

**BY-LAWS AND OPERATING RULES OF THE
VETERANS ASSISTANCE COMMISSION OF SANGAMON COUNTY**
(Valid April 18, 2012)

ARTICLE I – NAME

The name of this organization shall be *Veterans Assistance Commission of Sangamon County*, hereinafter referred to as the “VAC Commission,” the “Commission,” or the “VAC.”

ARTICLE II – PURPOSE AND JURISDICTION

Section 1. The purpose of the Commission is to promote the welfare of all veterans of United States military service and their dependents.

Section 2. For compensation purposes the Commission shall be limited to the boundaries of the Illinois County of Sangamon.

ARTICLE III – MEMBERSHIP

Section 1. Military veterans service organizations included in the Commission will be by majority agreement of already listed Delegates, or Alternate Delegates.

Section 2. Every Post, Chapter, Ship, Camp, or other entity of a veterans service organization included as a part of the Commission shall name one *Delegate* and at least one *Alternate Delegate*.

Section 3. A Post, Chapter, Ship, Camp, or other entity of a veterans service organization shall only have one (1) vote on any issue brought before the members present at a meeting. The Delegate shall vote. If the Delegate, is not present, or abstains, an Alternate Delegate may vote. Absentee votes or ballots will not be counted.

Section 4. A Delegate or Alternate Delegate shall hold office until such time as the person in charge of the Post, Chapter, Ship, Camp, or other entity of a veterans service organization included as a part of the Commission shall name a replacement. Assumption of office by the named replacement shall be routine.

Section 5. VAC Superintendent (see Article V)

ARTICLE IV – OFFICERS

Section 1. The officers of the Commission shall be Chairman, Vice-Chairman, and Secretary.

Section 2. The term of service by any officer shall be two (2) years from the time of election.

(a) A candidate for office shall be nominated by a Commission member (a “second” is not required) and elected by a majority of those assembled at the first regular meeting convened in January.

(b) If necessary, a vacant officer position can be filled temporarily by a properly made and seconded motion of the assembled Commission membership at a regular or special meeting called for that purpose.

(c) A vacant officer position, or temporarily filled officer position, shall be filled at the first meeting convened in January as required in this Article.

Section 3. The VAC Chairman shall preside at all meetings of the Commission.

(a) He shall appoint all committees. The Chairman shall be a *de facto* member of all Commission committees.

(b) The VAC Chairman shall not be listed as a Delegate or Alternate Delegate. He or she must be replaced as a Delegate or Alternate Delegate in accordance with Article III, Section 2.

(c) The Vice-Chairman and the Secretary shall continue to represent the Post, Chapter, Ship, Camp, or other entity of a veterans' service organization as a Delegate or Alternate Delegate. Their voting privileges shall be unaffected.

Section 4. In the absence of the Chairman, the Vice-Chairman shall preside at any meeting and shall have the same authority and voting privileges as the Chairman.

Section 5. The Secretary shall maintain Commission records.

(a) The Secretary shall record and keep the minutes of any meeting.

(b) The Secretary shall maintain a current list of all Delegates and Alternate Delegates.

(c) If the Secretary cannot serve, or a new Secretary is elected, the Secretary shall surrender to his or her successor all minutes, records, and other property belonging to the Commission.

ARTICLE V – VAC SUPERINTENDENT

Section 1. The Commission shall hire a *VAC Superintendent* and entrust that person to conduct the office of the Veterans Assistance Commission of Sangamon County. The Superintendent is responsible for successful achievement of the VAC Commission's purpose as stated in Article II.

(a) The search for a new VAC Superintendent shall be conducted by an *ad hoc Selection Committee* named by the Chairman. Such committee shall comprise five (5) VAC members, one of which shall be an officer other than the Chairman. The Chairman will cast a vote only to break a tie.

(b) Only an already listed Delegate, Alternate Delegate, or VAC Chairman is eligible to apply for employment as the VAC Superintendent. The VAC Chairman shall not hold both positions at the same time.

