

# Bylaws



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## **DEFINITIONS:**

### **1. BOARD OF OFFICERS**

Individuals elected to the civilian position of Captain and the Lieutenant appointed by the Captain, Sergeant, Secretary, and Treasurer as well as the Posse Coordinator will make up the Board of Officers.

### **2. CHINO MOUNTED POSSE**

An equestrian unit comprised of volunteers representing the Chino Police Department to assist the community of Chino and its local government entities.

### **3. 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 Chino and directed by the Chief of Police or his/her designee.

### **4. 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 three-fifths majority.

### **5. MEMBER**

Member status is achieved once the applicant has cleared the processing requirements, ~~has~~ successfully completed a background check, completed the six-month probationary period and is accepted by a vote of membership.

## **6. VOLUNTEER**

Non-compensated individuals donating their service and time. All Posse members are members of the City of Chino Volunteer Program.

## **7. POSSE PROGRAM LIAISONS AND COORDINATOR**

Sworn police officers are appointed by the Chief of Police to serve as liaisons between the Posse and the Police Department. All sworn officers will serve at the discretion of the Chief of Police.

## **8. SUSPENSION**

Involuntary inactive status- Suspended members are precluded from attending all Posse functions. Suspended members can regain active status through approval from the Board of Officers and the Posse Coordinator.

## **9. 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.

## **10. SPONSOR**

A member in good standing who is presenting a prospective member to the group. Prospective members that do not have sponsors will be assigned one by the Board.

## ARTICLE I. NAME

This organization shall be known as the Chino Mounted Posse (CMP) and referred to herein as Posse.

## ARTICLE II. MISSION, VISION AND PURPOSE

### A. Mission and Vision

The Chino Mounted Posse is committed to maintaining a position of support and good conduct in a manner consistent with the goals, values and expectations of the Chino Police Department. We value and practice the highest standards of community service and leadership.

The vision of the Posse is *Excellence in Equitation*.

### B. Purpose

Equestrian Unit: The Posse is a volunteer equestrian unit organized to:

- (1) Assist the community of Chino and its local governmental entities in emergency or disaster situations
- (2) Perform special mounted activities when called upon
- (3) Participate in community events and represent the City of Chino in parades and
- (4) Promote a sense of horsemanship, safety and general good will

Community Service: The Posse is a community service organization committed to providing aid and assistance to the community of Chino. This unit may respond to requests for assistance from local government entities and local organizations within the Chino community. While participating in city-sanctioned events, the Posse will function under the direction of the Chino Police Department.

Designated Area: The designated area of the Posse will be the City of Chino proper, as well as the open area surrounding the City limits. Members will become acquainted with all equestrian trail systems throughout the local area of responsibility, inclusive of state and local parks.

### **ARTICLE III. AUTHORITY AND CONTROL**

#### **A. Posse Coordinator**

The Posse will operate and function under the direction of all sworn officers according to rank structure.

#### **B. 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 Chino and the Chino Police Department. Member conduct will be consistent with the Mission Statement and Core Values of the Chino Police Department.

Each Posse member will:

1. Obey the commands of assigned officers while on duty
2. Be prompt to meetings, trainings and sanctioned events; and remain until officially dismissed
3. Respond to emergency deployments without delay and have their mounts and equipment ready at all times
4. Maintain proper conduct by not appearing at sanctioned events in a state-of- intoxication, nor consume alcoholic beverages or incapacitating drugs before or while in uniform or at such events.

#### **C. City Volunteer Service**

A member of the Posse serves at the discretion of the Chief of Police and may be removed by the Chief of Police without cause.

### **ARTICLE IV. MEMBERSHIP**

#### **A. Qualifications**

Members are required to be of good moral character and must be at least 21 years of age. Members must be willing to donate their time and efforts in the spirit of civic mindedness and good horsemanship. An active member, in good standing, must sponsor prospective members.



Prospective members are probationary for a minimum of six (6) months from the date of submitting the application(s) to being voted in as a full member.

Both mounted and non-mounted active members may vote.

(1) Prospective Members



Prospective members must attend at least three sanctioned training events and attend three monthly meetings. Prospective mounted members and their mount(s) will be requested to demonstrate their ability by passing a basic skills test. Mounted members must own or have access to a horse trailer.

The Posse Coordinator will notify the Board upon successful completion of a background check, 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 and a vote, will be taken. Acceptance of the prospective member will be decided by a majority vote of the membership present. Members must successfully pass a departmental background check, be sworn in by the Chief of Police, and complete a six-month probationary period.

(2) Mounted Members

A Chino Mounted Posse application form and a City Volunteer application-must be submitted. All additional documentation will comply with the current requirements of the Chino Police Department. The application will be submitted to the Posse Coordinator for review and processing.

