

TOWN CLERK'S OFFICE
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Bristol Christmas Festival Committee

P.O. Box 663 Bristol, Rhode Island 02809

Bylaws

Article I

THE COMMITTEE

Section 1 – Name: The name of this organization shall be known as the Bristol Christmas Festival Committee (the “Committee”).

Section 2 – Purpose: The purpose of the Committee is to formulate, prepare, and carry out all plans for the annual Christmas Festival for the Town of Bristol, RI.

Article II

MEMBERSHIP

Section 1 – Members: Persons who desire membership shall obtain an application from any officer of the Committee.

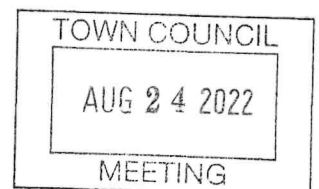
The names of prospective members shall be submitted to the Committee at its next meeting for approval and shall subsequently be submitted to the Town Council for formal appointment.

Section 2 – Membership Process: The General Chairperson, upon approval of the general membership, shall submit a membership list, including any new members, to the Town Council for its appointment prior to the Council’s meeting in February annually and on an ad hoc basis as applications are submitted. Any changes to membership throughout the year shall follow Article II, Section 1, Members, and be subject to the rules of membership as stated in these Bylaws.

Section 3 – Ex-Officio Members: By virtue of their position in town government, the persons holding the following positions shall be non-voting members of the Committee: Town Administrator, Chief of Police, Fire Chief, and Director of Public Works.

Section 4 – Duties of Members: Each member of the Committee shall be expected to participate in the planning and organization of the celebration by:

- a. Attending a minimum of five (5) three (3) General Committee meetings from January 1 through December 31
- b. Participating on at least one (1) Subcommittees
- c. Participating in scheduled events especially the Grand Illumination and Breakfast with Santa Christmas Festival which are mandatory.



Section 5 – Absences: Any member not able to attend a General Committee meeting shall request an excused absence from the General Chairperson prior to the meeting. A maximum of three (3) excused absences and three (3) unexcused absences will be permitted per calendar year.

Section 6 – Resignation: Any active member wishing to withdraw from membership on the Committee shall make it known in writing. Letters of resignation shall be read and accepted by the members present at the next General Committee meeting. Resignations shall be forwarded to the Town Clerk's Office by the General Chairperson. The Committee may request a member's resignation for failing to fulfill the requirements of Article II, Section 4a, 4b, ~~or 4c~~, or 5.

Section 7 – Members not fulfilling the above requirements shall be notified prior to January 31 by the General Chairperson. Said members shall be required to respond in writing to the General Chairperson within (10) days of being notified with his/her request to be reinstated of his/her resignation. Failure to respond shall result in automatic dismissal from the Committee.

Section 8 – Code of Conduct: Each member of the Committee shall be expected to act with integrity and high ethical standards in his/her personal and professional life and avoid behavior that adversely reflects on the Town of Bristol or the Committee. Failure to do so could result in the individual being dismissed from the Committee.

Section 9 – Event Volunteer: Any person that is unable to fulfill the requirements of active membership but still wishes to volunteer at Festival events, may apply to become an Event Volunteer through the General Chairperson. Event Volunteers must be approved by the Committee prior to an event. Event Volunteers are not eligible to participate in elections of officers or to vote on motions. Event Volunteers do not represent the Committee outside of an event.

Section 10 – Life Members:

Any individual who is a member in good standing of the Committee (as defined in Article II, 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 Snow Ball 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 Bristol Christmas Festival Committee. Lifetime members are not required to carry out meeting requirements. They are also not required to serve on any Subcommittees unless they wish to do so.

Article III

Meetings

Section 1 – Meetings: The General Committee shall meet once each month or as scheduled by the General Chairperson.

Section 2 – A quorum shall consist of thirty-three and one-third percent (33-1/3%) of the eligible voting membership. A simple majority would then be needed to pass a motion.

Article IV

Fiscal Year

Section 1: The Fiscal Year shall correspond with the Town of Bristol's fiscal year which is from July 1 through June 30.

Article V

Election of Officers

Section 1 – Date: The election of Committee officers shall be held every other year at the March General Meeting.

