

VETERANS' ASSISTANCE COMMISSION

OF

ST. CLAIR COUNTY, IL

BY-LAWS

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ARTICLE I – VETERANS ASSISTANCE COMMISSION

SECTION 1.

There is hereby established a Veterans Assistance Commission (hereinafter, the “Commission”) pursuant to the Act. The name of this organization shall be “Veterans Assistance Commission of St. Clair County”. All powers granted by the Act are hereby vested in the Commission.

SECTION 2.

The purpose of this Commission is to provide just and necessary assistance and services to military veterans who served in the Armed Forces of the United States and whose last discharge from the service was honorable or general under honorable conditions, to their families, and to the families of deceased veterans with service who need such assistance and services. See Section 2 of the Act.

SECTION 3.

The jurisdiction of the Commission shall be limited to within St. Clair County Illinois. The preceding sentence shall not be interpreted to prevent the Commission from expanding the jurisdiction of the Commission.

SECTION 4.

All meetings of the Commission, or any subcommittee or board, shall be governed by Robert’s Rules of Order as reasonably modified for local custom and practice.

ARTICLE II – MEMBERSHIP

SECTION 1.

Membership shall consist of Veteran Service Organizations, as defined in Section 1 of the Act, located within the jurisdiction of the Commission.

SECTION 2.

Each eligible Veteran Service Organizations who elects to maintain membership in the commission, shall appoint a delegate and an alternate delegate to represent their respective organization. Delegates and alternate delegates shall be certified to the Commission by the Veterans Service Organization annually. The Commission shall send notice to member organizations no later than January 1. Delegate certifications must be turned into the Commission no later than March 1, each year. If a member organization fails to submit their annual certification, the member organization will lose voting privileges.

SECTION 3.

Each eligible member organization shall have one vote. In the absence of the primary, the alternate delegate may cast the vote for the organization. A certified delegate, or alternate, may cast a vote for each member organization for which they represent. Each delegate, or alternate delegate, may only cast their own vote; proxy voting is strictly prohibited.

SECTION 4.

Any delegate or alternate delegate who brings discredit upon the commission may be removed or rejected as a delegate for cause by 2/3 of the Commission. Prior to a vote to remove a delegate, the delegate may be given an opportunity to be heard during a meeting, regular or special, of the Commission.

ARTICLE III – OFFICERS

SECTION 1.

Delegates and Alternate Delegates to the Commission shall elect Officers as follows (in order of rank):

- President
- 1st Vice President
- 2nd Vice President
- Secretary
- Treasurer
- 1st Year Board Member
- 2nd Year Board Member
- 3rd Year Board Member

The Terms of Office for all officers shall be one (1) Year; except for the 1st, 2nd and 3rd Board Members which shall be staggered three (3) year terms. If the President is absent from any meeting, the highest-ranking officer present shall lead the meeting.

SECTION 2.

Nominations of officers will be held at the August meeting and again at the September meeting. Officers shall be elected at the October (annual), meeting and take their offices at the November meeting.

SECTION 3.

Any Delegate or Alternate Delegate in good standing with their member organization shall be eligible to hold an elective or appointed office, provided he or she does not hold a political office that conflicts with the intent and interest of the Commission. No member organization can hold more than two (2) elective offices in the Commission.

SECTION 4.

Officer positions that become vacant shall be filled by another COMMISSION certified delegate, or alternate delegate. A vacancy will exist

when an officer is absent from three (3) meetings in succession without being excused. In the event that the office of president becomes vacant, the First Vice-President will assume the office and term of the former president. For all other offices, vacated positions will be filled by temporary appointment by the president and will be filled on a permanent basis by special election by the body of the Commission at the next regularly scheduled meeting or as soon as reasonably practical. The delegate assuming the term of office due to a vacancy shall continue the current term of the prior officer.

SECTION 5.

Certified delegates / alternate delegates who transfer organization membership must be recertified by his / her new organization at the earliest possible date (not to exceed ninety (90) days from the date of transfer of organization). The new organization must be a member of the Commission. If the person transferring holds an elective office, the person must be reconfirmed by the Commission for the office previously held. Delegates may represent more than one membership organization. Delegates representing more than one membership organization shall only receive one vote.

SECTION 6.

The President may appoint such officers and committees as are reasonably necessary for the good operation of the commission. The President shall appoint a chaplain. All appointees shall be delegates or alternate delegates. There shall be no less than 1 Executive Board member on all committees.

ARTICLE IV – EXECUTIVE BOARD

SECTION 1.

The Executive Board of the Commission shall consist of the following:

- President
- 1st Vice President
- 2nd Vice President
- Secretary
- Treasurer

- 1st Year Board Member
- 2nd Year Board Member
- 3rd Year Board Member
- Superintendent (Ex-Officio)

SECTION 2.

