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BRISTOL FOURTH OF JULY COMMITTEE

POLICY MANUAL

TOWN CLERK'S OFFICE
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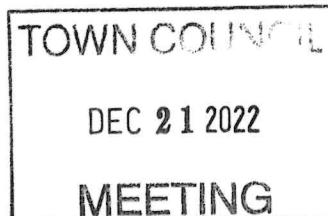


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ARTICLE I - PREAMBLE/MISSION

The Annual Fourth of July Celebration, established in 1785, is the oldest continuous celebration of its kind in the United States. In keeping with that long standing tradition of honoring our Nation's Independence, the Bristol Fourth of July Committee establishes as its mission a means by which we can carry out a mandate to have a patriotic observance in Bristol, Rhode Island that will best exemplify our National heritage. The Committee's mission is to:

1. Plan, organize, and implement all events associated with the Annual Fourth of July Celebration.
2. Plan, organize, and implement the Annual Military, Civic, and Firemen's Parade.
3. Work with appropriate authorities to ensure that events comply with federal, state, and local laws.
4. Secure the support of businesses and private citizens.
5. Record committee actions for historical purposes and to benefit future generations.
6. Raise the necessary funds to finance all committee activities.

ARTICLE II - CODE OF ETHICS

Members of the Fourth of July Committee, volunteers, individuals, organizations, and vendors participating in the Annual Fourth of July Celebration shall abide by the Rhode Island Code of Ethics and the following Code of Ethics.

1. Members of the Committee shall be law-abiding citizens of the State of Rhode Island.
2. A member shall be removed from the Committee if he/she is found guilty of a felony by a court of competent jurisdiction.
3. No member of the Committee shall use his/her position solely as a means for personal monetary profit.
4. Decisions of the Committee shall be made without regard to race, sex, creed, color, national origin, or health of individuals concerned.
5. Members shall respect the opinions and beliefs of all concerned and shall not discriminate against an individual based on his/her personal prejudices.
6. Volunteers who are not members of the Committee are expected to meet the same standards with regard to respecting an individual's rights and shall not use their position to discriminate against any person participating in the Celebration. All nonmember volunteers shall be required to pass a background check before being allowed to work at a Committee event.
7. Individuals, organizations, and/or vendors participating in the Celebration are expected to meet the same standards as previously mentioned, with the exception of monetary profit. Monetary profit is contingent on approval by the appropriate subcommittee and the contract.

ARTICLE III - THE COMMITTEE

Section 1 - Name

The official name of this organization is the *Bristol Fourth of July Committee*. In future sections of this policy, and for the purpose of brevity, it may also be called the "Committee" or the "General Committee."

Section 2 - Purpose

The purpose of the Committee is to formulate, prepare, and carry out all plans for the Annual Fourth of July Celebration. In future sections of this policy, and for the purpose of brevity, it may also be identified as the "Celebration."

Section 3 - Meetings

The General Committee shall meet at least once a month with the exception of December. For the months of May and June, two (2) meetings are to be planned, for a total of thirteen (13) meetings. The term "General Committee" refers to the full membership of the Bristol Fourth of July Committee.

Section 4 - Quorum

For the purpose of conducting a meeting of the Bristol Fourth of July Committee, a minimum of twenty (20) voting members will constitute a quorum.

ARTICLE IV - MEMBERSHIP

Section 1 - Membership

Any individual, having attained the age of eighteen (18), and who is a legal resident of Bristol for all or part of the year, may apply for membership on the Bristol Fourth of July Committee (hereinafter referred to as "Committee Members"). Bristol residents who desire to serve on the Committee shall apply, in writing, to the Fourth of July Committee by submitting their application to the General Chairman or any member in good standing (as defined in Article IV, Section 4) of the Fourth of July Committee. Any Committee member in good standing (as defined in Article IV, Section 4) who moves out of Bristol, shall retain his/her membership on the committee.

Membership on the Fourth of July Committee shall be based on a recommendation of the General Committee to the Town Council. Beginning in September, 2021, the Committee will submit a list of its entire membership to the Town Council for approval biennially. In accordance with Article IV, Sections 2a, 2b, and 2c, the Committee will submit a list of new members and a list of individuals who have been removed from the membership to the Town Council annually. The Town Council may ratify, in whole or in part, the recommended list provided by the Committee. The number of full members (not including life members) on the Committee shall be limited to 100 except that all existing members as of February 1, 2017, shall be grandfathered. Applications that are received when full membership (not including life members) of the Committee exceeds 100 shall be held until a vacancy exists. Vacancies shall be filled in the order in which applications are received.

Section 2 - Members

Section 2a - New Members

Any resident interested in serving on the Fourth of July Committee must submit an application that is postmarked or emailed by either February 1st or August 1st. Upon receipt of said request, the application will be submitted to the Membership Subcommittee for review and consideration. The Membership Subcommittee shall meet prior to the March and September General Committee meetings and submit its recommendations to the General Committee at its March and September meetings. The Town Council, at its next regular meetings, may review the recommendations of the General Committee and make and confirm appointments to the Fourth of July Committee. The Bristol Town Council requires that all new members pass a background check prior to being considered for membership. New membership on the Committee shall begin on either April 1st or October 1st and shall be reviewed annually. Continuation of said membership is subject to the adherence of the requirements set forth in this policy.

