

# **Douglas County Veterans Day Parade Committee By-Laws**

**December 13, 2019**

## **Reason for Issue:**

This document rescinds all previous By-Laws, Articles of Organization, Money Handling Policies, Standing Rules, and any other policies that were set prior to the approval of this document. The following document will set forth rules and policies for the Douglas County Veterans Day Parade Committee.

## **ARTICLE I: Name**

The name of this group will be the Douglas County Veterans Day Parade Committee.

## **ARTICLE II: Purpose**

The purpose of the Douglas County Veterans Day Parade Committee is:

1. To be the "Greatest Veterans Day Parade in Oregon"
2. To organize and coordinate the Douglas County Veterans Day Parade each year to honor our Veterans
3. To provide a safe, fun, uplifting, and family friendly experience for our Veterans and the Douglas County community that honors our Veterans

## **ARTICLE III: Membership**

1. The members of the Douglas County Veterans Day Parade Committee must attend at least three meetings from March thru November.
2. Only active committee members or those appointed by the committee to do specific tasks (flaggers, traffic flow assistants, radio announcers, candy dispersers, etc.) can assist on the day of the parade.
3. Only the following individuals will be allowed to be on the Veterans Day Parade Committee and qualify to be appointed for Executive Board duties:
  - a. Any honorably discharged Veteran
  - b. Any spouse of an honorably discharged Veteran
  - c. Douglas County Veterans Service office representatives
  - d. Roseburg VA Healthcare System representatives
  - e. Any active member of a Veterans Organization

4. Community members who are appointed and approved by majority vote of the Parade Committee can be on the Parade Committee, but not on the Parade Executive Board.
5. Any person who does not abide by these by-laws or causes problems for the Douglas County Veterans Day Parade Committee can be voted out by a majority vote of the Parade Executive Board.

## **ARTICLE IV: Executive Board**

### **Executive Board:**

1. The Executive Board will consist of:
  - a. Tri-Chairs:
    - i. This is a three-Veteran chair. They will be the leaders of the Douglas County Veterans Day Parade and committee. They will be voted on and approved to serve for a one-year period at the first meeting of each parade year which is the first Wednesday of March. Confirmation to serve is by majority vote of those eligible committee members in attendance for the March meeting. All of the Tri-Chairs must be Veterans. Each parade year the Tri-Chairs must be reappointed/confirmed with a vote.
  - b. Financial Officer:
    - i. The Financial Officer works with the Douglas County Veterans Forum where Parade funds are kept under their 501(C)(3) status. No funds will be dispersed without first being voted and approved by the Executive Board of the Douglas County Veterans Day Parade Committee. The Financial Officer pays all the bills for the Douglas County Veterans Day Parade Committee.
  - c. Judges Booth Coordinator:
    - i. This position oversees all judging activities. They will put together packets for the judges and will tally the final votes from each judge.
  - d. Traffic Coordinator:
    - i. This position oversees and coordinates the line-up of the parade entries, closing of streets, and overall traffic flow for the day of the parade. This position will coordinate with ODOT, the city of Roseburg, Wolf Creek, flaggers, local businesses, and any other person or agency concerning the flow of traffic for the day of the parade.
  - e. Media Coordinator:
    - i. This position oversees all the coordination of media for the parade to include; print, social media, posters, advertising, television, and radio.
  - f. Secretary:
    - i. This position will take notes for the meetings and will be the overall historian for the parade.
2. The duties of the Executive Board are to coordinate the business of the Douglas County Veterans Day Parade Committee.
3. A quorum and majority vote are needed for all items moving forward. A meeting must have at least half of the Executive Board in attendance for a quorum. Vote can be done via email, via telephone/text, or at a general parade meeting.
  - a. In the case of a tie vote the Douglas County Veterans Service office representative will be the deciding vote.

4. If an issue arises during the month an Emergency Vote can be taken by the Executive Board and does not need general committee approval.
  - a. This is only for issues that come up after the meeting and need to be decided on before the next meeting.
  - b. The vote can be in person, via phone, by text message, or in email and will be placed in the next meeting minutes as such.
  - c. Emergency approvals will not exceed \$500.

#### Election of Executive Board:

1. The Executive Board of the Douglas County Veterans Day Parade Committee will be a Tri-Chair, Financial Officer, Judges Booth Coordinator, Traffic Coordinator, Media Coordinator and a Secretary.
2. Elections will take place annually at the March meeting with changeover of Executive Board members at said meeting.
3. A majority vote at the March meeting will decide who is elected for each position.
4. If a vacancy occurs mid-year an election will be held at the next meeting. If there is no one to fill the vacancy for the remainder of the year then the duties of that position will be split between the Executive Board.

### **ARTICLE V: Meetings**

#### Douglas County Veterans Day Parade Committee Meetings:

1. Meetings will take place monthly. Typically, on the first Wednesday of every month starting in March of the parade year.
2. A quorum and a majority vote of those in attendance will constitute an approval for voted on items.
  - a. A quorum is half of the Executive Board being in attendance.
3. At each meeting they will:
  - a. Review and approve and/or amend the previous meeting minutes.
  - b. Review and approve and/or amend the Financial Officers report.
  - c. Discuss any old business that needs to be finished.
  - d. Discuss any new business.
4. There will be one final meeting in November or December of the parade year as a wrap up to finalize any and all business for that parade year. This meeting will discuss obstacles, successes, and improvements moving into the next parade year.

