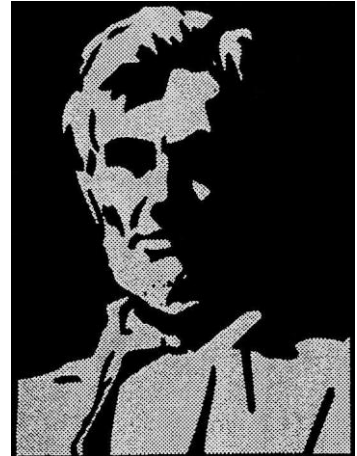


**ABRAHAM  
LINCOLN  
NATIONAL  
CEMETERY**



*Support Committee*

# **BYLAWS**

Revisions Adopted: April 12, 2017  
Revision Adopted: November 13, 2024



# **BYLAWS**

## **Article I Name**

### **Section 1**

This committee shall be known as the Abraham Lincoln National Cemetery Support Committee

### **Section 2**

For the purpose of simplicity, the initials 'A.L.N.C.S.C.' will be allowed for all legal purposes.

## **Article II Purpose**

The purpose of the committee is to facilitate the enhancement, maintenance, expansion and support of the Abraham Lincoln National Cemetery in Illinois and the provision of continuing support and participation in events commemorating all U.S. military veterans. Activities attendant thereto are as follows:

- A To assist the cemetery director and staff in establishing programs and events, not funded by the National Cemetery Administration, which serve our veterans and their families.
- B. Enlist support from congressionally chartered Veteran Service Organizations/Auxiliaries (i.e. DAV, American Legion, VFW, AMVET, TVC, Vietnam Veterans, etc.) for the enhancement, maintenance, expansion and support of the Abraham Lincoln National Cemetery.
- C. Obtain support of municipal, county, state and federal officials for the enhancement, maintenance, expansion and support of the Abraham Lincoln National Cemetery in Illinois.
- D. Assist with the patriotic programs, ceremonies, special events and features not funded under the cemetery-operating budget.
- E. Generate public support for the Abraham Lincoln National Cemetery.

## **Article III Membership**

### **Section 1**

There will be no dues, assessments or any other charges for being a member of this committee.

### **Section 2**

The Abraham Lincoln National Cemetery Support Committee will be comprised of members from all interested parties and organizations.

### **Section 3**

Anyone interested in becoming a member of the Support Committee, must have attended a minimum of three (3) meetings within a six-month period. Upon attending the fourth meeting the individual shall be a new membership and shall have full voting privileges.

### **Section 4**

A confidential list of all members, persons and organizations with contact address and phone number will be maintained by the Support Committee Secretary.

### **Section 5**

A member shall become Non-Active upon three (3) unexcused absences, within a six-month period, losing their voting privileges. Voting privileges shall be reinstated as an active member upon the attendance of said member's third consecutive meeting.

## **Article IV Meetings**

### **Section 1**

The committee shall meet monthly or as often as the Chairperson deems necessary to conduct its affairs. The meeting location will be set by the Chairperson with the concurrence of the membership body.

### **Section 2**

A minimum of seven (5) members present, including three (3) elected officers, will constitute a quorum.

(Revised 13Nov2024 - original text - A minimum of seven (7) members present, including three (3) elected officers, will constitute a quorum.)

### **Section 3**

Meeting and proceedings will be conducted in accordance with *Roberts Rules of Order*.

### **Section 4**

The Executive Board shall meet a minimum of twice a year or as often as deemed necessary by the chairperson. Cemetery representatives shall be invited to all Executive Board meetings.

## **Article V Officers**

### **Section 1**

The Chairperson shall be elected every other year by the membership. The Chairperson election shall be held in the month of October. The newly elected chairperson shall conduct elections for all remaining elected officers during said October election.

### **Section 2**

The elected officers of the Abraham Lincoln National Cemetery Support Committee will be the Vice Chairperson, Secretary, Treasurer, Sergeant-at-Arms and Chaplain.

### **Section 3**

All officers shall serve a term of office for two (2) years.

### **Section 4**

All individuals with treasury signature rights shall be bonded, as deemed necessary by the Executive Committee.

### **Section 5**

Duties of the Officers:

Chairperson is to preside over the meeting and to be the committee liaison to the Cemetery Director and the public.

Vice Chairperson is to assist the Chairperson and preside in his/her absence.

Secretary is to record and publish the minutes of each meeting. Meeting minutes shall be forwarded to the Cemetery Director. The secretary shall also be the keeper of all correspondence and attendance records.

Treasurer is to be the custodian of the committee's funds.

Sergeant-at-Arms is to maintain order, responsible for opening and closing ceremonies and assist Chairperson as directed.

Chaplain is to provide religious services as needed.