Section 2b - Membership Review

The Membership Subcommittee shall meet in January, April, and August to review the current membership and to ascertain if the current members of the Fourth of July Committee have met their obligations and are eligible for continuation. Beginning in September 2021, all members of

the Committee (including Life Members who choose to remain active) must pass a background check biennially in order to retain his/her membership. The General Chairman or Vice Chairman will contact those individuals who have not fulfilled their membership requirements for the current year in order to ascertain if extenuating circumstances exist relative to the member's failure to meet his/her requirements. The General Chairman and Vice Chairman shall report their findings back to the Membership Subcommittee. If the Membership Subcommittee deems that the member met his/her obligations in other ways, such as participating in subcommittee meetings, chairing a subcommittee, or helping at several fundraising events during the year, then the individual's membership on the Committee will be continued provided that the member attends the required three (3) General Committee meetings by September 30th of the current year. If the Membership Subcommittee determines that the member's reasons for not meeting his/her obligations are insufficient, then a letter of termination will be sent to the member.

Section 2c - Membership Continuation

The Membership Subcommittee shall submit its recommendation to the General Committee for action at the September meeting. The General Committee, by a simple majority, will submit its recommendation to the Town Council. Current members' terms are subject to review and renewal on an annual basis. The term of membership for existing members shall be October through September or until such time as the General Committee and Town Council have approved the membership.

Section 2d - Life Members

Any individual who is a member in good standing of the Fourth of July Committee (as defined in Article IV, Section 4) is eligible for lifetime membership. Any member who has served twenty (20) years or any member who has served ten (10) years and is at least seventy (70) years of age and who has performed his/her responsibilities as prescribed in this and previous policies and procedures shall automatically become a life member. Any member who has served both as Vice Chairman and General Chairman of the Committee, at the conclusion of his/her term of office, shall automatically become a life member. Life members will receive their pins at the Reception for Military and Town Officials during the celebration year following the year in which they attain life membership. Any member who has a minimum of ten

(10) years of service and who leaves the Committee for any reason may, after rejoining the Committee and completing the balance of years, be eligible for life membership.

Life members are entitled to all rights and privileges of the Fourth of July Committee. Lifetime members are not required to carry out meeting requirements. They are also not required to serve on any Subcommittee or subdivision unless they wish to do so.

Section 2e - Life Members Emeriti

Any member who has received life member status and who no longer wishes to be active on the Committee shall be given Life Member Emeritus Status. A Life Member Emeritus but will not be allowed to vote or work on any committee events. A Life Member Emeritus is exempt from having to pass a background check every 2 years.

Section 2f – Associate Members

Effective February 1, 2017, Associate Membership status will cease to exist. Those individuals who were Associate Members prior to February 1, 2017 are hereby grandfathered to Full Membership status with all rights and privileges extended. Such rights include, but are not limited to, the following:

1. The right to vote at all General and Subcommittee Meetings.
2. The right to hold office in accordance with Articles V and VI.
3. The right to attain life membership status in accordance with Article IV, Section 2d.

The length of service used to determine eligibility for holding office and attaining life membership status shall commence with the date that the member was first admitted to the Committee as an Associate Member.

Section 3 – Leave Status

Section 3a – Leave of Absence

In certain circumstances, a member with a minimum of three (3) years of service may request a leave of absence from the Committee. The circumstances may include, but are not limited to, a change in job location, which is outside of the commuting area, an illness, or a change in work schedule. No leave of absence can be granted for more than one (1) year at a time or for not more than two (2) years in total. Members will not lose time from the Committee as long as they worked for the celebration in some capacity each year during their leave of absence as determined by the Membership Subcommittee.

Section 3b – Requesting a Leave of Absence

Any member meeting the above mentioned criteria for requesting a leave of absence must do so in writing. Said letter should be sent to the General Chairman and forwarded to the Membership Subcommittee for its review and recommendation. The Membership Subcommittee shall review past performance and attendance and shall make a recommendation to the General Committee in a timely manner. Upon receipt of the recommendation, the General Committee shall vote. A simple majority of those present must approve the request.

Section 3c – Member Reinstatement After Resignation

Any individual, who was a member in good standing (as defined in Article IV, Section 4) and who chose to resign from the Committee, may request to be reinstated by submitting an application in accordance with Article IV, Section 2a and passing a background check. Any individual, who was a member in good standing (as defined in Article IV, Section 4) and who chose to resign from the Committee, may request to be reinstated by submitting an application in accordance with Article IV, Section 2a and passing a background check. A Life Member Emeritus who wishes to become active again must only pass a background check.

Any former member, who is reinstated within three (3) years of resigning, will retain his/her original start date that is used to determine eligibility for serving as an officer and for life membership. Members will not lose time from the Committee as long as they worked for the celebration in some capacity each year during their resignation as determined by the Membership Subcommittee. A former member may request reinstatement with retention of his/her original start date only once. Any subsequent resignations and requests for reinstatement will be treated as if the individual were applying as a new member.

