Policies and Procedures
Caballeros de Yuma, Inc

Established 5/11/94

5/8/96 Amended 5-11-16 Amended
3/8/00 amended 3-15-17 Amended
5/9/01 Amended 10-11-17 Amended
4/9/03 Amended 10-12-18 Amended
4/9/08 Amended 1-9-19 Amended
01/14/09 Amended 2-13-19 Amended
5/8/13 Amended 10-14-20 Amended
5/13/15 Amended

PURPOSE OF MANUAL:

This manual has been compiled for the use of the membership with the following purposes in mind:

A. To provide a compilation of policies and procedures to the membership.
B. To provide information about the structure and function of the CABALLEROS.
C. To give guidance to the members concerning organization and function of the CABALLEROS.
D. To furnish information to the membership concerning standing and special committees and to aid the chairmen of committees in performing assigned duties.
E. Any conflicts with this document and Bylaws, the Bylaws always take precedence.

Policies and Procedures

1. CONFIDENTIALITY:

It is extremely important that all activities of CABALLEROS regarding finances, membership and other sensitive matters remain within the CABALLEROS membership.

2. CONFLICT OF INTEREST AND ETHICS POLICY

GENERAL PHILOSOPHY AND OVERVIEW

The honesty, integrity, and sound judgement of our officers, members and employees is essential to Caballeros de Yuma’s reputation and success. Our reputation depends on the conduct of all of the organization’s representatives. Every officer, member, and employee of the organization must play a part in maintaining our reputation for the highest ethical standards.

In order to engender confidence in independence of judgment and action, every representative of the Caballeros de Yuma must scrupulously avoid any conflict of interest or even an appearance of a conflict that might arise because of economic or personal self-interest. Therefore, each officer, member and employee must conduct himself or herself in a manner that does not bring discredit to or impair the dignity or reputation of Caballeros de Yuma. Each officer, member and employee is expected to conduct and manage his or her personal and financial affairs in a responsible manner.
DEFINITION OF CONFLICT OF INTEREST

“Conflict of interest” occurs when one’s private interest interferes or even appears to interfere in any way with the interests of the organization as a whole, or where a person has a personal relationship which may, or which may appear to, compromise his or her independence or ability to provide an impartial and objective decision, recommendation or assessment of facts in any circumstance. A conflict situation typically arises when (i) an officer, member, or employee takes action that may raise questions about his or her objectivity; (ii) or an officer, member or employee or a member of his or her family (including any person living in the officer, member, or employee’s household) has (or merely appears to have, even if none actually exists) a financial interest in a transaction or a member of his or her family receives improper personal benefits as a result of the officer’s, director’s, or employee’s position in the organization. Where a conflict of interest or possible conflict of interest arises, the person must disclose the conflict of interest or a possible conflict of interest arises, the person must disclose the conflict of interest at the meeting at which the conflict comes into play and, further, must remove himself or herself from any decision, recommendation or assessment of the facts in connection with the organization’s affairs relating to that issue.

3. PROPOSED MEMBERS NAMES:

Names of proposed members do not appear in the minutes until they are inducted as a member. A list of all proposed members shall be maintained by the membership chairman.

4. PROCEDURE FOR PROPOSED ACTIVE AND MILITARY MEMBERS:

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.

B. The membership chairman will time and date the membership proposal form when received and present it at the next regular Consejo meeting.

C. Consejo will review the proposal form and ascertain whether it contains sufficient information to establish that the nominee meets all the qualifications for membership. If the majority of Consejo present determines that the membership proposal form should go to the membership, then that will occur at the next regular meeting. When, for any reason, Consejo wants more information concerning the nominee, it may delay approval until its next Consejo meeting, and the membership chairman and sponsor shall obtain that information.

D. Following approval by Consejo or submission by sponsor, El Presidente will announce the name(s) of nominee(s) at the next regular CABALLEROS meeting. At that time the membership chairman will read the completed application to the general membership. Sponsors, Co-sponsors and members are encouraged to lead forthright discussions to bring out any additional information.