(c) Only veterans of a conflict in which the United States military played a major role shall be eligible to apply for employment as the VAC Superintendent.

(d) The applicant must supply a resume, a DD Form 214, and any other documents deemed necessary by the Selection Committee. NOTE: The documents offered must be supported by *Title 10, United States Code*.

(e) No person shall be eligible to hold the office of VAC Superintendent who currently holds, or who is a candidate for, a public or political office whether elected or appointed

Section 2. The Chairman will hear a properly seconded motion to accept the Selection Committee recommendation. The Commission will then vote.

(a) The Selection Committee recommendation will be adopted following a favorable vote of three-fifths (3/5) of Commission members present at a regular meeting or at a special meeting called for that purpose. Absentee votes or ballots will not be counted.

(b) Individual Commission member votes will be so recorded by the Secretary.

Section 3. The Superintendent shall maintain an office in the Sangamon County complex or another location that facilitates the business of the VAC.

Section 4. Paid employees of the VAC, including the Superintendent, are subject to applicable work rules promulgated by the Sangamon County Board, the State of Illinois, and the Federal Government.

Section 5. The Superintendent shall give a complete report of VAC business for the previous annual quarter at every regular meeting and at any special meeting when such a report is needed.

Section 6. The Superintendent shall report to the Sangamon County Board whenever it may be necessary to the conduct the business of the VAC office. The need for such action should be determined by the Superintendent in cooperation with the Sangamon County Board.

Section 7. The Superintendent shall hold office for an indefinite period. The Commission may not dismiss or remove the Superintendent except for an articulable and serious cause.

FOR EXAMPLE: Serious cause may constitute criminal behavior involving VAC, or Sangamon County funds; immorality involving a Sangamon County employee, or a client of the VAC; gross misuse of a vehicle owned by Sangamon County; conversion of VAC or Sangamon County property or monies; chronic absenteeism; use of a controlled substance on-the-job.

NOTE: These examples are offered only to clarify the intent of Article V, Section 7, and should not be considered all-encompassing, as By-Laws, or as rules that govern personal behavior of VAC staff.

- (a) A complaint that may lead to dismissal of the Superintendent must explicitly state, in writing, an accusation of wrong doing along with dates, times, circumstances, and all other information directly related to the grievance.
- (b) Such a complaint must be addressed to the VAC Chairman who will then appoint an *ad hoc* committee to investigate the validity of the complaint. A least one VAC officer other than the Chairman shall be a member of the committee. The Committee is considered to be active on the morning of the first business day after all committee members are personally notified.
- (d) The committee shall complete its investigative effort in no more than ten (10) business days. The committee will report its findings to the VAC Chairman verbally within ten (10) business days and in writing within fourteen (14) business days.
- (e) The VAC Chairman shall, without unnecessary delay, call a special meeting to resolve the complaint and any directly related issues.

ARTICLE VI – MEETINGS AND QUORUM

Section 1. The Commission shall meet quarterly in regular session on the third (3rd) Wednesday of the months of January, April, July, and October, at 7:00 p.m.

- (a) If circumstances arise that prevent a meeting on the designated day, the Chairman may schedule the meeting on a different day in the designated month.
- (b) Meeting locations shall be arranged by the Chairman and may vary.
- (c) If it is necessary to reschedule a regular meeting, the Chairman will ensure that each Commission member is so advised in writing and is given ample time to permit practical adjustment of their personal schedule.

Section 2. When necessary the VAC Chairman may call a *Special Meeting*.

- (a) Every Commission member must receive notice, in writing, of a Special Meeting within seven (7) business days of the meeting date.
- (b) Such notice must contain the date, time, and location of such a meeting. The notice must clearly state the reason for a Special Meeting.

Section 3. No business may be conducted at a regular meeting or a special meeting unless Commission members who represent a total of at least six (6) Posts, Chapters, Ships, Camps, or other entity of a veterans' service organization that make up the VAC are present.

A regular or special meeting must be conducted by the VAC Chairman or the VAC Vice-Chairman as provided for in Article IV.

