

COMMISSION BY-LAWS OF THE VETERAN'S ASSISTANCE
COMMISSION OF THE COUNTY OF TAZEWELL COUNTY, ILLINOIS

August 18, 2025

Article I -NAME

Section 1. The official name of this central assistance and service committee shall be the 'VETERANS ASSISTANCE COMMISSION OF THE COUNTY OF TAZEWELL' by which name this commission shall be called and known as Veterans Assistance Commission (VAC/TC).

Article II - PURPOSE

Section 1. The purpose of this Commission is to promote the welfare of the veterans of the uniformed services of the United States of America whose last discharge was honorable governed by 330 Illinois Compiled Statues 45/2 thru 45/10 entitled 'Military Veterans Assistance Act of the Illinois Revised Statutes to include revisions and future amendments thereto. Regulations not addressed in the bylaws of the Tazewell County Veterans Assistance Commission shall be referred to the 330 Illinois Compiled Statutes 45/2 thru 45/10.

Section 2. The Commission will act as a central service office for all veterans and their families and for the families of deceased veterans.

Section 3. The Commission will have general oversight of the distribution of all relief and supplies and services that may be appropriated for the benefit of indigent veterans and their families.

ARTICLE III – JURISDICTION

Section 1. The territory to be included within the jurisdiction for this Commission will be the county of Tazewell in the state of Illinois.

ARTICLE IV- OFFICE

Section 1. The headquarters and principle office of this Commission shall be in a County building, or other suitable central location. The current location is: 414 Ste 100 Court Street, Pekin, Illinois.

Section 2. This office shall be provided, furnished and equipped by the County with all necessary supplies, including telephone, computers, printers, printing, and stationary, relief orders, relief questionnaires, postage, desks, etc.

ARTICLE V - MEMBERSHIP

Section 1. The membership of the Commission will be comprised of one (1) delegate and one (1) alternate from each of the congressionally or state chartered veteran service organizations in the county of Tazewell, Illinois, to include, but not limited to:

- A. The American Legion Posts (AML)
- B. Veterans of Foreign Wars Posts (VFW)
- C. Disabled American Veterans (DAV)
- D. American Veterans (AMVETS)
- E. Marine Corps League
- F. Military Order of the Purple Heart
- G. Vietnam Veterans of Illinois
- H. 40 et 8 Voiture

Section 2. All Posts, Camps, Ships, or Chapters of recognized veterans service organizations requesting membership in this Commission must have an office, headquarters, post home, other official domicile located within the geographic limits of Tazewell County.

Section 3. Any recognized 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 members thereof.

Section 5. Such delegates and alternates are to be selected annually as may be determined by each of the organizations named above and shall serve for a term of one (1) year to run concurrent with the fiscal year of the County of Tazewell and until their successor is selected.

Section 6. If a delegate or alternate vacancy occurs, prior to completion of the prescribed term of office, the post commander of that organization may re-appoint delegated/alternates to fill the unexpired term.

Section 7. The superintendent must be an honorably discharged Veteran and shall be appointed by the commission and shall, under the direction of the commission, have charge of and maintain an office in a location in Tazewell County, to be used to carry on the work of the commission.

Section 8. Neither the superintendent nor any other employee of the commission shall be allowed to hold a political office of the Tazewell County Board during their employment by the commission.

Article IV-EMPLOYEES

Section 1. The executive powers of this commission shall be vested in a superintendent to be designated as the Superintendent of the Veterans Assistance Commission of the County of Tazewell

Section 2. The superintendent shall be elected by the commission under the direction of the commission, have charge of, and maintain an office in Tazewell County to be used to carry on the work of the commission.

Section 3. There shall be a Secretary and/or Administrative Assistance of the Commission, who shall be qualified in accordance with the criteria specified in the Illinois Combined Statutes and posses the necessary skills to perform their duties in accordance with their respective job description.

Section 4. There shall be two (2) Veteran Service Officers that will be trained, qualified and accredited through the National Association of County Veterans Service Officers (NACVSO) to aid the county's Veterans and their dependents with claims and assistance.

Section 5. All employees shall be appointed by the superintendent and may be removed for cause, with approval of the commission.

Section 6. Upon removal, the outgoing employee shall return all properties of the commission to the superintendent within seven (7) days. Upon installation of a new superintendent or removal of the superintendent, the outgoing superintendent shall return all properties of the commission to the chairman within seven (7) days.

Section 7. The superintendent may be removed from office prior to completion of his/her appointed term for cause. Removal procedures will be instituted by written appeal to the commission by three (3) member organizations.

Section 8. Upon written appeal an investigative committee, consisting of five (5) delegates or alternates, shall be elected to investigate allegations of malfeasance or any demeanor that hinders the ethical or professional standards of the position of superintendent.

Section 9. A report of the committee's findings will be made to the commission and the commission shall vote upon the appeal. An affirmative vote for removal by two-thirds (2/3) of the delegates or alternates, attending a regular or special meeting where there is a quorum of seven (7) delegates present, shall terminate the superintendent's appointment.

Section 10. All member organizations and delegates shall be notified of the pending appeal at least ten (10) days prior to the date that such appeal is to be voted upon. All member organizations and delegates will be notified by first class mail at their last known address.

Section 11. Vacancies in the superintendent's position due to removal, illness, death, or retirement shall require a determination of vacancy by the commission. This determination requires a majority vote of the commission following a proper determination of vacancy by the chairman, shall call for nominations of a new superintendent at the next meeting, no more than thirty (30) days after notification of said vacancy. The election of a new superintendent shall be held no more than sixty (60) days after notification of said vacancy. The term is limited to the remainder of the unfilled term of the previous superintendent.

