

COMMISSION BY-LAWS OF THE VETERANS ASSISTANCE COMMISSION  
OF LAKE COUNTY, ILLINOIS

ARTICLE I -NAME

Section 1. The name of this Commission shall be The Veterans Assistance Commission of Lake County, Illinois also known as Veterans Assistance Commission (VACLIC) 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 whose final discharge is honorable or general under honorable conditions to include their families as governed by 330 Illinois Compiled Statutes 45 et seq. (as amended by P.A. 102-0732) entitled ‘Military Veterans Assistance Act’ of the Illinois Revised Statutes to include revisions and future amendments thereto by providing the just, necessary, and needed services and assistance to veterans, their families, and the families of deceased veterans.

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

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

Section 4. The Commission will administer and process all Federal and State government claims for veteran benefits.

Section 5. The Commission will administer all of the programs provided in Article VI and IX of the Illinois Public Aid Code, 305 ILCS 5 et seq., as commanded in 305 ILCS 5/12-3.

Section 6. 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 Lake 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: 501 N. Riverside Drive, Ste 106, Gurnee, IL 60031.

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.

Section 3. The Commission shall have in its sole discretion the location of it's headquarters and principle office.

ARTICLE V – MEMBERSHIP

Section 1. The membership of the Commission will be composed of one delegate and one alternate from each of the recognized veteran organizations in the County of Lake, Illinois, to include, but not limited to:

- A. Veterans of Foreign Wars Posts (VFW)
- B. The American Legion Posts (AML)
- C. Disabled American Veterans (DAV)
- D. American Veterans (AMVETS)
- E. Veterans of World War I and World War II
- F. Marine Corps League
- G. Military Order of the Purple Heart
- H. Polish Legion of American Veterans
- I. Fleet Reserve Association
- J. Military Officers Association of America (MOAA)
- K. Jewish War Veterans

Section 2. All Posts, Camps, Ships, or Chapters of recognized veterans organizations requesting membership in this Commission must have an office, headquarters, post home, or other official domicile located within the geographic limits of Lake County or a post in any of the neighboring counties of Lake whose membership is comprised of at least 25 per cent of residents of Lake County, in accordance with 330 ILCS 45/9(a)(5).

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, who are properly nominated by the Commander or Commandant of any Post, Camp, Ship, or Chapter and who files the appropriate delegate and alternate form with the Commission office before March 1 of each year, may become members of this Commission.

Section 4. A current list of the eligible and Commission approved veteran organizations will be maintained by the Commission and listed on the Commission's website.

Section 5. Each recognized Veterans Organization shall be entitled to one vote. which may be cast by the

member organization's delegate or his/her alternate is present. No one delegate or alternate shall be permitted to vote for any organization other than the one they officially represents, and no proxy votes are allowed

Section 6. The delegate and alternate will be selected as determined by each member organization and will be reported in writing to the Secretary of the Commission board to include the name of the delegate and alternate within the time for delegate and alternate submission in accordance with 330 ILCS 45/9(a)(1). The appointment of the delegate and alternate shall be signed by the chief officer of the organization on a form provided by the Secretary. Each delegate and alternate must be an Honorably Discharged Veteran.

Section 7. Should any delegate or alternate be disqualified or unable to serve, the Post, Organization, Camp, or Chapter shall, upon notice of the disqualification or inability to serve, immediately notify the Executive Board and call a vote at the Post, Camp, or Chapter for a replacement to be appointed prior to the next Commission meeting.

## ARTICLE VI – OFFICERS

Section 1. Officers of this Commission shall be PRESIDENT, VICE PRESIDENT, SECRETARY, CHAPLAIN, and SERGEANT AT ARMS which make up the Executive Board.

Section 2. Officers of this Commission shall serve a one (1) year term.

Section 2. PAST PRESIDENTS shall be given honorary membership to the Executive Board with no voting rights and will serve in an advisory capacity, unless those Past Presidents are formal delegates to the Commission.

Section 3. In the absence of a duly elected SECRETARY wherein the position remains unfilled, the Senior Veterans Service Officer will act as SECRETARY until such time as a SECRETARY is appointed.

Section 4. A Judge Advocate (as needed) may be appointed by the Executive Board and ratified by the board and need not be a member of the Commission.