### **ARTICLE VI: Money**

1. No part of the net earnings of this committee will go to the benefit of or be distributable to its members, officers, or other private person except as reasonable compensation for goods and services rendered to carry out the activities described in this document.
2. All activities will be allowable to be carried on by the organization exempt from Federal Income tax under section 501 (C) (3) of the Internal Revenue Code, contributions to which are deductible under section 170 (C) (2) of the Internal Revenue Code or any corresponding section of any future Federal tax code.

- a. All money and donations for the Veterans Day Parade is kept under the umbrella of the Douglas County Veterans Forum.
3. All disbursement of funds from the Douglas County Veterans Forum Douglas County Veterans Day Parade Fund must first be voted and approved by the rules previously stated in Article IV & V. The person seeking reimbursement must also have a letter signed by 2 members of the Executive Board of the Parade Committee.
4. Any mishandling or theft of funds will be turned over to the proper authorities for proper action.

## **ARTICLE VII: The Parade**

The Executive Board has the overall authority on the day of the parade. Any and all questions should be directed to those elected for that year.

### **Applications:**

1. The application for the Veterans day parade will be available no later than July 1<sup>st</sup> of the parade year at the following places:
  - a. Douglas County Veterans Service Office
  - b. Douglas County Veterans Service Office website
2. Applications can be turned into the Douglas County Veterans Service office, the address indicated on the application, or at any general parade committee meeting.

### **Media:**

1. Posters will be approved and available for disbursement no later than September 1<sup>st</sup> of each parade year.
  - a. To obtain posters for advertising the parade, contact the Media Coordinator for that parade year.
2. Coordination of the local television and radio interviews (news at noon on KPIC, etc...) need to happen no later than August 1<sup>st</sup>.
3. Coordination of local advertising (print, online, and over the airways) for the parade needs to happen no later than September 15<sup>st</sup>.

### **Permits and Other Agency Coordination:**

1. Permits from ODOT to close Highway 138 should be coordinated no later than June 1<sup>st</sup> of the parade year.
2. Barricades and cones for downtown Roseburg to block streets should be coordinated no later than June 1<sup>st</sup> of the parade year.
3. Flaggers should be coordinated with Wolf Creek or another agency no later than June 1<sup>st</sup> of the parade year.
4. Fly over requests should be made no later than June 1<sup>st</sup> of the parade year with the Air Force.
5. Port-a-Potties should be coordinated no later than August 1<sup>st</sup> of the parade year.
6. Trophies and Ribbons should be voted and purchased no later than the September 1<sup>st</sup> meeting.
7. Transport for the Grand Marshalls should be finalized no later than October 1<sup>st</sup> of the parade year.

8. Submission for national VA recognition and County Commissioners Proclamation should happen no later than July 1<sup>st</sup> of the parade year.
9. Golf Cart/transports for the parade workers should be finalized no later than August 1<sup>st</sup> of the parade year.

Judging:

1. There will be a total number of six judges.
  - a. One judge will be the VA Healthcare Systems Director or their representative for the Director's Trophy.
    - i. Coordination of VA Director or Representative to be a judge needs to happen no later than July 1<sup>st</sup> of the parade year.
  - b. One judge will be from the Douglas County Veterans Service office and they will decide for the Douglas County Veterans Service Trophy.
  - c. The remaining four judges will be from the Veteran Community.
  - d. Judges can have one spotter with them to help spot the numbers on the parade entries as they go by the judges stand.
2. Each Veterans organization may submit the name of one person from their organization to be considered as a judge by the August parade meeting.
  - a. If there are more than four Veterans organizations that submit names then a vote will take place at the August parade meeting for the four that will be judging that year. A rotation will happen each year if more than four are submitted so that it will not always be the same organizations that are in the judges booth.
  - b. If there are not four names that are submitted, then the Judges Booth Coordinator will determine who will fill the vacant spots.
3. Each of the listed categories on the parade application will be judged for a blue ribbon.
  - a. Entrants filling out the parade application decide which category they want to be judged in.
  - b. Entrants have the choice on the application if they want to be judged.
  - c. Applications must be in by deadline on the application in order to qualify for judging.
  - d. Entry numbers must be displayed visibly on the left front or side of the entry.
4. All six judges will judge the qualifying entries on three things; Originality, Overall Appeal, and Theme.
  - a. "Theme" means the theme for that years parade. For instance; WWII Veterans, Military Service Animals, Rescue, Aviation & Support, Combat Veterans, etc...
5. All the judges scores will be added up for each entrant and the entrant in each category who has the highest score will be awarded the blue ribbon.
  - a. If a number on an entry can not be seen by the judges the entry will not be voted on.
6. The winners will be announced in the newspaper and ribbons/trophies can be picked up at the Douglas County Veterans Service office.
7. Judging sheets will be kept for 30 days after parade for anyone who has questions about their entry's scores and may be seen upon a written or verbal request to the Judges Booth Coordinator for that year.

**ARTICLE VIII: Amendments**

These By-Laws may be amended and/or rewritten by a two-thirds vote of both the Douglas County Veterans Forum & the Douglas County Veterans Day Parade Committee Executive Boards and the majority vote at each of the next general meetings. Notice of the proposed amendment will be given at least one week before the meetings.

1. Amendments and revisions will be on file and available upon request.

**Effective this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.** These By-Laws shall remain in place until amended, rescinded, or there is a dissolution of the Douglas County Veterans Day Parade Committee.

**Witnessed by:**

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NOT OFFICIAL