

Veterans Assistance Commission  
of Kankakee County  
State of Illinois  
**BY-LAWS**

Adopted on November 20, 1987

Revised on March 27, 2018

Revised on March 23, 2021

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## Definitions:

Board of Commission or Commission: The governing body of the Veterans Assistance Commission of Kankakee County composed of delegates and alternates from the local Veteran's Service Organizations (VSO).

Delegate: Official representative of a VSO.

Alternate: Substitute representative who services only in the delegate's absence.

Conflict of Interest: Any financial or organizational relationship that could influence decision-making.

Quorum: A majority of members of a public body held for the purpose of discussing public business.

VSO: Veteran Service Organization

## Contents:

Article I – Name

Article II – Purpose

Article III – Office

Article IV – Membership

Article V – Officers

Article VI – Nominations and Elections of Officers

Article VII – Standing Committees

Article VIII – Meetings

Article IX – Superintendent

Article X – Assistant Superintendent

Article XI – Amendments

Article XII – Ethics and Conflicts of Interest

BY LAWS for the Veterans Assistance Commission  
of Kankakee County

ARTICLE I -NAME

Section 1. The name of this Commission shall be The Veterans Assistance Commission of Kankakee County. (VACKC).

ARTICLE II – PURPOSE

Section 1. The purpose of this Commission is to promote the welfare of the veterans 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. 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 Kankakee County.

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 regulations as necessary to carry out the purpose set forth herein.

Article III – OFFICE

Section 1. The office of this Commission shall be in a County building, or other suitable central location. The current location is: 581 William Latham Sr. Drive. Suite 302., Bourbonnais, IL 60914

Section 2. This office shall be provided, furnished and equipped by the County with all necessary supplies, including telephone, computers, printers, printing, and stationery, relief orders, relief questionnaires, postage, desks, etc.

Section 3. The Commission retains authority to recommend the location of its headquarters and principal office.

ARTICLE IV – MEMBERSHIP

Section 1. The membership of the Commission will be composed of one delegate and one alternate from each of the recognized Veteran Service Organization in Kankakee County, Illinois. “Recognized Veterans Service Organization” means a congressionally or state-chartered organization formed by and for veterans, with at least 15 paid up members, providing assistance or service to veterans. These 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. Marine Corps League

Section 2. All Veteran Service Organizations requesting membership on this Board of the Commission must have an office, headquarters, post home, or other official domicile located within the geographic limits of Kankakee County or a post in any of the neighboring counties of Kankakee whose membership is comprised of at least twenty-five (25) per cent of residents of Kankakee County, in accordance with 330 ILCS 45/9(a)(4).

Section 3. Any recognized Veteran Service Organizations interested in the objectives 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 Veteran Service Organization and who files the appropriate delegate and alternate form with the Commission office before March 1 of each year, may become members of the Board of the Commission.

Section 4. A current list of the eligible Veteran Service Organizations will be maintained by the Commission.

Section 5. Each recognized Veteran Service Organization shall be entitled to one vote, which may be cast by the member organization's delegate or his/her present alternate if the delegate is not present. No one delegate or alternate shall be permitted to vote for any organization other than the one they officially represent. No proxy votes are permitted.

Section 6. The delegate and alternate will be selected as determined by each member organization and will be reported in writing to the Superintendent of the Commission board to include the name of the delegate and alternate within the time frame of 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 the Commission's delegate and alternate form. The VAC would suggest preference to placement of delegates and alternates being Honorably Discharged Veterans.

Section 7. Should any delegate or alternate be disqualified or unable to serve, the Commission shall call on the Veteran Service Organization to select and duly appoint a replacement delegate or alternate within-thirty (30) days.

## ARTICLE V – OFFICERS

Section 1. Officers of this Board of the Commission shall be Chairman and Vice Chairman.

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

Section 3. A VACKC office staff - Veterans Service Officer will act as secretary but does not hold an office.

Section 4. Any member of this Board of the Commission shall be eligible to hold office, provided he/she is not a member of the Kankakee County Board or holds any public office that may conflict with the best interest of the Veterans Assistance Commission of Kankakee County (such as would violate the Public Officers Prohibited Activities Act), and it is further provided that no two (2) offices are filled by persons representing the same Veteran Service Organization.

Section 6. The Chairman shall retain his appointment as delegate or alternate with the full voting rights of that appointment.

## ARTICLE VI – NOMINATIONS AND ELECTIONS OF OFFICERS

Section 1. Every year at the regularly scheduled monthly 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 and alternates present at the meeting. The candidate receiving the majority of the vote for each office shall be elected. Elections shall be by roll call vote unless uncontested.

Section 3. All officers shall be elected at the beginning of the March meeting for a term of one (1) year and all officers so elected shall assume their duties immediately at the March meeting, following their election, and shall continue in office for one (1) year or until their successors are regularly elected.

Section 4. Officers may be elected from any Veteran Service Organization and must be serving as a Delegate or Alternate from those organizations and must be in good standing with the Board of the Commission. A Delegate and Alternate from the same Veteran Service Organization may not hold elected offices concurrently.