Section 5. Any member of this Commission shall be eligible to hold office, provided he/she is not a member of the County Board of Lake County, or holds any public office that may conflict with the best interest of the Veterans Assistance Commission of Lake County, and it is further provided that no two (2) offices are filled by persons representing the same Post, Organization, Camp, or Chapter.

Section 6. A vacancy in any office shall exist when an officer is absent from regular meetings of said Commission for three (3) consecutive meetings.

A vacancy of any office occurring during the current term shall be filled by appointment of the Executive Board and ratified by the Commission.

Section 7. The President elected as set forth in Section 1 of this Article, shall vacate his office as delegate or alternate and the organization which they officially represent shall be entitled to fill the delegate position for the remainder of the term of office. 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. Every year at the regularly scheduled quarterly 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 delegates 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 shall be elected at the May meeting for a term of one (1) year and all officers so elected shall assume their duties at the May meeting, following their election, and shall continue in office for one year or until their successors are regularly elected.

Section 4. Officers may be elected from any Unit, Post, Camp, or Chapter 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. A Delegate and Alternate from the same Unit, Post, Camp, or Chapter may not hold elected offices concurrently.

Section 5. Vacancies in any office occurring during the year shall be filled by the members of the Commission. A vacancy shall exist when an officer is absent from regular meetings of the Commission for three (3) consecutive meetings. Excused absences will not count against the office.

Section 6. In the absence of a nomination for an elected office, or a vacated elected office, the process of appointing an officer to fill the vacant office will begin with the President's appointment.

The Requirements as to the appointment of a candidate include:

- A. Notice of appointment must be served to the Commission members thirty (30) days prior to the vote to approve the appointment;
- B. Appointment must be approved by a majority of the Commission Members;
- C. At a regularly scheduled meeting of the Commission, the appointment will be voted on by the Commission members;
- D. If the candidate receives a majority vote of the Commission to approve the appointment, the candidate will assume the duties of the elected office immediately; and,
- E. If the majority vote of the Commission is to deny appointment the process will start again until the President's appointment is approved by the Commission members.

## ARTICLE VIII – EXECUTIVE BOARD

Section 1. The Executive Board shall be composed of the five Elected Officers of the Commission and four (4) members elected at large. The four (4) at large members will be elected at the annual meeting outlined in Article VI, Section III.

Section 2. The four (4) members elected at large shall serve a term of one (1) year.

All members so elected shall be installed and assume their duties at the next regular meeting and shall continue in office until their successors are regularly elected and installed.

Section 3. The Executive Board shall meet at the call of the President or at the request of three (3) members of the Executive Board.

Section 4. The Executive Board shall provide oversight of the Superintendent in the interim between the regular meetings of the Commission.

Section 5. The Executive Board is only authorized to act on the Commission's behalf upon approval at a regularly scheduled meeting on business related to the VACLCLC non-for profit. Any other action will be null and void without Commission approval to act on their behalf.

Section 6. The Executive Board shall review the budget, and proposed levy, prepared by the Superintendent before being submitted to the full Commission and the Finance Committee of the County Board.

Section 7. In addition to acting as the Executive Board to the Commission, the Executive Board shall act as the Executive Board for the Non-For Profit Organization maintained by the Superintendent.

Section 8. A quorum of the Executive Board shall consist of at least half of the members of the Executive Board plus one, in accordance with the Open Meetings Act, 5 ILCS 120/1.02.

Section 9. Notice of an Executive Board meeting shall be made at least 48 hours before the meeting by the Secretary. The President or three (3) members of the Board may call for a meeting and the Secretary shall call the meeting as directed, and notice shall be posted within 48 hours as required under the Open Meetings Act.

Section 10. The Executive Board during a bonified emergency has the authority to take action ordinarily requiring Commission approval, without prior approval of the Commission. The Board will notify the Commission of the emergency action taken within 48 hours and will brief the emergency and action taken at the next regular meeting of the Commission.

#### ARTICLE IX – STANDING COMMITTEES

Section 1. The President shall, with the consent of the Executive Board, appoint such other Committees as shall be deemed advisable to carry out the purpose of this Commission.

