

City of New Berlin
4th of July Commission
By-Laws
(Approved 8/22/18)

Section 1 – Membership, Officers & Meetings

Membership requirements and duties of the Commission are as outlined in § 6-11 *Fourth of July Commission* of the Municipal Code.

The Commission shall elect by majority vote, a Chairman and Secretary for a term of one year with an effective start date of August 1st.

The 4th of July Coordinator of the 4th of July Commission is a paid part-time employee of the City of New Berlin, who reports directly to the Recreation Supervisor.

The Chairman shall preside over meetings of the Commission.

The 4th of July Coordinator prepares and submits agendas to the Clerk's Office no later than the Wednesday prior to the meeting date.

The Secretary shall keep minutes and submit those minutes to the Clerk's Office no later than the first Friday following a meeting date.

Meetings shall be held on the 4th Wednesday of the month at 6:00 pm as needed.

Cancellation of a meeting shall be reported to the City Clerk's Office not less than 24 hours prior to the meeting.

Section 2 – Budgeting & Finances

The 4th of July Commission Chairman shall appoint 3 members from its commission, along with the coordinator, to serve on a Budgeting Sub-Committee for a one year term, with an effective start date of 8/1st. This sub-committee shall propose an annual budget detailing anticipated donations, revenues and expenses for the upcoming year to be presented to the 4th of July Commission for their review and approval at the August meeting of the Commission.

Once the budget is approved by the Commission, expenditures charged to the 4th of July Budget must be approved by the 4th of July Coordinator thru the procedures established by the City's Director of Finance. By his/her approval, the 4th of July Coordinator confirms that:

- The funds are available pursuant to the approved Budget
- That the item of service or supplies have been actually supplied or rendered in conformity with their authorization
- That the claim is just and valid pursuant to the law.
- That the procedures outlined in the 4th of July Contract Policy have been appropriately applied.

Filing a list of claims/expenditures to be approved by the 4th of July Commission: The 4th of July Coordinator shall file with the 4th of July Commission, not less than monthly, a list of the claims paid showing the date paid, name of claimant, purpose and amount.

Filing a list of donations/revenues to be approved by the 4th of July Commission: The 4th of July Coordinator shall file with the 4th of July Commission, not less than monthly, a list of the donations & revenues showing the date received, the name of the source and the amount.

Budget Status Report: The 4th of July Coordinator, not less than monthly, shall report to the Commission the status/balance of the Commission's budgeted line items.

Fund Balance: The 4th of July Commission chooses to maintain a standing fund balance of no less than \$90,000. Should the fund drop below \$90,000, the fund shall be replenished and brought back to the minimum required balance over a maximum of five budget years, by replacing the shortfall by a minimum of 20% per year.

Section 3 – Internal Workgroups

In an effort to share responsibility and workload, the following internal workgroups *may* be established informally as the Commission deems appropriate:

- Public Relations – Handles publicity, fundraising, handouts
- Main Parade – Oversees main parade planning & organization, Judging & Standards, Respective Awards, Parade staging
- Programs – Mini-parade, recreation games, special activities,
- Concessions – nonprofits, vendors
- Entertainment – Bands, Fireworks, Carnival Rides
- Pie Baking Contest

Section 4 - Other

Any amendment to these by-laws may be made upon a majority vote of the Commission.