

# Norco Mounted Posse

## Bylaws

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# NORCO MOUNTED POSSE

## BYLAWS

The following shall be the bylaws of the Norco Mounted Posse (hereinafter known as the Posse, NMP, or the organization) until such time they are amended as provided herein.

### **ARTICLE I NAME OF ORGANIZATION**

The membership does hereby enjoin themselves together voluntarily into a non-profit organization whose name shall be: Norco Mounted Posse.

### **ARTICLE II PURPOSE OF ORGANIZATION**

#### Section 1 – Charter Membership

The Charter membership having met for the purpose of organization on May 14, 1979, by authority of the City of Norco, hereby decrees the Norco Mounted Posse's existence as an organization as of the aforementioned date.

#### Section 2 – Services

The Norco Mounted Posse is to provide security services, search and rescue service, crowd control services, parading, and otherwise publicizing the City of Norco through its activities.

#### Section 3 – Philanthropy

The organization shall assist the needy, make donations to worthy organizations and individuals and perform any and all acts of charity.

#### Section 4 – Activities

The organization shall be the promotion and sponsorship of rodeos, trail rides, and other activities relating to equestrianism, the promotion of other sporting events and the promotion and organization of social events within the City of Norco.

#### Section 5 – Emergency Aid

The organization shall render assistance to the people, government, and community of the City of Norco in times of emergency and danger.

#### Section 6 – Contributions

This organization may receive contributions from private sources and disburse or utilize such contributions to meet the above stated aims, conduct or receive training and prepare emergency service needs and response services.

### Section 7 – Property, Assets and Profits

The property, assets, profits and net income of this organization are dedicated irrevocably to the purposes set forth in Article II, Sections 2-5, and no part of the profits, or net income of this organization shall ever inure to the benefit of any private individual.

### Section 8 – Mission Statement

The Norco Mounted Posse is a non-profit 501(c)(3) organization dedicated to practicing the highest standards of philanthropy and leadership consistent with the goals, values and expectations of the City of Norco.

## **ARTICLE III MEMBERSHIP**

### Section 1 – Qualifications

- A. There shall be four classes of individual members of this organization. The first class shall be known as Equestrian Members, the second class shall be known as Non-Equestrian Members, the third class shall be known as Associate Members, and the fourth class will be known as Honorary Members.
- B. All members are required to be of good moral character and must be at least 18 years of age. Members must be willing to donate their time and efforts in the spirit of civic mindedness and good horsemanship.

### Section 2 – Number of Members

Membership shall be limited to fifty (50) Equestrian Members, twenty (20) non-equestrian members, ten (10) Associate Members, and numerous Honorary Members. Inactive Life members will not be included in the membership numbers.

### Section 3. General Membership

- A. Applicants for General membership shall not be under eighteen (18) years of age. General Member applicants must submit an application to the membership for investigation by the Investigating/Membership Committee. Said investigation shall consist of an interview, a background check, equine and tack inspection and presentation to the general membership. The applicant must attend two (2) General Meetings and any Mounted Posse functions held during that time, after which, he/she would be reviewed by the Investigating Committee and presented to the General Membership for vote. The Captain will bring the application before the membership for a discussion regarding the suitability of the prospective member, who will personally present their intentions for membership. An applicant who receives two-thirds (2/3) affirmative vote of the General Membership present shall become a tentative member for a six (6) month period. During these six (6) months the tentative member shall obtain all required equipment and uniforms prior to full membership. This six (6) month period may be extended in thirty (30) day increments by the Governing Board for good cause. A tentative member has no vote. A 2/3 vote of confirmation at the end of six months is required by the general membership in good standing at any general meeting before full membership is granted.
- B. All general members will acquaint themselves with the City of Norco and its surrounding areas. All members will acquaint themselves with all equestrian trail systems throughout the city and surrounding areas, inclusive of local parks and the Santa Ana Riverbed trail system.

#### Section 4 – Equestrian Membership

- A. In addition to meeting all the requirements of General Membership, all Equestrian Members must qualify for and carry a Consumer Affairs Guard Registration Card, sign a security guard card agreement, and demonstrate their ability to pass a basic skills test on their horse.
- B. Members can remain in the Norco Mounted Posse and not own horses or ride if such condition is a result of injury or other good cause. This requires a majority affirmative vote of the General Membership.

#### Section 5 - Non-equestrian Membership

- A. A Non-equestrian Unit will assure adequate manpower resources to fulfill various functions within the organization.
- B. The Non-equestrian Unit will be limited to twenty (20) members. Acceptance will be subsequent to the completion of normal investigation procedures.
- C. The qualifications for non-equestrian status will be the same as those for equestrian membership. Individuals may apply for non-equestrian membership and will not be required to prove horsemanship skills unless at a later date, the member requests equestrian membership status.
- D. Non-equestrian Members wishing to become Equestrian Members must submit a written request for a change of status to the Board of Directors. Subsequent to the recommendation of the Board of Directors, a majority affirmative vote of the General Membership will be required to approve a change of status.

