

***CONSTITUTION AND BY-LAWS***



***VETERANS ASSISTANCE COMMISSION OF  
CARROLL COUNTY, ILLINOIS***

**ARTICLE 1 - NAME**

**SECTION 1.** The name of this Commission shall be "Veterans Assistance Commission of Carroll County".

**ARTICLE II - PURPOSE**

**SECTION 1.** The purpose of this commission is to promote the welfare of the veterans of all wars, and their families; to act as a central service office for all veteran organizations claim work referred to the Commission by member organizations; and to have general oversight of the distribution of all relief and supplies that may be appropriated for the benefit of the indigent veterans of all wars, and their families; and to formulate such rules and regulations in the Commission that will enable it to carry out the purposes set forth above.

**ARTICLE III - JURISDICTION**

**SECTION 1.** The territory to be included within the jurisdiction for this Commission shall be the entire County of Carroll, State of Illinois. The geographical limits of the Commission shall be limited to the confines of the County of Carroll, State of Illinois.

**ARTICLE IV - OFFICE**

**SECTION 1.** The headquarters and principal office of this Commission shall be in the County Administration Building or other suitable location.

**ARTICLE V - MEMBERSHIP**

**SECTION 1.** The membership of the Commission may be composed of delegates and alternates from each of the Veterans organizations within the County of Carroll that are recognized by the Congress of the United States or the General Assembly of the State of Illinois. The delegates and alternates must be selected annually as may be determined by each member organization.

**SECTION 2.** The following organizations may be represented by Delegates:

**American Legion**

Milledgeville, Post 553

Thomson, Post 1025

Mount Carroll, 67

Lanark Post 357

Shannon, Post 379

Savanna, Post 148

**Veterans of Foreign War (VFW)**

Lanark / Mount Carroll Post 4857

Savanna, Post 2223

**SECTION 3.** Any Veterans organization interested in the object and purpose of this Commission and can qualify under the Statutes of the State of Illinois, subject to the rules and regulations governing admission, may upon approval of the members of this Commission, become active members thereof and shall be represented by two of its members, one as delegate and one as alternate.

**SECTION 4.** This Commission reserves the right to revoke membership if written cause has been submitted to the Commission Board for their review. A report of the Board's findings shall be submitted to the membership for their disposition during an authorized meeting. A two-thirds vote of the Board is required to send for action to the membership, and two-thirds vote of the membership is required for final approval.

**SECTION 5.** Each organization is entitled to one (1) vote, which may be cast only if a delegate or alternate is present.

**SECTION 6.** No one delegate or alternate shall be permitted to vote for any organization other than the one they officially represent.

**ARTICLE VI - OFFICERS**

**SECTION 1.** Executive Officers of this Commission shall be, PRESIDENT, VICE-PRESIDENT, TREASURER, SECRETARY, JUDGE ADVOCATE, SGT-AT-ARMS, and such other offices deemed necessary by the Commission.

**SECTION 2.** All executive officers shall be elected at the annually. All officers so elected shall be installed and assume their duties at the next regular meeting following their election and shall continue in office for two year or until their successors are regularly elected and installed.

**SECTION 3.** Any member of this Commission shall be eligible to hold a Commission office, provided that he or she is not a member of, or candidate for the County Board of Carroll County, or is a candidate for or holding any political office that may conflict with the best interest of the Veterans Assistance Commission of Carroll County, State of Illinois.

**SECTION 4.** All delegates and alternates shall be certified in writing prior to the annual meeting.

**SECTION 5.** Vacancies occurring in any office shall be filled by the members of this Commission. A vacancy shall exist when an officer is absent from regular meetings of the Commission or Executive Committee for a period of time determined to be detrimental to the interest of the Commission. However, no vacancy shall be deemed to exist unless said Officer has been absent without approval for at least three consecutive meetings.

**ARTICLE VIII - COMMITTES**

**SECTION 1.** The President shall, with the consent of the membership, appoint such Committee(s) as shall be deemed advisable to carry out the purpose of this Commission.

**SECTION 2.** The President shall with the consent of the membership, appoint an Executive committee.

**SECTION 3.** As of September 29, 2021, with the dissolving of the Operations and Employee Management Committee. There shall be a standing committee hereby named the Executive Committee, which shall be composed of three members of this commission, which are, the Board President, Board Vice President, and Board Treasurer.

**SECTION 4.** The Executive Committee shall direct the work of the commission in the interim between regular meetings of the commission. This committee shall decide matters of policy and action to be taken in circumstances arising between regular meetings. Such as office operations, employee management decisions, financial assistance applications, restricted funds request, candidates for employment, employment termination packets and recommendations, and decision regarding CCVAC matters that cannot wait until the next scheduled regular Board meeting. The Executive Committee shall be the primary authority for actions taken on matters of policy between regular meetings. Any actions taken between regular meetings shall be communicated to the Board as soon as possible via email, telephone, fax, in-person, or at the next schedule regular Board meeting.

**SECTION 5.** Three members of the committee shall constitute a quorum.

**SECTION 6.** The President shall with the consent of the membership, appoint an Appeals Committee, to which a veteran may appeal for satisfaction if he/she feels that any injustice has been done to him/her by any employee of this Commission, either with reference to service or relief. This Committee shall consist of the Executive Officers of the Veterans Assistance Commission and at least two Delegates from the major veterans' organizations represented on this Commission.

**SECTION 7.** The duties of the VAC Board of Appeals are to provide assistance to the Superintendent; to see that the policy and procedures of the appeal process of the Veterans Assistance Commission of Carroll County are adhered to and to hear any appeals to the Superintendent's rulings. Any decisions made by the Appeals Committee will be delivered in writing to the Veteran within 10 days of an appeal decision.