Section 12. The Chairman of the Veterans Assistance Commission shall assume all duties of the superintendent when a vacancy exists.

ARTICLE VII- MEETINGS

Section 1. The annual meeting of the commission shall be held at the office of the commission in Tazewell County at 6:00 pm (1800 hours) on the third Monday of November. Notice of said annual meeting shall be given ten (10) days before the time of said meeting in writing by the superintendent of the commission, at their address as shown by the records of the commission. The commission, in addition to the annual meeting, shall meet once a month on the third Monday of each month at the hour of 6:00 pm (1800 hours), at the office of the commission for the purpose of transacting the business of the commission and examine the reports of the superintendent, the records of distribution of the funds of the commission, or other funds available for distribution and such other matters pertaining to the business of the commission as shall be brought before the said meeting.

Section 2. The regular monthly meeting and annual meeting in November shall be held at the same time and place. The business meetings shall be governed by Robert's Rules of Order, revised except as herein otherwise provided.

Section 3. Special meetings may be called by the Superintendent. The Superintendent shall inform all members of the Commission at least three (3) days prior to the date of said meeting. The call for the special meeting state the purpose of the special meeting, and no other business that for which it is called shall be transacted.

Section 4. The Commission shall conduct all meetings in accordance with 5 ILCS 120 "Open Meetings Act", including all amendments to the Act.

- A. The "Open Meetings Act", as amended, requires that all State and Local government bodies file with the Illinois Attorney General's Office all Open Meetings Act Designees.
- B. Designees will be required to complete on-line training provided by the Illinois Attorney General's Office annually.
- C. Each elected member of the Executive Board of the Commission shall be the registered Open Meeting Act Designees and shall comply with all requirements as directed by the Illinois Attorney General's Office

ARTICLE VIII-SUPERINTENDENT

Section 1. The Executive powers of this Commission shall be vested in the Superintendent, who shall be appointed by the Commission and shall take office on the date designated by the Commission.

Section 2. The Superintendent of the Veterans Assistance Commission may appoint assistants as needed. The Superintendent shall select, as far as possible, veterans service officers and other employees from among military veterans who did not receive a bad conduct or dishonorable discharge.

Section 3. The superintendent shall be evaluated annually by the Tazewell County Chairman or Vice Chairman in the month of May of each calendar year; and a written report shall be generated. A copy of the report from the evaluation shall be provided to the entire Commission membership.

ARTICLE IX-ELECTIONS

Section 1. At the annual meeting the commission shall elect, by secret written ballot, from their members, a chairman and a vice chairman who are to serve for the period of two (2) years.

Section 2. The said chairman shall preside over all meetings of the commission, annual, regular, and special. In the event the chairman vacates his/her term of office or is absent, the vice chairman shall preside in his/her stead. The superintendent of the commission or the delegate representative appointed by the chairman shall take minutes of all meetings and record the same in the records of the commission.

Section 3. There shall be elected at an annual meeting; the superintendent of the Veterans Assistance Commission of Tazewell County, who shall serve for the period of four (4) years and until his successor is elected and qualified. The superintendent shall be chosen by secret written ballot from a list of nominees presented by members of the commission. Nominations will be taken during the October meeting and election shall take place during November (annual) Meeting.

Section 4. The nominee for superintendent receiving the majority number of voted cast shall be declared the elected superintendent of the commission.

Section 5. Each delegate shall be entitled to one vote and if the delegate is not present at the annual meeting, then the alternate of the said delegate shall be entitled to one vote.

Section 6. The fiscal year of the commission shall run concurrent with the fiscal year of Tazewell County. All delegates and alternates forms will go out January 1st to the respective Commanders of Service Clubs of Tazewell County; and will be filled out and returned no later than March 1st.

Section 7. These by-laws may be amended at any regular meeting of this commission if there is a quorum of at least seven (7) delegates present, providing that the proposed amendment has been submitted in writing a week at the preceding meeting and provided further that a copy of the written amendment has been mailed to all members of the commission (delegates, alternates, and officers) at least ten (10) days in advance of the date when such amendment is to be voted upon. All members and member organizations will be notified by first class mail, at their last known address.

Section 8. Any number of delegates at a meeting may approve the reading of the bills, and at the direction of the chairman may approve emergency bills due to hazardous weather conditions. Veterans Assistance Commission Chairman shall break the tie vote.

ARTICLE X- INTENT

Section 1. The commission shall formulate such rules and regulations as may be necessary to carry out the spirit and intent of the law under which it is organized and providing for the relief to indigent and suffering Veterans and their families, as well as the families of deceased Veterans.

Section 2. It shall be the duty of the commission to seek and obtain from the County Board an appropriation of county funds in the amount sufficient to defray the expenses and salaries of the superintendent, two (2) VSO's, an administrative assistant and/ or secretary, and the expense of maintaining the office of the commission, as well as obtaining from various towns in the county appropriations of sufficient funds to care for and carry out the assistance referred to above and also to obtain from the county, sufficient funds for emergency assistance for Veterans, their families, and the families of deceased Veterans.

Section 3. The commission shall prepare a budget within the limits of the funds available for the purposes of defraying all of the expenses of the commission and the superintendent, VSO's, administrative assistant and/or secretary.

Section 4. The commission and the superintendent shall make reports as are required by law.

Section 5. The superintendent shall keep full and complete records of all cases handled throughout his/her office together with books of account which shall show all expenses and disbursements of his office and the distribution of such supplies as may be placed in his hands to distribute to indigent Veterans and their dependents. The superintendent shall make reports and accounting of all disbursements to the commission and the county board as required by law and in keeping with the regulations of the commission and shall be subject in all respects to the supervision of the commission except that the decisions of the superintendent upon claims for further assistance shall be final in all cases.