#### Section 6. Associate Membership

Individuals between 18-21 years of age may apply to become a Associate Member in the Norco Mounted Posse. Associate Membership must be approved by a majority affirmative vote of the General Membership present at a General Meeting. Associate Membership will only be granted to those members who meet the general membership requirements. Request for Associate Membership shall be submitted to the Governing Board in writing through the application process. An “investigation” shall be conducted by the investigating committee. The applicant will be presented to the General Membership for a vote. The criteria for Associate Membership shall be:

- A. All training requirements must be current at the time of approval to become an Associate Member. A Consumer Affairs Guard Card is required to maintain Associate Membership, along with various other certifications.
- B. Equestrian associate members must pass a basic horsemanship skills test. Non-equestrian associate members do not need to pass a basic horsemanship skills test.
- C. Associate members will have a one-half vote during any general membership meeting unless otherwise motioned and voted on by the general membership to allow for a full vote for the matters at hand.
- D. Associate Members shall be required to participate in work parties, special events and training.
- E. Associate Members shall be required to pay dues consistent with the requirements of General Membership. Associated Members may request through writing to the Governing Board full equestrian or non-equestrian membership upon their 21<sup>st</sup> birthday providing all criteria set forth herein are satisfied. A six month probation period is required to be accepted as a full voting member within the organization.

## Section 7 - Honorary Membership

An honorary member shall be a member who is recognized for outstanding reputation and noteworthy contributions to the Posse. This can include but not be limited to city mayors, police officials, prior active members, other officials and members of the general public. The honorary member may attend meetings but will not be able to vote or hold an office. Honorary members will be excused from payment of dues and participation requirements. A potential honorary member must be presented by a Board Member to the general membership. An honorary member must be approved by a majority vote of the membership present. The Mayor of the City of Norco and the highest ranking officer for the Riverside County Sheriff's Dept. Norco station will automatically be honorary members of the Posse. Honorary members can be removed annually by a majority of members present during the January general meeting.

## Section 8 – Retired Status

Retired status shall only be granted to those members who have given fifteen (15) years or more of satisfactory service. Retirees do not retain any of the rights and/or privileges of "General" Membership. Requests for retirement shall be presented, in writing to the Board of Directors. Granting of retired status shall require a majority recommendation of the Board of Directors and a two thirds (2/3) vote of the General Membership. Retired Members shall be presented, at the expense of the Norco Mounted Posse, a plaque with a flat badge indicating dates of service, retired status and highest rank achieved in the service of the Posse.

## Section 9 - Life Membership

- A. Life membership is an honorary title and granted to those general members in good standing with more than ten years of satisfactory service.
- B. Request for Life Membership shall be presented in writing to the Board of Officers. Granting of Life Membership shall require the potential life member to be in good standing and a two-thirds (2/3) affirmative vote of the general membership present at the general meeting in which the request for life membership is made.
- C. Life members do not retain any of the rights and/or privileges of general membership unless they remain active in the Posse and participate in 50% of the Posse's events, work parties, meetings, etc.
- D. A life member, while in good standing, may take a leave of absence at any time with proper written notification to the Board of Officers including their anticipated time away from the organization. During this time, the life member does not lose his/her years of service with the Posse and may submit for active service without having to go through the application and probation period a second time as long as membership positions are available.
- E. Life members on leave must notify the Governing Board by June 1, of their intent to remain a part of the organization. Any life member who fails to notify the Governing Board by June 30 will become inactive and will be removed from the membership roster and will have to re-apply. All Posse equipment must be returned upon inactive status.
- F. Life members in good standing shall maintain their lifetime status until such time when they resign, or are otherwise terminated from the organization.
- G. All Life Members must retain a current Guard Card.

## Section 10 – Membership Oath

All members must sign the following statement before being issued a badge or becoming a member in the Norco Mounted Posse.

“I, \_\_\_\_\_, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion, that I will well and faithfully discharge the duties upon which I am about to enter. I do further swear (or affirm) that during such times as I am a member of the Norco Mounted Posse, I will not advocate nor become a member of any party or organization, political or otherwise, that advocates the overthrow of the Government of the United States or the State of California by force or violence or other unlawful means.”

## Section 11 - Inactive, Leave of Absence, Resignation

- A. In the event that any member in good standing becomes physically incapable of performing membership duties or for any reason finds it necessary to apply for a leave of absence, s/he must submit a Notice of Leave of Absence to the Executive Board and become an inactive member or resign. Members may remain inactive for a period of six months to one year.
1. Dues for Inactive Members - Dues will not be waived for inactive members. If a member fails to pay current dues, s/he will be considered inactive after six months and removed from the Posse by default after one year. Members who wish to be re-instated, must reapply for membership.
  2. Reinstatement – If at any time during the one year inactive status, the inactive member desires to be fully reinstated as an active member, s/he will receive priority consideration for active membership, and make the request for reinstatement to the Executive Board in writing.
  3. Inactive members are non-voting members. Upon their written request for inactive status or for failure to pay dues, the member will be required to surrender their badge, identification, and all equipment belonging to the Norco Mounted Posse as well as any item containing the NMP logo or insignia. At the time of reinstatement, items will be reissued and dues must be paid for the current year.
- B. Resignation - A member may resign at any time from the Posse by submitting their resignation, in writing, to the Board of Officers. This resignation shall become effective upon acceptance by the Board. The resigning member will be required to surrender their badge, identification, volunteer card and all equipment belonging to the Norco Mounted Posse as well as any item containing the Posse logo.
- C. Equipment - Badges, identification and volunteer cards are the property of the Norco Mounted Posse or the City of Norco. Loss of these items must be reported immediately to the Captain. The member has the burden to pay for the replacement of such items.
1. All issued equipment or equipment purchased by the Posse is property of the Posse or the City of Norco and shall not be loaned by the member. It must be relinquished upon request.
  2. Members are responsible for maintaining all issued equipment in good condition. Members will be held responsible for the current purchase price for lost or damaged equipment due to negligence.

