

# Plaistow Old Home Day Committee

Plaistow, New Hampshire 03865

## Constitution

ARTICLE 1 This organization shall be called the Plaistow Old Home Day Committee (hereinafter, "OHD Committee").

ARTICLE 2 Old Home Day will take place in June each year.

ARTICLE 3 MEMBERSHIP

1. The membership of the OHD Committee shall be seven (7) citizens. All voting members shall be of voting age and current residents of Plaistow, NH.
2. Terms of the office for charter members shall be according to RSA 42:1, but subsequent appointments will be for 3 years and expire on October 31 of the proper year.
3. Any prospective member shall attend one (1) meeting and submit a letter of interest to the Chair of the OHD Committee. Interested applicants will be accepted by majority vote of OHD Committee and a recommendation for appointment will be made to the Plaistow Board of Selectmen (BOS).
4. Vacancies, as they occur, will be filled by the Board of Selectmen based on recommendations for appointment by the OHD Committee.
5. The OHD Committee may accept citizens to serve as alternates to the committee. There shall be no limit as to the number of alternates the OHD Committee may have. Any prospective alternate shall attend one (1) meeting, be reviewed by the OHD Committee, and approved by a voting member of the OHD Committee except in the absence of an OHD Committee. Voting rights of the alternate members will be assigned based on their seniority. An alternate will be subject to removal in the same manner as a member as stated in subsection 7 below.
6. The Board of Selectmen will appoint an ex-officio member of the Board to serve as a voting liaison to the board. The liaison will attend all regular and special meetings.
7. It will be the duty of each member to take an active part in the direction of the committee. If a member is absent from three (3) consecutive meetings without acceptable reasons and notification of absence, the member may be considered resigned at the discretion of the OHD Committee.

ARTICLE 4 MEETINGS

1. Regular meetings shall be held at least once a month on a predictable schedule.
2. Special meetings shall be called by the chairman upon request of two (2) members.
3. Regular and special meetings are held at the Plaistow Town Hall or other location and are open to the public.
4. The regular meeting held in October of each year shall be known as the Organizational Meeting. The purpose of this meeting will be election of chairman, vice-chairman, and secretary.
5. The regular meeting held in August shall be for the preliminary review of the budget and September shall be for the final budget review.
6. 50% existing member attendance will constitute quorum at any regular or special meeting.
7. All meetings shall be conducted with respect to the opinions of others.

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## ARTICLE 5 OFFICERS

1. The officers of this OHD Committee shall be the chairman, vice-chairman, and secretary. At no time will one member hold more than once position.
2. These officers shall be elected at the Organizational Meeting each year for a one (1) year term.
3. In the absence of the chairman, the vice-chairman will be considered the temporary chairman. If both the chairman and the vice-chairman are absent, the members present shall appoint a temporary chairman.

## ARTICLE 6 DUTIES OF OFFICERS

1. The chairman shall preside at all meetings of the OHD Committee.
2. The chairman will represent the OHD Committee at public affairs and shall maintain the dignity and efficiency of the board in all possible ways. If the chairman is found to be misrepresenting the consensus opinions of the Committee, the chairman can be removed by a majority vote of the entire OHD Committee membership. The chairman shall be responsible for forwarding all recommendations for OHD Committee member (re)appointment to the Board of Selectmen in a timely manner.
3. The chairman shall submit an agenda each month to the Town Appointed Liaison. Agenda must be posted no later than five (5) days prior to the date of a public meeting.
4. The vice-chairman shall have all the powers of the chairman if the chairman is unable to perform their duties.
5. The secretary shall keep the minutes of all meetings and handle correspondence as needed. A record of the meeting minutes will be available at each meeting. The secretary will keep a file containing updated Constitution and Bylaws and any amendments thereto, as well as a physical copy of meeting minutes from the term year, which shall be made available to any member of the OHD Committee upon request. In addition, the Secretary shall maintain a list of all OHD Committee members, which includes their contact information and individual term appointment/expiration dates. Likewise, a list of all alternates and their acceptance date for seniority voting privilege(s) shall be kept by the Secretary.
6. The secretary shall submit a copy of approved meeting minutes to the Town Appointed Liaison within 5 days of the meeting, to be posted on the town webpage.

## ARTICLE 7 ELECTIONS

1. All officers shall be elected by ballot, nominations having been made from the floor. A majority vote of those present shall constitute an election.

## ARTICLE 8 AMENDMENTS

1. This constitution and bylaws may be amended as follows:
  - a. At any regular or special meeting.
  - b. By a majority vote of OHD Committee.
  - c. Amendments will be given in writing to all members within seven (7) days of the meeting.; and,
  - d. Subsequently accepted by the Board of Selectmen.