Member reinstatement, as described in this section, shall apply to members who resigned within three (3) years prior to the date of its adoption (*i.e.*, June 6, 2018) and going forward.

Section 4 – Duties of Members

A member in good standing must do the following:

1. Work on the day of the Parade. Assignments may include, but are not limited to, Parade formation, vending, coordinating, transportation, and other activities related to the day.
2. Work at either the Drum Corp Show or the Concert being held on the same evening.
3. Attend a minimum of three (3) General Committee meetings from October 1st through May 15th and work at a minimum of three (3) events per year from October 1st through the following September 30th.
4. Work on Subcommittees and at events in addition to Parade Day. Requests for assignments to specific Subcommittees will be honored as permissible but will be at the discretion of the General Chairman.
5. Only members in good standing as of May 15th will be invited to the following events: Flag Day Reception, Reception for Military and Town Officials, and the Chief Marshal's Reception.

ARTICLE V - ELECTION OF OFFICERS

Section 1 - Date

The election of the General Committee officers shall be held biennially and shall take place at the last meeting of the Committee in September.

Section 2 - Elected Officers

The elected officers of the General Committee shall consist of the General Chairman, Vice Chairman, Treasurer, Recording Secretary, and Corresponding Secretary.

Section 3 - Eligibility

Any member of the Fourth of July Committee, who has been a member in good standing (as defined in Article IV, Section 4) for a period of not less than three (3) years, is eligible to serve as an officer, excluding the office of General Chairman. Any member of the Fourth of July Committee, who has been a member in good standing (as defined in Article IV, Section 4) for a period of not less than five (5) years, is eligible to serve as General Chairman.

Section 4 - Nominations

Any individual interested in seeking an elected position on the Fourth of July Committee must submit a letter of intent no later than June 30th. The Nominations Subcommittee will meet in early August on a biennial basis to review candidates submitting applications and determine the slate of candidates to be recommended for nomination. The Nominations Subcommittee may recommend a candidate, other than those applying, if it feels that such action is warranted. The past General Chairman is in charge of the Nominations Subcommittee. Nominations can be made from the floor on election night in accordance with *Robert's Rules of Order*.

Section 5 - Notice of Nominations

The Nominations Subcommittee will submit, in writing to the General Membership its recommendation of candidates for General Office. The nominations must be mailed to the General Committee no later than ten (10) days prior to the General Committee meeting in September of the biennial year.

Section 6 - Term of Office

Individuals elected to office on the Fourth of July Committee shall serve in that capacity for a period of two (2) years. The term of office shall begin on October 1st and terminate on September 30th two (2) years later.

Section 7 - Vacancies

In the event a vacancy occurs during the individual's term of office, the General Chairman shall convene a Nominations Subcommittee for the purpose of electing an

individual to fill said vacancy. The Nominations Subcommittee shall follow procedures outlined in Article V, Sections 4 and 5 with the exception of the date of election. The election will occur within thirty (30) days of the vacancy or at the next General Committee Meeting, whichever occurs first. A vacancy occurring within six (6) months of the end of the term of office shall remain unfilled. The General Chairman, at his/her prerogative may appoint an individual to fill the position on an interim basis if said vacancy occurs within six (6) months of the end of the term of office. Individuals elected or appointed to fill an incomplete term shall fill the position only until the next election takes place.

ARTICLE VI - DUTIES OF OFFICERS

Section 1 - General Chairman

The General Chairman shall:

- (a) Preside at all meetings of the General Committee and Executive Board and shall actively participate in all business affairs of the Committee.
- (b) Ensure that the Vice Chairman is apprised of all activities of the Celebration.
- (c) Act as liaison for the Committee to the Town Council and the Town Administrator. The Chairman may designate this responsibility to the Vice Chairman, if deemed appropriate.
- (d) Designate a person to collect and distribute incoming mail.
- (e) Co-sign all checks with the Vice Chairman. Co-approve all purchase/check requests and all transfers/withdrawals of monies to and from all savings accounts and the checking account with the Vice Chairman.
- (f) Appoint, with the approval of the Committee, a Certified Public Accountant, who is not a member of the Committee, to conduct an annual audit.
- (g) Appoint all Subcommittees to ensure that the directives of the General Committee are properly executed. The General Chairman shall serve as an ex-officio member of all Subcommittees except the Nominating Subcommittee.
- (h) Have the authority to review and approve all bids, negotiations, and contracts pertaining to Subcommittees. The General Chairman shall not sign a contract whose duration extends beyond his/her term of office unless approved by the Committee.
- (i) Receive all Subcommittee final reports. Once reviewed, the General Chairman will deliver all final reports to the Archival Subcommittee for storage.
- (j) Submit a list of excused absences for Parade Day to the Recording Secretary for recording purposes and the Parade Chairman for planning purposes.
- (k) Submit a list of all events, including dates and locations, to the Town Council for appropriate approvals.
- (l) Select the Chief Marshal of the annual Celebration who must be a resident of the Town of Bristol.
- (m) Assist the Chief Marshal with engagements and logistical matters.
- (n) Keep the Town Council Liaison informed of changes in policy.
- (o) Receive all requests for capital expenditures to be approved by the

Committee. Capital expenditures are defined as those items that are depreciable, have a value of over \$100, and have an expected life of greater than one year.