## Section 12 – Termination or Removal

Any member may be terminated from the Posse for cause. Such termination will require a 2/3 vote of the membership present during the meeting addressing same.

Probationary/Tentative members may be terminated from the Posse, without cause, by a majority vote of the membership present prior to the full acceptance into general membership.

## Section 13 – Current Address, etc.

All members must maintain their current address, telephone number, email address (as available), certifications and any other pertinent information with the Posse. Upon any change, members will immediately notify the Captain and the Secretary.

## Section 14 – Limitations

Limitations of membership will be set by a majority vote of the membership present and can be re-evaluated once a year in the month of January with proper notice to the general membership.

## Section 15 – Meetings

The Norco Mounted Posse will hold regular monthly meetings as prescribed by the Norco Mounted Posse Bylaws.

- A. Regular Meetings - Regular meetings will be held the second Tuesday of every month at 7:30 p.m., at such location as agreed upon by the governing board. A minimum of 10 members present, which will include at least a majority of the governing board, will constitute an official meeting.
- B. Special Meetings - An officer of the board may call special meetings when necessary. A minimum of 10 members present, which will include at least a majority of the governing board, will constitute a special meeting.
- C. Open meetings - All meetings, unless otherwise noted, shall be “open meetings”, which may be attended by prospective members or guests. No one under the age of 18 is permitted at a meeting unless specifically invited by the governing board.
- D. Attendance - All members are required to attend monthly meetings or be fully accountable for reading the minutes and taking the actions required.
- E. Proxies - No member may vote by proxy.
- F. Quorum - Four officers shall constitute a quorum in any Board Meeting. Ten (10) members in good standing present at a general meeting will constitute a quorum. If the general membership reduces in numbers below the states quorum value, then a majority of general members in good standing will meet the quorum criteria.
- G. Permanent Meeting Place - The permanent meeting place can be chosen by the general membership by a majority vote in the event the governing board does not secure a meeting room large enough to accommodate its membership.

## Section 16 - Professional Conduct

Each and every member upon admission to the Norco Mounted Posse, must agree that he/she will at all times, conduct themselves in a professional manner and above reproach, at all times remembering that each individual member shall keep the dignity of the Norco Mounted Posse in mind first and last. No member shall defame, slander or discriminate against any members or the organization. Should any member violate this trust, he/she shall forfeit his/her membership in the organization, and shall be notified by mail to that effect by the Governing Board. Each Posse member will obey the commands of assigned officers while on duty, be prompt to meetings, trainings and sanctioned events, and remain until officially dismissed. Failure to follow these rules may result in suspension by the governing board.

### Section 17 – Rules and Regulations

In addition to Rules and Regulations contained in the Posse Bylaws, all members are responsible for abiding by all rules and regulations of the City of Norco, the Riverside County Sheriff's Department and the Norco Fire Department.

### Section 18 – Participation

- A. The Norco Mounted Posse will schedule quarterly events inclusive of meetings, training, rides, parades, assignments, City of Norco sanctioned events and special events specifically underwritten by the Norco Mounted Posse. All members who fail to participate in a minimum of 100 hours per year will be subject to dismissal from the Posse. Recommendation for dismissal shall be made by an officer of the board and will require a majority vote of the membership.
- B. All General Members shall work contracted work parties. Members will be notified of all work parties either by phone, or in writing by the Norco Mounted Posse Master Sergeant.

### Section 19 – Alcohol use or unlawful influence

While in uniform, alcoholic beverages or illegal substances shall not be consumed by any member, nor may the uniform be worn while under any unlawful influence. Violators will be subject to suspension by the governing board.

### Section 20 – Uniform Violation

Members of the Norco Mounted Posse shall at no time wear or carry a badge except in the line of duty as prescribed by the Captain of the Norco Mounted Posse. Violations may be grounds for a member's suspension by the Norco Mounted Posse's governing board. A member at no time will loan his/her badge to anyone.

### Section 21 – Rules and Regulations

All members shall adhere to all rules and regulations and shall uphold and help establish a high moral character relationship within the organization as well as when participating with other organizations. Members shall help in any way possible to promote the organization as a whole and not to shirk their duties.

### Section 22 – Required Participation

If a member misses three (3) required meetings, work details, one (1) contracted work detail or other assignment designated by the Captain, in succession without good cause and without notification of a Norco Mounted Posse Officer, he/she shall automatically be suspended and notified in writing at the same time by the governing board. If this behavior occurs on more than one occasion, a progressive punishment may be extended by the Governing Board and/or possible expulsion by the general membership.

### Section 23 – Equipment Retrieval

During any suspension or disciplinary investigation, the investigating committee shall retrieve the member's badge, I.D. card and any other equipment belonging to or issued on behalf of the Norco Mounted Posse. The Board of Directors shall determine time of the suspension based on circumstance.



## Section 24 – Political Action

This organization shall remain at all time disavowed from any political action or political groups and as an organization shall not participate in any controversial issues. Any member who actively participates in such events may be suspended by the governing board and possible expulsion by the general membership. This section may be set aside with the recommendation of the Board of Directors and two-thirds (2/3) vote of the general membership present at a General Membership Meeting.