E. At the next regular meeting following that at which the nominee is first announced, a second reading will take place and further discussion shall be conducted. Following discussion, the Active and Active Life members present shall vote. A sponsor may withdraw the nominee’s name from consideration any time prior to voting by the membership. A nominee who has failed to obtain the required votes may not be resubmitted for a period of six months.
F. El Presidente and the selectee's sponsor will meet with the selectee to explain the organization and to determine if the selectee wishes to become a member. The selectee has 30 days to respond; otherwise, the invitation is withdrawn.

G. If the selectee verbally commits, a membership package to include Bylaws, this manual and a history will be provided prior to initiation.

\[(1)\] The selectee's acceptance of membership and acknowledgement of all dues and uniform cost will complete the qualifications to become a member, and he will be advised to attend the next meeting for initiation.

5. MEMBERSHIP MATRIX:

<table>
<thead>
<tr>
<th></th>
<th>Active</th>
<th>Active</th>
<th>Life</th>
<th>Life</th>
<th>Military</th>
<th>Ex-Officio</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Dues</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Social Dues</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Work Uniform</td>
<td>Yes</td>
<td>Yes</td>
<td>Optional</td>
<td>Yes</td>
<td>Optional</td>
<td></td>
</tr>
<tr>
<td>Social Uniform</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Optional</td>
</tr>
<tr>
<td>Absences Per Yr (Excused)</td>
<td>4</td>
<td>4</td>
<td>-</td>
<td>4</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Absences Per Yr (Non-Excused)</td>
<td>2</td>
<td>2</td>
<td>-</td>
<td>2</td>
<td>-</td>
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<tr>
<td>Propose General Motion</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
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<tr>
<td>Vote General Motion</td>
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<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
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<tr>
<td>Propose Membership</td>
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<td>No</td>
<td>No</td>
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<td>No</td>
<td>No</td>
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<td>Propose Bylaws</td>
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<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
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<tr>
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<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Active</th>
<th>Active</th>
<th>Life</th>
<th>Life</th>
<th>Military</th>
<th>Ex-Officio</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signatory</td>
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<td>Yes</td>
<td>Yes</td>
<td>No</td>
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<td>Hold Consejo Active Office</td>
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<td>No</td>
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<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Hold Consejo Active Life</td>
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<td>Yes</td>
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<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Office</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Chairman Committee</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Chairman Sub Committee</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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<td>Minimum Points</td>
<td>-</td>
<td>50</td>
<td>100</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Minimum Years</td>
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<td>7 Yrs</td>
<td>10 Yrs</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Part of Quorum</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>

- Meeting Fees cover meals at regular meetings, Christmas Party and Annual Dinner (members meals only). Life and Ex Officio members may pay for meetings attended only or on an annual basis.

6. FLORAL POLICY:

A. Funerals: Flowers, spray or contribution in lieu of flowers will be sent for a death in the immediate family of a CABALLERO.

B. Hospitalization: If a member or one of their immediate family is hospitalized, CABALLEROS will send a floral arrangement or other appropriate gift.
C. Miscellaneous: Other gifts will be sent at the discretion of the Padre after consultation with El Presidente.

D. The cost or amount to be determined by the Padre after consultation with El Presidente.

7. FUNERALS:

A. CABALLEROS may attend funerals as a group in Social Uniform at the discretion of El Presidente. Attendance is not taken.

8. UNIFORMS:

A. DRESS UNIFORM is an optional ceremonial uniform for Active, Active Life and Life members. This uniform is prohibited for all other classifications of members. El Presidente may authorize the wearing of this uniform by appropriate members for special occasions. The uniform shall consist of the following:

- Red Bolero style jacket
- Black Caballero hat (with gold band for former El Presidente)
- White dress shirt with gold Caballero string tie
- Black pants with gold cummerbund
- Black shoes and socks
- Name tag to be worn on right
- Office tag to be worn on left side
- Bulls head pin to be worn immediately above the name tag.

