

# PRESCOTT CORRAL OF WESTERNERS INTERNATIONAL

## PROCEDURES

**NOTE:** Procedures are operational protocols that have been adopted by a vote of the Posse of Prescott Corral of Westerners. They are in effect until voided or revised by the Posse or by a vote of the majority of the Corral members at a regular meeting on any proposal presented and treated as an amendment to the Procedures Manual. Any change may only become effective commencing with the next fiscal year unless an earlier implementation date is recommended by the Posse and concurred with by a majority of Corral members at a regular meeting.

### **GENERAL:**

These Procedures, shall, at a minimum, be reviewed by the Posse each October for currency and for any modifications, additions, or deletions.

### **NON-SOLICITATION POLICY**

No person shall conduct any solicitation for any outside activity or organization at any function sponsored by the Corral unless the solicitation is approved in advance by the Sheriff. For the purpose of this policy “solicitation” includes, but is not limited to, verbal or written communication, raffle tickets, for-sale merchandise, circulars, handbills, or other kinds of literature.

### **POSSE**

The elected and appointed Officers plus the three active Immediate-Past Sheriffs of the Prescott Corral shall constitute the voting members of the Posse. All other Past Sheriffs, who are active in the Prescott Corral, shall be ex-officio members of the Posse without a vote. Their participation in Posse meetings is welcomed.

### **SHERIFF:**

1. The guest speaker and one guest are automatically provided complimentary meals on the date of their presentation, or substitute date as arranged with the Sheriff.
2. May approve, occasionally, additional complimentary meals for guests in concurrence with the Keeper of the Chips.
3. May approve, if deemed necessary, overnight hotel stay when the speaker has to travel a great distance. This should be done only if the speaker requests it and is limited to actual, reasonable expenses incurred.
4. Shall not approve a speaker honorarium unless prior approval is given by the Posse. Generally, the Posse does not approve an honorarium.
5. Is authorized to present speakers with an appropriate thank you gift.

## **FINANCIAL:**

1. Credit cards shall not be issued to the Posse or the Corral. All payments shall be made by check or cash and a receipt/invoice obtained for expenditures and reimbursement purposes, or by direct bank transfer.
2. Keeper of the Chips shall prepare and submit annually by May 15:
  - a. Filings required by the Arizona Corporation Commission
3. The Corral Audit Committee shall review compliance with IRS and Arizona reporting requirements.

## **OFFICERS**

At its annual meeting, the Prescott Corral shall elect from its general membership the following Officers: Deputy Sheriff (Sheriff-Elect), Keeper of the Chips, and Trail Boss. The duties of these Officers shall be as stated in the Bylaws.

Upon assuming office, the Sheriff shall appoint members of the Prescott Corral, subject to the approval of the Posse, to serve in the following capacities:

1. Historian. The Historian will record the presentations of each meeting and deliver the recordings to the Archivist at Sharlot Hall Museum for donation to its archives.
2. Swamper. The Swamper will assist the Keeper of the Chips. This appointment shall be made in consultation with the Keeper of the Chips.
3. Recorder of Marks and Brands. The Recorder of Marks and Brands will assist the Keeper of the Chips with respect to membership activities. They shall serve as Membership chairman, provide membership records, and report membership activities and status to the Prescott Corral.
4. Byteslinger. The byteslinger shall be responsible for establishing and maintaining the Corral website: [prescottcorral.org](http://prescottcorral.org).  
Duties shall include:
  - a. Ongoing maintenance of domain name registration and other services related to the operation of the domain.
  - b. Establishment of members' email addresses. This list is confidential and to be used for Corral purposes only.
  - c. Keep the information on the website current and accurate.
5. Inkslinger. The Inkslinger shall prepare the monthly Roundup. When completed, it shall be reviewed and approved by the Sheriff. The Inkslinger will email a pdf version of it to the Recorder of Marks and Brands (who will forward it to the printer with the membership mailing list) and to the byteslinger (who will post it on the Corral website).
6. Such other staff as is deemed necessary.

## **MEETINGS**

The Prescott Corral shall hold at least ten regular meetings annually. Notice of the meeting and information on the program and speaker will be published at least one week prior to each meeting.

1. Regular meetings shall be held on the first Thursday evening of each month unless otherwise ordered by the Sheriff.
2. Posse meetings will be called at the discretion of the Sheriff. The Sheriff shall serve as Chairman of the Posse and as Presiding Officer at all Posse and membership meetings. Written notice of any meeting of the Posse shall be published at least one week before the scheduled meeting.
3. All meetings shall be governed by accepted Robert's Rules of Order. A quorum for the transaction of business by Posse members shall be four members.
4. Study Sessions under the auspices of the Prescott Corral as well as special tours and site visitations, subject to advance discussion and approval of the leaders and itineraries by the Sheriff, shall be encouraged. Notice and information shall be provided to the membership.

## **NOMINATIONS AND ELECTIONS**

Nominations for office shall be the responsibility of a Nominating Committee. This committee shall be appointed by the Sheriff in September and be in consultation with Sheriff.

1. The Nominating Committee shall be carefully selected for knowledge of the Prescott Corral, its objectives and the responsibilities of each office.
  - a. Only members in good standing are eligible for nomination.
  - b. The Committee may interview candidates and investigate their qualifications.
  - c. The slate of nominees shall be presented by the Nominating Committee at the November meeting of the Prescott Corral.

These Procedures Approved September 7, 2023.