## Section 25 - Mounted Posse Troop Associations

- A. A select group of Norco Mounted Posse members may form a troop association with the Riverside County Sheriff's Department Mounted Posse Program within the guidelines of the Norco Mounted Posse's purpose, goals and bylaws and the Riverside County Sheriff's Department Mounted Posse Program Operations Manual.
- B. Any interested Posse member in good standing may apply and become an affiliate with the Riverside County Sheriff's Department Mounted Posse – Norco Mounted Posse Troop.
- C. The Troop Association's purpose is to improve the Mounted Posse program through training and other activities designed to exclusively benefit the individual Troop and/or the Riverside County Sheriff's Mounted Posse Program as a whole.
- D. The Troop Association will be administered by the NMP Board of Officers. The Troop shall have designated leaders who will be responsible for supervision of team and chapter operations as set forth in these bylaws and the RCoSD Operation's Manual and will report to the NMP Board of Officers on a monthly basis.
- E. To sustain a troop a minimum of five (5) general members must be actively involved in the Troop at any one time. The Board of Officers may impose an upper limit of the number of Posse members accepted into this troop. This clause is intended to ensure the operational ability and the efficient administration of each troop and the organization as a whole.
- F. The Sheriff's Liaison Officer will be an ex-officio member of the organization, and shall not be counted in determining the number of members required by Article III, Section One.

## **ARTICLE IV FEES, DUES AND EXPENSES**

### Section 1 - Application Fees

A required non-refundable application fee of fifteen dollars (\$15.00) will be collected from each applicant and shall accompany his/her application before being submitted to the membership committee for processing. If a new applicant fails to appear at two consecutive meetings prior to tentative membership, his/her application process will be discontinued. A new application will need to be completed.

### Section 2 - Annual Dues

Each member shall be required to pay dues of twenty-five dollars (\$25.00) per year. Dues shall be due at the beginning of each fiscal year (June)- if not paid by July 1, the member will be suspended until dues are paid. Upon nonpayment by August 1, the member is terminated from the Posse. All equipment must be surrendered at that time. New members accepted after the beginning of the fiscal year shall pay a pro-rated amount based upon the months left in the fiscal year. Inactive members will continue to pay dues at the rate of \$25.00 per year.

### Section 3 – Expenditures

All unapproved expenditures over two hundred dollars (\$200.00) must be itemized and approved by the General Membership. All expenditures under \$200.00 must be approved by the Captain before purchase is made and brought to the general membership for approval. All bills must be counter-signed/approved by the treasurer and the Captain or his/her designee.

## **ARTICLE V DUTIES OF MEMBERS**

### Section 1 - Incident Reports

Members of the Norco Mounted Posse engage themselves from time to time in various aspects of security work and other activities as part of the duties of membership in the Norco Mounted Posse, which could lead to “incidents” with the public, Each member shall be required, when an “incident” occurs, to prepare, within 48 hours of its occurrence, a written report of the entire facts attendant to the “incident”, including the names and addresses of all witnesses. Such reports shall be given to the Captain for his or her review and subsequently inserted in the Norco Mounted Posse permanent files. It is recommended that each member maintain his/her own copy for his/her personal protection. It shall be the responsibility of the Master Sergeant to enforce the foregoing requirement.

### Section 2 - Excused Absences

Work, illness, or vacation, are acceptable excuses for missing any Norco Mounted Posse work detail and must be reported to the Master Sergeant before the scheduled assignment. Work, illness, or vacation, are the only acceptable excuses for missing any Norco Mounted Posse general meeting. Notification to a Norco Mounted Posse Board Member is required before such meeting.

### Section 3 – Parade Participation

Parade participation shall be voted on at a General Membership Meeting. When a General Member acknowledges he/she will participate in a parade, this becomes a work assignment.

## **ARTICLE VI OFFICERS**

### Section 1 – Officers

Officers shall consist of: Captain, First Lieutenant, Second Lieutenant, Master Sergeant, Supply Sergeant, Secretary, and Treasurer. All officers shall be regular members in good standing.

### Section 2 - Voting and Term Limits

A. Officers/Board members will be voted into their positions for a two-year term. Voting will take place yearly with the Captain and Second Lieutenant’s elections taking place in odd years and the First Lieutenant, Sergeant-at-Arms and Supply Sergeant’s elections in even years. No member shall hold more than one elected office at any given time.

### Section 3 – Eligibility

Except as provided below, any member of the Posse in good standing who is identified as an equestrian or non-equestrian general member may be elected as an officer of the organization. The nominee must be an active member who has served continuously for at least one year.

#### Section 4 – Governing Board

The five (5) elected officers and the Secretary and Treasurer shall constitute the Governing Board of the organization. A husband and wife may not serve on the Board at the same time. The Governing Board will consist of not less than 60 percent of Equestrian Members.

#### Section 5 – Nominations

Nominations for offices will be held during the General Meetings in October and November. Elections will be held at the close of nominations during the November General Meeting and after each candidate presents his/her interest in their nominated position. The Secretary and another designee will count the completed ballots and announce the results. Ballots will be made available for member review at the request of any member. The newly elected officers will take office effective on the 1<sup>st</sup> of January.

#### Section 6 – Secretary and Treasurer

Secretary and Treasurer will hold the rank of Corporal and shall be appointed based upon qualification to hold such a position in a NON-PROFIT CALIFORNIA CORPORATION, by a majority vote of the elected governing board. After such appointment, and ratification by a majority vote of the General Membership present at the next General Meeting, they shall be full voting members of the governing board. Seniority of Corporal is time in grade.

#### Section 7 - Vacancies of Office

A temporary replacement of a Board vacancy will be appointed by the Captain until such time the vacancy shall be filled by vote of the general membership of the Posse. Any member elected to fill a vacancy on the Board of Officers will serve the remainder of the unexpired term of the position that member is replacing.

#### Section 8 – Resignation

An officer of the Board may resign in good standing with a 30-day written notice to the Board and acceptance of the resignation by the general membership by a majority present.