- (p) Appoint the members of the Executive Board in accordance with Article VII.
- (q) The General Chairman shall be responsible for all major efforts in soliciting funds, preparing and distributing sponsor packages, and making presentations to corporations, individuals, and organizations. Major solicitations shall include any contribution by any corporation, individual, and organization that is in excess of \$500 individually or combined. The General Chairman shall also be responsible for establishing a database of contributors within the town, Bristol County, and corporations to ensure that duplication of efforts does not adversely affect fund raising by the Committee. Subcommittee Chairmen shall keep the General Chairman apprised of all contacts, solicitations, presentations, and proposals.

Section 2 - Vice Chairman

The Vice Chairman shall:

- (a) In the absence of the General Chairman, exercise the powers and perform the duties of the General Chairman.
- (b) Work closely with the General Chairman and all Subcommittee Chairmen.
- (c) Serve as an ex-officio member of all Subcommittees except the Nominating Subcommittee.
- (d) Co-sign all checks with the Chairman. Co-approve all purchase/check requests and all transfers/withdrawals of monies to and from all savings accounts and the checking account with the Chairman.

Section 3 - Treasurer

The Treasurer shall:

- (a) Have custody of all monies, funds, debts, and valuable financial papers belonging to the Committee, with the exception of the Sunshine Fund.
- (b) Keep accurate accounts of receipts and disbursements.
- (c) Implement and maintain an accounting system approved by the General Chairman and Executive Board that is consistent from year to year.
- (d) Make deposits on behalf of the Committee in such banks as may be recommended by the Executive Board.
- (e) Make a report of receipts and disbursements at each General Committee meeting and give a copy of such report to the General Chairman and

Recording Secretary for attachment to the minutes.

- (f) Prepare all checks to be co-signed by the General Chairman and Vice Chairman. Make disbursements with electronic checks based on purchase/check requests that are approved by the Chairman and Vice Chairman. Reconcile the checking account balance and all savings account balances with the appropriate bank statements.
- (g) Have financial records prepared for the annual audit by October 31st. The Treasurer shall prepare and deliver all financial records to the designated auditor and shall respond to all inquiries in a timely manner. The Treasurer shall make every effort to have the audit completed within sixty (60) days.
- (h) Present the annual audit and its findings to the General Committee at its January meeting.
- (i) Maintain a cash bank for use in making change at all fund raising events.
- (j) Chair the Finance Subcommittee.

Section 4 – Recording Secretary

The Recording Secretary shall:

- (a) Take and maintain the minutes of the Committee and act as Secretary of the General Committee and Executive Board.
- (b) Present a copy of the minutes of each General Committee meeting to the Town Council and officers of the General Committee once accepted by the General Committee.
- (c) Keep attendance at all General Committee meetings by means of a roll call, and provide General Committee attendance records as related to the Membership Subcommittee.
- (d) Act as the co-chair for the Membership Subcommittee, along with the Corresponding Secretary.
- (e) Serve as an ex-officio member of the Archival Subcommittee.

Section 5 – Corresponding Secretary

The Corresponding Secretary shall:

- (a) Read all communications at the General Committee meeting.
- (b) Act as the co-chair for the Membership Subcommittee meetings along with the Recording Secretary.
- (c) Notify members of all General Committee meetings and Subcommittee

meetings. The General Chairman and Vice Chairman shall be apprised of all Subcommittee meetings. The meeting notice for the September General Committee meeting of the biennial year shall include the names of candidates recommended by the Nominating Subcommittee for committee officers.

- (d) Keep the master Committee calendar for all meetings and events, including the official Celebration calendar of events.
- (e) Manage the Committee's sunshine fund. Provide reports to the General Committee at General Committee meetings.

ARTICLE VII - EXECUTIVE BOARD

Section 1 - Membership

The Executive Board shall consist of the five (5) General Officers, all Past General Chairmen, and other members of the General Committee as appointed by the General Chairman.

Section 2 - Duties

The Executive Board shall:

- (a) Serve as an advisory and recommending body to the General Chairman.
- (b) At the discretion the General Chairman, meet to discuss and advise the General Chairman on issues pertaining to finances, litigation, and other matters deemed appropriate.
- (c) Advise the General Chairman and Treasurer with regard to finances and investments.
- (d) Be empowered to make emergency decisions regarding the Celebration from the last meeting in June prior to the Parade and other related activities and until the next regularly scheduled General Committee meeting.

Section 3 - Meetings

The Executive Board shall meet as often as deemed necessary by the General Chairman.

ARTICLE VIII - SUBCOMMITTEE MEMBERSHIP

Section 1 - Chairman

All Subcommittee Chairmen and/or Co-Chairmen shall be appointed by and serve at the pleasure of the General Chairman.