(3) Non-Mounted Members

The qualifications for non-mounted status will be the same as those for mounted membership. Recognizing the need for participation of non-riders, members may apply for non-mounted membership status. Non-mounted members will not be required to prove their horsemanship ability unless, at a later date, the member requests mounted status.

B. Inactive Membership

In the event that any member in good standing becomes physically incapable of performing Mounted Posse duty or for any reason finds it necessary to apply for a leave of absence, he/she must submit a memorandum to the Posse Coordinator and become an inactive member or resign. Members may remain inactive for a period of six months to one year.

Dues will not be waived for inactive members.

If at any time the inactive member desires to be fully reinstated as an active member, he/she will receive priority consideration for active membership, and make the request for reinstatement to the Posse Coordinator in writing.

Inactive members are non-voting members. Upon their written request for inactive status, they will be required to surrender their badge, identification, and all equipment belonging to the Chino Mounted Posse as well as any item containing the CMP logo. At the time of reinstatement, items will be reissued and dues must be paid for the current year.

#### C. Honorary Membership

An honorary member shall be a member who is recognized for outstanding reputation and noteworthy contribution to the Posse. The honorary member may attend meetings but will not be able to hold office or vote. Honorary members will be excused from payment of dues and participation requirements. They must be approved by a majority vote of the membership present. The Chief of Police and the Mayor of the City of Chino will be honorary members of the Posse.

#### D. Dues

Annual membership dues will be \$36 due in January of each year. Dues are delinquent on the 1<sup>st</sup> of February and the member will be suspended. Upon nonpayment by March 1st, the member is terminated from the Posse and the Board may recommend to the Chief of Police that the member be removed from the Volunteer Program. All equipment must be surrendered at that time.

Annual dues for new members voted in after January will be prorated.

Inactive members will continue to pay dues at the rate of \$36 per year.

Dues will be utilized to provide operational funds for the Unit and may be expended at the discretion of the membership, by majority vote of those present.

#### E. Initiation Fee

Any required, nonrefundable, initiation fee will be determined and announced by the Board at an official meeting and take effect the first of the following month-

#### F. Limitations

Limitations of membership will be set by majority vote of the membership present.

#### G. Termination/Removal or Resignation

(1) Any member may be terminated from the Volunteer Program by the Chief of Police or their designee without cause.

(2) Members may be terminated from the Posse for cause. Such termination will require majority vote of the membership present.

(3) Probationary members may be terminated from the Posse, without cause, by majority vote of the membership present.

(4) A member may resign at any time from the Posse by submitting a resignation memorandum, 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, and all equipment belonging to the Chino Mounted Posse as well as any item containing the CMP logo.

#### H. Equipment

(1) Badges, identification, and proximity cards are the property of the Chino Police Department. Loss of these must be reported to the City of Chino-Chino Police Department immediately for security inactivation.

(2) All issued equipment or equipment purchased by the Posse is property of the City of Chino-Chino Police Department and shall not be loaned by the member. It must be relinquished upon request.

(3) Members are responsible for maintaining all issued equipment in good condition.

(4) Members are responsible for reimbursing the City of Chino-Chino Police Department the current purchase price for lost or damaged equipment due to negligence.

### **ARTICLE V. OFFICERS AND DUTIES**

#### A. Board of Officers

##### (1) Captain (Civilian)

Will preside over and direct the meetings and activities of the Posse. The Captain shall maintain an appropriate liaison with the Police Department Posse Coordinator.

##### (2) Lieutenant (Civilian)

Will act in the absence of the Captain and will perform assigned duties at the direction of the Captain. The Lieutenant will be the primary contact person for all Posse events.

##### (3) Sergeant (Civilian)

Will maintain an inventory and a roster of all Posse equipment. The Sergeant will be the contact person for all uniform and equipment matters. The Sergeant or his/her designee will also be



responsible for the inspection of members' appearance and uniform while participating in community functions.

(4) Secretary

Will keep all records of official meetings and record and distribute all proceedings in the form of minutes. The Secretary will maintain member records of hours of participation (sanctioned events) and required Certification status, reporting these to the City of Chino Volunteer Coordinator as required.

The Secretary, as its Chair, appoints the Membership Committee responsible for updating new member materials and formal orientation of new members to the Posse.

(5) Coordinator or designee

Will keep attendance records of all sanctioned events (meetings, trainings, deployments and rides designated as sanctioned).

(6) Treasurer

The Treasurer will collect membership dues and monies paid to the organization, handle all banking matters, and maintain all financial records. The Treasurer will be responsible for orchestrating the development, implementation, and adherence of an annual budget and will provide a financial report at each meeting.