#### Section 9 - Recall of Officers

Recall of officers must be with the recommendation of two-thirds (2/3) of the General Membership present.

### **ARTICLE VII DUTIES OF OFFICERS**

#### Section 1 – Captain

- A. The Captain will preside over all meetings of the Board of Officers or the general membership. The Captain will direct the meetings and activities of the Posse and will determine the time and place of Special Meetings.
- B. The Captain will conduct the meetings according to parliamentary rule.
- C. The Captain, on behalf of the Posse, will be the recipient of all prizes and recognition for the organization.
- D. The Captain shall recruit an appropriate public relations liaison with the City of Norco and appoint all committees, and committee chairpersons. He/She will serve as a member of each committee to assist in coordination of each committee and the intrinsic working relationship.
- E. The Captain shall appoint a chairman once a year to audit the books.
- F. Upon expiration of term, the Captain will serve as parliamentarian at Board Meetings.

## Section 2 - First Lieutenant

- A. The First Lieutenant shall act as the representative for the NMP in the absence of the Captain and will be the primary contact person for all mounted posse events, excluding work parties.
- B. The First Lieutenant is to assist the Captain with the general supervision and coordination of the business operations and affairs of the Posse.
- C. The First Lieutenant shall act as Training Officer for all training required by the Norco Mounted Posse and shall act as S.A.R. committee chairman. All members will be trained according to the guidelines set forth by the 1<sup>st</sup> Lieutenant, with yearly training dates set for First Aid and CPR in accordance with the membership requirements of the Norco Mounted Posse.
- D. The First Lieutenant will be responsible to ensure all equestrian members have successfully completed specialized training on their mount and are properly certified and qualified to represent the Norco Mounted Posse in sanctioned events.
- E. Upon the expiration of the First Lieutenant's term of office, the exiting First Lieutenant will serve as an immediate mentor to the newly elected officer as needed.

## Section 3 - Second Lieutenant

- A. The Second Lieutenant shall act in the absence of the First Lieutenant.
- B. The Second Lieutenant shall act as the Membership and Investigating Committee Chairman and will be responsible for updating new member materials and formal orientation of new members to the Posse.
- C. The Second Lieutenant shall be responsible to see that all new tentative members acquire the required equipment and will act as a mentor for new members.
- D. Upon the expiration of the Second Lieutenant's term of office, the exiting Second Lieutenant will serve as an immediate mentor to the newly elected officer as needed.

## Section 4 - Master Sergeant

- A. The Master Sergeant shall serve as Sergeant at Arms for the Organization.
- B. The Master Sergeant will lead the membership at meetings in the Pledge of Allegiance.
- C. The Master Sergeant shall be responsible for the appearance and performance of the entire organization during assignments and/or community functions and will keep attendance records of all sanctioned events (meetings, trainings, deployments, and sanctioned rides or patrols). The Master Sergeant or his/her designee will also be responsible for the inspection of members' appearance and uniform while participating in Posse functions.
- D. Upon the expiration of the Master Sergeant's term of office, the exiting Master Sergeant will serve as an immediate mentor to the newly elected officer as needed.

## Section 5 - Supply Sergeant

- A. The Supply Sergeant shall act in the capacity of the Master Sergeant when directed by the Captain.
- B. The Supply Sergeant shall be responsible to maintain an inventory and roster of all Posse supplies and equipment and will be the contact person for all uniform and equipment matters.
- C. The Supply Sergeant will also be responsible for the issuance of all Posse equipment and supplies and keep records of all members in possession of such equipment and/or supplies.
- D. The Supply Sergeant will be the custodian and issuing officer for badges and ID cards.
- E. The Supply Sergeant and/or his/her designee will be responsible to conduct a equipment and supply audit once a year and report his/her report to the general membership at the January meeting.
- F. Upon the expiration of the Supply Sergeant's term of office, the exiting Supply Sergeant will serve as an immediate mentor to the newly elected officer as needed.

## Section 6 – Treasurer

- A. The Treasurer shall serve the organization according to parliamentary rule.
- B. The treasurer will collect membership dues and monies paid to the organization, handle all banking matters, and maintain all financial records for the Posse.
- C. The Treasurer will have available a treasury report in duplicate at each scheduled meeting, and will provide a copy for the viewing/review of the general membership. Such report shall contain, at a minimum, the amount in all checking account/s, petty cash, and any saving/s account the Posse may own. The report shall also provide a detailed list of all receipts and disbursements for the preceding month. The report shall also give a status of all payments due the Norco Mounted Posse (work parties, dues, etc.)
- D. The Treasurer will serve as the purchasing agent for the Norco Mounted Posse.
- E. All bills or other amounts due shall be paid by the Treasurer with approval of the Captain. In the Captains absence, the First Lieutenant will give the approval.
- F. One (1) disbursement can be made in the absence of an invoice or bona fide receipt at the discretion of the Treasurer. Payment must be supported with bona fide receipt within thirty (30) days.
- G. The Treasurer shall maintain a set of “books”, broken down in sufficient detail to support an audit. Detail listings of income, expenses, dues, tack deposits, etc. shall be kept.
- H. The treasurer will be responsible for arranging the development, implementation and adherence of an annual budget and will provide a biannual financial report at the January and July meetings.
- I. The Treasurer shall be responsible for the preparation of the Income Tax Return(s) and other financial forms and documents and for their timely submittal to the appropriate Government agency. Our current fiscal year is from June 1 through May 31 requiring tax filings to be completed by October 15 of each year.

