

Light Up Thomaston

Volunteer Committee Bylaws

Article I. Purpose

The Light Up Thomaston Committee members join together to organize a town wide Christmas Celebration to be held on the Saturday after Thanksgiving. The celebration shall be kept in the original iteration a free evening for all those who attend. No group or organization may sell anything for their sole purpose.

Article II. Meetings (Regular, Special, Quorum)

Meetings shall be held during the fiscal year July 1- June 30.

Meetings will be held during the planning season (April-January) and at other times as deemed necessary. Meetings during the planning season should be announced two weeks in advance. Meetings may be cancelled or rescheduled by Chairperson or a majority vote of all voting members present in a quorum at a given meeting.

Meetings should be one hour long. Time of meeting may be extended if needed if the present members agree.

In the month of January, the Annual Meeting shall be held in conjunction with the regular business meeting, at which time new officers will be elected and a full and complete Annual Accounting of the financial condition of the Committee shall be made to the members.

Special meetings may be called at any time by an Elected Officer. Also, any one (1) Elected Officer may request a special meeting through the Committee, in writing. In all cases, special meetings shall be limited to the stated purpose, which must be communicated in advance to all Committee members.

A quorum of a majority voting committee members shall be present, with 1 being an elected officer to make a motion and vote. A majority vote of the voting members present is needed to approve amendments to the Committee Bylaws or to elect officers.

Article III. Elected Officers and Executive Committee and Duties

Light Up Thomaston shall consist of Elected Officers, Voting Members, and Working Members with Terms running 1 full fiscal year.

Chairperson: Sets meeting dates and locations, appoints committees, presides over meetings, sees that the resolutions passed by the voting members are carried out. Chairperson must be a Thomaston Taxpayer and serve as a voting member.

Assistant Chairperson: Takes the place of the Chairperson when he/she is absent or incapacitated. In the absence of an elected assistant Chairperson, Secretary will function as Chair if the Chairperson is absent or incapacitated.

Secretary: Keeps a record of the actions authorized by the Committee, and notifies the members of meetings and activities. He/she must submit an Agenda and a copy of all minutes to the BOS office. Secretary must be a Thomaston Taxpayer and serve as a voting member.

*Acting Treasurer**: Keeps a record of the committees receipts and disbursements and of the members' interests in the Committee. The Acting Treasurer must present a proposed budget to the committee, which in turn will be voted on and submitted to the Board of Selectman (BOS). The Acting Treasurer must submit and get approval from the BOS for all expenditures. At the end of the fiscal year must meet with the BOS have the books audited. The treasure must reside in the Town of Thomaston and serve as a voting member.

Light Chairperson: Will schedule all meetings for the purpose of replacing lights on town buildings and will report to the Light Up Thomaston Committee. Must also serve as a voting member.

***BOS Treasurer:** The Board of Selectmen's Treasurer will act as the committee's Treasurer. All income and expenses must be submitted to the BOS for approval, by way of presentation of the annual budget to the BOS in September.

Nominations for officer positions will take place in January of each year. If absence from the Annual Meeting is unavoidable, appropriate proxies may be submitted before the Annual Meeting to elect Officers to serve in officer positions.

Only Board of Selectman appointed members are eligible to vote on officers at the annual meeting.

Article IV. Committee Members

- Committee members must be residents of Thomaston and must be appointed by the BOS.
In addition, the committee may accept working members of the committee, those who volunteer for the event, but cannot commit to attendance at meetings.
- All Members who have served one season on said committee are eligible to vote in the election of officers in January.
- Voting members of the committee are residents of Thomaston and must commit to attend a minimum of 50% of annual meetings to remain voting members.
- Any voting member who wishes to resign from the committee must submit in writing a letter to the Chairperson who will then turn it into the BOS.
- When in doubt, Robert's Rules of Order will prevail. (See Appendix A)
- Working members/volunteers can vote during regular business meetings.

Article V. Guests

Committee members may invite guests to any meeting of the Club.

Article VI. January Meeting

All final bills are to be submitted.

Election of Officers

Get feedback regarding the event. Make necessary changes.

Established July 1995. Revised May 25, 2011. Revised October 10, 2018. Revised October , 2025.