#### ARTICLE X – THE BOARD OF APPEALS OF THE VETERANS ASSISTANCE COMMISSION OF LAKE COUNTY

Section 1. The Board of Appeals of the Veterans Assistance Commission consists of seven (7) voting members, and the Veterans Assistance Commission Judge Advocate and Secretary. The Veterans Assistance Commission Judge Advocate and the Secretary are non-voting members of the Board of Appeals. The Judge Advocate and the Secretary are to ensure procedural protocol and keep record of the appeal process. All members of the Board of Appeals must be Honorably Discharged veterans of the

United States Armed Forces and provide the Superintendent with a copy of their DD214 or Honorable Discharge Certificate.

Section 2. The President of the Commission shall be the President of the Board of Appeals.

Section 3. The remaining six (6) members shall be elected, from the Post, Organization, Camp, or Chapter to the Commission, by the Commission. If a member is unavailable from the above, the vacancy will be filled from an at large Post, Organization, Camp, or Chapter.

Section 4. The term of office is for one (1) year, except, the President of the Commission shall serve on the Board of Appeals while holding the Office of President.

Section 5. The Board of Appeals is created to hear any appeals of the Superintendent's rulings; to ensure that the policies and procedures of the appeal process of the Commission are adhered to.

#### ARTICLE XI – MEETINGS

Section 1. The regular meeting of the Commission shall be held on the third Wednesday once every quarter, with meetings typically falling in the months of March, May, September, and November, at the hour of 10:30 A.M., at the Gurnee America Legion Post 771 or other suitable location, and shall transact such business as may be properly brought before it.

Section 2. Special meetings may be called by the President, Superintendent, or by three (3) members of the Executive Board. 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. The meeting agenda must be posted on door of the meeting location and the Commissions website 48 hours before the meeting.

Section 3. At a minimum, half of the members of the Commission plus one, in accordance with the Open Meetings Act, 5 ILCS 120/1.02 shall constitute a quorum for the transaction of all business at any annual, regular, or special meeting, but a less number may adjourn any meeting from day to day.

Section 4. Proceedings for all business meetings shall be governed by the Illinois Open Meetings act and Roberts Rules of Order, Revised.

Section 5. The November meeting shall be the final Fiscal Year Meeting and the fiscal year of Commission shall begin December 1 of each year.

Section 6. 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.
- B. Each delegate of the Commission must complete the electronic training curriculum developed and administered by the Illinois Attorney General Public Access Counselor. The Commission shall designate certain employees and officers to complete the electronic training curriculum developed and administered by the Illinois Attorney General Public Access Counselor.
- C. Designees will be required to complete on-line training provided by the Illinois Attorney General's Office annually.

- D. Each elected member of the Executive Board of the Commission shall be the registered Open Meeting Act Designees and shall comply with all requirements of the Open Meeting Act.

## ARTICLE XII – SUPERINTENDENT

Section 1. The Executive powers of this Commission shall be vested in the Superintendent, who shall be selected and recommended by the Executive Board to the full Commission and shall be elected by at least a majority of the full Commission and shall take office on the date designated by the Board.

Section 2. The Superintendent of the Veterans Assistance Commission has the sole authority to appoint Veteran Service Officers, assistants, and other employees as needed to carry out the mission of the Commission.

Section 3. Neither the Superintendent nor any employees of the Commission shall be allowed to hold any elected office in a VACL member veteran's organization or in Lake County government.

Section 4. The office of the Superintendent of the Veterans Assistance Commission shall be under the direction of the duly elected Superintendent, who shall investigate and report to the Veterans Assistance Commission all claims for relief under the law, and shall be responsible for the daily operations of the Veterans Assistance Commission of Lake County.

Section 5. The Superintendent shall, under the direction of the Commission, maintain an office in the County Administration Building or other central location. Said office is to be used solely by the Commission for carrying out of its purposes. Said office shall be provided, furnished, and equipped by the County of Lake with all necessary equipment and supplies, as needed.

Section 6. The mission of the office shall be to provide service and assistance to the military veterans and their families and families of deceased veterans who are in need of assistance, and for rendering of such other services as may be considered reasonable for carrying out the purposes of the Commission.