Section 2 - Duties of a Subcommittee Chairman

The Subcommittee Chairman is responsible for the following:

- (a) Submitting a written report to the General Chairman, including a copy of the financial report and other pertinent information, within thirty (30) days of his/her event or at the next General Committee meeting. A copy of the final reports must be submitted to the Treasurer, and the original inventory of Committee property and storage location shall be submitted to the Inventory Subcommittee.
- (b) Carrying out the decisions/activities regarding his/her subcommittee.
- (c) Attend sufficient General Committee meetings in order to keep the General Committee apprised of all planning concerning his/her subcommittee.
- (d) Recording attendance at all Subcommittees meetings and at the Subcommittee event. Attendance records are to be given to the Recording Secretary at the request of the Membership Committee and within thirty (30) days of the last June meeting.
- (e) The Subcommittee Chairman is encouraged to have meetings as necessary. The Chairman shall either notify the Corresponding Secretary at least two (2) weeks prior to the scheduled meetings or send out their own notices so that Subcommittee members can be notified and the locations verified.
- (f) Presenting a formal request to the General Committee for approval of all funds over and above their budgeted amounts.
 - 1. All budgeted Subcommittee Chairmen shall be authorized to make payment through the Treasurer by means of the approved accounting system for bills incurred in the normal operation of their Subcommittees. In addition, any budgeted Subcommittee Chairman who anticipates the need for additional funds, which are above and beyond their allocated budgets, must present a formal request to the General Chairman to review and approve prior to submitting the request to the General Committee for approval.
 - 2. All budgeted Subcommittee Chairmen may, with appropriate justification, exceed budget allocations using the following criteria:
 - a. Subcommittees with a budget under \$500, not to exceed \$50.
 - b. Subcommittees with a budget of more than \$500 and less than \$1000, not to exceed \$100.
 - c. Subcommittees with a budget of more than \$1,000 and less

than \$10,000, not to exceed \$250.

- d. Subcommittees with budgets over \$10,000 not to exceed \$400.

- 3. All non-budgeted Subcommittee Chairmen who anticipate the need for funds must present a formal request to the General Committee for its approval.

- (g) Keeping the General Chairman and Treasurer informed of all contracts/negotiations/bids. Subcommittee Chairmen will adhere to the bidding process for the Town of Bristol.
- (h) Being cognizant of the health and safety of the participants and spectators in his/her respective events.
- (i) Providing, in a timely manner, the Public Relations Subcommittee with publicity regarding their specific subcommittee events.

Section 3 - Subcommittee Members

All Subcommittee members shall be appointed by the General Chairman and shall be expected to plan and participate in their events to the extent necessary.

ARTICLE IX - SUBCOMMITTEES

Each Subcommittee, while remaining somewhat autonomous in nature, shall ensure that any change that impacts the General Committee; e.g. relocation of event, change in format, and other related issues, must be presented to the General Committee for their approval. Members of the Subcommittee must approve, by a simple majority, a recommendation for changes that impact the General Committee and/or Celebration prior to submitting it to the General Committee. Approval by the General Committee will require a simple majority of those present at a General Committee meeting. The recommendation for a change must be submitted in a timely manner with supporting documentation to the General Committee for action. The General Chairman may, from time to time, create temporary subdivisions to address new special events, fund raising, or a significant event.

Section 1 - Archival

The Archival Subcommittee shall collect, maintain, and compile all documents pertaining to the Committee and Celebration. The Archival Subcommittee shall receive all Subcommittee final reports for filing from the General Chairman. The Archival Subcommittee shall be responsible for maintaining an inventory of all historical memorabilia of the Committee. The Recording Secretary shall serve as an ex-officio member of the Subcommittee.

Section 2 - Badges and Plaques

The Badges and Plaques Subcommittee shall purchase all necessary badges for officers, subcommittee chairmen, committee members, and all participating dignitaries. The Subcommittee shall also purchase the necessary plaques and awards normally presented throughout the Celebration, in conjunction with all Subcommittee Chairmen. The Subcommittee shall solicit from each Subcommittee Chairman the needs of his/her Subcommittee. The Subcommittee chair shall meet with the General Chairman to review any changes or modifications in badges and plaques required for the current year.

Section 3 - Bands/Corps

The Bands/Corps Subcommittee shall procure those musical groups to participate in the Fourth of July Parade. The Subcommittee will coordinate all activities and planning with the appropriate Subcommittee chairs. Participation is by invitation only.

Section 4 - Card Party

The Card Party Subcommittee shall arrange a card party to raise funds for the Celebration.

Section 5 - Carnival

The Carnival Subcommittee shall request proposals for, negotiate, and award a contract for a Carnival during the Celebration. The General Chairman and Vice Chairman shall review the contract before signature.

Section 6 - Commemorative Book

The Commemorative Book Subcommittee shall be responsible for the annual publication of the Fourth of July Celebration edition. The Subcommittee shall work with other Subcommittee Chairmen and the General Chairman in procuring both monetary and in-kind contributions that may result in an advertisement for the commemorative edition.

Section 7 - Concessions

The Concessions Subcommittee shall coordinate the sale of concessions at designated events during the Celebration. The Concessions Subcommittee shall be responsible for purchasing and distributing all perishable and non-perishables goods used in the designated events during the Celebration.

