

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 Posse is the Prescott Corral’s Board of Directors, to include the elected Posse Officers, Posse Members and the three active Immediate-Past Sheriffs of the Prescott Corral. The Board of Directors 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 vote. Their participation in Posse meetings is welcomed.

The Posse is responsible for carrying out the purposes of the Prescott Corral as defined in the Bylaws and as follows:

1. Manage business transactions and set dues
2. Approve major plans of the organization
3. Review policies and act on reports
4. Review Bylaws annually and amend as needed
5. Approve the selection of all Posse members, including those presented to the Corral for election as Officers.
6. The Posse may at its discretion, grant a Life Membership in the Prescott Corral (without further payment of dues) to a long-term member in recognition of their established record of distinguished service and accomplishment over an extended period of time.
7. The Posse serves in an advisory capacity and may recommend new ideas and policies, discover problems and recommend action.

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, with additional duties as described:

SHERIFF:

1. The Sheriff shall be the presiding officer and shall have the power to assume the duties of president of the organization.
2. The Sheriff shall preside at all public functions of the Prescott Corral and be spokesman for the organization.
3. The Sheriff shall be responsible for developing overall plans, budgets and financial controls for approval by the Posse.
4. The Sheriff shall maintain liaison with Westerners International, A Foundation, Inc. This liaison with Westerners International may be through a representative of the Prescott Corral appointed by the Sheriff.
5. The Sheriff shall sign contracts and instruments of the Prescott Corral.
6. The Sheriff shall strive to achieve excellence in facilities, services, food and programs.
7. Upon assuming office, the Sheriff, subject to the approval of the Posse, shall select members of the Prescott Corral to serve in the following categories: Historian, Swamper, Recorder of Marks and Brands, Inkslinger, Director of Western History Symposium, Byteslinger, Magic Lantern Operator, and such other staff as is deemed necessary.
8. In September of each year, the Sheriff, Keeper of the Chips, Deputy Sheriff and Immediate Past-Sheriff of the Prescott Corral shall review the financial records of the Corral and report to the Posse by November 30th.
9. Shall prepare the agenda for the monthly Posse meetings.
10. Shall arrange the agenda for the monthly dinner meeting including the menu; the speaker and one guest; complimentary meals and overnight hotel stay (if speaker must travel a distance) and an appropriate thank you gift and necessary facility decorations.
 - a. 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.
 - b. May approve, occasionally, additional complimentary meals for guests in concurrence with the Keeper of the Chips.
 - c. With the approval of the Posse, 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.
 - d. Shall not approve a speaker honorarium unless prior approval is given by the Posse. Generally, the Posse does not approve an honorarium.

- e. Is authorized to present speakers with an appropriate thank you gift.
11. Each month shall submit to the Inkslinger: a brief summary of the presentation and a short biography of the speaker, the dinner menu, and their “Sheriff’s notes” for the upcoming Roundup.

DEPUTY SHERIFF

1. The Deputy Sheriff is the Sheriff-Elect and shall become Sheriff the year following their election as Deputy Sheriff or sooner if the office of Sheriff becomes vacant. The Deputy Sheriff shall assume the duties of the Sheriff in their absence and shall preside in their stead.
2. The Deputy Sheriff shall assist the Sheriff in making arrangements for meetings for the Prescott Corral.
3. The Deputy Sheriff shall arrange for the programs to be presented during the succeeding year when they assume the office of Sheriff.
4. The Deputy Sheriff, as requested by the Sheriff, shall exercise general coordination of the administrative affairs of the Prescott Corral. They shall provide assistance and guidance as deemed necessary by the Sheriff and Posse.

