

Mission:

To provide the residents of the Town of Amherst, NH with a community-focused, family-oriented celebration with limited commercial activity.

Organizational Structure:

The Board of Selectmen will appoint a July 3rd/4th Steering Committee (hereafter referred to as the "Steering Committee") consisting of five volunteer members. The Steering Committee members will be appointed for three-year staggered terms, with terms beginning on September 1 of each year. The Steering Committee has the authority to appoint working groups of volunteers, as they feel necessary, to carry out the events according to their documented Processes.

Meetings:

At its annual meeting in September, the Steering Committee shall elect a Chair, Vice Chair, and Secretary. In addition, the Steering Committee will appoint working group leaders who will recruit other members as necessary to carry out the events according to the July 3rd/4th committee documented Processes. Working group leaders or members are not required to be members of the Steering Committee.

The Steering Committee may hold other meetings throughout the year as they deem necessary to fulfill their mission.

Any July 3rd / 4th committee meetings consisting of a quorum of the Steering Committee (at least three of the five Steering Committee members present) shall be held in accordance with the NH Right to Know Law. This means that the date, time, and place of the meeting will be publicly posted at least one day prior to the meeting, that the meetings will be open to the public, and that draft minutes shall be made available for public inspection within five business days.

Steering Committee Procedures:

The Steering Committee shall develop an agenda for each Steering Committee meeting, in consultation with other group members.

The Steering Committee shall open each meeting, recognize presenters to speak, put appropriate motions to a vote and decide all questions of order and decorum, in consultation with other group members. The Steering Committee also can schedule emergency and special meetings.

A motion is considered to be passed if a quorum is present and a majority of those present vote in the affirmative.

General Provisions:

Any person or group wishing to participate, perform, have a booth or other presence, or sell or give away goods or services or advertise at the Amherst July 3rd / 4th events must have prior approval from the Steering Committee.

The Steering Committee will work closely with town departments (Police, Fire/Rescue, Public Works), Town Administration, and the School Administrative Unit regarding issues related to public safety and convenience, including but not limited to, time and place of the fireworks, parade logistics, celebration on the Town Green, and parking.

In the event of a natural or man-made occurrence, including but not limited to a pandemic, the Steering Committee, with support of the Town Administration and Board of Selectmen, reserve the right to cancel or revise/adapt plans and festivities.

Fundraising:

The costs of the July 3rd / 4th celebrations are partially funded by the town of Amherst, NH. The July 3rd/4th committee shall undertake fundraising activities to raise the funds required to underwrite the costs of the celebration that are not covered by town funding. Examples of allowable fundraising activities include, but are not limited to, sale of food, beverages, glowsticks, pins, and stickers. Local business sponsorship and donations are also allowable. All donations must be formally accepted by the Amherst Board of Selectmen to comply with New Hampshire law.

July 3rd / 4th Processes:

The Steering Committee will adopt, and may from time to time amend, July 3rd / 4th Processes. These Processes require approval by a majority of the Steering Committee. Approved updates to these Processes will be provided to the Amherst Board of Selectmen and will be posted on the Town of Amherst website, but do not require approval from the Selectmen.

Amendment of Bylaws:

These bylaws and any subsequent amendments shall be voted on at a regular meeting of the Steering Committee. If they are approved by a majority of the Steering Committee present, they will be submitted to the Amherst Board of Selectmen for their concurrence and approval.

Approved on behalf of the July 3rd/4th Steering Committee:

Leslie Kingling Bennett [Signature] 5.18.2021
Name Signature Date

Approved on behalf of the Amherst Board of Selectmen:

Peter Lyon [Signature] 5-19-21
Name Signature Date

July 3rd Events:

1. July 3rd celebration leader(s) will invite entertainers, determine set-up, coordinate food sales, provide for an information booth with first aid kit, arrange for port-o-potty, and undertake other preparations as needed with July 3rd working group volunteers.
2. Organizations wishing to sell items, including raffle tickets, shall pay a fee. Selling is limited to Amherst organizations or state organizations approved by the July 3rd/4th Steering Committee. Approved items that may be sold include, but are not limited to, items relating to the following themes: New Hampshire, Amherst, patriotism, and 4th of July. Approved items may also be organizational (such as a club's tee shirts), food, or drink with the exception of slush, ice cream, pizza, water, and soft drinks, which are sold by the July 3rd/4th committee to raise funds to support the celebration. There will be no duplication of items for sale without prior approval from the Steering Committee. The previous year's seller gets preference if there is a problem with duplication, regarding selling for full profit.
3. Parking is limited. Specific parking spaces may be reserved for use by the Police, Firefighters, or the members of the July 3rd/4th committee.
4. No one may sell items or set up a booth, table, or other presence on school property without the prior approval of the Steering Committee.
5. Entertainment and performances are limited to those individuals or groups approved by the Steering Committee.
6. The fireworks may be cancelled due to inclement weather (e.g., if there is thunder and lightning) or if cancellation is otherwise determined prudent by the Steering Committee. Cancellations will be posted on WMUR. The Steering Committee will schedule a rain date for the fireworks, if possible.