Section 2 – Term of Office: Elected officers of the Committee shall begin their term of office immediately upon their election in March for a period of two (2) years. They shall be responsible for carrying out the duties and responsibilities of their particular office until the end of their term.

Section 3 – Elected Officers: The elected officers of the Committee shall consist of the: General Chairperson, Vice-Chairperson, Recording Secretary, and Treasurer.

Section 4 – Eligibility: Any member in good standing shall be eligible to run for any office.

Section 5 – Nominations: Any individual desiring to run for office shall notify the Recording Secretary of their intent by the February meeting and shall receive an automatic nomination for the office that they are seeking. At the February meeting, nominations may also be made from the floor. Nominations for elected officers shall be considered closed at the end of the February meeting. Elections shall be held at the following meeting in March.

Section 6 – Vacancies: In the event of a vacancy occurring in any of the elected officers enumerated in this Article by death, resignation, or otherwise, his/her office shall be filled at the next General Committee meeting after the vacancy is reported, by election of the members present at this meeting.

Article VI

Duties of Officers

Section 1 – General Chairperson: The General Chairperson shall:

- a. Preside at all meetings of the General Committee and actively participate in all business affairs of the Committee.
- b. Ensure that the Vice-Chairperson is apprised of all activities of the Committee.
- c. Direct Sub-committee chairs to prepare a budget for their festival activities which will be presented and discussed by the committee for approval. to be approved by the Committee.

- d. Appoint all Subcommittees and see that the directives of the General Committee are properly executed. The General Chairperson shall serve as an ex-officio member of all Subcommittees.
- e. Review and approve all contracts/negotiations/bids pertaining to all Subcommittees.
- f. Review all Subcommittee final reports.
- g. Submit a list of all events, including dates and locations, to the Town Council and attend Town Council meetings to discuss activities requiring Town Council Approval for appropriate approvals.
- h. Notify and provide an agenda by email to all members for each Committee meeting
- i. Submit to the Town Clerk, in February of each year, a list of the present membership for the approval by the Town Council.
- j. Select the Dottie Cordeiro Spirit of Christmas award recipient.
- k. Assist the Spirit of Christmas award recipient with engagements and logistical matters.
- l. Keep the Town Council informed of changes in policy and issues regarding membership (including recommendations to terminate members because of non-participation, etc.).

~~Post agendas and minutes of all General Committee and Subcommittee meetings on the Rhode Island Secretary of State website and post copies of agendas at the Bristol Town Hall and Bristol Post Office in compliance with the Rhode Island Open Meeting Law.~~

- m. Serve as Chair of the Grand Illumination sub-committee.

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Section 2 – Vice-Chairperson: The Vice-Chairperson shall:

- a. Exercise the powers and perform the duties of the General Chairperson in the absence of the General Chairperson.
- b. Work closely with the General Chairperson and all Subcommittee chairpersons.
- c. Serve as an ex-officio member of all Subcommittees.

Section 3 – Treasurer: The Treasurer shall:

- a. Have custody of all monies, funds, debts, and valuable financial papers belonging to the Committee.
- b. Sign all checks.
- c. Keep accurate accounts of receipts and disbursements.
- d. Make deposits on behalf of the Committee in such banks designated by General Committee
- e. Make a report of receipts and disbursements at each General Committee meeting and give a copy of such report to the General Chairperson and Recording Secretary for attachment to the minutes.
- f. Have financial records closed and presented to the Town Treasurer for inclusion with the Town audit when requested by the Town Treasurer.

Section 4 – Recording Secretary: The Recording Secretary shall:

- a. Take and maintain the minutes of the Committee.
- b. Present a copy of the minutes and attendance of each General Committee meeting to the General Chairman for forwarding to the Town Council following their acceptance by the General Committee.
- c. Keep attendance at all General Committee meetings.
- d. Maintain a membership roster with accurate records of all committee members.
- e. Forward a copy of the accepted minutes to the General Chairperson for uploading to the Rhode Island Secretary of State website.
- f. Post agendas and minutes of all General Committee and Subcommittee meetings on the Rhode Island Secretary of State website and post copies of agendas at the Bristol Town Hall and Bristol Post Office in compliance with the Rhode Island Open Meeting Law.

