ARTICLE I. NAME

The name of this organization shall be CABALLEROS de YUMA, INC., hereinafter referred to as "CABALLEROS."

ARTICLE II. PURPOSE

The purpose of this organization is to foster and promote the City and County of Yuma, sponsor events which will publicize the community of Yuma and attract attention thereto and to work in all manner and ways to make Yuma and Yuma County better places in which to live. All activities of this organization shall be non-partisan, non-political and non-sectarian.

ARTICLE III. MEMBERSHIP

Section A. Classification of Membership

Membership in the CABALLEROS shall be divided into the following:

Active
Active Life
Life
Section B  Active

1. Qualifications for Membership

   a. Initial membership into CABALLEROS shall be as an Active member. A nominee for membership shall be a person who:

         (1) has expressed a willingness and desire to work for the continued development of Yuma as an outstanding community,
         (2) has sufficient time to devote to the organization and its endeavors,
         (3) is compatible with the membership,
         (4) is able to meet the financial obligations of the membership, and
         (5) whose accomplishments are demonstrative of capabilities.

2. Procedure for Active Membership

   a. Any Active Life member in good standing or any Active Member with 18 months of membership and in good standing may sponsor or co-sponsor a person for membership by completing a membership proposal form in full and presenting the form to Consejo via the membership chairman. The sponsor must be present at both the 1st and 2nd readings. If the sponsor is unable to attend the reading will be postponed to the next attended meeting. All matters of proposed membership are to be held in the strictest of confidence until the process is final.

3. Procedure for Election to Membership

   a. Following discussion, after the second reading, the Active and Active Life members shall vote by secret ballot on the nominee. The nominee will be selected for membership when at least 75% of the votes cast (Active and Active Life members only) is positive. Any fraction will be rounded to the next higher number (21.125 - 22). An abstention will not be counted as a vote. A nominee for membership who has failed to obtain the required votes may not be resubmitted for a period of six (6) months.

4. Rights and Responsibilities
a. Active members shall have the right to make and second motions from the floor at any regular meeting, vote on all membership nominations except as otherwise specified, vote on all officers except as otherwise specified, vote on all bylaws changes, hold any Active Consejo office, express opinions at any meeting without fear of reprisal or ridicule and wear all authorized uniforms.

b. Active member responsibilities as outlined in the Membership Pledge (Article IV) and reemphasized here are the foundations structure of our entire organization. The first three paragraphs of the pledge contain the member’s commitment to service and promise to do their share of the work assignments at major functions. It is the member’s absolute responsibility to work each major event and meet work schedules as established by the committee chairman, unless excused by Consejo. Members also agree to attend all regular and special meetings unless otherwise excused by Consejo with no more than two (2) unexcused or a total of six (6) absences will be allowed in any twelve (12) month period. Each member must participate as a member on at least one committee unless excused by El Presidente. All debts owed to Caballeros should be paid within sixty (60) days of the billing, and a Caballero should always conduct oneself in such a manner so as to reflect favorably on the organization and its membership.

Section C. Active Life

1. Active Life membership is an extension of Active membership.

   a. Qualifications for Membership
      An Active member for seven (7) years and has accumulated the minimum points required for award of the Achievement Plaque and is current with all responsibilities and requirements.


   c. Rights and Responsibilities
      (1) Active Life members shall have the same rights as Active members except they may not hold an Active Consejo office.

      (2) Active Life members shall have the same responsibilities as outlined in Article III, Section B.4.b. except as follows: Attendance requirements are the same except Active Life member shall be required to attend only 75% of the regular meetings during the Consejo year to attain perfect attendance. The work schedule requirement is reemphasized.
Section D. Life

1. Life membership is an extension of Active Life membership.

   a. Qualifications for Membership

      (1) Has been an Active and/or Active Life member for ten (10) years.

      (2) Been awarded the Gold Bull's Head and is current with all responsibilities and requirements.


   c. Rights and Responsibilities

      (1) Life members shall have the same rights as an Active Life member except they may not hold Consejo office and may not vote on bylaws changes, membership or officer elections.

      (2) Life members shall have the same responsibilities as Active Life members except there are no attendance, work, or committee requirements. If a Life member seeks a committee head or assignment, appropriate attendance is expected.

Section E. Military

1. It is recognized that members in this category do not always have control of their time therefore the attendance and participation requirements do not apply to military members. The appropriate base commander should be consulted on all nominations. Otherwise the procedure for Military membership shall be the same for Active membership.

