



# VETERANS ASSISTANCE COMMISSION OF WINNEBAGO COUNTY

## **BY-LAWS FOR THE VETERANS ASSISTANCE COMMISSION OF WINNEBAGO COUNTY (VACWC), ILLINOIS**

Revised 27 APRIL 2023

### **ARTICLE I – NAME**

The name of this Agency shall be the Veterans Assistance Commission of Winnebago County (VACWC), Illinois, also known as Veterans Assistance Commission (VAC) or Commission.

### **ARTICLE II - PURPOSE**

The purpose of this Commission is to promote the welfare of the Veterans of all wars whose final discharge is honorable to include their families as governed by Chapter 23 paragraph 3080 (330 ILCS 45/2 thru 45/10) entitled 'Military Veterans Assistance Act' of the Illinois Revised Statutes to include revisions and future amendments thereto. The Commission will act as a central office for all Veteran Organizations included as members of this Commission. The Commission will also have general oversight of the distribution of all relief and supplies and services that may be appropriate for the benefit of eligible Veterans and their families. The Commission will formulate such rules and regulations that will enable it to carry out the purpose set forth.

### **ARTICLE III - JURISDICTION**

The territory to be included within the jurisdiction for this Commission will be the County of Winnebago in the State of Illinois.

### **ARTICLE IV - OFFICE**

**Section I.** The headquarters and principal office of this Commission shall be in a County building, or other suitable central location.

**Section II.** The office shall be provided, furnished and equipped by the County with all necessary supplies, services and equipment in accordance with the Military Veterans Assistance Act, including telephone, printing and stationery, postage, desks, typewriters, computers, etc.

### **ARTICLE V – MEMBERSHIP**

**Section I.** Membership of the Full Commission shall be composed of one Delegate and/or one Alternate from each eligible validated Military Veteran Organizations, that are Federally or State chartered and 25% or more of its membership is located in Winnebago County, Illinois, who choose to be a Member Veteran Organization (MVO) of the Commission. Validation of MVO's must be completed by 01 March every year.



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**Section II.** A current list of eligible Veteran Organizations of Winnebago County and a current list of MVOs and their Delegates/Alternates will be maintained by the Commission.

**Section III.** No Delegate (or Alternate in the absence of the Delegate) shall be permitted to vote for any MVO other than the one the Delegate or Alternate officially represents.

**Section IV.** Each MVO present, at any Commission meeting, is authorized only ONE VOTE per issue. In the event of a TIE-VOTE, a motion fails.

### ARTICLE VI – OFFICERS AND COMMITTEES

**Section I.** Elected Officers of the Commission shall be the PRESIDENT, ADMINISTRATIVE COORDINATOR, FINANCE COORDINATOR, and SERVICES COORDINATOR.

**Section II.** All Officers shall be elected from delegates/alternates of the commission at the Annual Meeting in the month of September, and all Officers so elected shall be installed and assume their duties at the next Regular Meeting, and shall continue in office for one (1) year or until their successors are regularly elected and installed by the Commission.

**Section III.** No Officer or Member of the Commission shall serve, concurrently, on the Winnebago County Board, or in any other position within Winnebago County which may represent a conflict of interest.

**Section IV.** The President and Coordinators, with the PRESIDENT as Chair, shall constitute the ADVISORY COMMITTEE to exercise general oversight of the Commission in between the Regular Meetings of the Commission. The Superintendent and VAC-A Secretary shall attend all meetings of the Advisory Committee.

**Section V.** The ADVISORY COMMITTEE functions as the Financial Committee with the Finance Coordinator as the Chair and the Services Committee and the Personnel Committee with the Services Coordinator as the Chair.

**Section VI.** The Appeals Committee is a Specialized Committee and shall convene only as needed at the request of the President of the Commission. This committee will be made up of at least four Commissioners and the ADMINISTRATIVE COORDINATOR as the chair. The Appeals Committee has the executive authority to adjudicate a final decision of any appeal presented to the Commission and shall present their findings at the next Commission meeting for approval and posting.

**Section VII.** The Commission may create temporary committees as needed. The President shall appoint the Committee Chair and, the Chair shall select members of the new committee. Each Committee Chair shall present a committee report at all Regular Meetings.