## Section 7 – Secretary

- A. The Secretary shall serve the organization according to parliamentary rule.
- B. The Secretary shall keep a full and complete record of official meetings and record and distribute them in the form of minutes. A signed copy of prior monthly minutes will be provided to the Captain prior to each scheduled meeting and made available for each general member in good standing.
- C. The Secretary shall be responsible for receiving all mail, assuring it is reviewed with the Captain, distributed to the proper committees and/or read to and made available to the General Membership for its review during the General Meeting.
- D. The Secretary or his/her designee shall be responsible for the preparation of all outgoing Norco Mounted Posse business correspondence. All outgoing correspondence shall be signed by the Captain or his/her duly authorized representative.
- E. The Secretary shall be responsible for maintaining all the files of the Norco Mounted Posse. Such files shall be maintained in a manner to support an audit.
- F. The Secretary shall be responsible for the maintenance of personnel records.
- G. The Secretary shall be responsible for the maintenance of a current roster and distribution of it to the membership. The secretary will also maintain member records of participation hours, reporting these to the City of Norco or the Public Relations Officer, as required.
- H. The Secretary shall perform such duties as may be directed by the Captain or his/her duly authorized representative.

## **ARTICLE VIII DUTIES OF THE BOARD OF OFFICERS**

### Section 1 – Governing Board

It will be the duty of the Governing Board to handle all matters pertaining to morals, character, and legal matters of the Norco Mounted Posse. The Board shall have the power to act for and on behalf of, the Norco Mounted Posse in all business matters and the members of the Posse shall be bound by the Board's actions, as though approved by each member unless otherwise challenged by a motion and a 2/3 vote of the general membership or parliamentary rule.

### Section 2 – Liability Insurance

- A. The Governing Board will insure that the Norco Mounted Posse Organization is properly insured for liability and each of its members are adequately protected from liability while participating in Posse events.
- B. The Board of Officers shall secure and maintain general liability insurance on behalf of the Norco Mounted Posse, its officers and members including but not limited to 1,000,000 general and aggregate liability.

### Section 3 - Representation/Expenditures

The Board of Officers shall have the power to act for, and on behalf of, the Posse in all business matters and the members of the Norco Mounted Posse shall be bound by the Board's actions, as though approved by each member. The Board of Officers may authorize the expenditure of up to \$200.00 without membership approval.

### Section 4 - Inspection of Records

Any member of the Posse has, at any reasonable time, with a reasonable amount of notice, the right to inspect the books and records or physical properties of the organization in front of a Board Officer or his/her designee. Such inspection may be made in person or by agent or attorney, and the right of inspection includes the right to make copies. It does not include the removal of such items from the area of inspection.

## **ARTICLE IX EQUIPMENT, UNIFORMS AND PROPER ATTIRE**

### Section 1 - Uniforms

All members must provide their own uniforms consisting of the Norco Mounted Posse Class A and work uniforms as described in Article IX, Sections 4-7.

### Section 2 – Uniform Appearance and Grooming Standards

All members must be clean and neat in appearance when representing the organization in uniform. Men should be cleanly shaven and long hair which covers the collar shall be tied back with an appropriate hair tie.

### Section 3 – Membership Card and/or City Volunteer ID

The membership card or City of Norco volunteer card is/are the only Norco Mounted Posse equipment that may be carried by a member at all times.

#### Section 4 – Uniform Dress

The Class A (dress) uniform shall consist of the following

##### Class A (Dress Uniform)

Beige Long Sleeve Uniform Shirt

Associate Members will wear a forest green shirt long sleeve uniform shirt

Forest Green Uniform Trousers

White Straw Cowboy Hat

Forrest Green Tie

Gold Tie Bar (worn even with name plate)

Black or Brown Boots or Shoes

Black or Brown Sam Brown Belt

Gold nameplate (worn directly above right breast pocket seam, centered)

Norco Posse Badge

Norco Posse Patches (worn centered on each sleeve, 1” below the top seam)

Gold Calvary Sabers (worn on each side of the collar)

Officers will wear their appropriate rank insignia on each side of the collar

##### Class B (Work Uniform)

Beige Short Sleeve Uniform Shirt (open collared)

Associate Members will wear a forest green short sleeve uniform shirt (open collared)

Green Wrangler Jeans or

Green Forest Service Jeans or Uniform Pants

White Straw Cowboy Hat or Black Baseball Hat

Black or Brown Boots or Shoes

Norco Posse Badge

Gold Name Plate (centered above the top seam of the right breast pocket)

Norco Posse Patches (centered on each sleeve, 1” below the top seam)

Black or brown Sam Brown Duty Belt

Gold Calvary Sabers (worn on both sides of the collar)

Officers will wear their appropriate rank insignia on each side of the collar

##### Class C Uniform

Green Norco Mounted Posse Polo Shirt

Green Wrangler Jeans, or

Green Forest Service Jeans or Uniform Pants

White Straw Cowboy Hat or Black Baseball Hat

Black or Brown Boots or Shoes

##### Class D Summer Uniform

Beige Short Sleeve Uniform Shirt or

Teal Green Norco Posse Polo Shirt

Green Dickies Shorts Not to be altered

White Straw Cowboy Hat or Black Baseball Hat

Black or Brown Shoes

#### Section 5 – Duty Belt

The duty belt shall be Black Basket Weave, Black Nylon, or the Original Brown, Sam Brown duty belt.