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

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 Chairman's appointment.

The Requirements as to the appointment of a candidate include:

- A. Notice of appointment must be served to the Board of the Commission members one week (7 calendar days) prior to the vote to approve the appointment.
- B. The appointment must be approved by a majority of the Board of the Commission Members.
- C. At a regularly scheduled meeting of the Board of the Commission, the appointment will be voted on.
- D. If the candidate receives a majority vote of the Board of the Commission to approve the appointment, the candidate will assume the duties of the elected office immediately.
- E. If the majority vote of the Board of the Commission is to deny appointment the process will start again until the Chairman's appointment is approved.
- F. Appointments shall follow the same eligibility requirements as elections.

## ARTICLE VII – STANDING COMMITTEES

Section 1. The Chairman shall, with the consent of the Board of the Commission, appoint such committees as shall be deemed advisable to carry out the purpose of this Commission. Such committees shall include By-Laws, Budget, and Superintendent Review. All committees shall include at least three members of various Service Organizations and maintain written reports and minutes.

## ARTICLE VIII – MEETINGS

Section 1. The regular meeting of the Board of the Commission shall be held on the 4th Tuesday every month. Meetings will be held at the VACKC address of 581 William Latham Sr. Drive, Bourbonnais.

Section 2. Special meetings may be called by the Chairman, Superintendent, or by three (3) members from the Board of the Commission. The Secretary/VACKC Staff shall inform all members of the Board 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 the door of the meeting location forty-eight (48) hours in advance.

Section 3. At a minimum, half of the members of the Board 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.

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

Section 5. The Board of 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 member of the Board 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 FOIA 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 Board of the Commission comply with all requirements of the Open Meetings Act.

#### ARTICLE IX – SUPERINTENDENT

Section 1. The powers of the Board of the Commission shall be vested in the Superintendent and must be elected by at least a majority of the Commission and shall take office on the date designated by the Commission.

Section 2. The Superintendent of the Veterans Assistance Commission has the sole authority to nominate the Assistant Superintendent and 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 VACKC member veteran's organization or in Kankakee County government.

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

Section 5. The Superintendent shall, under the direction of the Board 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 to assist veterans. Said office shall be provided, furnished, and equipped by the County of Kankakee 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. Though an at-will employee whose employment may be terminated by the Board of the Commission at any time for any reason, the term of office of the Superintendent shall be four (4) years and can be renewed indefinitely. The Superintendent shall be evaluated yearly prior to the end of the Fiscal Year and a written report shall be generated from said evaluation provided to the entire Board of the Commission. The Superintendent's position shall come before the Board of the Commission for reappointment every four (4) years, unless the position becomes vacant at an earlier time for any reason. The Superintendent may be removed from office if, after investigations of a special elected committee, the Board of the Commission 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 of the Commission is made by the delegates of no less than three (3) member organizations. The Board of the Commission may remove the Superintendent by a majority vote.

Section 8. In the event of the resignation of the Superintendent, a written resignation would be preferred in advance notice of sixty (60) days.

Section 9. A 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 Board of 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 Board of the Commission.

Section 11. The Superintendent and all signatories shall be bonded as required by statute.

Section 12. The Superintendent must be an Honorably Discharged Veteran and a Resident of Kankakee County.

#### ARTICLE X – ASSISTANT SUPERINTENDENT

Section 1. The Assistant Superintendent shall be nominated by the Superintendent, and appointed by the Board of the Commission, duly elected by at least a majority. The Assistant Superintendent is an at-will employee of the Commission whose employment can be terminated by the Board of the Commission or Superintendent at any time for any lawful reason.

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. There is no fixed term of office of the Assistant Superintendent; however, the office shall be reviewed yearly by the Superintendent. The Assistant Superintendent may be removed from office at any time for any lawful reason, including without limitation if, after investigation 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 of the Commission is made by the delegates of no less than three (3) member organizations. The Board of the Commission may remove the Assistant Superintendent by a majority vote.

Section 6. In the event of the resignation of the Assistant Superintendent, preference would be to provide the Superintendent with a formal written notice thirty (30) days prior to the date of his/her resignation. Upon receipt of said resignation, the Superintendent will immediately inform the Board of the Commission.

Section 7. A 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 Superintendent and Board of 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 XI -AMENDMENTS

Section 1. These By-Laws may be amended at any regular meeting by a vote of two-thirds of the authorized membership attending such regular meetings, 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 Board of the Commission (delegates and alternates) at least five days in advance of the date the amendment is to be acted upon.

## ARTICLE XII – ETHICS AND CONFLICTS OF INTEREST

All Commission members must disclose any conflict of interest before discussion or vote.

1. No Commission member or employee may use the VAC resources for personal gain.
2. All Commission members and the Superintendent shall complete a Statement of Economic Interest as required by law.
3. Violations will result in disciplinary action, including removal.



Chairman, David Allen



Superintendent, Eric Peterson

2/6/26

Date

2/6/26

Date