B. SOCIAL UNIFORM is required for all Active, Active Life, Life and Military members. It is optional for Ex-officio members. It consists of the following:

1) Social Uniform - With Jacket
   - Caballero Red social sports jacket with Caballeros insignia on left pocket.
   - White shirt
   - Black (long) tie with Caballeros tie tack
   - Black Slacks
   - Black shoes and socks
   - Name tag to be worn just to the right of lapel
   - Office tags to be worn just above Caballeros insignia
   - Bulls head pin to be worn on right lapel.

2) Social Uniform - Without Jacket
   - White short-sleeve shirt, button down collar with Caballeros insignia above the left pocket
   - Black (long) tie with Caballeros tie tack
   - Black Slacks
   - Black shoes and socks
   - Name tag to be worn on right-equal height with Caballeros insignia

C. WORK UNIFORM consists of the following:

- Khaki Pants
- White or Red knit shirt with Caballeros logo
- Name tag to be worn on right
- Belt, shoes and socks as appropriate
- Caballeros Windbreaker or jacket
D. MODIFIED UNIFORM:
   (1) Additions, deletions and modifications to any of the listed uniforms can be made by or requested from El Presidente. These shall be done on a case by case basis for a specific function or reason. It is El Presidente’s sole discretion to approve or disapprove a request.

   (2) The Caballero tie tack, knitted shirt with the logo, the windbreaker and other authorized items may be worn at any time. The uniforms described above may only be worn when called for by El Presidente

C. LIMITED VOLUNTEER UNIFORM consists of the following:
   White or Red knit shirt with Caballeros logo
   Name tag to be worn on right
   Caballeros Windbreaker or jacket

9. FINANCE:

   A. Budgets are to be turned in by all Committee Chairmen before the August Consejo meeting. 4th of July Flag Raising budget is to be turned in before the April Consejo meeting.

   B. Consejo will approve all budgets prior to presenting them to the general membership for final approval.

   C. Committee chairmen shall review and approve all bills for their committee.

   D. El Presidente shall have the authority without approval to spend up to $250.00

   E. Any expenditure not budgeted for between $250.00 and $500.00 must be submitted to Consejo for approval.

   F. Each new Consejo year, El Presidente and Contrador shall select the signatories for all Caballeros accounts. All signatories must be members of Caballeros. Checks written for more than $5,000 will require two signatures.

   G. Any expenditure not budgeted for and in excess of $500.00 must be approved by Consejo and the General Membership.

   H. Operating expenses to be paid only from funds raised or earned during the current Consejo year or approved by Consejo and the General Membership.

   I. Committees may contract on behalf of CABALLEROS as long as it is discussed and agreed to by a majority of the committee, is necessary in the ordinary course of business and is within the committee’s budget. Committee has option to refer major contracts to Consejo for approval and Consejo may forward said contract to the General Membership for approval.

   J. Annual budget amounts for Major Funds, Scholarships and Reserve Investments will be set by El Presidente from the prior fiscal year “Net Operating Income as adjusted” as determined by the Fiscal Year End Financial Statements.

   Definition of “Net Operating Income as adjusted”: Net Income per the Fiscal Year End Financial Statements with current fiscal expenses recorded for Major Funds and
Scholarships added back to Net Income. Then subtract from Net Income funds that were added to the Reserve Investments.

K. Each month, the Contrador and the finance committee chairman shall review and sign the bank reconciliation as prepared by STAFF. Should Contrador be the designated chair of the finance committee, El Presidente shall appoint another member of the finance committee to review and sign off on the bank reconciliation each month.

10. ACHIEVEMENT POINTS:

Achievement points are the method used by CABALLEROS to recognize service by members to the organization.

The Comandante shall insure that a permanent record of individual achievement points is maintained and updated in May of each year.