**ARTICLE IX - MEETINGS**

**SECTION 1.** The regular meetings of this Commission shall be held on the last Wednesday, of the Month, quarterly in the months of, March, June, September, and December, at the Office of the Carroll County Veterans Assistance Commission or other suitable location.

**SECTION 2.** The annual meeting of this Commission held each year shall be the called the Annual Meeting, at which time all officers of this Commission shall present any required annual reports.

**SECTION 3.** Special meetings may be called by the President or at the request of Two members of this Commission, and the secretary shall give notice of such meetings by phone, mail, or email to all members of the Commission at least ten days prior to the date of said meeting. The notice shall state the purpose of the special meeting.

**SECTION 4.** Committee meetings may be called by the Committee Chairman or at the request of two members of the Committee, and the Committee Chairman shall give notice of such meetings by phone, mail, or email to all members of the committee at least ten days prior to the date of said meeting. The notice shall state the purpose of the committee meeting.

**SECTION 5.** Four members of this Commission shall constitute a quorum for all meetings.

**SECTION 6.** Procedures of all business meetings shall be governed by the Illinois Open Meeting Act and the most recent edition of Roberts Rules of Order, except as herein otherwise provided.

**ARTICLE X – SUPERINTENDENT**

**SECTION 1.** The executive powers of the commission shall be vested in a Superintendent elected by the commission from among those who served honorably in the armed forces of the United States.

**SECTION 2.** The Superintendent and with the approval of the Executive Committee, may appoint Office Staff to assist him/her in the duties of the office. The Superintendents, subject to rules formulated by the commission, shall select, as far as possible Veteran Service Officers and other employees from among Military Veterans who did not receive a bad conduct or dishonorable discharge or their surviving spouses.

**SECTION 3.** The new appointment of office staff will be conducted at the next quarterly meeting unless it is more than two weeks away. By which, a telephonic survey will be used to appoint office staff. Prior to any decision, the potential appointee's resume will be emailed or mailed to all board members. The board members will be given 48 hours to consider the matter. At which time a telephonic vote will be conducted to appoint him or her to the position pending final approval at the next quarterly board meeting.

**SECTION 4.** The Superintendent nor the Office Staff shall not be allowed to hold a position on the Carroll County Board or any political office while employed by the Commission that may conflict with the best interest of the Veterans Assistance Commission of Carroll County, State of Illinois.

**SECTION 5.** The Superintendent, designated Superintendent of Veterans Assistance of the County, shall, under the direction of the commission, have charge of and maintain an office in the county building or other central location approved by the Commission; said office to be used solely by the Commission for the carrying out of its purpose.

**SECTION 6.** This office shall be provided, furnished, and equipped the County of Carroll with all the necessary supplies, including telephone, printing, fax machine, stationary, relief orders, postage, relief questionnaires, desks, typewriters, computers, copiers, etc.

**SECTION 7.** This office shall be conducted in the interest of and for service to military veterans and their families, survivors who need assistance, and for the rendering of such services as may be considered reasonable for carrying out the purpose of this Commission.

**SECTION 8.** The office shall be under the direction of the Superintendent further designated as the Superintendent of the Veterans Assistance Commission of Carroll County, who shall investigate and report to the Veterans Assistance Commission of Carroll County Board all claims for relief under the law.

**SECTION 9.** The Superintendent and Treasurer may be bonded in an amount to be fixed by the Commission, but no less than \$2,000 for the faithful performance of their duties. Other employees may be bonded as deemed necessary by the Commission.

**SECTION 10.** The Superintendent shall receive an annual salary in the amount recommended by this Commission. The Office Staff also shall be fairly compensated, in order to be able to carry out the intent of the Commission.

**ARTICLE XI - AMENDMENTS**

**SECTION 1.** These By-Laws may be amended at any meeting by a vote of 2/3 of the membership attending such meeting, provided that the proposed amendment shall have been submitted in writing and provided that written notice shall have been given to all members of the Commission (delegates and alternates) at least ten days in advance of the date when such amendment is to be acted upon. Thus, notifying said members that such meeting a proposal to amend the Bylaws is to be voted upon.

**SECTION 2.** Any changes or amendments of the existing law, pertaining to the Military Veterans Assistance Act (330 ILCS 45), which shall affect or conflict with any provision of these Bylaws shall be deemed an amendment to these Bylaws.

**ARTICLE XII – LIMITATIONS**

**SECTION 1.** No part of the net earnings of the Commission shall inure to the benefit of, or be distributable to, its members, trustees, officers, or other private persons except that the Commission shall be authorized and empowered to pay reasonable compensation for services rendered.



**SECTION 2.** Notwithstanding any other provisions of these articles, this Commission shall not carry on any other activities not permitted to be carried on by an organization that must adhere to the provisions of The Illinois General Not-For-Profit Act.

**ARTICLE XIII - DISSOLUTION CLAUSE**

**SECTION 1.** Upon the dissolution of the Carroll County Veterans Assistance Commission. The Board shall, after paying or making provisions for the payment of all the liabilities of the Commission, dispose of all the assets of the Commission exclusively for the purposes of the Commission in such manner, or to such organizations operated exclusively for charitable, educational, religious or scientific purposes as shall at the time qualify as an exempt organization or organizations under section 501(c) (3) of the Internal Revenue code of 1986.as the Board shall determine. Any such assets not so disposed of shall be disposed of by the County of Jurisdiction in which the principal office of the Commission is then located, exclusively for such, purposes or to such organizations, as said County shall determine, which are operated exclusively for such purposes.

_____ <b>Date:</b> _____	_____ <b>Date:</b> _____
<b>Steve Behrens</b>	<b>Waldon Lee Gibbs</b>
<b>CCVAC President</b>	<b>CCVAC Vice-President</b>