

**BY-LAWS OF THE VETERANS ASSISTANCE COMMISSION
OF WILL COUNTY, ILLINOIS**

ARTICLE I - NAME

Section 1. The name of this Commission shall be The Veterans Assistance Commission of Will County, Illinois also known as Veterans Assistance Commission (VAC) or 'Commission'.

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 as governed by 330 Illinois Compiled Statutes 45/2 thru 45/10 entitled 'Military Veterans Assistance Act' of the Illinois Revised Statutes to include revisions and future amendments thereto.

Section 2. The Commission will act as a central office for all veteran organizations included as members of this Commission.

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.

Section 4. The Commission will administer and process all government claims referred to the Commission.

Section 5. The Commission will formulate such rules and regulation that will enable it to carry out the purpose set forth herein.

ARTICLE III – JURISDICTION

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

ARTICLE IV – OFFICE

Section 1. The headquarters and principal office of this Commission shall be in a County building, or other suitable central location. The current location is: 2400 Glenwood Ave STE 110, Joliet IL 60435.

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. A current list of the eligible, and Commission approved, Veteran Service Organizations will be maintained by the Commission and listed on the Commission's website.

Section 2. Each Veteran Service Organization shall be entitled to one vote which may be cast by the member organization's delegate or alternate, whichever is representing the Veteran Service Organization at the meeting. No one delegate or alternate shall be permitted to vote for any organization other than the one they officially represent, and proxy votes are not allowed.

Section 3. The delegate and alternate will be selected from members in good standing of each organization. Each delegate and alternate must be an Honorably Discharged Veteran.

Section 4. Should any delegate or alternate be disqualified or unable to serve, the Veteran Service Organization shall, upon notice of the disqualification or inability to serve, immediately notify the Superintendent and call a vote at the Veteran Service Organization for a replacement to be appointed prior to the next Commission Meeting.

ARTICLE VI – OFFICERS

Section 1. Officers of this Commission shall be PRESIDENT and VICE PRESIDENT, and SGT-AT-ARMS .

Section 2. Any member of this Commission shall be eligible to hold office, in the best interest of the Veterans Assistance Commission of Will County, and it is further provided that offices not be filled by persons representing the same Veteran Service Organization.

Section 3. A vacancy of any office occurring during the current term shall be replaced by election of the full Commission at the next regular meeting.

Section 4. The President elected as set forth in Section 1 of this article, shall vacate their designation as delegate or alternate and the organization which they officially represent shall be entitled to replace them until such time as their term of office ends. The President will only vote on matters before the commission in the event of a tie.

ARTICLE VII – NOMINATIONS AND ELECTIONS OF OFFICERS

Section 1. Each year at the regularly scheduled Annual meeting in the month of March, nominations will be opened for the election of Officers.

Section 2. All nominations shall be from the floor of the membership present at the meeting. The candidate receiving the majority of the vote for each office shall be elected. Elections shall be by written ballot unless a position is not contested.

Section 3. All officers elected shall assume their duties at the meeting following their election and shall continue in office through the following annual March Election meeting.

Section 4. Officers may be elected from any Veteran Service Organization and must be serving as a Delegate or Alternate from those organizations, or a current elected Officer

of this Commission at the time of election and must be in good standing with the Commission.

Section 5. Newly elected officers must submit a copy of their DD214 or Honorable Discharge Certificate, or such other proof of service which qualifies the officer for membership in their respective Veteran Service Organization, to the Superintendent within thirty (30) days following their election to an elected office. If the elected officer fails to submit the required documents within the specified time frame, the office will be declared vacant, and a special election will be held to fill the vacant office at the next meeting.

Section 6. The Commission shall conduct all meetings in accordance with 5 ILCS 120 "Open Meetings Act" (OMA), including all amendments to the Act. Officers are required to complete training on the OMA and shall be the registered Open Meeting Act Designee and shall comply with all requirements as directed by the Illinois Attorney General's Office.

Section 7. Officers are responsible for maintaining open communication with and among member organizations. As such, Officers are expected to routinely attend meetings with Commanders and organization members to determine how the WCVAC can better serve our veteran community.

Section 8. Each elected member of the Commission shall comply with all financial ethics and Statements of Economic Interest requirements of the County, State, or Federal regulation.