The achievement points awarded to members for service to CABALLEROS are as follows:

<table>
<thead>
<tr>
<th>Description</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>El Presidente</td>
<td>10</td>
</tr>
<tr>
<td>Caballero del Ano</td>
<td>10</td>
</tr>
<tr>
<td>Consejo</td>
<td>Maximum</td>
</tr>
<tr>
<td>MATO Chairman</td>
<td>Maximum</td>
</tr>
<tr>
<td>Chairman Major Committee</td>
<td>Maximum</td>
</tr>
<tr>
<td>Chairman Minor Committee</td>
<td>Maximum</td>
</tr>
<tr>
<td>Perfect Attendance</td>
<td>5</td>
</tr>
<tr>
<td>Top 10% of Special Events/Greetings</td>
<td>5</td>
</tr>
<tr>
<td>Member of Major Committee</td>
<td>Maximum</td>
</tr>
<tr>
<td>Member of Minor Committee</td>
<td>Maximum</td>
</tr>
</tbody>
</table>

It is the responsibility of committee chairmen to recommend to El Presidente points to be awarded to his members; points awarded to Consejo members and committee chairmen will be determined by El Presidente.

11. ACHIEVEMENT POINT AWARDS:

The following achievements will be presented at the Annual Meeting and Awards Banquet:

- 50 points - a plaque will be awarded, designating committee work, offices held and attendance.
- 100 points - a gold bull's head pin.
- 150 points - a gold bull's head pin with ruby eyes.
- 200 points - a gold bull's head pin with diamond eyes.
- 250 points - a gold ring.
- 50 years of service and 500 points – a gold name tag

12. EXCUSED ABSENCE:
To apply for an excused absence from a meeting, an oral or written request must be made to El Presidente or to the CABALLEROS’ office prior to the regular Consejo meeting. Request should explain the reason for the absence.

13. LEAVE PROCEDURE:

A. Leave of Absence:

(1) If a member in good standing requires a leave of absence, a written request will be submitted to Consejo via the membership chairman. The request will specify the length of time requested not to exceed one (1) year and should acknowledge the date that the member knows that their name will be dropped from the leave list if no other action is taken. Once this is approved by Consejo, the member’s name is removed from the roster and put on a leave list. This action will be reported to the membership at the next meeting. To return to Active regular status the member needs to notify Consejo within the acknowledged time frame.

(2) One month prior to expiration of the leave of absence, the Comandante shall notify the member in writing advising them to apply for reinstatement if so desired.

B. Sick Leave:

This is an administrative action on the part of Consejo and the membership chairman and requires no action on the member's part.

14. MEETINGS OF CABALLEROS:

A. All regular meetings of the CABALLEROS shall be held at 7:00 p.m. on the second Wednesday of each month at a location to be designated by El Presidente. The regular meeting may be adjusted due to holidays and Caballeros events at the discretion of El Presidente.

B. Consejo meetings will be held on the Monday preceding the regular CABALLEROS meeting unless otherwise specified. Consejo will meet at the Caballeros office unless otherwise specified. All CABALLEROS members are welcome to attend and observe any Consejo meeting.

C. Special meetings may be held on call at the discretion of El Presidente and/or Consejo.

D. The time of an individual in attendance at meetings qualifying that individual to be counted present will be at the discretion of El Presidente.

E. VIRTUAL MEETINGS: Technology that allows attendees to be seen and heard by all in attendance may be used for a General Membership meeting under the following rules:

- El Presidente AND at least 2/3 of Consejo (9/13) declare the meeting an emergency
- Virtual attendees commit to the highest privacy and security efforts
- Attendance, privacy and security are monitored throughout the meeting by a designated member of Consejo
• Virtual attendance is counted for a quorum, but not towards perfect attendance
• All requirements for Voting in Person (P&P 24.) are suspended

15. MINUTES:

Minutes of all Consejo, regular and special meetings shall be taken and maintained. A copy shall be sent to all appropriate members prior to the next regular meeting. Minutes shall contain, but not be limited to, attendance listing absent and excused members, start of meeting (adjournment will not be recorded), motions and by whom made and action taken, reports of officers/committees and all other general business.