B. Terms of Office and Election

(1) Board Officers

Members nominated for a board position must be in good standing, and have demonstrated this status for a 12-consecutive month period, to be considered for a board position. Those nominated for the position of Captain will appoint a nominee for Lieutenant as a running mate before the election. Board members will be voted in for a two-year term. Voting will take place yearly with the Captain and Secretary positions in even years and the Treasurer and Sergeant positions in odd years.

Board Officers shall serve for a term of two years.

(2) Committee

The Posse Coordinator will appoint a nomination/election committee of two members at the time of the October meeting. At that time, nominations will take place by secret ballot for the positions under consideration. The nomination committee will contact those nominated in order to confirm the nominee's intentions. The committee will generate a ballot and present it to the membership for an election at the November meeting. At that meeting, each candidate will present their interest in their nominated position prior to the vote.

(3) Elections

The elections will take place at the November meeting. Members will each be presented with a secret ballot. The Posse Coordinator and/or his/her designee(s) will count the completed ballots. The Posse Coordinator or his/her designee at the same meeting will announce results of the election. Ballots will be made available for member review at the request of any member. The newly elected Officers will take office effective on January first.

#### (4) Vacancies in Office

A vacancy in office will be filled by a majority vote of the Board at the next regularly scheduled Board meeting.

#### (5) Resignation or Removal

An Officer of the Board may resign in good standing with a 30-day notice and having recommended a suitable replacement. An Officer may be removed from office at any time, by a majority vote of the Board of Officers.

#### C. Posse 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 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 \$100 without membership approval.

#### D. Law Enforcement Coordinator/Liaison Officer

A sworn police officer, assigned by the Chief of Police or his/her designee, will serve as Coordinator and Liaison between the members of the Posse and the Police Department. The Coordinator/Liaison Officer will attend all meetings, assist in training and provide assistance as needed or requested by members of the Board of Officers.

### **ARTICLE VI. COMMITTEES**

The Captain may appoint and authorize any standing or special committee(s) as is deemed necessary and consistent with the Bylaws.

### **ARTICLE VII. MEETINGS**

The Posse shall hold regular monthly meetings as prescribed by the Bylaws.

#### **A. Regular Meeting**



Regular meetings will be held on the first Thursday of each month unless members are notified otherwise. Seven (7) members present will constitute an official meeting.

B. Special Meetings

An Officer of the Board may call special meetings when necessary.

C. Open Meetings

All meetings, unless otherwise noted, shall be “open meetings”, which may be attended by prospective members or guests.

D. Attendance

All members are required to attend monthly meetings or be fully accountable for reading the minutes and taking the actions required.

**ARTICLE VIII. EVENTS**

A. Participation

The Posse will schedule monthly events inclusive of rides, parades, mock search and rescues, and training. Any member who fails to participate in a minimum of 100 hours per year will be subject to dismissal from the Posse. Recommendation for said dismissal shall be made by an Officer of the Board and will require a majority vote of the membership.

B. Mandatory or Emergency Events

All members are required to make themselves available in the event of an emergency, and to provide their services to the City of Chino. If a member fails to respond to an emergency or mandatory situation, a valid excuse will be required. The circumstances will be presented to the Board of Officers for review. Members who consecutively miss two mandatory or emergency events may be subject to dismissal.

C. Sanctioned Events

Mounted members shall not participate in any function sanctioned by the Chief of Police of the City of Chino unless said member and mount have been certified by the appropriate instructor and have been favorably recommended for the event by the Posse Coordinator.

#### D. Responsibility

The Posse's participation in City sanctioned events and the individual behavior of members remains the responsibility of the Chino Police Department, which will be enforced by the Posse Coordinator.

### **ARTICLE IX. TRAINING**

#### A. General

All members will be trained according to the guidelines set forth by the Posse Coordinator. They will maintain a valid First Aid and CPR cards in accordance with the policy of the Chino Police Department. Members must familiarize themselves with the policies and procedures of the Chino Police Department affecting the existence and operations of the Posse. Qualified personnel will provide other training, such as search and rescue.

#### B. Certification

Upon successful completion of specialized training, members will be tested and certified by the appropriate instructor. A copy of the certification, to include the member and mount, will be placed in the member's training file in Police Administration.

Once the specific training is completed, the member may be qualified to represent the City of Chino in sanctioned events, following favorable recommendation by the Posse Coordinator.

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

### **ARTICLE X. INDEMNIFICATION**

#### A. Insurance

The Board of Officers may request the City of Chino to extend Workers' Compensation benefits to members of the Chino Mounted Posse when representing the City of Chino. Members shall maintain insurance on their vehicles and horse trailers as required by State Law, and, if desired, on their mount(s).

#### B. Litigation

The Board of Officers may request the City of Chino to indemnify any member of the Posse for expenses actually and necessarily incurred in connection with litigation arising from participation in any event sanctioned by the City of Chino.