ARTICLE VIII - APPOINTED POSITIONS

Section 1. The President may appoint, and the Commission approve a Chaplain, Secretary, and JUDGE ADVOCATE. These positions do not serve specified term limits, and do not have voting rights beyond those granted by their delegate status.

Section 2. In the absence of a duly appointed SECRETARY, the Superintendent shall appoint a Secretary to maintain meeting minutes as required by the OMA.

Section 3. Individuals serving in these appointed positions need not be a member of the Commission to serve.

ARTICLE IX – ASSIGNING COMMITTEES

Section 1. The President shall, by election of the Commission, appoint such other Committees as shall be deemed advisable to carry out the purpose of this Commission.

Section 2. Members serving on such committees will be appointed by the President from among volunteers, ensuring that no Veteran Service Organization has more than one representative on any committee. Absence of volunteers may require assignment by the President to participate in necessary work related to the Commission.

ARTICLE X – THE BOARD OF APPEALS

Section 1. The Sgt-at-Arms will manage the appeal process in accordance with the WCVAC Appeal process Operating Procedures.

Section 2. An Appeals Board will be established as needed to address appeals from members of the Commission. The Board will be representative of veteran members of various eras of service, including the service era of the appellant.

ARTICLE XI – MEETINGS

Section 1. The regular meeting of the Commission shall be held on the 4th Tuesday once every quarter, with meetings typically falling in the months of March, June, , Sep and November, at the VACWC Office or other suitable location, and shall transact such business as may be properly brought before it.

Section 2. Special meetings to address emergency situations may be called by the President, Superintendent., or by three (3) voting delegates from different Veteran Service Organizations. The Secretary shall inform all members of the Commission at least three (3) days prior to the date of said meeting. The call for meeting shall state the purpose of the special meeting, and no other business than that for which it is called shall be transacted.

Section 3. Proceedings for all business meetings shall be governed by Roberts Rules of Order, Revised, except as herein otherwise provided.

Section 4. Public comments at Open Meetings shall be limited to 5 minutes per speaker, with a total of 30 minutes set aside for public comment. Extensions of time, in the interest of service to the veteran community, may be granted by the President.

ARTICLE XII – SUPERINTENDENT

Section 1. The Executive powers of this Commission shall be vested in the Superintendent, who shall be selected or appointed by a vote from a majority of the full Commission membership and who shall have received an honorable discharge from the armed forces of the United States.

Section 2. The Superintendent of the Veterans Assistance Commission may appoint assistant(s) as needed.

Section 3. 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 by a vote from a majority of the full Commission membership, and must have received an honorable discharge from the armed forces of the Unites States.

Section 4. The Superintendent shall not be allowed to hold any office in a WCVAC Veteran Service Organizations, or in elected office in Will County government.

Section 5. The mission of the office shall be to provide service and assistance to the military veterans and their families and families of deceased veterans in need of assistance, and for rendering of such other services as may be considered reasonable for carrying out the purposes of the Commission. As such, the Superintendent is the public face of the Commission, and is expected to engage the veteran community, Will County Government, State & Local Government, and partner organizations to support the mission.

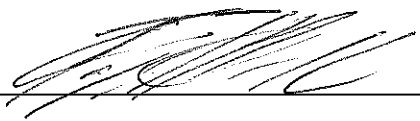
Section 6. The Superintendent shall provide a monthly report to the Commission regarding expenditures and services provided to veterans. The report will be provided to all delegates and alternates, even during months in which a meeting does not occur.

Section 7. The Commission must approve the removal of the Superintendent by a 2/3 vote of the delegates and officers.

Section 8. An annual performance review of the Superintendent shall be conducted by a performance review board made up of one officer and 3 delegates of the commission.

ARTICLE XIII – AMENDMENTS

These By-Laws may be amended at any regular meeting by a vote of two-thirds of the authorized membership attending such regular meeting, provided that the proposed amendment has been submitted in writing and read at the preceding regular meeting; and that written notice has been given to all members of the Commission (delegates and alternates) at least five days in advance of the date the amendment is to be acted upon.

Signature:  Date: 4/19/2023

President, Will County Veterans Assistance Commission

RAJ PILLAI