The executive board shall meet, at a time and place to be designated by the president. The board is authorized to act for the Commission between monthly meetings provided that the Executive Board may not take any binding action not previously authorized or approved by the Commission. Five (5) executive board members shall constitute a quorum to transact business. All executive board activity will be reported to the Commission body at the next scheduled commission meeting. The president, or at the request of three (3) members of the executive board to the president, may call a special meeting of the executive board. A special meeting will only address the stated purpose or purposes that the meeting was called to address.

ARTICLE V – COMMISSION MEETING

SECTION 1.

Monthly meetings of the Commission will be held on the last Tuesday of each month except the month of December. The October meeting will be the annual meeting. All Commission meetings will be held within the jurisdiction of the Commission consistent with available room space. Commission members will be advised as to time and location of Commission meetings. Officers elected at the annual meeting will take office January 1. The delegates term of office shall be 1 January – 31 December, each year. In the event that a delegate who is elected as an officer of the commission is not certified by the membership organization for the entire term of office, the elected office will be deemed vacant. A special election shall be held to fill the election office consistent with Article IV, Section 4, above.

SECTION 2.

(5) Five delegates or alternates from (5) different membership organizations, plus either the President, First Vice President or the 2nd Vice President shall constitute a quorum to transact the business of the Commission.

SECTION 3.

All meetings of the Commission shall be held consistent with the Open Meetings Act as hereinafter amended.

SECTION 4.

Public comment shall be no longer than 5 minutes on a given subject per meeting. Another member of the public cannot give the speaker additional time.

ARTICLE VI – EMPLOYMENT / EMPLOYEES

SECTION 1.

In accordance with powers vested by the Act, the executive powers of the Commission are vested in the superintendent. The Commission may assign or vest additional powers and duties in the Superintendent as the Commission may see fit. The Commission shall appoint the Superintendent by majority vote of all commissioners present at a meeting of the Commission. The Superintendent shall attend all regular and special meetings of the Commission; providing monthly reports of just and necessary aid and services provided to veterans. The Superintendent will take necessary action to secure agreements with local, state, federal and other human service agencies for the purpose of providing employment, employment related services and other human social services as deemed necessary.

SECTION 2.

The Commission may appoint an Assistant Superintendent. The Assistant Superintendent shall be vested with appropriate powers and duties reasonably necessary to fulfill the duties of the office, as further detailed in the job description of the position. If the Superintendent is to absent from any required meeting, the Assistant Superintendent shall attend and report on the Superintendent's behalf. During any temporary absence of the Superintendent, the duties of the Superintendent shall be administered by

the Assistant Superintendent.

Section 3.

Subject to rules formulated by the Commission, the superintendent shall select employees from among military veterans, their surviving spouses or immediate family members. The superintendent and other employees of the Commission are prohibited from being delegates / alternates from member organizations to the Commission. The superintendent and employees of the Commission shall be housed within the jurisdiction of the Commission. The Commission office shall be used solely for the carrying out of the purpose of the Commission.

SECTION 4.

Pursuant to and in accordance with the Act, the Superintendent and other employees shall be employees of the Commission and not to be construed to mean that they are employees of the county. The superintendent will give bond in the sum of \$2,000.00 for the faithful performance of his / her duties. All persons appointed or selected as Commission employees are exempt from the operation and provision of any Civil Service Act or laws of the state of Illinois in accordance with the Act.

SECTION 5.

Nothing in these bylaws shall be construed as amending, creating or establishing a contractual right in any employee of the Commission. All employees, including the Superintendent and Assistant Superintendent are considered At-Will employees and may be terminated for any reason or no reason at all.

**ARTICLE VII – ILLINOIS ASSOCIATION OF COUNTY
VETERANS ASSISTANCE COMMISSIONS**

SECTION 1.

The St. Clair County Veteran's Assistance Commission shall be a member of the Illinois Association of County Veterans Assistance Commissions. The Commission shall elect from among the commission members a delegate and alternate delegate to the state association annually, and along with the superintendent shall attend meetings of the state association. These Commission representatives are authorized travel, housing, meal and registration expenses in accordance with St. Clair County per diem guidelines.

ARTICLE VIII – FINANCES

SECTION 1.

The funding authority for programs, services, and administration is outlined in the military veteran's assistance act and chapter 34, paragraph 5-2006 (tax for veteran's assistance commission) of the counties code statute. The Commission will submit a just and necessary budget to appropriate St. Clair County officials and subsequently to the St. Clair County board to fund Commission programs for eligible military veterans, their families, and families of deceased veterans.

SECTION 2.

The executive board in conjunction with the Superintendent will meet, to prepare the annual budget to be presented to the Commission body for approval. The Commission will submit its budget to the St. Clair County office by November 1 or such other date designated by the County.

