

# ARENAC COUNTY DEPARTMENT OF VETERANS AFFAIRS BYLAWS

## ARTICLE I

### NAME

The name of this organization shall be the Arenac County Department of Veterans Affairs, hereinafter referred to as the "Arenac County Veterans Affairs Committee (ACVAC)". Michigan's 1953 Public Act 192 created County Department of Veterans' Affairs in certain counties to prescribe its powers and duties; to create the county veteran service fund; and to provide for contributions to and expenditures from that fund; and to transfer the powers and duties of the Soldiers and Sailors Commission (Public Acts 214) in such counties.

Public Act 192 outlines the power and duties of these county departments, establishing their administrative structure through a committee of veterans (3 to 7) appointed by the county board of commissioners. The department shall perform such duties and shall exercise such powers as shall be necessary in carrying out the provisions of the Act and all other benefits to which veterans and their dependents may be entitled as prescribed by the County Department of Veterans Affairs.

The voters of Arenac County passed a 2-year millage on November 8, 2022, to fund assistance and services for veterans and their immediate family in Arenac County. The result, in part, was the establishment of the Arenac County Department of Veterans Affairs with implementing Committee. The veteran services millage was renewed by County voters on August 6, 2024, for an 8-year period.

## ARTICLE II

### PURPOSE

The ACVAC is a non-profit, non-sectarian, non-political Arenac County committee which coordinates services, public and private, promoting and safeguarding the independence and wellbeing of the veterans, surviving spouse and dependent children, in certain circumstances of Arenac County, Michigan.

The purpose of the ACVAC is to establish a forum for all Arenac County veterans of military service; to maintain coordinated communication with county and local governments, businesses, and veterans of the county; to provide assistance, guidance, and information to the business and academic communities of the county and various levels of government to ensure adequate consideration of veterans in employment, education, training, and public programs; and to insure that veterans services are available and accessible to the citizens of Arenac County.

The fiscal year of the Committee shall be the same as set by the Arenac County Board of Commissioners, i.e., January 01 to December 31.

## ARTICLE III

### MISSION STATEMENT

The mission of ACVAC is to obtain the maximum veteran benefits available to veterans



and immediate family; maintain communication conduit of baseline and changes to veteran policies and guidance through availability of multimedia capabilities; maintain a physical presence in the county building and strive to make the process simple and understandable as possible. To assist veterans and surviving spouses (dependent children in certain circumstances) in obtaining all entitled county, state and federal benefits.

#### ARTICLE IV MEMBERSHIP

Public Act 192 states: Sec 1. The County Board of Commissioners may create a County Department of Veterans Affairs. The department shall be under committee administration of three to seven honorably discharged veterans, residing in the county. An actively elected county commissioner member may be appointed by the County Board of Commissioners. They shall be residents of the county and who have served honorably on active duty in the United States Armed Forces or who served actively in the United States Armed Forces in a war or received an Armed Forces Campaign or service medal.

They shall be appointed upon recommendation of the posts of each chartered Veterans Organization within the county. Each member appointed shall have demonstrated knowledge, skills and experience in public service, business, or finance. If an opening on a committee occurs, the County Board of Commissioners shall provide notice of that opening to one or more newspapers within the county and to county Veteran service organizations.

Notwithstanding the provisions of any law of this state, to the contrary, a member of the board of commissioners of a county shall be eligible for appointment. Members appointed by the board of commissioners shall be appointed for a term of 4 years each. However, the terms for members first appointed shall be staggered so that no more than two vacancies are scheduled to occur in a single year. Vacancies shall be filled in the same manner as original appointments for the unexpired terms.

The ACVAC implementation shall consist of no more than six Veterans appointed by the Arenac County Board of Commissioners. The ACVAC will strive for at least 1 member to represent each Congressionally chartered Veterans organization within the county and appointed from each geographical area (e.g., Au Gres, Omer, Standish, Sterling, Turner and Twining).