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Article VII

Subcommittee Membership

Section 1 – Chairpersons: All Subcommittee chairpersons and co-chairpersons shall be appointed by, and shall serve at the pleasure of, the General Chairperson.

Section 2 – Duties of the Subcommittee Chairpersons:

- a. All ~~budgeted~~ Subcommittee chairpersons shall be authorized to make payment through the Treasurer for bills incurred in the normal operation of the Subcommittee within the yearly authorized budget. In addition, any ~~budgeted~~ Subcommittee chairpersons who anticipate

the need for additional funds, which are above and beyond their ~~approved allocated~~ budgets, must present a formal request to the General Chairman and General Committee for approval.

- b. All ~~non-budgeted~~ Subcommittee chairpersons who anticipate the need for funds must present a formal request to the General Chairperson and the General Committee for its approval.
- c. The Subcommittee chairperson shall be obligated to submit a written report to the General Chairperson ~~and the general membership~~, including a copy of the financial report and an inventory of Committee property, within thirty (30) days of the completion of his/her event or at the next General Committee meeting. Final reports must be submitted to the Recording Secretary.
- d. The Subcommittee chairperson shall be responsible for carrying out decisions and activities regarding his/her Subcommittee.
- e. The Subcommittee chairperson shall keep attendance at all Subcommittee meetings and the Subcommittee event. Attendance shall be handed in to the Recording Secretary at the next General Committee meeting, along with a list of all excused members, for recording purposes.
- f. The Subcommittee chairpersons shall notify the General Chairperson at least seven (7) days prior to the scheduled meeting so that the Subcommittee members can be notified and compliant with the requirements of the State of Rhode Island's Open Meeting Law can be attained. The Subcommittee chairperson shall post notice of all meetings at the Post Office and Town Hall at least 3 business days before the scheduled meeting and to the Secretary for posting to the State Website, provide an agenda to the General Chairperson at least seven (7) days before a Subcommittee meeting.
- g. The Subcommittee chairpersons must keep the General Chairperson informed of all contracts, negotiations, and bids.
- h. The Subcommittee chairpersons shall be cognizant of the health and safety of the participants and spectators in his/her respective events, including but not limited to Town rules and regulations, ADA guidance and directives.
- i. The Subcommittee chairpersons shall provide, in a timely manner, to the General Chairperson the publicity regarding their specific Subcommittee events.
- j. The Subcommittee chairpersons shall provide the General membership and Secretary ~~Chairperson~~ with the minutes of every Subcommittee meeting within twenty-eight (28) days after the meeting is held.

Section 3 – Subcommittee Members: All Subcommittee members shall be ~~approved~~~~ointed~~ by the General Chairperson and shall be expected to participate in the planning of their event and to participate to the extent necessary to achieve success in their particular event.

Article VIII

Subcommittees

Each Subcommittee, while remaining somewhat autonomous in nature, shall ensure that any change that impacts the entire Committee, such as: relocation of an event, change in format, and other related issues, must be presented to the General Committee for its approval.

The General Chairperson may create or delete a Subcommittee at any time. The Subcommittees include but are not limited to the following:

Section 1 – Grand Illumination: The Grand Illumination, the lighting of the Town Christmas Tree, shall take place on a day and time that is mutually acceptable between the Committee and the Town of Bristol. The Subcommittee shall be responsible for organizing and carrying out the program and entertainment to be presented on that evening. The Chair shall coordinate and meet At least one (1) month prior to the event, the Subcommittee Chairperson shall arrange for a meeting with the Town Administrator and representatives from the Bristol Police Department, the Bristol Fire Department, and the Bristol Department of Public Works to discuss the logistics of the Grand Illumination. The current-reigning Miss and Little Miss Fourth of July shall turn on the light switch with Santa Claus. The Subcommittee shall provide food and drink for Town and Committee workers on the night of the Grand Illumination in the Town Hall Conference Room.

Section 2 – Snow Ball: The Snow Ball Subcommittee shall be responsible for planning an event the Snow Ball, a semiformal dinner dance whose purpose will be to kick off the Bristol Christmas Festival Celebration and to recognize the recipient of the Dottie Cordeiro Spirit of Christmas Award.

