

# **CONSTITUTION AND BY-LAWS OF CHAMPAIGN COUNTY VETERANS ASSISTANCE COMMISSION**

## **ARTICLE I - NAME**

Section 1- The official name of the central assistance and service organization shall be the Veterans Assistance Commission Ill of Champaign County doing business as the Champaign County Veterans Assistance Commission (hereafter the commission or CCVAC) by which name this commission shall be called and known.

## **ARTICLE II - LEGAL AUTHORITY**

Section 1- This commission shall be clothed with all the powers and charged with all duties imposed by the Military Veterans Assistance Act (330 ILCS 45/). Any changes or amendments of 330 ILCS 45/ and any other existing Illinois law that supersedes the existing statues shall be deemed an amendment to these by-laws.

Section 2 - This commission is also obligated under the policies and procedures as set forth in the Illinois Open Meetings Act (5 ILCS 120/) and Illinois Freedom of Information Act (5 ILCS 140/) and any other federal laws, Illinois statutes, county or municipal ordinances that are applicable to the operation of the CCVAC.

## **ARTICLE III - PURPOSE**

Section 1- The purpose of this commission is to promote the welfare of veterans of military service whose last discharge was honorable or general under honorable circumstances and their families, as well as the families of deceased veterans who qualify for such services; to act as a central service office for the just, necessary, and needed assistance and services of qualifying military veterans and their families. To have general oversight of the distribution of all relief and supplies that may be appropriated for the benefit of military veterans and their families; and to formulate such rules and regulations that will enable it to carry out the purposed set forth above.

## **ARTICLE IV - JURISDICTION**

Section 1- The territory to be included within the jurisdiction of this commission shall be the entire county of Champaign, Illinois.

## **ARTICLE V - FISCAL YEAR**

Section 1- The fiscal year of the CCVAC shall be January 1 to December 31.

## **ARTICLE VI - MEMBERSHIP**

Section 1- The membership of the commission shall be composed of delegates from a majority of the federal and state chartered veteran service organizations that exist within Champaign County.

Section 2- A veterans service organization is defined in Section 1 of the Illinois Military Veterans Assistance Act (330 ILCS 45/1).

Section 3 - Each delegate and alternate are to be selected annually as may be determined by each of the veteran service organizations in Champaign County and shall serve for a period of one year or until their successor is selected by their respective veteran service organization in compliance with Section 9 of the Military Veterans Assistance Act (330 ILCS 45/9) - "Every January 1, all Veterans Assistance Commissions shall publish a notice to each veteran service organization within their respective county calling on them to select delegates and alternates for that county's Veterans Assistance Commission by the methods provided in this subsection. The Veterans Assistance Commissions shall allow each veteran service organization until March 1 to respond, at which time those selected, and duly appointed delegates and alternates shall begin their term of office with full voting rights. Once selected, delegates and alternates are bound by the Public Officer Prohibited Activities Act."

Section 3 - The Illinois Military Veterans Assistance Act (330 ILCS 45/) has provisions for veteran service organizations that have 5 or more of the same veteran service organization in the same county to select delegates and alternates in a different manner and for those veteran's service organizations that serve more than one county. The CCVAC will refer to the Military Veterans Assistance Act (330 ILCS 45/9) when those circumstances require.

Section 4 - Each member organization's attendance is based on either the delegate or the alternate attendance. Each member organization's delegate/ alternate will vote on behalf of the member veteran service organization. Each member veteran service organization will only have one vote.

Section 5 - If a delegate's or alternate's position is vacated prior to the completion of their term; the member veteran service organization may reappoint a member to fill the vacancy of the unexpired term.

## **ARTICLE VII - OFFICERS**

Section 1- The officers of this commission shall be a President, Vice President, Secretary, 3 delegates at large, and any other such officers deemed necessary by the commission.

Section 2 - All officers will be elected annually at the commission's annual meeting to be conducted in March of each year, and all officers so elected shall be installed and assume their duties at the end of that annual meeting following their election and shall continue in their office for one year or until their successors are regularly elected and installed.

Section 3 - Any delegate or alternate of this commission shall be eligible to hold a commission office.

Section 4- Vacancies in any office occurring during the year shall be filled by the members of this commission. A vacancy shall exist when an officer is absent from regular meetings of said commission for a period considered detrimental to the interests of said commission provided that no vacancy shall be deemed to exist unless said officer shall have been absent for not less than three consecutive meetings.

Section 5 - The President of the CCVAC shall preside over all meetings of the commission, annual, regular and special. If the President is absent the Vice President shall preside in their absence. Should neither be present, a President Pro Tempore shall be elected by the members present for the purpose of conducting the meeting.

Section 6 - Should the President vacate their office prior to the expiration of their term, the Vice President shall be moved to the office of President and a new Vice President be elected at the next regular meeting of the commission, with a notice

being sent to each veteran's service organization in Champaign County of the vacancy.