### **ARTICLE XI. APPROVAL OF BYLAWS**

These Bylaws became effective by an affirmative majority vote of the membership in 1991. The Bylaws shall be reviewed annually and revised as necessary.

**ARTICLE XII. PARLIAMENTARY AUTHORITY**

These Bylaws may be amended by affirmative vote of a majority of the active members attending.



**AMENDMENTS:**

5/92

Article III, Section D, Dues

9/92

Article IV, Section (4), Secretary  
Article IV, Section (5), Treasurer

9/93

Definition of Majority Vote  
Article VI, Section A. Regular Meetings

3/96

Definitions: City Sanctioned Event, Member, Volunteer, Probation, Posse Coordinator

Article II, A. Equestrian Unit, B. Community Service

Article III, Authority and Control (added)

Article IV-XIII - Changed sequentially  
Article IV, (1), Membership (Mounted), (B) Inactive, (D) Dues, (G) Probationary Period,  
(H) Termination/Removal - Resignation (added), (I) Equipment (added)  
Article V, A. (1) Captain, (5) Treasurer, B. (1) Terms, (5) Resignation or Removal, C.  
Posse Representation/Expenditures, D. Law Enforcement Coordinator

Article VII, A. Meetings

Article VIII, A. Participation, C. Sanctioned Events, D. Responsibility

Article IX, B. Certification (1) (2) (3)

3/97 Article IV, Membership, (D) Dues

3/98  
Article IV, Membership, (D) D

4/99

Definitions, 7.

Article III, Authority and Control, A Posse Manager, Coordinator & Advisor

Article IV, Membership, second paragraph (may to will), third paragraph  
(probationary period)

Article VII, Meetings, A. Regular meetings (second to first Thursday)

1/03

Article IV, A Qualifications First paragraph (recruiting measures)

Article IV, H Equipment (1) Property of the city of Chino

Article IX, B Certification (2) 2<sup>nd</sup> sentence –Chief of Police + Posse Manger

2/03

Definitions

4. Majority Vote (3/4 to 51% at any official meeting)

5. Member (sworn in – background check)

7. Posse Manager, Coordinator and Advisor (Identified by rank Lt., Sgt. and  
Cpl.)

8. Suspension (Added)

9. Good standing (Added)

10. Sponsor (Added)

Article I

A. Equestrian Unit (first sentence Volunteer)

Article III

B. Rules and Regulations (- Posse Manual + Posse Bylaws)

Article IV Membership

H. (4) Equipment (+negligence)

Article V Officers and

(2) Lieutenant (Duties)

(4) Secretary (Meeting attendance)

(3) Sergeant (Duties)

(5) Treasure (Duties)

Article VI

B. Terms of Officers and Elections

(1) Board of Officers (New structure of Board)

(2) Committee (New structure of Committee)

(3) Elections (-place designated by Capitan + Board to take office on Jan.  
1<sup>st</sup>)

**01/2009**

DEFINITIONS

1. BOARD OF OFFICERS
2. CHINO MOUNTED POSSE
3. CITY SANCTIONED EVENT
5. MEMBER
6. VOLUNTEER

ARTICLE I. NAME

ARTICLE II. MISSION, VISION AND PURPOSE

- A. Mission and Vision
- B. Purpose

ARTICLE III. AUTHORITY AND CONTROL

- B. Rules and Regulations
- B. City Volunteer Service

ARTICLE IV. MEMBERSHIP

- A. Qualifications
  - (1) Prospective Members
  - (2) Mounted Members



- (4) Non-Mounted Members
- B. Inactive Membership
- C. Honorary Membership
- D. Dues
- E. Initiation Fee
- G. Termination/Removal or Resignation
  - (1) (2) (3) (4)
- H. Equipment
  - (1) (2) (4)

#### ARTICLE V. OFFICERS AND DUTIES

- A. Board of Officers
  - (3) Sergeant
  - (4) Secretary
  - (5) Coordinator
  
- B. Terms of Office and Election
  - (1) Board Officers
  - (2) Committee
  - (3) Elections
  - (4) Vacancies in Office
  - (5) Resignation or Removal

#### ARTICLE VII. MEETINGS

- C. Open Meetings
- D. Attendance

#### ARTICLE VIII. EVENTS

- A. Participation
- C. Sanctioned Events
- D. Responsibility

#### ARTICLE IX. TRAINING

- A. General
- B. Certification

#### ARTICLE X. INDEMNIFICATION

- A. Insurance

#### ARTICLE XI. APPROVAL OF BYLAWS

#### ARTICLE XII. PARLIAMENTARY AUTHORITY

**2/2009**

#### ARTICLE VIII. EVENTS

- A. Participation (changed from 20 events per year to 100 hours per year)

**5/2009**

ARTICLE IV. MEMBERSHIP

D. Dues (changed from \$60 to \$36)