- Term - Members of the ACVAC shall be selected for terms of four years and shall initially be appointed in such a manner and for such periods of time that re-appointments will be staggered. Any member whose term expires will remain until a new member is appointed.
- Absence - Members absent for more than three meetings in a calendar year are subject to removal by a majority vote of the committee and approval of the County Board of Commissioners.
- Vacancy - When a vacancy occurs on this Committee either by death or resignation, the Arenac County Board of Commissioners shall fill the vacancy for the remainder of the unexpired term in the same manner as the original appointment.



- Compensation - Members of the ACVAC shall be volunteers and will not receive compensation for services except for per diem. Per Diem shall not exceed those set forth by the Arenac County Board of Commissioners. Compensation may be provided in accordance with Act 192 of 1953, MCLA 35.623, Sec 3.
- Location - The principal office of the Arenac County Veterans Affairs shall be located within the County Building in Arenac County.

## ARTICLE V DUTIES OF ELECTED COMMITTEE MEMBERS

*The members of the committee described below are elected to executive leadership roles for a single year; once elected to the position, they are not restricted by a term limit other than the length of their assigned terms as established by the board of commissioners.*

- A. CHAIRPERSON** – At the first regularly scheduled meeting of the year (January), the committee shall, by majority vote, elect one of its members to be the Chairperson of the Committee. A vacancy in the office of the chairperson shall be filled by a majority vote of committee members present at the meeting.

*The following are the duties and expectations of the Chairperson:*

- Shall preside over all ACVAC meetings.
- Shall appoint ACVAC standing and special committees with such appointments being confirmed by a majority of ACVAC and call special meetings as necessary.
- Shall be the ACVAC representative and perform such other duties as specified by law, custom or ACVAC.
- Shall have overall responsibility is directing and coordinating activities and services in accordance with these Bylaws.
- Shall see that all orders and resolutions of the committee are carried into effect; all authorized instruments are signed by a member of the committee.
- Shall review all budgetary actions and financial expenditure as presented for consideration, discussion and approval.
- Shall prepare the monthly ACVAC agenda.

- Shall call closed meetings with committee members for annual review of Veterans Service Officer (VSO) performance, objectives and achievements.

**B. VICE CHAIRPERSON** - The ACVAC shall by majority vote, elect one of its members to be Vice Chairperson at the first regularly scheduled meeting of the year (January). A vacancy in the office of the Vice Chairperson shall be filled by a majority vote of committee members present at the meeting.

*The following are the duties and expectations of the Vice Chairperson:*

- Shall assume the duties and responsibilities of the Chairperson in their absence.
- Shall perform any duties as assigned.

**C. RECORDING SECRETARY** - The ACVAC shall by majority vote, elect one of its members to be Recording Secretary at the first regularly scheduled meeting of the year (January). A vacancy in the office of the Recording Secretary shall be filled with a majority vote of committee members present at the meeting.

*The following are the duties and expectations of the Recording Secretary:*

- Shall create a written record of meetings; capturing key discussion points, record decisions made and action items taken and dispositioned. This output serves as the official record of each ACVAC meeting.
- Shall maintain a calendar of key dates, milestones, events, outreach, meetings and community activities.
- Shall be responsible, with county staff coordination, to post Bylaws and upcoming meetings and minutes. Also take actions necessary to ensure the ACVAC meetings comply with Michigan's Open Meetings Act, MCL 15.261.
- Shall maintain the record of changes to this Bylaws document. Capture, with support of the Veteran Service Officer (VSO), recommendations for change consideration and modification noted throughout the year; integrate the final proposed changes for ACVAC review in November and obtain approval signatures at December meeting.

**D. TREASURER** – At the first regularly scheduled meeting of the year (January), the committee shall by majority vote, elect one of its members to be the Treasurer. A vacancy in the office of the Treasurer shall be filled with a majority vote of committee members present at the meeting.