16. ELECTIONS:

At all elections, voting will be by secret ballot. Comandante, acting as chief teller, will verify to El Presidente the results of all elections and vote counts of membership and Consejo. Proxy voting is not allowed.

17. NON-MEMBER ATTENDANCE:

Non-members may be invited to a regular meeting by El Presidente only. A chaperon will be assigned to the guest. The guest may be asked to leave during certain portions of the meeting. Former members may also be invited to regular meetings by El Presidente but will not require a chaperon. Former members who have left this organization in bad standing are not permitted to participate as a worker in any CABALLEROS’ function.

18. LOGO AND INSIGNIA:

A. Logo:

The logo is a federally registered trademark. It can only be used with the permission of Consejo. Its normal uses include but are not limited to use on prizes, novelties, promotional items and other articles of clothing and accessories.

B. Insignia:

This appears on the social jacket and the windbreaker and is also a registered trademark. Its use also requires approval of Consejo.

19. EQUIPMENT:

A. El Toro Grande shall act as property manager for all CABALLEROS equipment.

B. El Presidente shall refer all inquiries for equipment to El Toro Grande. El Toro Grande makes all decisions within the guidelines of Policies & Procedures with respect to other organizations use of CABALLERO equipment.

C. Only non-commercial organizations may be considered for use of CABALLERO property.

D. Upon approval for use of equipment it will be necessary to complete an information form and provide either a Certificate of Insurance naming CABALLEROS de YUMA as
additionally insured or a personal guarantee by the person using the equipment. This includes members using equipment for purposes other than CABALLERO business.

E. Equipment must be loaned for a definite period of time as determined by El Toro Grande.

F. Equipment must be returned in like or better condition than it left (clean).

G. All equipment must be returned to and inspected by El Toro Grande.

H. The dance floor shall not be considered to be property or equipment to be loaned out.

I. El Toro Grande will make a monthly report to Consejo and the General membership of all Caballero Equipment loaned, sold, donated and/or discarded.

20. COMMITTEES:

At the July Consejo meeting, El Presidente shall recommend major or minor status for each committee.

The following committees are the standing committees and shall report to Consejo:

A. Caballero del Ano:

The Committee shall consist of past recipients, the immediate past recipient and El Presidente. All past recipients shall be invited to serve on the committee. The selection committee shall be chaired by the Caballero del Ano preceding the immediate past Caballero del Ano to allow for better understanding of the selection process. All members of the current CABALLEROS de YUMA roster, including past recipients, (except El Presidente and other members of the selection committee) are eligible for consideration. It should be noted that there may be a year when no selection will be made, in that no one individual is so outstanding as to warrant recognition. The selection process should take into consideration:

(1) Attendance at meetings, greetings and special events.

(2) Points accumulated.

(3) Enthusiasm exhibited while carrying out work assignments.

(4) Any other special attributes and/or notable accomplishments

B. Colorado River Crossing Balloon Festival:

(1) The Balloon Festival Committee's main responsibility is to produce the Colorado River Crossing Balloon Festival.

(2) The chairman is appointed by El Presidente and must be a Caballero
(3) The committee will prepare a budget for the Consejo year prior to the August Consejo meeting. All expenditures must follow the guidelines set up in Policies & Procedures.

(4) The committee will report on its activities to the general membership and Consejo on a regular basis.

C. Finance Committee:

The Finance Committee shall be responsible for providing financial guidance and information to the organization. The Contrador shall be a member of this committee.

(1) Committees may contract on behalf of CABALLEROS as long as it discussed and agreed to by a majority of the committee, is necessary in the ordinary course of business and is within the committee's budget. Committee has option to refer major contracts to Consejo for approval and Consejo may forward said contract to the General Membership for approval except where said contracts offer exclusivity to any one company or entity for a specified time frame. In such case all contracts offering exclusivity shall be forwarded to Consejo for approval and then General Membership for approval.