Section 7. The term of office of the Superintendent shall be indefinite but shall be evaluated yearly prior to the end of the Fiscal Year and shall come before the Executive Board and Commission for reappointment every three (3) years. The Superintendent may be removed from office if, after investigations of a special elected committee, determines that he/she has not adequately fulfilled the duties and obligations of the office or if it is determined his/her demeanor is such as to hinder the ethical and professional performance of the office. The investigative committee, consisting of five (5) delegates or alternates, shall be elected after a written appeal to the Board is made by the delegates of no less than three (3) member organizations. The Commission must approve the removal of the Superintendent by a 2/3 vote of the delegates and officers.

Section 8. In the event of the resignation of the Superintendent, he/she must provide the Commission with a formal written notice ninety (90) days prior to the date of his/her resignation.

Section 9. Vacancy in the Superintendent's office due to death, retirement, or discharge, shall be temporarily filled by the Assistant Superintendent until such time as the Commission has selected a new Superintendent. During the temporary absence of the Superintendent due to illness, vacation, or business travel, the duties of the Superintendent shall be administered by the Assistant Superintendent.

Section 10. The Superintendent cannot have other employment that conflicts with the performance of his/her duties as the Superintendent. The said conflict will be determined by the Commission.

Section 11. The Superintendent and all members of the Executive Board shall be bonded in an amount prescribed by The Military Veterans Assistance Act.

Section 12. The Superintendent shall serve as Director of the Veterans Assistance Commission, Non-For Profit Organization and be its registered agent with the State of Illinois.

Section 13. The Superintendent shall not be authorized to hold elected office of this Commission for five (5) years after his voluntary separation or retirement as Superintendant of the Commission.

Section 14. The Superintendent must be an Honorably Discharged Veteran and a Resident of Lake County.

### ARTICLE XIII – ASSISTANT SUPERINTENDENT

Section 1. The Assistant Superintendent shall be nominated by the Superintendent, and appointed by the Executive Board, duly elected by at least a quorum of the full Commission and shall take office on the date designated by the Board.

Section 2. The Assistant Superintendent shall report directly to the Superintendent.

Section 3. The Assistant Superintendent shall be the primary supervisor of staff, interns, and volunteers.

Section 4. The Assistant Superintendent shall manage the office, develop and submit standard operating procedures, and train staff, interns, and volunteers.

Section 5. The term of office of the Assistant Superintendent shall be indefinite, but shall come before the Executive Board and Commission for review every three (3) years. The Assistant Superintendent may be removed from office if, after investigations of a special elected committee, determines that he/she has not adequately fulfilled the duties and obligations of the office or if it is determined his/her demeanor is such as to hinder the ethical and professional performance of the office. The investigative committee, consisting of five (5) delegates or alternates, shall be elected after a written appeal to the Board is made by the delegates of no less than three (3) member organizations. The Commission must approve the removal of the Assistant Superintendent by a 2/3 vote of the delegates and officers

Section 6. In the event of the resignation of the Assistant Superintendent, he/she must provide the Superintendent with a formal written notice ninety (90) days prior to the date of his/her resignation. Upon receipt of said resignation, the Superintendent will immediately inform the Commission.

Section 7. Vacancy in the Assistant Superintendent's office due to death, retirement, or discharge, shall be temporarily filled at the discretion of the Superintendent until such time as the Commission has selected a new Assistant Superintendent. During the temporary absence of the Assistant Superintendent due to illness, vacation, or business travel, the duties of the Assistant Superintendent shall be administered by an employee designated in writing by the Superintendent and Assistant Superintendent.



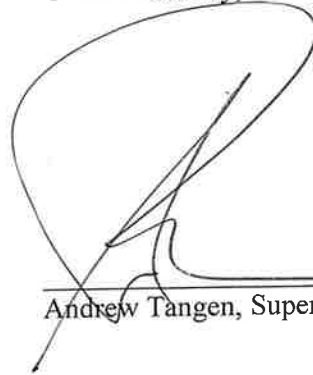
ARTICLE XIV – AMENDMENTS

Section I. 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.

Respectfully submitted,  
The Veterans Assistance Commission  
Of Lake County, Illinois



Nicholas Konz, President



Andrew Tangen, Superintendent

Approved November 16, 2022