#### Section 6 – Uniform Jacket

The uniform jacket shall be Sheriff Green with Norco Posse Cloth Badge, centered above the left breast pocket, and Norco Posse Patches centered on each sleeve, 1” below the shoulder seam.

#### Section 7 – Uniform Selection

The Norco Mounted Posse Uniform shall only be worn during authorized Posse functions. The Class of uniform worn will be the responsibility of the Master Sergeant, per Article VII, Section 4C.

#### Section 8 – Western Equipment

Regular members must have full western equipment. The equipment will be consistent with membership criteria.

#### Section 9 – Equestrian Equipment

Equestrian members shall possess equipment consistent with the guidelines of the Norco Mounted Posse which includes and is not limited to a sound horse, rope, saddle, and any other equipment necessary for the performance of their duties as prescribed by two-thirds (2/3) of the equestrian membership.

#### Section 10 - Baton

Member shall be entitled to wear the below listed types of batons, provided that they have been trained in their use, and possess a valid baton certification from the Bureau of Investigative Services. These batons include but are not limited to: (1) Straight Baton, (2) Expandable Straight Baton, (3) Side Handle Baton, (4) Expandable Side Handle Baton and (6) Mounted Police Baton.

#### Section 11 – Chemical Agents

Members shall be entitled to wear the below listed Chemical Agents, provided that they have been trained in their use, and possess a valid Chemical Agents Certification. The chemical agents include: Tear Gas and/or Pepper Spray.

#### Section 12 – Security Equipment-Authorization for Use

No member of the Norco Mounted Posse shall carry a firearm, tear gas, baton, handcuffs or other “Security Equipment” without express authorization of the Captain or his duly authorized representative. No member of the Norco Mounted Posse shall carry a firearm, tear gas, or baton without the appropriate license from the State of California. Noncompliance, for any reason, with this paragraph above, shall result in immediate dismissal from the Norco Mounted Posse. This applies to functions of the Norco Mounted Posse only.

## **ARTICLE X TRAINING**

#### Section 1 - Consumer Affairs Guard Card

Members must possess a valid Consumers Affairs Guard Registration Card and submit a copy of same to the Secretary for the member’s personnel file.

#### Section 2 - Consumer Affairs Firearms Card

Members may carry a valid Consumer Affairs Firearms Card. A copy of the card must be in the member’s personnel file. This training is optional and will not be paid for in any way by the Norco Mounted Posse. The Captain shall decide if, when and where the firearm is to be worn.



### Section 3 - First Aid & CPR

Members must possess a valid Standard First Aid and CPR card.

### Section 4 - Chemical Agent Certification

Members must possess a valid Chemical Agents Certification and submit a copy of same to the Secretary for the member's personnel file.

### Section 5 - Baton Certification

Members must possess a Baton Certification and submit a copy of same to the Secretary for the member's personnel file. Side Handle Baton is optional but may not to be used on horseback.

### Section 6 - Powers of Arrest

Members may possess a California PC § 832 (Powers of Arrest) certificate. While this course is optional, members are encouraged to take this course as part of their Consumer Affairs Guard Card additional training requirements.

### Section 7 – Requirement Deadlines

A new member must accomplish all of the above requirements within one (1) year after his/her acceptance by the General Membership.

### Section 8 – Training Requirements/Payment of

All training requirements will be provided by, and paid for by the Norco Mounted Posse after one (1) year.

## **ARTICLE XI COMMITTEES**

### Section 1 – Appointment

The Captain may appoint and authorize any standing or special committee(s) as is deemed necessary and consistent with the Bylaws. All committees will have at least three (3) members.

### Section 2 - Public Relations Officer

The Public Relations Officer will insure that the Organization's activities are reported promptly to the local newspapers in all ways to further the welfare of the Norco Mounted Posse. He/she will serve as host to guests and speakers and will provide the City of Norco a quarterly report on the activities of the Norco Mounted Posse.

### Section 3 - Parade Chairman

The Parade Chairman shall instruct all members in parade procedures such as distance, stops, and drills. He/she will also obtain the parade position number. He/she will be responsible for the matching of horses, correct uniform of members, cleanliness of horses, and proper equipment and will insure that all members are aware of their duties.

### Section 4 - Finance Committee

The Treasurer will be the chairman of the Finance Committee. The Captain will recruit two (2) additional members in the organization to serve on this committee. The Financial Committee will audit the books once each year and will report to the membership at the first meeting of the year of new officers.

#### Section 5 - Maintenance and Repair Committee

The Supply Sergeant will be the chairman of this committee. He/she will be in charge of all equipment returned. The Captain will recruit two (2) additional General Members to serve on this committee. The Maintenance and Repair Committee will conduct a yearly audit on equipment and supplies and identify those items which need repair or replacement and any other times which may be outstanding. All members shall be charged with the responsibility of keeping his/her own issued equipment repaired and clean.

#### Section 6 - Membership Committee

The Captain will recruit three (3) members to serve with the Second Lieutenant on this committee. They will conduct an interview and preliminary investigation into the applicant and the applicant's past for any criminal offenses. This committee will also be given the task to investigate equestrian applicants equipment for care and condition, noting the condition of his/her horse and its size in hands (14-3) minimum. They will act as mentors for each new prospective member and will assist the applicant in filling out his/her application through the time of purchasing his/her uniform. They will encourage recruitment of new applicants.

#### Section 7 - Search and Rescue Committee

The Captain will recruit three (3) members to serve with the First Lieutenant on this committee. This committee will be responsible for the scheduling, preparation and implementation of all necessary specialized training. This committee will make available any and all policies and procedures of the City of Norco, the Riverside County Sheriff's Dept. and the Norco Fire Department's emergency operations.