### **Section 6**

The Secretary will report the unexcused absence of any elected officer for three consecutive (3) meeting to the chairperson and the Executive Board at the next meeting following the third occurrence. At this time, the Chairperson and Executive Board will determine a course of action, as deemed appropriate given the circumstances of the absences.

### **Section 7**

The Chairperson shall nominate an interim replacement to fill vacant positions for the remainder of said term. The nominee shall be approved by a simple majority of the members. Should the vacated office be that of the Chairperson, the Vice Chairperson shall act as the Chairperson for the nomination of interim replacement(s).

## **Article VI**

### **Budget and Finance**

#### **Section 1**

The Treasurer will be the custodian of all funds belonging to the committee. The financial support for the committee will be derived from funds raised for the support of the committee. Funds that are obtained from fund-raising events, donations and grants will be turned over to the Treasurer through the Chairperson. The Treasurer will disburse funds to pay expenses incurred by the committee, provided they were approved by the membership. The membership shall approve only expenditures of the committee incurred for the benefit of the cemetery.

#### **Section 2**

The Treasurer or his/her representative will be required to present a financial report at each meeting.

#### **Section 3**

Two (2) signatures will be required for all checks to be signed by the Treasurer, the Chairperson, Vice Chairperson and/or the Secretary.

#### **Section 4**

The Treasurer shall execute all the necessary documents to maintain the organization's not-for-profit status.

## **Article VII**

### **Subcommittees**

#### **Section 1**

The Chairperson will appoint an Executive Committee. This committee will be composed of at least five (5) and no more than seven (7) members plus the Chairperson, Vice Chairperson, Secretary, Treasurer, Sergeant-at-Arms and Chaplain. This committee will meet on items of business that do not require the presence of the entire membership.

## **Section 2**

The Executive Committee shall guard the welfare of the ALNC Support Committee by investigating and recommending such changes and corrections, as it deems advisable.

## **Section 3**

The Chairperson will appoint as many subcommittees as deemed necessary for the planning and presentation of any event, or for any other reason to fulfill the purpose of the Support Committee.

## **Article VIII Miscellaneous**

Any and all complaints against the cemetery, procedures or any member of the Support Committee will be in written form only. No member shall act on the behalf of the Support Committee without the direction of said committee. No personality conflicts will be allowed on the floor of any meeting.

## **ARTICLE - IX Conflict of Interest**

The organization is dedicated to conducting its business affairs with uncompromising integrity, thus adhere to a conflict of interest policy. The purpose of the conflict of interest policy is to protect the organization's tax-exempt interest when contemplating entering into a transaction or arrangement that might benefit the private interest of an officer, Executive Board, committee member or associate of the organization.

### **1) Definitions**

- a. *Interested Person* is defined as any Executive Board member, officer, or committee member with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.
- b. *Financial Interest* - A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:



- i. An ownership or investment interest in any entity with which the organization has a transaction or arrangement,
- ii. A compensation arrangement with the organization or with any entity or individual with which the organization has a transaction or arrangement, or
- iii. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the organization is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial. A financial interest is not necessarily a conflict of interest. Under Section 2.b., a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

## **2) Procedure**

- a. **Duty of Disclosure** - In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the Executive Board and committee members with governing board delegated powers considering the proposed transaction or arrangement.
- b. **Determining Whether a Conflict of Interest Exists** - After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining Executive Board or committee members shall decide if a conflict of interest exists.
- c. **Procedures for Addressing the Conflict of Interest**
  - i. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
  - ii. The chairperson of the Executive Board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

- iii. After exercising due diligence, the Executive Board or committee shall determine whether the organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- iv. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the Executive Board or committee shall determine by a majority vote of the disinterested members whether the transaction or arrangement is in the Organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

**d. Violations of the Conflict of Interest Policy**

- i. If the Executive Board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- ii. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the Executive Board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

## **Article X Amendments**

The Bylaws may be altered or amended by a two-thirds (2/3) vote of the members present at a meeting. Proposed changes will be presented at one meeting and voted upon at the next succeeding meeting.

## **Article XI Dissolution**

In the event of dissolution of the committee, the net assets are to be distributed as follows:

Upon the conclusion and dissolution of the Abraham Lincoln National Cemetery Veterans Support Committee, having satisfied all financial obligations of the committee, all remaining assets shall be distributed to organizations chartered to aid in the betterment of the Abraham Lincoln National Cemetery. Said organizations shall have proven their tax-exempt status under 501(c)(3) of the Internal Revenue code. Should no such organization exist, the assets shall be distributed to not-for-profit funds, foundations or corporations which are organized and operated exclusively for the benefit of veterans, having established its tax-exempt status under 501(c)(3) of the Internal Revenue code.

***Revised*** – 13Nov2024