SECTION 3.

The Commission fiscal year will run concurrently with the county fiscal year.

ARTICLE IX
BY-LAWS AMENDMENTS

SECTION 1.

These By-Laws may be amended at any regular meeting by a vote of 2/3rds of the authorized membership attending said meeting. Delegates provided the proposed amendment provided in accordance with the OMA no less than 48 hours prior to the amendment being voted on by the member. It is sufficient that written copies of the proposed amendment be available to membership at the Commission office.

ARTICLE X
OPERATING POLICY CODE

SECTION 1.

Pursuant to the Act, the superintendent of the Commission office will submit an annual report to the governor of the state of Illinois on or before the first day of January of each calendar year. The report will be in a format approved by the Commission.

SECTION 2.

Subject to appropriation of monies by the St. Clair County Board and the Commission, the superintendent shall have general oversight of the distribution of all monies and supplies for the benefit of clients of the Commission.

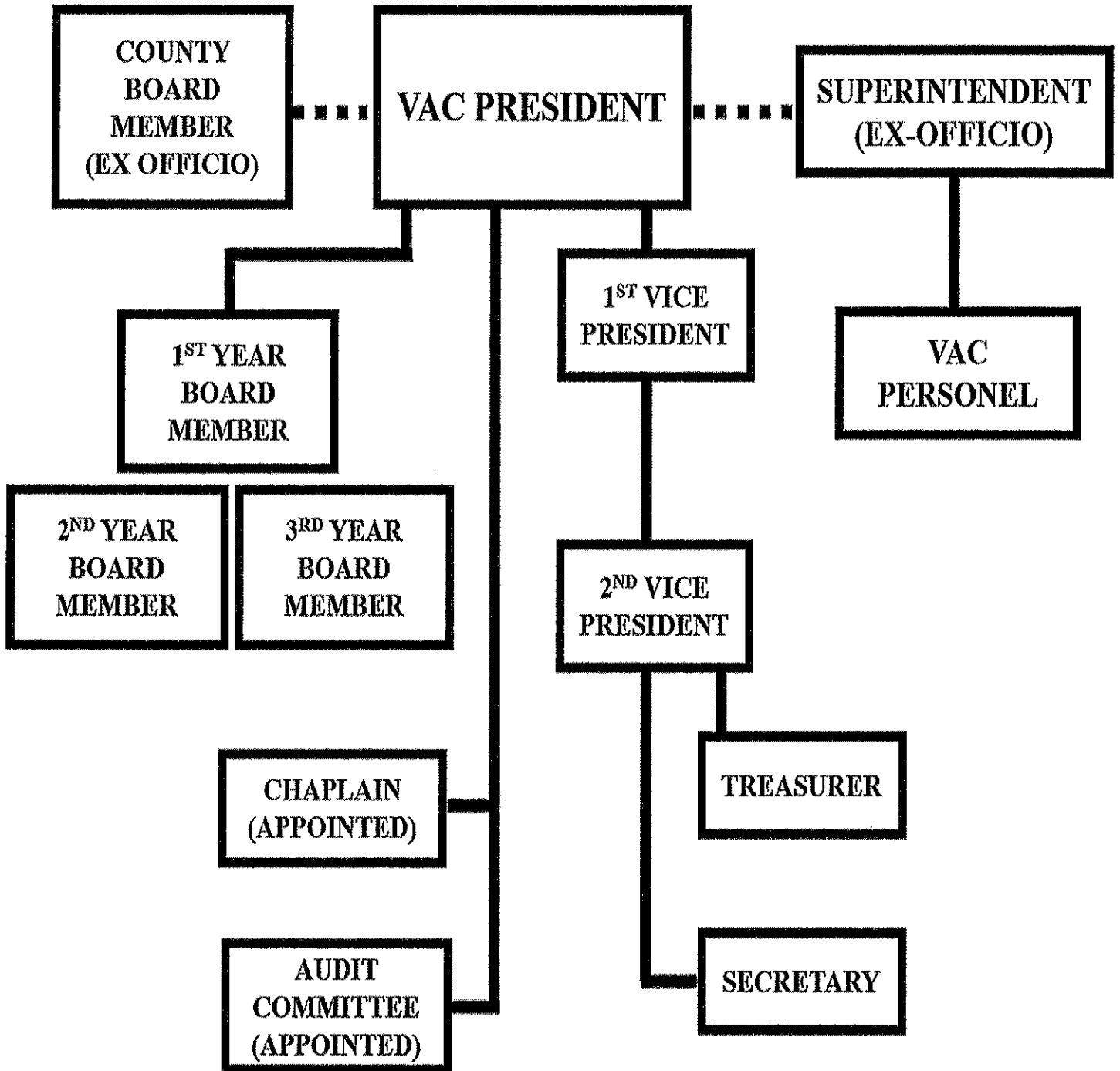
SECTION 4.