**Section VIII.** Committees have no authority to act on behalf of the Commission but are subject to the record keeping and notification requirements of the Illinois Open Meetings Act.



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### ARTICLE VII - MEETINGS

**Section I.** The Regular Meeting of the Commission shall be held on the second Wednesday of each month, at the hour of 5:30 pm, at the office of the Veterans Assistance Commission or other suitable location (with proper advance notice), and shall transact such business as may be properly brought before it.

**Section II.** The Advisory Committee regularly meets every Thursday (excluding holidays) at 1:00pm, at the office of the Veterans Assistance Commission or other suitable location with proper advance notice.

**Section III.** An Annual Meeting of the designated Veterans Military Organizations (MVOs) representatives who constitute the Commission shall be held in the month of September to elect Officers. The quorum for that meeting shall be those present. The nomination process shall commence during the Regular Meeting immediately prior to the Annual Meeting and will close just prior to the voting process.

**Section IV.** A Special Meeting may be requested in writing by no less than three Delegates and/or Alternates representing at least three MVOs. The Advisory Committee shall have no more than seven days to review the request and the special meeting shall be held within 14 days of the original request. All delegates/alternates must receive the agenda at least three days prior to the date of said meeting. No other business shall be transacted.

**Section V.** Representatives of a majority of the validated Commission MVOs shall constitute a quorum for the transaction of all business at any Regular or Special Meeting, but a lesser number may adjourn any meeting.

**Section VI.** Proceedings for all business meetings shall be governed by the Illinois Code, these Bylaws, and the latest edition of *Robert's Rules of Order* and shall be conducted in compliance with the Illinois Open Meetings Act.

**Section VII.** If a quorum of the Commission is physically present, a majority may allow a member of that body to attend the meeting by video or audio conferencing if the member is prevented from physically attending because of: personal illness or disability; employment purposes or the business of the Commission; or a family or other emergency. If a Disaster Proclamation is issued, sec 7(e) of the Illinois Open Meetings Act will be followed.

**Section VIII.** If a commissioner is attending the meeting by video or audio conferencing for any other reason than the three reasons listed in Section VI above, that commissioner may participate in discussions only and shall not have a vote.





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### ARTICLE VIII - SUPERINTENDENT

**Section I.** The executive powers of the Commission shall be vested in the Superintendent, who shall be an Honorably Discharged Veteran appointed by the Commission and shall, under the direction of the Commission, have charge of and maintain an office to be used for carrying out assistance work in compliance with procedures and regulations adopted by the Veterans Assistance Commission and the regulations of the Department of Human Services.

**Section II.** The Superintendent of the Veterans Assistance Commission may hire staff as needed in accordance with the approved budget.

**Section III.** The Superintendent shall, with the concurrence of the Commission, obtain legal counsel and a Commission Secretary.

**Section IV.** The Superintendent has the duty to present monthly operational reports as deemed necessary by the Commission.

**Section V.** The Superintendent and all members of the Advisory Committee shall be bonded.

### ARTICLE IX - BYLAW CHANGES

Any change to these Bylaws shall be conducted as follows:

- A. Any Delegate or Alternate of an MVO may propose a change to the Bylaws. The Advisory Committee will review the proposed changes and develop a recommendation (including any recommended edits) for the Commission.
- B. Proposed changes will be placed on the agenda at the first Commission meeting after the Advisory Committee review for a first reading. Notice must be provided to all Delegates, Alternates and each MVO at least seven (7) days prior to the first reading.
- C. The vote shall follow the second reading at the first regularly scheduled meeting after the first reading. Notice must also be provided to all Delegates and Alternates at least seven days prior to the second reading and subsequent vote.
- D. Bylaw changes shall be enacted upon an affirmative vote of two-thirds of the voting representatives present at the meeting.



## VETERANS ASSISTANCE COMMISSION OF WINNEBAGO COUNTY

This document was voted on and approved at a Regular Veterans Assistance Commission (VAC) Meeting on 10 AUGUST 2022 and will go into effect Immediately.

Ashley C. (Dave) Davis, President

Nancy K. Clark, Administrative Coordinator

Todd R. Burton, Finance Coordinator

Terrell D. Lewis, Services Coordinator