2. Rights and responsibilities (except as noted here in and above) are the same as active members except they may not vote on membership, officers or bylaws changes or hold the head committee chairmanships.

Section F. Honorary

1. Qualification for Membership

   A candidate for Honorary membership shall be an individual demonstrating outstanding qualities and performance who could not otherwise become a member of CABALLEROS.

2. Procedure for Membership
An Active or Active Life member may propose a person for Honorary membership by submitting a completed proposal form to the Consejo. The procedure for election of Honorary members shall be the same as for Active members. Upon initial election, the selectee shall be so advised by El Presidente and the sponsor who shall explain the organization and determine if the selectee wishes to accept membership.

3. Rights and Responsibilities

Honorary members’ participation in CABALLEROS activities shall be by special invitation of El Presidente.

4. Full-Time Employees

Full-Time Employees are considered Honorary members.

Section G. Ex-Officio Members

1. Qualification for Membership

By written invitation from El Presidente, with the consent of Consejo, the following individuals shall be Ex-Officio members: the Base Commander of Yuma Proving Ground and the Base Commander of the Marine Corps Air Station and such others as from time to time El Presidente directs shall be Ex-Officio members of CABALLEROS. Ex-Officio members may also include active duty military.

2. Rights and Responsibilities

a. Ex-Officio members shall have the same rights as Active members except they may not vote on membership, officers or bylaws changes or hold committee chairmanships.

b. Ex-Officio members are not required to attend all meetings but are encouraged to do so. They are authorized to own and wear all uniforms except the dress uniform.

Section H. Leaves

1. Leave of Absence

When any Active member feels the need to request a leave of absence for a period of time, that request will be made in writing to Consejo. The request should not be for more than one (1) year at a time and any extension should be requested in writing prior to the one year expiring. Upon approval by Consejo by a majority vote, the applicant shall
be granted a leave of absence as requested not to exceed one (1) year. While on such status, the member's name will be removed from the normal roster and placed on a leave list. Normal rights and responsibilities are therefore suspended, but the member is welcome at meetings or work parties by invitation of El Presidente. During the leave period, the member must remain current with all dues and bills with CABALLEROS. Upon expiration of the leave period, the member may apply in writing for reinstatement as an Active member. If the application is approved by a majority vote of Consejo, the member resumes the appropriate status. Failure to make written application for reinstatement or extension of leave will be grounds for termination. Disapproval of an application must be based on evidence of misconduct, misbehavior or lack of interest in the organization which may be cause for termination of membership, and upon such disapproval the procedures in Article XIII, Section B. 2. shall apply.

2. Sick Leave

When Consejo becomes aware that any member is temporarily incapacitated due to illness, and this incapacitation necessitates that individual being absent from at least two (2) successive regular/special meetings, Consejo may, at its discretion, list that individual on sick leave status. Such status does not affect the member's attendance record, except that the individual will not be considered for perfect attendance.

Section I. Departure, Re-entry and Reversion

1. Departure

Provisions for voluntary termination and termination for cause are contained in Article XIII. A member who leaves the organization in good standing will be placed in one of three categories listed below. These categories will determine the individual's re-entry rights and participation in future activities.

2. Categories

a. Category 1. – Military, Ex-Officio

b. Category 2. - Active

c. Category 3. - Active Life, Life

3. Re-entry: The individual's membership category on departure will determine the category into which the departing member will be placed.

a. Category 1. Military, Ex-Officio
(1) Must be proposed in the normal manner by an Active or Active Life member.

(2) May be invited by El Presidente to any meeting or function.

b. Category 2. Active

(1) May apply for re-entry in writing.
(2) Will be read and voted on the same night unless a majority of those present at Consejo or the General Meeting vote to delay one month. The voting procedure will be the normal manner for Active membership.
(3) May be invited by El Presidente to any meeting or function.

c. Category 3. Active Life, Life

(1) Upon application the individual will be added to the status for which previously qualified.
(2) Individual may attend any two functions per year or be invited by El Presidente to any function without re-entry being required.

4. Reversion

a. A Life member may return to Active Life status by notifying Consejo in writing.

b. An Active Life or Life member may return to Active status by notifying Consejo in writing.

ARTICLE IV. MEMBERSHIP PLEDGE

Upon meeting all conditions of membership, each new member shall take the following pledge:

"I pledge myself to aid my community through the work of the Caballeros, and to this end I also pledge my efforts and time to further the objectives of the CABALLEROS de YUMA, INC.