ARTICLE VII – AMENDING THE BY-LAWS

Section 1. These By-Laws shall be adopted and deemed to be in-force following a favorable vote of three-fifths (3/5) of Commission members present at a regular meeting or at a special meeting called for that purpose. Absentee votes or ballots will not be counted.

Section 2. Any VAC member may propose an amendment to these By-Laws.

(a) A proposed amendment to these By-Laws shall be in writing and given to the Secretary at a regular meeting. The Secretary shall read aloud the proposed amendment at the same regular meeting.

(b) The proposed amendment shall be *tabled* and will be taken up at the next regular meeting, or at a special meeting called for that purpose.

(c) A proposed amendment shall be adopted and deemed to be in-force in accordance with this Article.

ARTICLE VIII – DISSOLUTION

Section 1. The Commission may be dissolved at a Special Meeting.

(a) Dissolution of the Commission can only be made following a vote to dissolve the VAC Commission by three-fifths (3/5) of Commission members present. Absentee votes or ballots will not be counted

(b) Individual Commission member votes will be so recorded by the Secretary.

Section 3. All outstanding bills will be paid before dissolution.

Section 4. Employees of the Commission must be compensated in accordance with applicable work rules promulgated by the Sangamon County Board, the State of Illinois, and the Federal Government.

Section 5. Any funds or grant monies that have not been spent or allocated shall be returned to the Sangamon County treasury or to the granter.

ARTICLE IX – PARLIAMENTARY AUTHORITY

The rules contained in *Robert's Rules of Order: Simplified and Applied* shall govern meetings when such rules are not in conflict with these By-Laws, the intention of these By-Laws, or past practices of the Veterans Assistance Commission of Sangamon County.

THERE ARE NO BY-LAWS OR AMENDMENTS TO BY-LAWS WRITTEN BELOW THIS LINE

The By-Laws of the Veterans Assistance Commission of Sangamon County have been adopted in accordance with *Article VII – Amending the By-Laws*, effective April 18, 2012.

There are no changes, revisions, additions, or deletions to the By-Laws after April 18, 2012.

John E. Richter, VAC Chairman

Joseph A. Fleming, VAC Vice-Chairman

John Haines, VAC Secretary

EXCERPTS FROM THE VAC BY-LAWS (April 18, 2012)

....

ARTICLE IV – OFFICERS

Section 1. The officers of the Commission shall be Chairman, Vice-Chairman, and Secretary.

Section 2. The term of service by any officer shall be two (2) years from the time of election.

(a) A candidate for office shall be nominated by a Commission member (a "second" is not required) and elected by a majority of those assembled at the first regular meeting convened in January.

(b) If necessary, a vacant officer position can be filled temporarily by a properly made and seconded motion of the assembled Commission membership at a regular or special meeting called for that purpose.

(c) A vacant officer position, or temporarily filled officer position, shall be filled at the first meeting convened in January as required in this Article.

Section 3. The VAC Chairman shall preside at all meetings of the Commission.

(a) He shall appoint all committees. The Chairman shall be a *de facto* member of all Commission committees.

(b) The VAC Chairman shall not be listed as a Delegate or Alternate Delegate. He or she must be replaced as a Delegate or Alternate Delegate in accordance with Article III, Section 2.

(c) The Vice-Chairman and the Secretary shall continue to represent the Post, Chapter, Ship, Camp, or other entity of a veterans' service organization as a Delegate or Alternate Delegate. Their voting privileges shall be unaffected.

Section 4. In the absence of the Chairman, the Vice-Chairman shall preside at any meeting and shall have the same authority and voting privileges as the Chairman.

Section 5. The Secretary shall maintain Commission records.

(a) The Secretary shall record and keep the minutes of any meeting.

(b) The Secretary shall maintain a current list of all Delegates and Alternate Delegates.

(c) If the Secretary cannot serve, or a new Secretary is elected, the Secretary shall surrender to his or her successor all minutes, records, and other property belonging to the Commission.

....