



**VETERANS' ASSISTANCE COMMISSION
OF MADISON COUNTY INC.**

BYLAWS

REVISION

as reviewed and corrected by the Commission on

May 3, 2017

Founded July 1936

To be presented for adoption on

June 15, 2017

PREAMBLE

This agreement entered into by the County of Madison, Illinois, and the applicable elected officials, hereinafter referred to as The County Board, and the Veterans' Assistance Commission of Madison County Inc., for and on behalf of the "Veterans' Organizations" as used in the Bogardus Act, shall mean those Organizations formed by Veterans which are chartered by Congress and/or chartered by the State of Illinois with a membership of at least fifteen (15), and having established Posts, Camps, Chapters, Ships, or Detachments within the County of Madison, such local organization being the Veterans' Assistance Commission of Madison County Inc., and hereinafter referred to as "VAC," has, as its purpose, the promotion of harmonious relations between The County Board and the VAC in the establishment of fair and equitable rules of procedure for delivering services to the resident Veterans' community of the County.

The Veterans' Assistance Commission of Madison County Inc. was founded July 1936 pursuant to the Bogardus Act of 1874 and was approved May 25, 1907. Title as amended by the Act was approved December 16, 1991. Illinois Revised Statutes, Chapter 330, Act 45 et seq. of this Chapter titled Military Veterans' Assistance Act shall be recognized as proper guidelines for the administration of the Act. Where and when applicable, all rules, regulations, and administration procedures shall concur with the Public Welfare Code and the Statutes of the State of Illinois.

ARTICLE I – NAME

Section 1. The name of this Commission shall be "Veterans' Assistance Commission of Madison County Inc."

ARTICLE II – PURPOSE

Section 1. The purpose of this Commission is to promote the welfare of honorably discharged Veterans of military service and their families; to act as the central service office for all Veterans' Organizations included as members of this Commission and to handle all government claims work referred to the Commission by member Organizations; to have general oversight of the distribution of all assistance and supplies that may be appropriated for the benefit of indigent Military Veterans and their families; and to formulate such rules and regulations in the Commission that will enable it to carry out the purpose above set forth.

ARTICLE III – JURISDICTION & OFFICE

Section 1. The headquarters and principal office of this Commission shall be in the County Courthouse building (or other suitable central location).

Section 2. The territory to be included within the jurisdiction of this Commission shall be the geographical limits of Madison County, Illinois.

ARTICLE IV – MEMBERS

Section 1. The members of this Commission shall be composed of one (1) Delegate and one (1) Alternate from each Madison County Post of the American Legion, Veterans of Foreign Wars, Disabled American Veterans, Veterans of World War II (AMVETS), Veterans of World War I, United Spanish War Veterans, Marine Corps League, Military Order of the Purple Heart, etc., to be selected annually, as may be determined by each Post, Camp, Chapter, etc., as recognized by Illinois Revised Statutes, Chapter 330, Act 45/11 et seq. of this Chapter.

Section 2. Any recognized Madison County Veterans' organization interested in the object and the purpose of this Commission and qualified under section 1, may, upon approval of the members of this Commission, become active members thereof, and shall be represented by two (2) of its members, one (1) as a Delegate and one (1) as an Alternate. Each member Post shall be the legal and the official representatives of said Post at all Commission meetings and is authorized or allowed one (1) vote, which may be cast only if the Delegate or the Alternate is present. Beginning on January 1, 2017, and every January 1 thereafter, all Veterans Assistance Commissions shall publish a notice to each post, camp, unit, chapter, ship, or detachment of a military veteran's organization within their respective county calling on them to select delegates and alternates for that county's Veterans Assistance Commission. The Veterans Assistance Commissions shall allow each post, camp, unit, chapter, ship, or detachment of a military veteran's organization 60 days to respond. All selected delegates and alternates will be seated at the 1st Quarterly meeting following the 60 day response period.

ARTICLE V – OFFICERS

Section 1. Officers of this Corporation shall be a President, a First Vice President, a Second Vice President, a Recording Secretary, a Correspondent Secretary, a Treasurer, a Corporate Registered Agent, and four (4) Directors. The Officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the Veterans' Assistance Commission of Madison County Inc. No Directors or Officers shall receive compensation as such or be interested, either directly or indirectly, as an employee of, or in the purchase or sale of any property or supplies to be used in carrying out the purpose of this Commission pursuant

to Section 5/5-28006, Chapter 305, Act 5/12-21.7 Limitations on Political Activities of the Public Aid Code.

Section 2. All Officers shall be nominated and elected at the annual meeting in the month of December and every four (4) years thereafter; and all Officers so elected shall be installed and assume their duties at the close of the annual meeting, following their election, and shall continue in office for four (4) years or until their successors are regularly elected and installed.

Section 3. Any certified Delegate of this Commission shall be eligible to hold a Commission office, provided he/she is not a member of the Board of Supervisors of Madison County or hold any political office that may be a conflict with the best interest of the Veterans or the Veterans' Assistance Commission of Madison County Inc.