"I agree to work earnestly and not to shirk my share of the work of the organization when called upon and to cheerfully devote myself to the success of this body without thought of personal gain.

"To the best of my ability, I agree to attend the meetings of CABALLEROS and to abide by the wishes of the majority of my fellow members so that all may work in unity.

"Finally, I believe in the future of Yuma, and I desire to do my part in achieving its continued success as an outstanding community."
ARTICLE V.  BOARD OF DIRECTORS - CONSEJO

The business and affairs of this organization shall be conducted by a board of directors of thirteen (13) members who shall be known as CONSEJO. Consejo shall consist of the officers named herein, plus two (2) Active Consejo members and three (3) Active Life Consejo members chosen at large as well as the immediate past El Presidente. Consejo shall sit as an executive committee, pass upon matters in the event of an emergency and make recommendations to the membership. Consejo shall insure that adequate financial records are maintained and that the annual financial report is prepared and presented to the membership. Consejo may, if deemed necessary, authorize an audit or review conducted by a CPA in accordance with generally accepted accounting principles. Consejo shall approve or disapprove all new membership proposals for completeness and proper form. Consejo, within the bylaws limitations, shall also counsel and/or advise individual members when they are not fulfilling their responsibilities and take appropriate action. Consejo members shall be required to attend all Consejo meetings unless excused by El Presidente, and they shall have no more than three (3) excused absences during their term of office. If more than three absences occur in a Consejo member’s term of office, El Presidente shall with the advice and consent of Consejo replace the member as provided in these bylaws under Article VII, Section C. It shall be the obligation and responsibility of Consejo to enforce these bylaws.

ARTICLE VI.  OFFICERS

The officers of CABALLEROS, elected from the Active members, shall be as follows:

Section A.  President

The president shall be known as EL PRESIDENTE. Duties and responsibilities shall include but not be limited to the following:

1. Preside at all meetings of CABALLEROS and Consejo.

2. Serve as the official head and public spokesman of CABALLEROS.

3. Establish the agenda for all regular and special meetings.

4. Appoint all committee chairmen and members of special committees.
5. Serve as an ex-officio member of all committees except the nominating committee.

6. Keep Consejo advised of all business pertinent to CABALLEROS.

7. If invited shall serve as a member of the Board of Directors of the Chamber.

8. Counsel and/or advise individual members when they are not fulfilling their responsibilities, as set out in the bylaws, and take appropriate action.

9. El Presidente has the authority to suspend any portion of the bylaws for a maximum of 45 days with the consent of a 75% majority vote of Consejo. If the issue is not resolved, continued suspension of applicable bylaws shall be voted on by the Active and Active Life membership and passed by a 75% majority.

10. Receive recommendations of committee chairmen to award points for their members; points awarded to Consejo members and committee chairmen will be determined by El Presidente.

11. Authorize checks to pay accounts payable.

Section B. First Vice President
The first vice president shall be known as COMANDANTE. Duties and responsibilities shall include but not be limited to the following:

1. Assume the responsibilities and preside at any meetings of CABALLEROS in the absence of El Presidente.

2. Serve as El Presidente's primary assistant to counsel and/or advise individual members when they are not fulfilling their responsibilities, as set out in the bylaws.

3. Insure that individual achievement point records are maintained and updated in May of each year.


5. Oversee the vote counting and election ballots.


Section C. Second Vice President
The second vice president shall be known as CAPORAL. Duties and responsibilities shall include but not be limited to the following:
1. Assume the responsibilities and preside at all meetings of CABALLEROS in the absence of El Presidente and Comandante.

2. Serve as chairman of entertainment and social activities.


Section D. Secretary
The secretary shall be known as SECRETARIO. Duties and responsibilities shall include but not be limited to the following:

1. Serve as the official secretary of CABALLEROS.

2. Maintain a record of the proceedings of all regular and special meetings of both Consejo and the general membership.

3. Distribute or cause to be distributed the minutes to the membership before the next regular meeting.

4. Prepare and handle all correspondence for CABALLEROS.

5. Report to Consejo.

Section E. Treasurer
The treasurer shall be known as CONTRADOR. Duties and responsibilities shall include but not be limited to the following:

1. Record and maintain an accurate accounting of all income and expenditures of CABALLEROS.

2. Report to Consejo and the membership financial status of the organization.

3. Report to Consejo and El Presidente the names of those members who have not paid dues and assessments as provided in the bylaws.