(2) Monitor, advise and make recommendations to Consejo on the investments of the organization.

(3) Provide an end of year report including actual financials compared to the budget at the July Consejo meeting and July membership meeting.

D. Holiday Pageant

(1) Plan, organize, promote and produce the Holiday Tower Lighting program.

(2) Report on activities of the committee.

(3) Prepare a budget for the Consejo year prior to the August Consejo meeting.

E. Independence Day Flag Raising:

(1) Plan, organize, promote and produce the Fourth of July flag raising program.

(2) Report on activities of the committee.

(3) Prepare a budget for the Consejo year prior to the April Consejo meeting.
F. Insurance:

(1) Recommend insurance coverage for the organization and its events. Reports to El Presidente and Consejo.

(2) Prepares a budget for the Consejo year prior to the August Consejo

G. Major Funds:

This committee shall be chaired by the immediate Past El Presidente.

(1) The committee shall review major fund requests of $100.00 and above for Consejo review and membership approval. The committee chairman shall be responsible for establishing a committee, reporting the activities and recommendations of the committee, publicizing the approved awards of financial support to the media as appropriate and seeing that communication is completed to successful and unsuccessful applicants.

(2) Requests for funding should include the following:

(a) Name of organization.

(b) Contact person with an address and telephone number.

(c) Project funding sources.

(d) Detailed purpose of the request to include how the funding request is to be used and how the request will benefit/promote the Yuma area.

(3) The following requests for funding will be considered only from non-profit organizations and projects that can be totally funded by CABALLEROS de YUMA or a definable element to which the CABALLEROS de YUMA can be attached.

(a) Requests that benefit/promote the Yuma area.

(b) Requests for co-sponsorships.

(c) Requests that benefit youth education, health and/or athletic activities.

(4) The following types of requests are not eligible for consideration:

(a) Sustaining support requests.

(b) Requests to purchase blocks of tickets.

(c) Requests to be placed in escrow or endowment.

(d) Requests from organizations that discriminate on the basis of race, creed or sex.

(e) Requests which will be sent to national organizations unless at least 90% of the funds will stay in the Yuma area.
(5) Requests may not be made by members of the CABALLEROS. And, if a member of the CABALLEROS is associated with an organization making a request (through membership, relationship, employment, or otherwise) they are required to recuse themselves from discussion, debate, and vote on the subject.

(6) Prepare a budget for the Consejo year prior to the August Consejo meeting.

H. Membership:

(1) Maintain a current status report of the membership, listed by category, provide forms for the nomination of new members, reporting monthly to Consejo and the Membership on current membership status. The Chairman will verify to Consejo and the Membership that the forms are filled out correctly and completely. A complete reading will be presented at Consejo and General meetings for each nomination prior to discussion.

(2) Mentoring of New Members: After a prospective member has been accepted for membership, a meeting will be arranged with the prospective member, the sponsor and El Presidente or his representative. The purpose of this meeting is to discuss the responsibilities of being a Caballero.

I. Midnight at the Oasis

(1) This committee is to plan, organize, promote and produce the Midnight at the Oasis Nostalgia Festival.

(2) Prepare a budget for the Consejo year prior to the August Consejo meeting.

(3) The chairman shall report on the activities of the committee.

J. Nominating:

Chaired by the immediate Past El Presidente. The committee shall be comprised of Past El Presidentes. All past El Presidentes shall be invited to serve on this committee. Its purpose is to formulate and present a slate of candidates for election at the meeting in April, with the exception of El Presidente who is elected in January. Candidates for election must be members in good standing with the organization.

K. Marketing

(1) The major function of the Marketing Committee is to publicize CABALLEROS de YUMA to the community.

(2) It is the responsibility of each committee to promote and publicize their respective event. The Marketing Committee is available to assist upon request.

(3) Prepare a budget for the Consejo year prior to the August Consejo meeting.