An audit committee will be established consisting of no less than 3 members with the audit chair being selected by the Commission President. The audit committee shall audit the client files and assistance programs on

a quarterly basis or as needed as determined by the committee chair and approved by the Commission President. The audit committee will present to the executive board for review and appropriate action as necessary. All audit reports will be made available to Commission members and others as appropriate and necessary.

ANNEX I

COMMISSION ORGANIZATIONAL CHART



ANNEX II OFFICER DUTIES

This Annex will cover the duties for each of the officer positions within the St. Clair County COMMISSION. All officers will be provided a copy of the St. Clair County COMMISSION by-laws. Officer position duties are listed below and can be added to at the discretion of the president.

COMMISSION President – the COMMISSION president shall lead the commission in the performance of its duties; the following is a list of specific duties for the COMMISSION president:

- **Shall preside at all official meetings**
- **Shall be an ex-officio member of all committees**
- **Shall adhere to the bylaws of the St. Clair County COMMISSION**

1st Vice-President – The first vice president shall assist and assume the duties of the president in their absence

2nd Vice President- The second vice president shall assist and assume the duties of the president in the absence of the 1st vice president and the president

COMMISSION Secretary

- **Shall attend all executive board meetings and special meetings as required by the president**
- **Shall record, maintain, and make available all COMMISSION meeting minutes;**
- **Shall maintain a copy of the following lists:**
 - **Current by-laws to be made available upon request for members**
 - **Current list of all members and delegates with contact information**

- **Upon Commissioning the position, the secretary shall surrender all records in their possession to the executive board**

COMMISSION Treasurer-

- **Shall attend all executive board meetings and special meetings as required by the president**
- **Shall coordinate with superintendent to prepare and provide monthly and annual financial reports to the Executive Board**
- **Shall cooperate with the audit committee**
- **Upon Commissioning the position, the treasurer shall surrender all records in their possession to the executive board**

Executive Board Members

- **Shall attend all executive board meetings and special meetings as required by the president**
- **Shall serve on committees as appointed by the president**

Chaplain – shall serve the non-denominational liturgical needs of the commission

ANNEX III
LIST OF CONGRESSIONALLY OR STATE
CHARTERED ST. CLAIR COUNTY VETERANS
ORGANIZATIONS

Below is list of congressionally or state-chartered St. Clair County veterans organizations authorized for membership and to be elected for officer & executive board member positions with the St. Clair County, Il COMMISSION. The below list is meant to be illustrative and not all encompassing.

- **Veterans of Foreign Wars (VFW)**
- **American Legion**
- **Am Vets**
- **Disabled American Veterans (DAV)**
- **Military Officers Association of America**

- **Marine Corps League**
- **Arlington Green Veterans Golf Association**
- **Polish American War Vets**
- **Catholic War Vets**
- **Other Veteran organizations**

ANNEX IV
COMMISSION DOCUMENTS

1. COMMISSION ANNUAL MEMBER CERTIFICATION FORM

V.A.C. ANNUAL CERTIFICATION FORM 2023	
IF YOUR ORGANIZATION WANTS TO HAVE A DELEGATE AND AN ALTERNATE DELEGATE, FILL OUT SECTIONS 'A' AND 'B' BOTH, AND RETURN TO THE VAC OFFICE. THE CERTIFICATION IS GOOD FROM JANUARY 1 THROUGH DECEMBER 31, 2023.	
SECTION A	
ORGANIZATION NAME, ORGANIZATION PHONE, ORGANIZATION ADDRESS, (MAILING)	
ORGANIZATION E-MAIL ORGANIZATION MEETINGS, PLACE _____ TIME _____ DAY _____	
COMMANDER'S NAME, COMMANDER'S PHONE, SERVICE OFFICER'S NAME, SERVICE OFFICER'S PHONE,	
SECTION B	
DELEGATE NAME, ADDRESS,	
PHONE, E-MAIL	
ALTERNATE DELEGATE NAME, ADDRESS,	
PHONE, E-MAIL	
Approval Signatures:	
COMMANDER	ADJUTANT/SECRETARY
DATE _____	

If there is a status of the Delegate or Alternate a new form must be submitted

ANNEX IV
COMMISSION DOCUMENTS

2. COMMISSION FLYER (INSERT WHEN AVAILABLE)

LAST AMENDED AND ENROLLED TBD

BY-LAW UPDATE COMMITTEE CHAIRMAN

NAME RONALD MILTON SIGN Ronald Milton DATE 25 FEB 25

COMMISSION PRESIDENT

NAME Jim Page
JIM PAGE SIGN Jim Page DATE 25 FEB 2025