4. Have an annual review of the financial records by the financial management committee.

5. Oversee all financial activities.


Section F. Sergeant-at-Arms
The sergeant-at-arms shall be known as EL TORO GRANDE. Duties and responsibilities shall include but not be limited to the following:
1. Function as the sergeant-at-arms at all meetings of CABALLEROS and Consejo.

2. Collect fines for disorderly conduct during meetings.

3. Be responsible for the control and inventory of the organization's physical assets.

4. Report to Consejo.

Section G. Chaplain

The chaplain shall be known as PADRE. Duties and responsibilities shall include but not be limited to the following:

1. Act as chaplain of CABALLEROS.

2. Send flowers and/or other remembrances in accordance with current policies.

1. Report to Consejo.

ARTICLE VII. ELECTION OF CONSEJO

Section A. Consejo

All members of Active Consejo shall be elected annually by Active and Active Life members and shall serve for a term of one (1) year July 1st through June 30th of the following year. The nominating committee shall present a slate of candidates with at least 12 months membership in March for all Active Consejo offices, except El Presidente. The election of Active Consejo members, except El Presidente, shall be in April of each year. The nominating committee shall, in December of each year, select from the membership candidates for the office of El Presidente. The election shall take place at the regular meeting in January, and the successful candidate shall hold the office of El Presidente Elect through June 30th. All Active members are eligible for election to Active Consejo. Voting for Active Consejo shall be by secret ballot. The nominees receiving a majority of ballots cast will be elected.

Section B. Active Life Consejo

The Active Life members of Consejo shall be elected by Active Life members at the time and in the same manner as Active Consejo.

Section C. Vacancy

A vacancy in Consejo shall be filled by election at any regular CABALLEROS meeting. A vacancy may be filled at a special meeting with notice of such election to be given at least ten (10) days before such meeting. The person elected shall serve the unexpired
term of the member replaced. A vacancy of an Active Life Consejo member shall be filled by an Active Life member elected by Active Life members.

ARTICLE VIII. MEETINGS

Section A. Consejo Meeting
Consejo shall meet at regular periods with a minimum of one (1) meeting each month. These meetings are open to all members.

Section B. CABALLEROS Meeting
The organization shall meet at regular periods, normally once a month, upon the call of El Presidente or upon call by a majority of Consejo.

Section C. Committee Meetings
Committees shall meet as necessary to carry out their responsibilities. Committee meetings may be called by the chairman or by El Presidente.

Section D. Rules of Order
All meetings of this organization shall be conducted in accordance with Roberts Rules of Order (Revised).

Section E. Quorum
Fifty-five percent (55%) of the Active Membership must be present to constitute a quorum at regular and special meetings.

ARTICLE IX. COMMITTEES
El Presidente shall authorize and define the powers and duties of all standing and special committees of the organization. Only Active, Active Life or Life members may be appointed as a committee chairman. All committee chairman's terms shall be concurrent with the fiscal year unless otherwise specified. Committee chairmen shall be selected by El Presidente. Each committee chairman shall prepare a budget for his committee's activities pursuant to Article XI, Section C. Any committee chairman not performing his duties in an acceptable manner may be removed by El Presidente.

ARTICLE X. UNIFORMS
Official CABALLEROS uniforms are a distinct trademark of this organization. The ownership and wearing of these uniforms shall be recognized as a privilege earned with membership. ONLY members of the CABALLEROS and their spouses may wear them. Uniforms may only be worn at functions specified by El Presidente. All Active and Active Life members are required to have and maintain these uniforms as designated in the Policies and Procedures. Military members are required to purchase and maintain all uniforms except the dress uniform. Ex-Officio members are not required to purchase uniforms but are encouraged to purchase and
maintain the same uniforms as Military members. Honorary members and spouses of CABALLEROS are allowed to own and wear the Limited Volunteer Uniform. Uniforms for specific events will be designated by El Presidente or his designee. Members are required to order the social and work uniforms within sixty (60) days of taking the membership oath.

ARTICLE XI. FINANCES
Section A. Fiscal Year
The fiscal year shall commence on July 1st and extend through June 30th of the following year.

Section B. Dues
Each Active, Active Life and Military member shall pay into the treasury annual dues in the amount set by Consejo with the approval of the membership. All members shall pay an annual social fee. All dues, social fees and fines received by the organization shall constitute a general fund.

Section C. Budget
Each committee chairman shall prepare a budget for the committee's activities. All budgets which anticipate expenditures of CABALLEROS' funds shall be approved by Consejo.