*The following are the duties and expectations of the Treasurer:*



- Shall assist the VSO to prepare the annual budget and submit expenditure for ACVAC approval.
- Shall provide oversight and liaison duties to the committee in the absence of the VSO.
- Shall render to the committee an account of the financial condition of the committee and arrange independent audit if necessary.

**E. At Large Members** - An At Large Member is a Veteran not serving as the Chair, Vice Chair, Recording Secretary or Treasurer.

*The following are the duties and expectations of an At Large Member:*

- Provide support to the overall Committee success. The Chairperson relies on the members' skills brought to the group often based on specific subject matter experience.

**F. County Commissioner Member:** There shall be one commissioner appointed to serve on the Arenac County Veteran Affairs Committee.

*The following are the duties and expectations of the County Commissioner with respect to the ACVAC:*

- The term of the commissioner's appointment shall be from the appointment at the annual Board of Commissioners organizational meeting until the last calendar day of the year.
- The commissioner appointee shall be appointed at the discretion of the Chair of the Arenac County Board of Commissioners. This appointment shall follow the same committee appointment method as all other committees of the Board of Commissioners.
- In the event the appointed commissioner cannot attend the meeting, there shall be an alternate commissioner who is able to attend. Both the appointed commissioner and commissioner alternate shall have equal voting rights as the other committee members.
- Commissioner appointees are expected to provide their perspective, insights, and contributions to the committee in the same manner as they do when representing the County elsewhere.
- Commissioner appointees are expected to occasionally report to the Board of Commissioners important information and updates from the Veteran Affairs Committee when they deem necessary.



**G. Veteran Service Officer:** The VSO is an Arenac County employee working under the supervision of the Arenac County Veterans Affairs Committee. The VSO is responsible for the administration, direction, and management of the department. This position provides direct advice and assistance to our county veterans. The VSO shall not be an officer or committee member of the ACVAC.

*In addition, the VSO maintains a separate documented set of positional functions and responsibilities describing day-to-day details for interaction with veteran, state and county stakeholders. The VSO, in support of the Committee, shall:*

- Shall develop and maintain procedures, instructions, guidelines and practices for review with the ACVAC for knowledge sharing, oversight, guidance and direction.
- Shall report on various federal, state and county conferences and seminars attended to remain informed regarding current Veteran benefits, legislation, specific entitlements, and methods for dealing with Veteran's problems.
- Shall report on new and pending legislation pertaining to Veterans, prepare reactions to information about such legislation as appropriate and disseminates to all members of the ACVAC, County Commissioners, if applicable, and other parties/service organizations within the county.
- Shall report on U.S. Department Veterans Affairs claim decisions to ensure that the Veteran, surviving spouse or dependents was awarded proper benefits as established by current legislation and/or VA policies. Prepares and directs appeals, as necessary.
- Shall report on the County Veterans Relief Fund, formerly known as Soldiers Relief Fund and the Michigan Veterans Trust Fund expenditure.
- Shall report on new programs for the Department for the benefit of Veterans and/or their dependents within the county with emphasis/consideration on the Veteran population base of the county.
- Shall report participation in various interdisciplinary committees, including but not limited to; the Arenac County Human Services Collaborative Committee, Saginaw VA monthly Service Officers meeting and the Arenac County Commission on Aging and community centers, ensuring the needs of Veterans and/or their dependents are addressed.
- Shall identify and manage opportunities and activities that provide veterans visibility and community outreach, e.g., Monthly Donut and Coffee mornings, Veteran pizza nights, Annual Sunrise Side Veterans Benefits Fair, Annual County Fairs.



## ARTICLE VI FINANCIAL REPORTS

Financial statements and reports are developed, maintained and reported to the committee and subsequent County Board of Commissioners. Procedures are developed and exercised to understand and execute with respect to external and internal planning and execution timelines. Discipline is necessary to understand which are subjected to annual or fiscal year budget constraints. Examples of financial reports are:

- Book of Bills, County Budget Ledger (Millage), Michigan Veterans Trust, Michigan Veterans Affairs Agency, (MVAA), County Veteran Service Fund (CVSF) grants, Saginaw Chippewa Indian Tribe of Michigan grants.