Section 7 - The Secretary of the commission shall attend all meetings and take minutes of all meetings. The CCVAC Superintendent shall be designated as the recording secretary and responsible for the storage of said minutes and all other documents in accordance with all applicable laws, policies, and procedures. The Secretary shall be appointed by the CCVAC Superintendent.

### **ARTICLE VIII - COMMITTEES**

Section 1 - The President shall, with the consent of the membership, appoint a grievance committee, to which a veteran may appeal for satisfaction if they feel that any injustice has been done to them by any employee of this commission, either with reference to service or relief. This committee shall consist of one member from no less than 3 and no more than 5 of the veterans' service organizations represented on this commission.

Section 2 - The President shall, with the consent of the membership, appoint such other committees as shall be deemed advisable to carry out the purpose of this commission.

Section 3 - The Military Veterans Assistance Act (330 ILCS 45/9/a.5) Section 9 has guidelines regarding actions taken by the commission and any committees formed by the commission, with which this commission shall comply.

### **ARTICLE IX - MEETINGS**

Section 1 - The meetings of this commission shall be held on the second Wednesday of March, June, September, and December. Each veteran's service organization in Champaign County shall be notified in writing, of said day, time and location of each year's meetings.

Section 2 - The commission shall hold an annual meeting each year in the month of March, at which time all officers of this commission shall be elected. The Superintendent of the CCVAC shall notify all veterans' service organizations in Champaign County of the date, time and location of the annual meeting in writing no less than 10 days prior to the meeting.

Section 3 - Special meetings may be called by the President, the Superintendent, or by the request of two (2) other members of this commission, and the Secretary or the Superintendent shall give notice of such meetings by mailing a copy of the notice to all members of the commission at least five (5) days prior to the date of said special meeting. The call shall state the purpose of the special meeting, and no other business then that for which it is called shall be transacted.

Section 4 -A quorum for the transaction of all business at any meeting will be in accordance with the requirements of the Illinois Open Meetings Act (5 ILCS 120/), but a lesser number may adjourn any meeting for a lack of quorum.

Section 5 - This commission will conduct all meetings in accordance with Roberts Rules of Order, except as herein otherwise provided.

## **ARTICLE X- SUPERINTENDENT**

Section 1- The executive powers of this commission shall be vested in the Superintendent, who shall be elected by the commission annually at the March annual meeting and retained for a one-year (1) term upon a majority vote of the commission members present at the meeting. The Superintendent shall be a veteran of military service with an honorable discharge.

Section 2 - The Superintendent of the CCVAC will be responsible for the staffing of the CCVAC, with the approval of the commission, to ensure the purpose of the commission (Article III) is achieved. All staff, as far as possible, will be selected from military veterans who did not receive a bad conduct or dishonorable discharge or their surviving spouses or dependents to include members of the Illinois National Guard or a reserve component of the armed forces of the United States.

Section 3 - The Superintendent shall not retain a position of delegate or alternative or have voting rights while employed by the commission, nor hold any other county level elected or appointed position or office during employment with the commission.

Section 4 - The Superintendent shall, under the direction of the commission, maintain an office in a county building or other central location; said office to be used solely by the commission for carrying out its purpose (Article III). This office shall be conducted in the interest of and for service to military veterans and

their families, and survivors who need assistance and for the rendering of such services as may be considered just, necessary and needed for carrying out the purpose of this commission.

Section 5 - The office shall be under the direction of the Superintendent, who shall investigate and report to the CCVAC members, all claims for relief under the law.

Section 6 - The Superintendent and all employees of the commission may be bonded in an amount determined by the commission.

Section 7 - The Superintendent shall receive an annual salary in the amount recommended by this commission and the commission staff also properly compensated, in order to be able to carry out the intent of this commission.

Section 8 - The Superintendent is responsible for liaison and coordination with the Champaign County Board and Administration. If there is a conflict with said board or administration, the superintendent shall advise the commission of the conflict and propose possible courses of action for the commission.

Section 9 - A superintendent may be removed from office if, after delegates from no less than 3 different veteran service organizations file a written request calling for the superintendent's removal, there is a vote from a majority of the full Commission membership in favor of such removal.

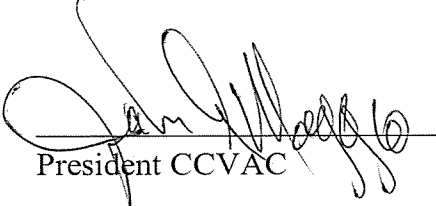
Section 10 - Superintendent vacancies shall be filled, whether long-term or temporarily, at the next regularly scheduled full Commission meeting or within 30 days at a specially convened meeting, whichever comes sooner, and shall be selected by a vote from a majority of the full Commission membership. 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 or appointed by a vote from a majority of the full Commission membership and must have received an honorable discharge from the armed forces of the United States.

## **ARTICLE XI -AMENDMENTS**

Section 1 - These by-laws may be amended at any regular meeting by a vote of two-thirds (2/3) of the membership attending such meeting, provided that the proposed amendment shall have been submitted in writing and read at the prior

meeting.

Adopted this 16<sup>th</sup> day of August 2023



President CCVAC



Secretary CCVAC