Section 8 - Finance

The Finance Subcommittee, with the approval of the General Committee, shall establish and oversee the procedures to be followed by all subcommittees with regard to banking. Such procedures shall include, but not be limited to: the establishment of checking and savings accounts, how bills are to be paid, the handling of cash banks for events, and how credit sales are to be handled. These procedures shall be subject to review and modification at the beginning of each fiscal year or as needed.

Section 9 - Fireworks

The Fireworks Subcommittee shall request proposals for, negotiate, and award a contract for a fireworks display during the Celebration. The General Chairman and Treasurer must review the contract before signature.

Section 10 - Flag Day

Flag Day, June 14th, is the "Official" commencement of the Annual Fourth of July Celebration. The Flag Day Subcommittee shall arrange and coordinate with the Town an appropriate flag-raising ceremony on the Town Common. It shall be responsible for organizing the event and acquiring the necessary staging, audio, flag, and a Rhode Island Militia unit. The Flag Day Subcommittee shall arrange for a reception. Reception guests are by invitation only.

Section 11 - Floats

The Floats Subcommittee shall procure floats for the Fourth of July Parade. The Subcommittee shall establish criteria and theme for entry into the Annual Military, Civic, and Firemen's Parade. The Subcommittee has the right and obligation to refuse any entry that is not in keeping with the traditional theme of the Fourth of July Celebration. This Subcommittee shall also select judges and establish procedures for the judging and awarding of prizes. The Subcommittee will coordinate all activities and planning with the Parade Chairman. Participation is by invitation only.

Section 12 - Fourth of July Ball

The Fourth of July Ball Subcommittee shall arrange for a semi-formal dance to be held as part of the Celebration. Children under the age of sixteen (16) will be allowed to attend the Ball only if accompanied by an adult.

Section 13 - Interfaith Service

The Interfaith Service Subcommittee shall arrange for an Interfaith Service as part of the Celebration. The Subcommittee shall work in conjunction with the local churches and synagogue. The Subcommittee shall select and/or approve the Interfaith Speaker and choice of music/groups. The Subcommittee shall be responsible for selecting an appropriate site that is consistent with the intent and true meaning of an Interfaith Service. Participation in the program is by invitation only.

Section 14 - Inventory

The Inventory Subcommittee shall be responsible for maintaining an inventory of all Committee property. The Inventory Subcommittee will coordinate the inventory requests and usage with any Subcommittee needing inventoried supplies.

Section 15 - Master List

The Master List Subcommittee shall solicit contributions from residents of Bristol and surrounding communities for the purpose of defraying the cost of the Celebration. This Subcommittee shall work with all Subcommittees to keep an accurate and current list of contributors and contributions. This list shall be subject to revision annually. The Chairman of the Subcommittee shall review the list with the General Chairman prior to sending solicitation letters. The Subcommittee shall coordinate its activities with the Sponsorship Subcommittee.

Section 16 - Membership

See Article IV for Membership Subcommittee responsibilities and procedures. The Membership Subcommittee shall be responsible for a new member orientation meeting to be held within thirty (30) days after appointment by the Town Council. The Membership Subcommittee shall consist of the general officers and selected General Committee members. The Corresponding Secretary and Recording Secretary shall act as the co-Chairmen of this Subcommittee.

Section 17 - Mentors

All new members will be assigned a mentor by the Mentor Subcommittee Chairman. Mentors must be a General Committee member for not less than three (3) years and have a broad knowledge of the Committee's policy. Mentors must have had experience in chairing any of the above-listed subcommittees.

The mentors' responsibilities shall include, but not be limited to, the following:

- (a) Present a positive attitude and guidance to new members.
- (b) Be patient and dedicated to the new member's growth on the Committee.
- (c) Be willing to stay in contact with the new member and offer reminders of meeting dates.
- (d) Discuss the Committee's Policy and Subcommittee roles with the new member.
- (e) Provide insight into Subcommittee roles, issues, and challenges.
- (f) Learn what interests the new member has.

- (g) Attend meetings and sit with the new member. Make introductions and explain what happens at a meeting.
- (h) Try to serve on a Subcommittee with the new member.
- (i) Explain some of the traditions of the Committee to the new member.
- (j) Have the new member attend functions with mentor (spouses or significant others included).
- (k) Leave no questions unanswered. If mentor does not have the answer, follow up with the General Chairman to obtain an answer to the new member's question.
- (l) Make it fun for the new member.
- (m) Review the Committee's rules of conduct and ethics with the new member.

Section 18 - Military

The Military Subcommittee shall be responsible for inviting active military units and equipment for the Celebration and shall coordinate all military participation in the Celebration.