#### Section 8 - Rodeo Committee

The Rodeo Committee will be made up of members in good standing and under the direction of the Rodeo Chairperson. The Rodeo Committee will be responsible for the planning, organizing, staffing, directing, coordinating, reporting and budgeting of the annual rodeo. This includes but is not limited to securing contracts with the PRCA and Women's Professional Barrel Racing Association, the Rodeo Queen contest, and other contactors, vendors, etc. needed to have a successful event. The Rodeo Committee is also responsible for a final audit and evaluation of the rodeo and to implement a yearly budget for the following year's rodeo before current year's end.

### **ARTICLE XII PARLIAMENTARY AUTHORITY**

#### Section 1 – Authority

The rules contained in the current edition of Roberts Rules of Order newly Revised shall govern the Norco Mounted Posse in all cases to which are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Norco Mounted Posse may adopt.

## **ARTICLE XIII AMENDMENTS**

### Section 1 – Amendment of Bylaws

These bylaws may be amended at any regular meeting of the Norco Mounted Posse by a two-thirds vote of active members in good standing who are present, provided that the amendment has been submitted in writing at the previous meeting.

### Section 2 – Amendments Dated

AMENDED: FEBRUARY 11, 1971

DECEMBER 9, 1971

FEBRUARY 11, 1974

OCTOBER 14, 1976

DECEMBER 14, 1978

MARCH 14, 1985

NOVEMBER 12, 1992

AUGUST 19, 1993

MARCH 14, 2002

MARCH 20, 2008

REVISED: MARCH 8, 2011 (Revised in its entirety)

## **ARTICLE XIV – PERSONAL LIABILITY, INDEMNIFICATION AND INSURANCE**

### Section 1 – Liability of Members, Officers or Directors

No person who is now, or, who later becomes an officer, director, or serves in any other capacity of this organization shall be personally liable to the organization's creditors for any indebtedness or liability, and any and all creditors of this organization shall look only to the assets of this organization for payments.

### Section 2 – Indemnification and Insurance

- A. To the full extent permitted by law and in the manner provided by law, the organization may indemnify against liability and hold harmless any person who was or is a party to, or is threatened by pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative, by officer, employee, or agent, of the organization when serving in an official capacity on behalf of the Posse.
- B. The organization may pay expenses, including attorney fees, incurred in defending any action, suit or proceeding disposition of such action, suit or proceeding as authorized by the Board of Officers in any specific case and as permitted by law.

### Section 3 – Insurance

The organization will purchase and maintain insurance on behalf of any person who is or was a director, officer, employee or agent of the organization when serving in an official capacity on behalf of the organization.

## **ARTICLE XV DISSOLUTION**

### **Section 1- Distribution of Assets**

Upon the dissolution or winding up of the affairs of this association, the Board of Officers shall provide for the payment of all obligations. The remaining assets of this organization shall be distributed to the City of Norco or to a nonprofit fund, foundation or organization which is organized and operated exclusively for charitable purposes and which established its tax exempt status under Section 501(c)(3) of the Internal Revenue Code, and which is qualified for exemption from taxation under Section 23701(d) of the California Revenue and Taxation Code. The dispersing of any assets shall be determined by two-thirds (2/3) of the membership.

### **Section 2 – Prohibition Against Sharing Corporate Profits and Assets**

No member, officer, or other person connected with this Posse, or any other private individual shall be entitled to share in the distribution of, and shall not receive, any of the corporate assets on dissolution of the Posse. All members of the Posse shall be deemed to have expressly consented and agreed that on such dissolution or winding up of affairs of the Posse, whether voluntary or forced, the assets of the organization after all debts have been satisfied then remaining in the hands of the Board of Officers shall be distributed as required by the Article of Incorporation of this organization.

## **GLOSSARY**

### **NORCO MOUNTED POSSE**

An equestrian and ground philanthropist unit comprised of volunteers representing the City of Norco to assist the community of Norco and its local government entities.

### **BOARD OF OFFICERS**

Individuals elected to the civilian position of Captain, 1<sup>st</sup> Lieutenant, 2<sup>nd</sup> Lieutenant, Master Sergeant and Supply Sergeant. The Board of Officers will also include the Secretary and Treasurer who are appointed by the Captain.

### **VOLUNTEER**

Non-compensated individuals donating their service and time to the Norco Mounted Posse and the City of Norco.

### **PHILANTHROPY**

Altruistic concern for human welfare and advancement, usually manifested by donations of money, property, or work to needy persons.

### **MEMBER**

Member status is achieved once an applicant has successfully completed all paperwork, a background check, accepted by a vote of membership, and the completion of the six-month probationary period.

### **GOOD STANDING**

Members in good standing are active members whose dues are paid, who meet minimum participation requirements, and who have no disciplinary actions pending.

### **SUSPENSION**

Involuntary inactive status- Suspended members are precluded from attending all Posse functions.

### **MENTOR**

A member in good standing who is assigned by the Board of Directors to a prospective member to help acquaint the prospective member of the requirements for membership within the Norco Mounted Posse.

### **CITY SANCTIONED EVENT**

Any event or function including, but not limited to official meetings, trainings and deployments in which the Posse's participation is specifically authorized by the City of Norco and directed by the City Manager or his/her designee.

### **MAJORITY VOTE**

A majority vote will consist of more than half of the votes cast by the membership in attendance at any official meeting. Board votes require a majority of the entire Board of Officers.

## ATTACHMENTS