



VETERANS' ASSISTANCE COMMISSION OF WASHINGTON COUNTY BYLAWS

Article I NAME

Section 1 - The official name of the central assistance and service organization shall be the Veterans Assistance Commission of Washington County (Hereafter the Commission or VACWC) by which this commission shall be called and known.

Article II - LEGAL AUTHORITY

Section 1 -The Commission shall be clothed with all the powers and charged with all the duties imposed by the Military Veterans Assistance Act (330 ILCS 45/). Any changes or amendments of 330 ILCS 45/ and any other existing Illinois law that supersedes the existing statutes shall be deemed an amendment to these by-laws.

Section 2 - This commission is also obligated under the policies and procedures as set forth in the Illinois Open Meetings Act (5 ILCS 120/) and Illinois Freedom of Information Act (5 ILCS 45/) and any other Federal Laws, Illinois statutes, county or municipal ordinances that are applicable to the operation of the VACWC.

Article III - PURPOSE

Section 1 - The purpose of this commission is to promote the welfare of veterans of military service whose last discharge was honorable circumstances and their families, as well as the families of deceased veterans who qualify for such services; to act as a central service office for the just, necessary, and needed assistance and services of qualifying military veterans and their families; to have general oversight of the distribution of all relief and supplies that may be appropriated for the benefit of military veterans and their families; and to formulate such rules and regulations that will enable it to carry out the purposed set forth above.

Article IV - JURISDICTION

Section 1 - The territory to be included shall be the entire county of Washington, Illinois.

Article V - FISCAL YEAR

Section 1 - The VACWC shall have the fiscal year of December 1 through November 30.



VETERANS' ASSISTANCE COMMISSION OF WASHINGTON COUNTY BYLAWS

Article VI MEMBERSHIP

Section 1 - The membership of the commission shall be composed of delegates from a majority of the state and federal chartered veteran service organizations that exist within Washington County.

Section 2 - A veteran service organization is defined in section 1 of the Illinois Veterans Assistance Act (330 ILCS 45/1).

Section 3 - Each delegate and alternate shall be selected annually as may be determined by each of the veteran service organizations in Washington County and shall serve for a period of one year or until their successor is selected by their respective veteran service organization in compliance with Section 9 of the Military Veterans Assistance Act (330 ILCS 45/1). Every January 1, the veteran's assistance commissions shall publish a notice to each veteran service organization within their respective county calling on them to select delegates and alternates for that county's Veteran's Assistance Commission by the methods provided in this subsection. The Veterans Assistance Commission shall allow each veteran service organization until March 1 to respond, at which time, those selected, and duly appointed delegates and alternates shall begin their term of office with full voting rights. Once selected, delegates and alternates shall be bound by the Public Officers Prohibited Activities Act.

Section 4 - The Illinois Veterans Assistance Act (330 ILCS 45/) has provisions for Veteran Service Organizations that have five or more of the same veteran service organizations in the same county to select delegates and alternates in a different manner and for those veteran service organizations that serve more than one county. The VACWC will refer to the Military Veterans Assistance Act (330 ILCs 45/9) when those circumstances require.

Section 5 - Each member organization attendance is based on either the delegate or the alternates delegates attendance. Each member organization's delegate / alternate will vote on behalf of the member veteran service organization. Each member veteran service organization will only have one vote.

Section 6 - In the event that a delegate or alternate's position is vacated prior to the completion of their term; the veteran service organization may reappoint a member to fill the vacancy of the unexpired term.



VACWC - VETERANS' ASSISTANCE COMMISSION OF WASHINGTON COUNTY BYLAWS

Article VII - OFFICERS

Section 1 - The officers of this commission shall be a Chairperson, Vice Chairperson and Treasurer and any other such officers deemed necessary by the commission.

Section 2- All officers shall be elected annually at the commissions annual meeting to be conducted in August of each year, and all officers so elected shall be installed and assume their duties at the end of that annual meeting following their election and shall continue in their office for one year or until their successors are regularly elected and installed.

Section 3- Any delegate or alternate of this commission shall be eligible to hold a commission office.

Section 4 - Vacancies in any office occurring during the year from said commission will be filled by members of this commission. A vacancy shall exist when an officer is absent from regular meetings of said commission for a period of time considered detrimental to the interests of said commission provided that no vacancy shall be deemed to exist unless said officer shall have been absent for not less than three consecutive meetings.

Section 5 - The chairperson of the VACWC shall preside over all meetings of the commission, annual, regular, and special. In the event that the chairperson is absent the Vice Chairperson shall preside in their absence. Should neither be present a Pro Tem Chairperson shall be elected by the members present for the purpose of conducting the meeting.

Section 6 - Should the Chairperson of the VACWC vacate their office prior to the expiration of their term, the Vice Chairperson shall be moved to the office of Chair and a new Vice Chair be elected at the next regular meeting of the commission, with a notice being sent to each veteran's service organization in Washington County of the vacancy.

Section 7 - The Secretary of the Commission shall take minutes of all VACWC meetings and the VACWC Superintendent shall be designated as the recording secretary and responsible for the storage of said minutes and all other documents in accordance with all applicable laws, policies and procedures.