July 4th Parade:

1. July 4th parade leader(s) will invite marchers/bands, determine parade line-up, coordinate with politicians, and undertake other preparations as needed with July 4th Parade working group volunteers.
2. Everyone is welcome to enter a float or mini float suitable for family entertainment - individuals, families, neighborhoods, organizations, and businesses - as long as the theme of the float is in keeping with the theme of the parade. Small walking groups reflecting the theme may compete in the float category. Marching groups are welcome but are asked to wear clothing that unifies the group and carry a banner of some sort to identify the group.
3. Commercial advertising is limited to one sign no larger than 3' by 5' unless otherwise agreed to by the Steering Committee.
4. The parade will step off promptly at 10:00 a.m. on July 4th from the Wilkins School on Boston Post Road (unless July 4th falls on a Sunday, in which case the parade start will be delayed by an hour).
5. Check-in time is 9:15 a.m. for all entries (unless July 4th falls on a Sunday, in which case the check-in will be delayed by an hour).
6. Parking for parade participants is behind Wilkins School.
7. Judging of floats will take place at Wilkins School at 9:30 a.m. on the morning of the parade (unless July 4th falls on a Sunday, in which case the judging efforts will be delayed by an hour).
8. Political groups marching in the parade should gather at Upper Wilkins Field. There is no fee for marching. As a small-town festivity and in keeping with our Mission, there will be no opportunity for political candidates to speak publicly, with the possible exception of currently elected officials, who have been invited by the Steering Committee to speak during the ceremony.
9. No items of any sort, including candy, may be thrown or handed out by parade participants (Insurance Regulations).
10. Rules of RSA 265:108a, Parade Vehicles, effective September 16, 2007, must be followed by those with vehicles in the parade.
11. All motorized vehicles must be registered/insured, and a copy of liability insurance must be provided to the Parade leader(s) at least one week before the parade.
12. Animals must be under the control of their owners. Dogs must be on a leash.
13. The parade may be cancelled due to inclement weather (e.g., if there is thunder and lightning) or if cancellation is otherwise determined prudent by the Steering Committee. There will be no rain date for the parade.
14. No individual, group, or business may sell items on public property in the village without prior approval from the Steering Committee.

July 4th Green Events:

1. July 4th Green Events leader(s) will invite organizations and artists to participate, determine Green set-up, provide for an information booth with first aid kit, and undertake other preparations as needed with July 4th Green working group volunteers.
2. Booth space on the village Green is available to non-profit organizations, Art Show participants, and vendors invited by the Steering Committee. Preference is given to Amherst non-profit organizations.
3. Booth space is limited to an area approximately 10' by 10'. Space assignments are granted at the discretion of the 4th of July 4th Green Events leader(s) and will be available by 7:00 a.m. on July 4th (or 8 a.m. if July 4th falls on a Sunday). Electricity is available on a first-come-first-served basis if requested in advance. Organizations are responsible for their own table and decorations (red/white/blue).
4. There is NO PARKING on the edge of the Green or other designated areas around the Green. Unloading times are from 7:00 to 9:00 a.m. in designated areas only (unless July 4th falls on a Sunday, in which case the unloading will be delayed by an hour).
5. Insurance regulations require that all tent stakes and anchors be marked and protected to avoid accidental injury.
6. The Steering Committee may, at its discretion, limit those carrying signs on the Green to a designated area.
7. Organizations wishing to sell items, including raffle tickets, shall pay a fee. Selling is limited to Amherst organizations or state organizations approved by the Steering Committee. Approved items that may be sold are items relating to the themes of New Hampshire, Amherst, patriotism, and 4th of July. Approved items may also be related to organizational (such as a club's tee shirt), food, or drink with the exception of hamburgers, hot dogs, pizza, chips, ice cream, slush, water, and soft drinks which are sold by the July 3rd/4th committee to raise funds to support the celebration. There will be no duplication of items for sale without prior approval from the Steering Committee. The previous year's seller gets preference if there is a problem with duplication regarding selling for full profit.
8. There is no fee for organizations giving away items or dispensing information.
9. Organizations needing insurance shall check with their insurance agents to see if they have sufficient protection.
10. At the end of the day, each group must remove its bagged trash from the Green or place it in the appropriate receptacles. Bags are available at the Information Booth.
11. If the Green activities are cancelled due to inclement weather, the decision will be made by 7:00 a.m. on July 4 (unless July 4th falls on a Sunday, in which case cancellation decisions will be delayed by an hour). Cancellations will be posted on WMUR. There will be no rain date for the Green activities.