Section 3– Other Christmas Season events and activities may be organized by different sub-committees as imagined and approved by the general committee. Breakfast with Santa: This Subcommittee shall be responsible for duties such as: securing the location, confirming Santa Claus, acquiring food and supplies, selling tickets, setting up the cafeteria, cooking and serving breakfast, assisting the custodian with clean up, and arranging for any other activities.

Section 4 – Bus Tour/Senior Citizens Reception: This Subcommittee shall plan a bus tour to view the holiday lights and decorations throughout Bristol followed by a reception for our senior citizens, including those who are residents of local nursing homes.

Section 5 – Story Time: This Subcommittee shall arrange for a story hour where adults shall read books of a Christmas theme to children.

Article IX

Amendment to Bylaws

Section 1 – Proposals: Any member of the General Committee may propose an amendment, in writing, under new business at any General Committee meeting. The General Chairperson shall send the proposed amendment to the general membership for discussion and action at the next General Committee meeting. The amendment shall be adopted upon receiving a three-fourths (3/4) vote of all Committee members present at the next General Committee meeting.

After an amendment has passed, the General Chairperson shall be responsible for updating the Bylaws and providing a revised copy to the Town Clerk's Office for presentation to the Town Council.

Article X

Property Clause

Section 1 – All materials acquired by the Bristol Christmas Festival Committee, whether by purchase, donation, or other means, shall become the property of the Committee. Certain decorative and functional ~~No such~~ items shall be loaned or rented to any other persons or organizations based on discussion and approval of the general committee. ~~Inventory of items shall be taken, recorded, and shared with the Committee twice a year. One inventory shall take place before the festivities to determine what is on hand and what needs to be acquired. Another inventory shortly after the festivities shall take place to determine what has been lost or damaged and needs to be replaced.~~

Article XI

Dissolution Clause

Section 1 – In case of disbandment of this Committee, any funds remaining, after all outstanding bills have been paid, shall be turned over to the Town of Bristol. Any material assets shall be disbursed by the Bristol Christmas Festival Committee.

Article XII

Policy Authority

Section 1 – *Robert's Rules of Order, Newly Revised*, shall be the Committee's policy authority on all questions of procedure and parliamentary law not covered by the policy of the Bristol Christmas Festival Committee.

Section 2 – No part of these Bylaws shall be in conflict with the Town Charter/Town Code and/or the Laws of the State of Rhode Island and General Law 42-46-1 Open Meetings Act.

Article XIII

Effective Date

Section 1 – Bylaw changes as proposed in this latest version shall take effect upon approval by the General Membership and approval of the Town Council.

REVISED BY POLICY SUBCOMMITTEE	June 1997
APPROVED BY THE BRISTOL TOWN COUNCIL	September 1997
EFFECTIVE DATE	September 1997

REVISED BY POLICY SUBCOMMITTEE	May 1998
APPROVED BY THE GENERAL COMMITTEE	June 1998
APPROVED BY THE BRISTOL TOWN COUNCIL	September 1998
EFFECTIVE DATE	September 1998

REVISED BY POLICY SUBCOMMITTEE	September 2000
APPROVED BY THE GENERAL COMMITTEE	October 2000
APPROVED BY THE BRISTOL TOWN COUNCIL	January 2001
EFFECTIVE DATE	January 2001

REVISED BY POLICY SUBCOMMITTEE	February 2018
APPROVED BY THE GENERAL COMMITTEE	March 2018
APPROVED BY THE BRISTOL TOWN COUNCIL	March 2018
EFFECTIVE DATE	March 2018

REVISED BY POLICY SUBCOMMITTEE	January 2020
APPROVED BY THE GENERAL COMMITTEE	January 2020
APPROVED BY THE BRISTOL TOWN COUNCIL	February 2020
EFFECTIVE DATE	February 2020

REVISED BY POLICY SUBCOMMITTEE	
APPROVED BY THE GENERAL COMMITTEE	
APPROVED BY THE BRISTOL TOWN COUNCIL	
EFFECTIVE DATE	