Section 19 - Miss Fourth of July/Little Miss Fourth of July Pageant

The Miss Fourth of July/Little Miss Fourth of July Pageant Subcommittee shall arrange a pageant through which a Bristol resident, who meets the Committee's criteria, is selected to represent the Town as Miss Fourth of July/Little Miss Fourth of July. Judges for the pageant shall be selected from non-Bristol residents. The Individuals selected in the pageant will reign over all activities and any event sponsored by the Committee for a period of one year or until such time as a new Miss Fourth of July/Little Miss Fourth of July is crowned. The Subcommittee shall be responsible for acquiring, coordinating, decorating and arranging for a float to be utilized by Miss Fourth of July/Little Miss Fourth of July and their Courts in the Parade. The Chairman of this Subcommittee shall be responsible for making the necessary arrangement for Miss Fourth of July/Little Miss Fourth of July and their Courts to participate in the Parade and other functions as deemed appropriate.

Section 20 - Music and Entertainment

The Music and Entertainment Subcommittee shall arrange band concerts and other musical events. The location for music and entertainment events shall be at Independence Park unless an alternate location is recommended to and voted on by the General Committee. Military concerts shall be coordinated with the Military Subcommittee.

Section 21 - Nominating Committee

The Nominating Subcommittee shall consist of nine (9) members, including the Immediate past General Chairman and eight (8) members. Four (4) members of the Nominating Subcommittee shall come from the General Committee and (4) four shall come from the Executive Board. The General Committee shall select its four members at the first General Committee meeting in June and the Executive Board shall select its four members at a meeting scheduled by the General Chairman during that same time

frame. The Nominating Subcommittee shall be announced to the General Committee at the second June meeting. The immediate Past General Chairman shall preside and oversee elections. At least seven (7) members of the Nominating Committee must be present to proceed with nominations. The Nominating Committee will meet in August on a biennial basis to review candidates submitting applications and determining the slate of candidates to be recommended for nomination. The Nominating Subcommittee may recommend a candidate, other than those applying, if they feel such action is warranted.

Section 22 - Orange Crate Derby

The Orange Crate Derby Subcommittee shall arrange for a competitive derby to be held as part of the Celebration. Participation is limited to Bristol residents only. The Subcommittee shall establish criteria for entry and shall have the right to refuse any entry that does not meet those specifications or if the entry could cause physical harm to the participant and spectators. The Subcommittee shall be responsible for acquiring, coordinating, decorating, and arranging for a float to be utilized by the winners of the Orange Crate Derby in the Parade.

Section 23 - Parade

The Parade Subcommittee shall plan, organize, and formulate all aspects of the Annual Military, Civic, and Firemen's Parade including the integration of dignitaries, bands/corps, floats, and marching units. The Parade Subcommittee shall work in close harmony with the Float, Band/Corps, and Military Subcommittees in planning and organizing the Parade. The Parade Chairman shall be responsible for preparing the Parade Orders. It is the responsibility of this Subcommittee to preserve and protect the integrity of the Annual Military, Civic, and Firemen's parade. The Subcommittee shall ensure that the Parade is not used for political purposes or to promote causes that are inconsistent with the Celebration. The Parade shall not be used as a forum for personal gain or political motivation by any of the participants. It is the responsibility of the Subcommittee to insure that the "line of march" is consistent with the tradition and historical protocol of the Parade and Celebration. Invitations to participate in the Parade shall be extended to National, State, and Bristol County officeholders. It is the prerogative of the Subcommittee to determine who shall be invited to participate in the Parade. The Subcommittee has the right and obligation to refuse any entry that is not in keeping with the traditional theme of the Fourth of July Celebration. Agreements of Participation shall be given to all participants accepted to the line of march. Participation is by invitation only.

Section 24 - Parade Collection

The Parade Collection Subcommittee shall be responsible for arranging, planning, implementing, and coordinating the solicitation of donations from spectators during the Annual Military, Civic, and Firemen's Parade. The Subcommittee shall be responsible for acquiring "volunteers" to solicit funds during the Parade. The Subcommittee shall arrange for a "split" in collections that is fair and equitable to all parties and shall submit a recommendation to the General Chairman and the Executive Board prior to any oral or written agreement.

Section 25 - Patriotic Exercises

The Patriotic Exercises Subcommittee shall make all arrangements pertinent to the patriotic exercises, including the selection of the Hattie Brown award recipient. The Subcommittee shall be responsible for establishing criteria for this award and any additional awards that are given as part of the exercises. The Subcommittee shall be responsible for modifying selection criteria as necessary. The Subcommittee shall also be responsible for selecting a Patriotic Speaker, music/musicians, and any other related activities. The primary location for the Patriotic Exercises shall be the Colt Memorial School grounds. The Subcommittee shall arrange for transportation of all dignitaries participating in the parade to the beginning of the parade route. All dignitaries participating in the parade will be responsible for their own transportation, if required, along the parade route. Participation in the program is by invitation only.

Section 26 - Policy

The Policy Subcommittee shall review and make necessary changes with the approval of the General Committee and shall incorporate these changes in the Policy of the Bristol Fourth of July Committee. The Policy Subcommittee shall consist of General Officers and other General Committee members. The Policy Subcommittee shall meet within forty-five (45) days to consider any changes and/or amendments as presented in writing. The Policy Subcommittee shall meet to review existing policy and to consider any changes and/or amendments as presented.