3WA VETERANS' ASSISTANCE COMMISSION OF WASHINGTON COUNTY BYLAWS

Article VIII - COMMITTEES

Section 1 - The Chairperson shall, with the consent of the membership, appoint a grievance committee, to which a veteran may appeal for satisfaction if they feel that any injustice has been done to them by any employee of this commission, either with reference to service or relief. This committee shall consist of one member from no less than three and no more than five of the veteran's service organizations represented on this commission.

Section 2 - The Chairman shall, with the consent of the membership, appoint such other committees as shall be deemed advisable to carry out the purpose of this commission.

Section 3 - The Military Veterans Assistance Act (330 ILCS 45/9/a.5) Section 9 has guidelines regarding actions taken by the commission and any committees formed by the commission with which this commission shall comply.

Article IX - MEETINGS

Section 1- The meetings of this commission shall be set for a day, time and location to be established by the commission in November of each year, to align with the fiscal year for the purpose of transacting such business as may be properly brought before it. Each veteran service organization in Washington County shall be notified in writing of said day, time and location of each year's meetings.

Section 2 - The commission shall hold an annual meeting each year in the month of March, at which time all officers of this commission shall be elected. The Superintendent of the VACWC shall notify all veteran's service organizations in Washington County of the date, time and location of the annual meeting in writing no less than 10 days prior to the meeting.

Section 3 - Special meetings may be called by the chairperson, the Superintendent, or by the request of two other members of this commission, and the secretary or the Superintendent shall give notice of such meetings by making a copy of the notice to all members of the commission at least 5 days prior to the date of said special meeting, and no other business than that for which it is called may be transacted.

Section 4 – A quorum for the transaction of all business at any meeting will be in accordance with the requirements of the Illinois Open Meetings Act (5 ILCS 120/) but a lesser number may adjourn any meeting for a lack of quorum.

Section 5 - This commission will conduct all meetings in accordance with Roberts Rules of Order, except as herein provided.



VETERANS' ASSISTANCE COMMISSION OF WASHINGTON COUNTY BYLAWS

Article X - SUPERINTENDENT

Section 1 - The executive powers of this commission shall be vested in the Superintendent, who shall be elected by the commission annually at the March meeting and retained for a one-year (1) term upon a majority vote of the commission members present at the meeting. The Superintendent shall be a veteran of military service with an honorable discharge.

Section 2 - The Superintendent of the VACWC will be responsible for the staffing of the VACWC, with the approval of the commission, to ensure the purpose of the commission (Article III) is achieved to include providing input to the VACWC annual budget. All staff, as far as possible, shall be selected from military veterans who did not receive a bad conduct or dishonorable discharge or their surviving spouses or dependents to include members of the Illinois National Guard or a reserve component of the armed forces of the United States.

Section 3 - The superintendent shall not retain a position of delegate or alternative or have voting rights while employed by the commission, nor hold any other county level elected or appointed position or office during employment with the commission.

Section 4 - The Superintendent shall, under the direction of the commission, maintain an office in a county building or other central location; said office to be used solely by the commission for carrying out its purpose (Article III). This office shall; be conducted in the interest of and for service to military veterans and their families, and survivors who need assistance and rendering of such services as may be considered just, necessary and needed for carrying out the purpose of this commission.

Section 5 - The office shall be under the direction of the Superintendent, who shall investigate and report to the VACWC members, all claims for relief under the law.

Section 6 - The Superintendent, when required by the commission, shall give bond in the sum of \$2,000 for the faithful performance of their duties. The Commission may require all other employees of the commission to be bonded in an amount determined by the commission.

Section 7 - The Superintendent shall receive an annual salary in the amount recommended by this commission and the commission staff also properly compensated, in order to be able to carry out the intent of this commission.

Section 8 - The Superintendent is responsible for liaison and coordination with the Washington County Board and Administration. In the event that there is a conflict with said board or administration, the superintendent shall advise the commission of the conflict and propose possible courses of action for the commission.

Section 9 - A Superintendent may be removed from office if, after delegates from no less than 3 veteran service organizations file a written request calling for the superintendent's removal, there is a vote from a majority of the full commission membership in favor of such removal.



VETERANS' ASSISTANCE COMMISSION OF WASHINGTON COUNTY BYLAWS

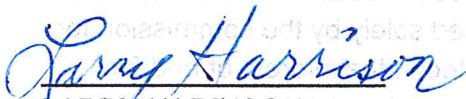
Article X - SUPERINTENDENT

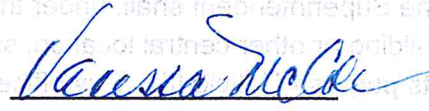
Section 10 - Superintendent vacancies shall be filled, whether long term or temporarily, at the next scheduled full commission meeting or within 30 days at a specially convened meeting, whichever comes sooner, and shall be selected by a vote from a majority of the full commission membership. Any individual who may be tasked with assuming the duties of or may be vested with the executive powers of a Superintendent, whether as acting or interim Superintendent, must be selected or appointed by a vote from a majority of the full commission membership and must have received an honorable discharge from the armed forces of the United States.

Article XI - AMENDMENTS

Section 1 - These bylaws may be amended at any regular meeting by a vote of two-thirds (2/3) of the membership attending such meeting, provided that the proposed amendment shall have been submitted, in writing, at the prior meeting.

Adopted this 26th day of February 2025.


LARRY HARRISON
Chairperson, VACWC


VANESSA MCCOLLUM
Secretary, VACWC