Section 4. Vacancies in any office of the Commission shall be filled by the President from the currently certified Delegates and approved by the Executive Board of the Commission to serve the unexpired term. A vacancy shall exist when an Officer is absent from regular or special 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 from not less than two (2) consecutive meetings. All absentee offices shall be filled by pro-term appointed by the President.

ARTICLE VI – EXECUTIVE BOARD

Section 1. The elected Officers of the Commission, including the Directors, shall constitute the Executive Board. Officers and Directors of the Executive Board shall be elected at the annual

meeting in the month of December. One (1) Director shall be elected to serve a term of four (4) years, one (1) Director shall be elected to serve a term of three (3) years, one (1) Director shall be elected to serve a term of two (2) years, and one (1) Director shall be elected to serve a term of one (1) year. All Officers and Directors so elected shall be installed and shall assume their duties at the close of the annual meeting, following their election, and shall continue in office for four (4) years or until their successors are regularly elected and installed.

Section 2. The Executive Board shall meet the first Wednesday of the month at a location and time set forth at each annual meeting- or at the call of the President of the Commission or at the written request of any three (3) members of the Executive Board. Any six (6) Executive Board members present shall constitute a quorum for the purpose of conducting the affairs of the Commission. The Quarterly Meetings shall be held the third Thursday of the month to allow for a two-week (2-week) break between the Quarterly Meetings and the Executive Board Meetings.

Section 3. The Executive Board shall have general supervision of the affairs between meetings of the Commission, shall fix the hour and the place of meeting, and shall make recommendations to the Veterans' Assistance Commission provided that a simple majority of the Board Members is present. The Board shall be subject to the orders of the Veterans' Assistance Commission, and none of its acts shall conflict with the action taken by the Veterans' Assistance Commission.

Section 4. The Executive Board shall review the annual budget and present it to the Commission for approval and recommendation to the County Board of Supervisors for approval.

Section 5. The Executive Board also shall serve as the Corporate Board of Directors of the Veterans' Assistance Commission in compliance with the corporation laws of the State of Illinois.

Section 6. The Executive Board, serving in the capacity of the Corporate Board of Directors, shall be responsible for the conduct, the management, and the control of the affairs, the property, and the personnel of the Veterans' Assistance Commission of Madison County Inc.

ARTICLE VII – MEETINGS

Section 1. The Commission shall hold regular meetings (quarterly) in a month having a suitable date and time as determined by action of the body at the annual meeting in

December. Meetings are to be held at a place and time prescribed by notification and shall transact such business as may be properly brought before it.

Section 2. Ten (10) members shall constitute a quorum to transact all business that may come before the body at any authorized regular quarterly, annual or special meeting of the Commission.

Section 3. Proceedings at all business meetings shall be governed by Robert's Rules of Order, except as herein otherwise provided.

Section 4. The Officers, the Delegates, and the Alternates shall be allowed travel expenses, not to exceed what may be authorized by the County Board Personnel Travel Regulations.

**ARTICLE VIII – SUPERINTENDENT – ELECTION – POWERS AND DUTIES -
OFFICE SPACE AND PERSONNEL – BOND – CIVIL SERVICE STATUS – SECRETARY**

Section 1-a. The executive powers of the Commission shall be vested in the Superintendent, who shall be selected by the Executive Board from among those who served in the Armed Forces of the United States as identified by Illinois Revised Statutes, Chapter 330, Act 45, section 10, and elected by those who are Delegates of the Commission at the meeting following the annual meeting adjournment in December.

Section 1-b. The Superintendent shall be elected to a quadrennial term following the Commission's annual meeting adjournment in December of the second odd year and installed effective January 1 to serve at the pleasure and the approval of the Executive Board.

Section 2-a. The Superintendent of the Veterans' Assistance Commission, subject to rules formulated by the Commission, shall select, as far as possible, secretaries and other employees from among veterans who served at any time during the aforementioned eras, or their families, with the approval of the Executive Board.

Section 2-b. All persons elected or selected to fill positions provided in the Act shall be exempt from the operation and the provisions of any civil service act or laws of this State.

Section 3. The Superintendent and employees of the Commission are prohibited to hold any political office or official position on the Veterans' Assistance Commission as an Officer, a Delegate, or an Alternate during their employment by the Commission subject to Chapter 305, Act 5/12-21.7 Limitations on Political Activities of the Public Aid Code.

Section 4. The Superintendent, designated as Superintendent of the Veterans' Assistance Commission 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, to be used solely by the Commission for the carrying on of its assistance work. The County shall provide the office and furnish all necessary supplies, including telephone, printing, stationery, and postage therefore.

Section 5. The Superintendent and the Commission employees shall be employees of the Veterans' Assistance Commission, and no provision in this section or elsewhere in the Act shall be construed to mean that they are employees of the County.