Section 27 - Public Relations

The Public Relations Subcommittee shall coordinate dissemination of information regarding all events involving the Committee. The Public Relations Subcommittee shall work with all Subcommittees in promoting events and activities relating to the Fourth of July Celebration.

Section 28 - Reception List

The Reception List Subcommittee shall send out all invitations to the Chief Marshal's Reception as determined by the General Chairman and the Chief Marshal. The Subcommittee will pay for the postage associated with mailing these invitations.

Section 29 - Reception for Military and Town Officials

The Reception for Military and Town Officials Subcommittee shall make necessary arrangements for a reception to honor military, town officials, and other invited guests. Guests are by invitation only.

Section 30 - Souvenirs

The Souvenirs Subcommittee shall arrange for the procurement and sale of official Committee souvenirs during Committee sponsored events. The Souvenirs Subcommittee shall request proposals for, negotiate, and award a contract for souvenirs to commemorate the Annual Fourth of July Celebration. The General Chairman and Treasurer must review the contract before signature. The Souvenirs Subcommittee shall be responsible for maintaining and caring for the trailers and assigning them to events.

Section 31 - Special Events/Ways and Means

The General Chairman has the option to create Subcommittees and select Subcommittee Chairmen for various Special Events and/or Ways and Means events. These

Subcommittees may include, but are not limited to: 5K Road Race, Anything That Floats, Breakfasts/Suppers, Calendar, Car Show, Celebrity Auction, Clam Boil, Cultural Night, Door Decorating, Firemen's Field Day, Foot Race, Gillary's Cup, Lottery, Old Fashioned Days, Photography Contest, Vintage Baseball, Walkathon, and any other fundraising or non-fundraising events not previously listed. The Subcommittee responsible for the Firemen's Field Day event shall work closely with the Bristol Fire Department in coordinating the event and related activities.

Section 32 - Vending

The Vending Subcommittee shall be responsible for the sale of permits for locations to vend appropriate novelties, food, and soft drinks on the day of the Fourth of July Parade and at all other events sponsored by the Committee as permitted by the Bristol Town Council. The Subcommittee shall be responsible to ensure that all State and local permits are current. No vending shall be permitted unless the vendor, group, or individual is in possession of a Vendor's License or Runner's Permit. In the event the Parade is held on a day other than the Fourth of July, the Subcommittee shall be responsible for issuing permits/licenses for that day as well.

ARTICLE X - CHANGE IN POLICY

The Policy of the Committee may be amended at any General Committee meeting. The procedure shall be as follows:

- (a) Any member may propose an amendment in writing under new business at a General Committee meeting.
- (b) The proposed amendment shall be referred to the Policy Subcommittee for their consideration and recommendation.
- (c) The Policy Subcommittee will report to the general membership at the General Committee meeting scheduled with the recommendation.
- (d) At that time, the General Chairman shall receive the proposed amendment(s) and recommendation and schedule a Special Meeting to discuss and vote on the change(s).
- (e) The Corresponding Secretary shall, along with the notice of the Special Meeting, mail the proposed amendment(s) to each member of the General Committee with the date it will be acted upon. This mailing shall be at least two (2) weeks prior to the meeting date.

The amendment, if passed by a two-thirds (2/3) majority of the quorum present at the meeting, shall take effect as proposed by the Policy Committee.

ARTICLE XI - POLICY AUTHORITY

Robert's Rules of Order (Newly Revised) shall be the Committee's policy authority on all questions of procedures and parliamentary law not covered by the Policy of the Bristol Fourth of July Committee. The Bristol Fourth of July Committee is under the umbrella of the Town of Bristol and must adhere to the policies and regulations of the Town of Bristol.

ARTICLE XII - EFFECTIVE DATE

Policy changes as proposed in this latest revision, dated November 18, 2022, shall take effect immediately.

ARTICLE XIII - ADOPTION OF POLICY

This Policy of the Bristol Fourth of July Committee was adopted at a special General Committee meeting held on November 18, 2022.

First Revision (Ecumenical to Interfaith Service) - June 10, 2002
Second Revision (Miscellaneous) - September 26, 2002
Third Revision (Miscellaneous) - April 21, 2004
Fourth Revision (Miscellaneous) - February 22, 2006
Fifth Revision (Associate Members and Mentors) - January 10, 2008
Sixth Revision (Quorum and Life Member Status) - August 5, 2009
Seventh Revision (Miscellaneous) - November 10, 2010
Eighth Revision (Miscellaneous) - December 7, 2011
Ninth Revision (Membership and Reception List) - September 11, 2014
Tenth Revision (Membership, Election of Officers, and Subcommittees) - May 15, 2017
Eleventh Revision (Membership) - September 13, 2017
Twelfth Revision (Membership) - June 6, 2018
Thirteenth Revision (Membership) - October 17, 2018
Fourteenth Revision (Code of Ethics) - August 19, 2020
Fifteenth Revision (Membership) - November 12, 2020
Sixteenth Revision (Membership) - October 14, 2021
Seventeenth Revision (Finance) - January 12, 2022
Eighteenth Revision (Creation of Life Member Emeritus Status) - November 18, 2022

Nat Squatrito
Chairman, Policy Subcommittee