## ARTICLE VII CONFLICT OF INTEREST

If a member has conflicts with a matter before this committee, they will acknowledge and will abstain from voting on that matter.

## ARTICLE VIII QUORUM AND PROCEDURES

A quorum for a regular or special meeting of this Committee shall be at least fifty percent (50%) of the non-vacant seats. All meetings of the Committee will be governed by the most current revision of *Robert's Rules of Order*.

## ARTICLE IX SCHEDULE AND NOTICE OF MEETINGS

- Regular meetings: The Committee shall have regular scheduled monthly meetings with not less than six annually. The date, time and place of all regular meetings shall be determined in advance by the Committee. The meetings shall be scheduled for the convenience of its members and the public. The Committee will strive to conduct at least 2 evening meetings annually at the Arenac County Veterans Club in Standish.
- Special meetings: Special meetings can be called by the Committee Chair, the Vice Chair or two Committee members.
- Annual meeting: During such annual meeting, at least the following business shall be transacted.
  - Election of Chair and Vice Chair. Nomination of other Committee positions.
  - The establishment of dates of the Committee's meetings for the ensuing year.
- Meeting notice: Timely notice of every meeting, time and place will be communicated. e.g., mailed, texted, posted on the Arenac County Veterans Affairs web page, to every Committee member and the public at least five (5) working days prior to the meeting. Any meeting may be conducted in person, by a conference call or electronic means, (e.g., Zoom or suitable meeting format).



- Order of Business: ACVAC meetings shall be conducted by way of an established agenda. There shall be at least one place on the agenda for citizen participation.
- Adjourned meetings: Any legal meeting of the ACVAC may be adjourned from time to time as a majority of the ACVAC members deem it necessary.
- Voting: Each appointed member shall have the right to one (1) vote. Voting by proxy IS NOT allowed. Except as otherwise provided in these Bylaws, by statute or *Robert's Rules of Order*. All questions requiring a vote shall be determined by the majority of the ACVAC members appointed and serving.
- Citizen Participation: Any citizen may comment upon agenda items during the public comment period. Citizens, after being recognized, shall identify themselves by name and address and shall limit their presentation to 5 minutes, unless time is extended by the Chairperson or by vote of the ACVAC.
- Rules of Order: The framework contained in *Robert's Rules of Order*, newly revised, shall govern the procedures of the ACVAC. However, when those rules of procedure are inconsistent with these Bylaws or any special rules of order adopted by the ACVAC, the Bylaws or special rules of order shall prevail over *Robert's Rules of Order*.

## ARTICLE X

### OPEN MEETINGS

The provisions of Michigan's Open Meeting Act 267 of 1976 and Michigan Compiled Law (MCL) 15.261 et seq are hereby acknowledged and incorporated by reference within Arenac County Veterans Affairs Committee Bylaws and shall take precedence over any rule to the contrary:

- All meetings of the Committee shall be held in the Arenac Country building or Standish Veterans Club. All people shall be permitted to attend any meetings.
- All decisions of the Committee shall be made at a meeting open to the public.
- All deliberations of the Committee constituting a quorum of its members shall take place at a meeting open to the public.
- No person shall be required, as a condition, to attend a meeting of the Committee, to register or otherwise prove his/her name or other information or otherwise to fulfill the conditions precedent to attendance, unless that person is requested to speak.
- A person shall be permitted to address a meeting of the Committee under three conditions.
  - Upon requesting entry onto the agenda.
  - Upon being recognized by the chairperson.



- During a period, set aside at the initiation of such meeting for discussion by the public.
- No person shall be excluded from a meeting of the Committee except for a breach of the peace committed at the meeting.
- The Committee shall meet at closed sessions for the following purposes:
  - To consider the dismissal, suspension, or discipline of, or to hear complaints or charges brought against, a member of this committee, employee or volunteer, when the named person requests a closed meeting.
  - To consider material exempt from discussion or disclosure by state or federal statute.