Section 6. The County Board shall, in addition to sums appropriated for assistance and emergency assistance purposes under the Act, appropriate such additional sums upon recommendations of the Commission and as approved by the County Board, to properly compensate the Officers and the employees required to administer such assistance as provided in Act 45, section 10.

Section 7. This office shall be conducted in the interest of the Veteran Community; shall provide assistance to Veterans of all wars, their families, and families of such deceased Veterans who need assistance; or shall render such other services as may be considered reasonable in carrying out the spirit and the intent of the Military Veterans' Act, in Chapter 330, Act 45, section 2 et seq.

Section 8. The office shall be in the charge of the Superintendent, further designated as Superintendent of the Veterans' Assistance Commission of Madison County Inc., who shall investigate and annually report to the Governor, on or before the first day of January of each year, such portions of the transactions of the aforementioned veterans' organizations relating

thereto as he may deem to be of interest to that organization and the people of the State. The Superintendent's decision shall be final in all cases.

Section 9. The Superintendent shall be bonded in an amount prescribed by the Military Veterans' Act, when required by the Commission.

Section 10. All assistance and services granted shall be in conformity with the law and in compliance with Chapter 305 ILCS, Act 5, section 12-3 through section 12-21.20;- and Chapter 330 ILCS, Act 45. The Superintendent and members of the Commission shall work with the Madison County Board Chairman in furtherance of the Commission's Mission.

ARTICLE IX – ASSISTANT SUPERINTENDENT

Section 1. An Assistant Superintendent may be selected from applications filed by qualified Military Veterans. The Superintendent will consider the applications and recommend those applicants believed to be best qualified for the position, together with all applications received for the position, to the Executive Board for review of the applications. The Executive Board shall present their recommendations to the Commission for action on the applicant.

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ARTICLE X – COMMITTEES

Section 1. A finance committee composed of the Treasurer and four (4) other members shall be appointed by the President promptly after each annual meeting. It shall be the duty of this committee to prepare a budget for the fiscal year beginning December 1. The committee will meet annually in June, prior to the County annual budget submission process to provide

guidance on budget recommendations to be submitted it to the Veterans' Assistance Commission for approval at the Quarterly meeting in June.

Section 2. Such other committees, standing or special, may be appointed by the President of the Veterans' Assistance Commission with the approval of the Executive Board as may be deemed necessary to carry on the work of the Veterans' Assistance Commission. The President shall be an ex-officio member of all committees, except the nominating committee.

ARTICLE XI – PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Veterans' Assistance Commission in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the Veterans' Assistance Commission may adopt.

ARTICLE XII – ILLINOIS ASSOCIATION OF COUNTY VETERANS' ASSISTANCE COMMISSIONS INC.

Section 1. The Veterans' Assistance Commission of Madison County Inc. may be a member of the Illinois Association of County Veterans' Assistance Commissions Inc.

Section 2-a. The membership to the Association shall be composed of the Superintendent of the Veterans' Assistance Commission of Madison County Inc., plus one (1) Delegate and one (1) Alternate as shall be selected annually from among the Commission Executive Board members as recognized by Illinois Revised Statutes, Chapter 330, Act 45/11 et seq. of this Chapter and shall be elected at the annual meeting of the Commission in December and be seated at the close of said meeting.

Section 2-b. The Commission shall be entitled to two (2) votes. The Superintendent shall have one (1) vote, and the Delegate or the Alternate shall have one (1) vote. All votes cast shall be in person, present at the meeting.

Section 3-a. The Superintendent, the Delegate, and the Alternate to the Illinois Association of County Veterans' Assistance Commissions Inc. shall attend the meetings of said association. The Superintendent, the Delegate, and the Alternate shall be allowed travel, lodging, and per diem expenses as provided by the County Board Personnel Travel Regulations.

Section 3-b. Any past State Association President, formerly representing Madison County, serving automatically on the Board of Directors of the State Association according to State Association Bylaws, shall be allowed travel, lodging, and per diem expenses as provided by the County Board Personnel Travel Regulations. Only those representatives residing within Madison County will be eligible for expense reimbursements from Madison County.

ARTICLE XIII – AMENDMENTS

Section 1. These Bylaws may be amended at any regular meeting by a vote of two-thirds of all membership attending such regular meeting, provided that the proposed amendment shall have been submitted in writing and read at the last preceding regular meeting, and provided further that written notice shall have been given to all members of the Commission (Delegates and Alternates) at least three (3) days in advance of the date when such amendment is to be acted upon, notifying said members that at 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 Veterans' Assistance Commission by the Legislature, and any ruling of the Attorney General of the State

of Illinois, which shall effect or conflict with any provision herein, shall be deemed an amendment to these Bylaws.

Adopted as amended by the Veterans' Assistance Commission of Madison County Inc. in regular session on June 15, 2017.

Robert Sedlacek, President

Kate Broadhurst, Secretary