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## Bylaws

### ARTICLE 1 OPERATION FUNDS

1. All funds generated by the OHD Committee activities and events will be deposited into the general fund.
2. Through the budget process, the town meeting annually approves a budget for Old Home Day uses.

### ARTICLE 2 FISCAL YEAR

1. The fiscal year of the OHD Committee shall be January 1<sup>st</sup> to December 31<sup>st</sup>, the fiscal year of the town.

### ARTICLE 3 BUDGET

1. The Town Appointed Liaison and OHD Committee Chair shall prepare and present the budget to the OHD Committee in September.
2. The Town Appointed Liaison and the OHD Committee should reach a consensus on the budget prior to the Town Appointed Liaison's presentation to the town manager at the beginning of the budgetary season.
3. Copies of the budget requests will be submitted to the Town Manager for presentation to the Board of Selectmen and the Budget Committee for approval for addition to the town operating budget.

### ARTICLE 4 EXPENDITURE/REVENUE

1. The Town Appointed Liaison shall follow the town's purchasing policy.
2. The Town Appointed Liaison is responsible for the expenditure of the Old Home Day budget. All purchases by the OHD Committee and/or its members must be made by purchase order signed by the Town Appointed Liaison and processed through the Town's standard review by the Town Manager and Board of Selectmen.
3. The OHD Committee will advise and make recommendation to the Town Appointed Liaison to make specific expenditures for designated programs.
4. It is the Town Appointed Liaison's responsibility to remain within the appropriated budget. Over expenditures can only be made after informing the OHD Committee and with approval of the Town Manager and/or Board of Selectmen.

### ARTICLE 5 COMMITTEE DUTIES

1. The OHD Committee will oversee the planning of all Old Home Day activities.
2. The OHD Committee members must be willing to support and promote OHD Committee decisions and activities.
3. All Old Home Day Committee Members will adhere to the Town of Plaistow social media policies.
4. Committee duties will be dispersed into OHD approved subcommittees:
  - a. Road Race
    - Work with town-appointed liaison to apply for road closures with NH DOT for race and day-of events
    - Coordinate with Plaistow Police Department regarding detail needs for race time
    - Collaborate with Plaistow Lions Club and OHD to advertise race, etc.
    - Secure opening ceremony performers: National Anthem
  - b. Contests

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- Plan and collaborate on contests and ideas (create criteria, secure judges, obtain prizes)
  - Select contest times and locations (on stage, out front, etc.)
  - Organize and collect contest registrations
  - Advertise contests in collaboration with OHD committee and chair
- c. Vendors
- Update and adjust Town Hall Green site mapping yearly
  - Advertise for vendor sign-ups
  - Follow My Rec for application submissions and payment
  - Coordinate with other subcommittee members to approve vendors
  - Assign vendors to appropriate site(s) as available
  - Coordinate food vendors with Town of Plaistow Health officer for approval
  - Participate in communication/e-mails/calls to/with vendors
  - Coordinate drop-off times for vendor setup (assigned, staggered times)
  - Perform site marking to Town Hall Green with designated markers (flags/posts) the day before Old Home Day
  - Assist with directing traffic and vendor location guidance day of event
  - Assist OHD committee with any further needs
- d. Entertainment
- Plan games and activities for the day of event
  - Gather and secure volunteers to run games/activities
  - Present outside entertainment ideas to OHD and remain in alignment with entertainment budget for event
  - Create a schedule and coordinate entertainment arrival and performances
- e. Parade
- Corresponds with parade participants
  - Secures parade participants
  - Plans parade participants parking
  - Organizes parade lineup
  - Keeps chair and liaison updated regarding parade needs with town departments (i.e., fire, police, highway, etc.)
  - Implements parade lineup during event
  - Reports to OHD committee as needed
  - Works with OHD committee to secure and manage parade budget
- f. Raffles Subcommittee
- Collect donations from local businesses and in conjunction with Vendor Subcommittee
  - Set up raffles day of event and schedule staff to work table during OHD
  - Host raffle drawings after parade
  - Contact absent winners for pickup coordination
5. Subcommittees may hold work sessions ad hoc.

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This version of the Plaistow Old Home Day Committee Constitution and Bylaws is hereby adopted on 12/5/2022, to take effect as of said date. Any previous Constitution(s) and Bylaws are hereby revoked and the within documents shall be this entity's directive.

CREATED: April 14, 2019

REVISED: February 27, 2020

REVISED: January 25, 2022

REVISED: December 5, 2022

12/5/2022