KEEPER OF THE CHIPS

1. Serve as secretary of the Prescott Corral. Keep minutes of Posse and special meetings.
2. Serve as treasurer of the Prescott Corral. Collect dues and all other monies due the Corral, pay all accounts as directed by the Sheriff, keep financial records and reports and prepare monthly financial statements for the Posse.
 - a. Two signatures shall be required on all Prescott Corral checks.
 - b. The authorized signatures of checks shall be the Sheriff, Deputy Sheriff and Keeper of the Chips.
3. Report all secretarial and treasurer activities periodically and annually.
4. Direct the activities of the Swampers.

TRAIL BOSS

1. Serve as Sergeant-at-arms at each meeting or public function and exercise general review of activities for conduct, appearance and quality of service. Keep order in the line to enter the dinner.
2. Provide meeting support, bring and install Prescott Corral banner at meetings, obtain books to be given away as door prizes at the monthly dinner meetings.

ADDITIONAL POSSE MEMBERS:

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 chairperson, provide membership records (this list is confidential and to be used for Corral purposes only), and report membership activities and status to the Prescott Corral.

SWAMPER

1. The Swamper will assist the Keeper of the Chips.
2. Check in members and guests as they arrive at the meeting. Distribute “Welcome” envelopes to guests.
3. Collect payment from those who have not prepaid.
4. Give dinner attendees the ticket for door prize.
5. At the end of the evening, count the money and give it and the attendance (check-in) sheets to the Treasurer.

ASSISTANT SWAMPERS

1. Greet guests at dinner meetings.
2. Sell the 50/50 tickets. Count the money and divide 50/50 for raffle.
3. Stuff and label the two envelopes (mailing and return envelope included) for the monthly Roundup. Alphabetize them and distribute to dinner attendees. Stamp those envelopes not picked up and mail to members.

RAMROD

1. Serves as the direct assistant to the Trail Boss.
2. Assumes the duties and responsibilities of the Trail Boss at Posse and Corral meetings when the Trail Boss is unable to attend.

WRANGLERS

1. Assist the various other Posse members, as needed.
2. Create and print members name badges and dinner place cards.
3. At the recommendation of the Sheriff, with approval of the Posse, trains as an assistant in the performance of the duties of a specific Posse position.
4. Upon demonstrating the ability to perform the tasks of a given Posse position, and with the approval of the Sheriff and Posse, a Wrangler may be temporarily assigned to perform the duties of a specific Posse member during that member’s absence.

INKSLINGER

1. As Roundup Editor, creates the Roundup for each month-obtain menu, program details (topic name, speaker, short summary of presentation, short speaker bio) and Sheriff’s notes from the Sheriff. Roundup must be created six weeks prior to the month it concerns.
2. Send draft of Roundup to the Sheriff for review. When approved, get copies of Roundup printed and folded.

3. Deliver to Assistant Swamper, no later than the weekend before the next dinner meeting, who will stuff and label into envelopes.
4. Send copy of Roundup to Byteslinger to place on the Corral website.
5. Email Roundups to speakers through to the end of the year of their presentation.

BYTESLINGER

1. Functions as webmaster (website administrator) for the Corral's website
 - a. Keep the information on the website current and accurate.
 - b. Ongoing maintenance of domain name registration and other services related to the operation of the domain.
2. Updates the information on the website monthly and as needed

MAGIC LANTERN OPERATOR

Supervise the setting up of equipment, screen, etc. as may be required by the speaker.

HISTORIAN

Record the presentations of each meeting and deliver the recordings to the Archivist at SHM for donations to its archives.

IMMEDIATE THREE PAST SHERIFFS

Assist the Posse, as needed

FINANCIAL POLICY

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.

MEETINGS

The Prescott Corral (members of the Prescott Westerners) 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.
3. An attempt shall be made to limit Posse meetings to 45-60 minutes in duration.
4. Discussion of Corral business can be conducted by the Posse via email. Voting can be conducted via email.
5. All meetings shall be governed by accepted Robert's Rules of Order. A quorum for the transaction of business by Posse members shall be half the total number of Posse members plus one.
6. 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.

Procedures amended February 17, 2026