent: _____

Secretary: _____

Date: _____

AMENDMENT HISTORY

Revision	Date	Description	Approved By
2026.1	_____	Complete Restatement of Governing Documents	CCVAC

DOCUMENT CONTROL

Publication Number: CCVAC-GOV-001

Title: Carroll County Veterans Assistance Commission (CCVAC) By-Laws and Administrative Governance Manual

Revision: 2026.1

Administrative Order: 2026-01

Document Owner: Carroll County Veterans Assistance Commission

Official Repository: CCVAC Administrative Office

Official Custodian: Superintendent

Distribution: Public

Supersedes: All previous constitutions, bylaws, policies, and governance manuals adopted by the Commission to the extent of any conflict.

APPENDIX A

Governing Authorities

This appendix should include applicable federal, Illinois, and Carroll County authorities governing Commission operations, including:

- Military Veterans Assistance Act (330 ILCS 45)
- Illinois Open Meetings Act (5 ILCS 120)
- Illinois Freedom of Information Act (5 ILCS 140)
- Illinois Local Records Act (50 ILCS 205)
- Illinois Counties Code (55 ILCS 5)
- Illinois Personnel Record Review Act (820 ILCS 40)
- Illinois State Officials and Employees Ethics Act (5 ILCS 430), as applicable
- Other applicable federal and state authorities.

APPENDIX B

Definitions

This appendix should contain defined terms used throughout the Manual, including:

- Administrative Order
- Alternate Delegate
- Commission
- Delegate
- Executive Board
- Member Organization
- Official Custodian
- Official Repository
- Quorum
- Superintendent
- Veterans Assistance
- Other defined governance terms.

APPENDIX C

Annual Administrative Calendar

The annual administrative calendar should include recurring governance and operational milestones, including:

- Annual meeting
- Election cycle
- Budget preparation
- Executive Board budget review
- Commission budget approval
- County budget submission

- Quarterly financial reports
- Annual Superintendent evaluation
- Three-year Superintendent reappointment review (as applicable)
- Annual records review
- Policy review
- Ethics and training activities
- Audit schedule, when required by law.

APPENDIX D

Revision History

This appendix shall provide a chronological history of all revisions to Publication No. CCVAC-GOV-001 after its adoption, including revision numbers, effective dates, summaries of changes, and approving authority.

CLOSING STATEMENT

The **Carroll County Veterans Assistance Commission (CCVAC) By-Laws and Administrative Governance Manual**, Publication No. **CCVAC-GOV-001**, Revision **2026.1**, establishes the official governance framework for the Commission and serves as the authoritative source for its organization, administration, financial management, ethical standards, and operational procedures.

This Manual reflects the Commission's commitment to lawful governance, fiscal responsibility, transparency, accountability, and professional public service. By adopting these provisions, the Commission affirms its dedication to faithfully carrying out the responsibilities entrusted to it under the Military Veterans Assistance Act and to serving the veterans, military service members, dependents, and survivors of Carroll County with integrity, respect, and excellence.

The official master edition shall be maintained by the Superintendent in the CCVAC Official Repository. Future amendments shall be incorporated in accordance with Article XIX to ensure that this publication remains current, accurate, and consistent with applicable law.