(4) Report on activities of the committee.
L. Rodeo Float:

(1) Chairman is responsible for filing the entry with the Jaycees, organizing and overseeing the design and construction of the parade float and overseeing the dismantling following the parade.

(2) Chairman shall report on the activities of the committee.

(3) Prepare a budget for the Consejo year prior to the August Consejo meeting.

M. Scholarships:

This committee is the successor to the David McBride Memorial Scholarship committee, which was created to honor a former Caballero. The committee solicits and evaluates applicants and recommends scholarship awards in two categories: (1) Memorial Scholarships to worthy area high school seniors, and (2) Continuing Education Scholarships to eligible students already attending one of five state colleges and universities. The committee chairman shall establish a committee of 3 or more, prepare an annual budget, complete the committee's assignment based on its Letter of Operation and arrange in conjunction with Marketing Committee to publicize the awards and report on the activities of the committee.

N. Scrapbook:

(1) The chairman is responsible for maintaining and updating the historical accounts of the organization. This includes both still and video pictures.

(2) Prepare a budget to the Consejo year prior to the August Consejo meeting.

O. Uniform:

The committee shall review all current uniforms and make recommendations to Consejo of revisions and new uniforms.

P. YUMA TERRITORIAL MARATHON AND HALF MARATHON

(1) This committee is to plan, organize, promote and produce the Yuma Territorial Marathon and Half Marathon.

(2) Prepare a budget for the Consejo year prior to the August Consejo meeting.

(3) The chairman shall report on the activities of the committee.

Q. SPONSORSHIP

(1) This committee is to work in concert with the chairman of each committee to solicit, negotiate and track ALL sponsorship activities for all committees within CABALLEROS de YUMA.

(2) This committee is to be comprised of the appointed sponsorship committee chairman, each respective event committee chairman (or committee chairman representative) and any other member invited or desirous to assist in the sponsorship efforts of CABALLEROS de YUMA.
(3) Prepare an annual budget for any expenditures to Consejo prior to the August Consejo meeting.

R. BULL OF THE DESERT

(1) This committee is to plan, organize, promote and produce the Bull of the Desert Strong Man Competition.

(2) Prepare a budget for the Consejo year prior to the August Consejo meeting.
(3) The chairman shall report on the activities of the committee.

21. GREETINGS:

Greetings are for the purpose of promoting the goodwill of Yuma and Yuma County. Greetings and the appropriate uniform will be specified by El Presidente. Attendance at greetings will be counted only if the member attends in the appropriate uniform.

22. PERSONNEL POLICY:

A. The personnel committee shall consist of the two Past El Presidentes and El Presidente. El President elect will be a nonvoting member. The term of this committee shall be from July to July. The Committee shall solicit input from Major Committee Chairmen. This committee will be chaired by the current El Presidente.

B. Employee reviews are to be done by this committee at least annually, and the committee shall present their recommendation to Consejo. This review must be done by July 1 of each year and presented to Consejo at the July meeting. All personnel agreements must be approved by Consejo.

C. El Presidente shall be responsible for seeing that all necessary personnel records are maintained and passed on to the succeeding El Presidente. The committee shall create and maintain an employee handbook.

23. OFFICIAL EVENT NAMES:

The following are the official names of the Caballeros events:
1. Colorado River Crossing Balloon Festival
2. Ken and Betty Borland Holiday Pageant and Tower Lighting
3. Midnight at the Oasis Festival
4. Independence Day Flag Raising Ceremony
5. Yuma Territorial Marathon and Half Marathon
7. Bull of the Desert

The names of the events may only be changed by the affirmative vote of the general membership consisting of active and active life members at a regular meeting with the name or renaming of the event specifically set forth on the agenda for such meeting. No event shall be re-named by any Caballero, or any committee, without the vote of the general membership as set forth herein.

24. VOTING IN PERSON

Any vote recommending or authorizing the expenditure of Caballeros’ funds must be done in person. Voting by email, phone of any electronic means is not permitted.