



Committee By Laws

Adopted May 20, 2026

1. Purpose

The Hancock Happenings Committee's purpose is to organize community events that bring residents together, strengthen community connections and promote community pride. The Committee, in conjunction with other local organizations, businesses and volunteers, will plan and support community activities.

2. Membership

Membership is open to any resident or community member who wishes to support the purpose of the Committee. Members will be appointed by the Selectboard. There are no dues or fees for membership. Members may participate by:

- Attending meetings
- Aiding with planning and organizing events
- Volunteering at events
- Sharing ideas and helping to promote activities

3. Organization

The Committee will select a Chair, Vice Chair/Treasurer, and a Secretary. Roles will be fulfilled by the following:

Chairperson – Run all Committee meetings; act as a liaison with the Selectboard through the Administrative Assistant

Vice Chairperson – Assist Chairperson with Committee duties; fulfill Chairperson duties in their absence

Treasurer – submission of revenues to the Town of Hancock; approval of expenditures; provide financial reporting to the Selectboard

Secretary – record meeting minutes; correspondence with Town Officials and others as needed

The Committee will aim to make decisions through discussion and by general agreement of members present whenever possible. If a vote is needed, decisions may be made by a simple majority vote of members present at a meeting.

4. Volunteers

Community volunteers are encouraged to help with events and activities. Volunteers do not need to be full Committee Members to assist with events and planning.

The appointed Committee members shall serve as volunteers. Event coordinators or other compensated individuals (if any) shall be subject to town policies, including any required background checks or tax withholding as determined by the Town.

5. Meetings

Meetings will be held as needed to plan and coordinate events and may be scheduled monthly, or as determined necessary by the Committee. In an effort to operate in an open and transparent

manner, meetings are open to any community members who wish to participate. Discussion of event planning and spending of funds will occur during such meetings. Meeting dates will be communicated through the Committee Facebook page, posting at Town Office and on the Town of Hancock website. An agenda shall be shared at least one week prior to the scheduled meeting. Meeting minutes and financial information may be shared with the community or Town upon request.

6. Conflict of Interest

Committee Members shall act in the best interest of the Community when taking part in decisions or planning events. If a Member has a personal interest in a matter being discussed, the Member should disclose such to the Committee. The Member may participate in discussions but shall refrain from voting on the matter.

7. Selectboard Reporting

As necessary, a representative from the Committee shall present proposed events and budget to the Selectboard for final approval prior to beginning any planning process. This reporting shall include a description of the event, the name of the coordinator (if applicable), and the proposed budget. The Selectboard maintains final approval of the events organized by the Committee. Following planned events, an evaluation of the event to include attendance, feedback and financial considerations, will be prepared by the Committee and presented to the Selectboard as requested. The Selectboard may request additional information from time to time.

8. Finances

The Committee shall prepare a budget (if necessary) to be considered by the Town. Budget request must be completed by February 15th of each year.

If the Committee receives donations, sponsorships, or event funds:

- Funds will be used only for community events and related purposes.
- Financial updates will be shared with the Committee.
- All funds received will be transferred to the Town of Hancock for inclusion in the Hancock Happenings Committee budget.

Any and all requests for funds to prepare for Town Events will be processed through the Town Office; the Committee will follow all applicable town financial policies. The Town Treasurer shall account for the Committee's finances as appropriate, providing reports to the Selectboard and the Committee detailing revenue and expenses.

9. Facilities and Insurance

Planned events will utilize municipal facilities whenever possible, or be coordinated with local partners. Approved events shall be insured for general liability by the Town of Hancock as applicable. Participants may be asked to sign a participation agreement regarding responsibilities with the Town.

10. Amendments

These By Laws may be amended by a majority vote of Committee Members present at discussion.

11. Adoption

These By Laws have been adopted by the Hancock Happenings Committee on: June 2, 2026

These By Laws have been adopted by the Town of Hancock Selectboard on: May 20, 2026

Mission, Vision and Values

Mission:

To create opportunities for neighbors to gather, celebrate, and build relationships through inclusive community events.

Vision:

A thriving community where people come together, support one another, and share a strong sense of belonging.

Values:

Our committee is guided by the following values:

Connection

We believe strong communities are built through relationships and opportunities for people to gather and get to know one another.

Inclusiveness

We strive to create welcoming events where everyone in our community feels invited, respected, and valued.

Collaboration

We work with local organizations, businesses, and volunteers to create events that reflect the spirit and diversity of our community.

Community Pride

We celebrate what makes our community special and encourage participation that strengthens local pride.

Volunteer Spirit

We value the time, talents, and dedication of volunteers who help make community events possible.