Section D. Expenditures
Requests for expenditures of CABALLEROS' funds which are not from a committee must be considered by Consejo with parameters specified in Policies and Procedures. Requests for funds above the specified amounts will be submitted to the general membership for approval.

Section E. Annual Financial Report
The finance committee will annually review the financial records of the organization. A report thereof shall be presented to the membership. Consejo may, if deemed necessary, authorize a compilation, review or audit to be conducted by a CPA.

ARTICLE XII. MERITORIOUS RECOGNITION
Section A. General
Recognition of service to the community through participation in the CABALLEROS shall be made by special award. Such awards shall be determined by El Presidente. The Meritorious Recognition awards will be presented at the annual meeting by El Presidente or designee.

Section B. Caballero Treinta
In recognition of 30 years service as a CABALLERO (i.e., Active, Active Life, Life, Military and Ex-officio time counts toward total years service). This special status will be bestowed on an individual at the annual meeting following the member's 30th anniversary. This is not
a membership classification but rather is a membership award. All rights remain the same as outlined in Article III. All responsibilities remain the same as in Article III except all dues are waived. A special badge will be issued which reads "CABALLERO TREINTA" and is to be worn the same as badges of office.

ARTICLE XIII. TERMINATION OF MEMBERSHIP

Section A. Voluntary Termination
Any member in good standing may tender his resignation in writing to Consejo.

Section B. Termination for Cause

1. Membership in CABALLEROS may be terminated for cause for any of the following reasons:

   a. When any member misses more meetings than allowed for by the bylaws. Sick Leave status is a special category authorized and shall not be considered as an absence.

   b. When any member's conduct reflects unfavorably upon the organization or its membership.

   c. When payment of bills owed to the CABALLEROS as stated in these bylaws exceeds the sixty (60) day limitation as provided.

   d. When a member does not meet the responsibilities as outlined in Article III, Section B.4.b., that member will be called before Consejo to give rationale and/or justification. Consejo will then put the member on one (1) year probation. Consejo will review the probationer on a quarterly basis with mandatory termination if the member is found non-compliant to the terms of probation during any quarter. During the probationary period, the member must satisfy the current year’s responsibilities and rectify the pervious year's deficiencies with additional work as approved by Consejo. If this is not accomplished then Consejo may refer the member to the general membership in accordance with the procedure in Article XIII, Section B.2.

2. Procedure

Any allegation(s) of misconduct or behavior, which may be cause for termination of membership, shall be brought to the attention of Consejo. Consejo shall immediately initiate an investigation which shall include written notification of the allegation(s) to the charged member.
The charged member shall be afforded the opportunity to appear before Consejo to present evidence. If a majority of Consejo determines that the allegation(s) are not supported by the evidence or there are matters of extenuation or mitigation, the allegation(s) shall be dropped and the charged member shall be notified immediately. In the event a majority of Consejo determines the allegation(s) are supported by the evidence and there is no viable matter of extenuation or mitigation, the charged member shall be notified in writing within ten (10) days. El Presidente shall then present the allegation(s) and evidence at the next regular meeting following the next regular Consejo meeting. A general discussion shall be held, and the charged member shall be afforded the opportunity to appear and present evidence. Following discussion, the appropriate voting membership present shall vote by secret ballot on termination of membership for cause. A two-thirds (2/3) majority vote shall be required for termination. If less than a two-thirds (2/3) majority vote for termination results, the charges shall be dropped and the member exonerated.

ARTICLE XIV. REQUIREMENT ON DISSOLUTION

Upon dissolution of this corporation, any assets remaining after the payment of all liabilities shall be distributed for a charitable purpose, as set forth in Section 501(c)(3) of the Internal Revenue Code of 1954, as amended.

ARTICLE XV. POLICIES AND PROCEDURES

Section A. Existing
Existing policies and procedures of CABALLEROS shall be prepared and maintained in written form and made available to all members.

Section B. Additions
Additions, deletions or modifications of policies and procedures may be made by a two-thirds (2/3) majority vote of Consejo and shall be effective upon ratification by a majority vote of the general membership.

Section C.

All members, other than Honorary and Retired members, shall be familiar with current policies and procedures for CABALLEROS and shall abide thereby.

ARTICLE XVI. AMENDMENTS TO BYLAWS
The foregoing bylaws may be amended or revised at any regular or special meeting of the organization by a two-thirds (2/3) majority vote of the Active and Active Life members present, provided that a copy of the proposed amendment or change to the bylaws was mailed or delivered to each voting member at least two (2) weeks prior to voting.