#### ARTICLE XI

##### MINUTES

The Committee shall keep written minutes for each meeting which include a record of votes on all motions. Minutes of the previous meetings shall be distributed to all members before the next meeting and shall be made available to the public, upon approval, through posting on the Arenac County Veterans Affairs page. Minutes will be taken and maintained by the Recording Secretary. Posting of approved Minutes will be made by the VSO.

#### ARTICLE XII

##### AMENDMENTS

These Bylaws may be amended from time to time by a simple majority vote of the Committee at a regular meeting, or at a special meeting called for such a purpose. Notice of any such meeting where an amendment is to be submitted to the Committee must specifically state the nature of the amendment to be considered and such notice shall comply with the notice of meeting provision of these Bylaws. In no event shall an amendment be placed on the agenda of a regular or special meeting unless the members of the committee have been notified of such proposed amendment ten (10) days prior to the meeting at which consideration of the proposed amendment shall be brought before the Committee.

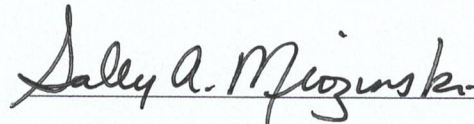


ARTICLE XIII  
ACCEPTANCE AND RATIFICATION

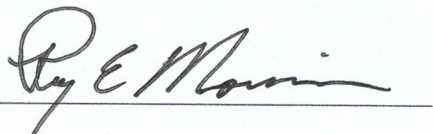
This is to certify that the above Bylaws were accepted and ratified at the October 9, 2024, meeting of Arenac County Department of Veterans Affairs Committee held at the Arenac County Building, 120 N Grove Street, Standish, Michigan and that its' policies and objectives will remain in full force until amended.



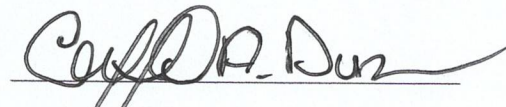
Mary M. Baker  
ACVAC Chairperson



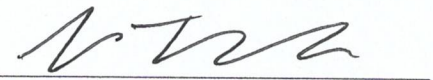
Sally A. Mrozinski  
Arenac County Commissioner



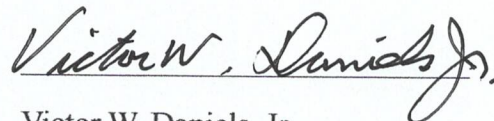
Roy E. Morrison  
ACVAC Vice Chairperson



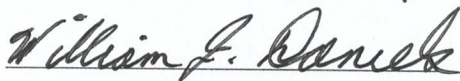
Clifford A. Dunec  
ACVAC Recording Secretary



William W. Francis  
ACVAC Treasurer



Victor W. Daniels, Jr.  
ACVAC At Large Member



William J. Daniels  
ACVAC At Large Member



ARTICLE XIV  
CHANGE RECORD

Arenac County Department of Veterans Affairs Committee Bylaws

Version	Date	Change Summary
Draft	March 9 2023	Arenac County Department of Veterans Affairs Committee Draft Bylaws developed through review and application of existing State of Michigan County Veterans Affairs organizational documentation for local applicability.
1.0	May 9 2024	Initial baseline approval of the Arenac County Department of Veterans Affairs Committee Bylaws.
2.0	October 9 2025	Added historical County Veteran's millage information; expanded Mission Statement; updated Committee members' statement of responsibilities throughout; expanded Treasurer and VSO financial reporting responsibilities and interactions; added requirement to maintain a Committee planning calendar; added Committee responsibilities for At Large and County Commissioner members; moved VSO day-to-day Functions and Responsibilities to separate document; Added Financial Reporting section; clarified responsibility for posting approved meeting minutes; added provision for periodic Committee meetings at the Standish Veterans Club and; added Bylaws document Change Record Log.