

# **STANDING RULES**

## ***CHARITABLE DONATIONS POLICIES***

- Written request from a bonafide, registered, non-profit California organization is required for consideration by the San Juan Capistrano Fiesta Association.
- The San Juan Capistrano Fiesta Association should be in a sound financial position.
- A donation, or promise of a donation, should not be made to an organization as a condition or promise to appear in the Swallows' Day Parade, or appearing on the behalf of the San Juan Capistrano Fiesta Association.
- Any check for a donation should be made out, and mailed directly to or handed directly to the requesting charity.
- Donations should be kept to a nominal fee, not to exceed ten percent (10%) or a maximum of \$5,000.00 of any overage in any one-year's budget.

## **DIGNITARIES**

- The San Juan Capistrano Fiesta Association is a community organization which represents the best, in the western traditions of our town, and as such the San Juan Capistrano Fiesta Association dignitaries should conduct themselves accordingly. The public at large and children interact with the San Juan Capistrano Fiesta Association's dignitaries at all Association and community events.
- Dignitaries must be aware that their language, dress, conduct, and attitude in public reflect directly on the Fiesta Association. Fiesta sashes must be removed while drinking alcohol except at a Fiesta sponsored event
- While representing the San Juan Capistrano Fiesta Association and/or wearing the dignitary sash, the dignitary shall solely promote the San Juan Capistrano Fiesta Association and its events. Any promotional documents either written or pictorial must be sanctioned by the board of directors.
- The San Juan Capistrano Fiesta Association senior dignitaries will ride in the Swallows' Day Parade with the junior dignitaries in a carriage provided by the Association.

## **DRESS CODE**

### **Required Dress for Fiesta Association events:**

- White shirt, black pants or skirt, black vest, black boots, and black western felt hat. Dress is encouraged to be of the early west (1850-1900). With exceptions, gun belts with no live ammo and unloaded pistols are acceptable accessories. A Fiesta Association Deputy badge should be worn on the left side of the vest. Alcohol is not to be consumed while wearing the Deputy badge except at a Fiesta sponsored event.
- While wearing the Fiesta Association Deputy badge, deputies should exercise common sense and good safety measures while wearing a firearm. Fiesta deputies are highly visible to the community and shall conduct themselves accordingly.

These events are black & white events:

Membership Mixer  
Taste of San Juan  
Fiesta Grande  
Kids Pet Parade

Dress Code for Pet Parade:

Black & white  
No firearms/weaponries allowed at the Pet Parade  
No soiled-dove costumes

Dress Code for El Presidente/La Presidenta Ball:

Western  
Black & white  
Living History  
Capistrano Casual

Dress Code for Hoos'gow Day:

Black & white  
Living History Costume  
Firearms with blanks optional, must attend Sheriff's firearms class.

Dress Code for Parade Day:

Black & white  
No firearms

## **DUES**

- General Member – The annual dues will be \$30.00 & \$50.00 for a family (two votes only)
- Lifetime Member - The annual dues are waived

## **POSSE**

### ***San Juan Capistrano Fiesta Association Mounted Posse Rules***

The Mounted Posse exists to solely promote the San Juan Capistrano Fiesta Association. The Posse provides the San Juan Capistrano Fiesta Association with additional advertising, presentation and promotion to the public on parade day. Only San Juan Capistrano Fiesta Association banners and flags will be allowed to be carried.

Posse Rules must be adhered to and not compromised by individual board members and/or general members.

**Size:** 15 to 20 riders, including the Sheriff.

**Horses:** Rental horses are preferred over owned, (aced, single herd, people savvy).

**Rider Qualifications:**

- Must have horse experience, not necessarily a horse owner (questionnaire). Preferably “experience with lessons.”
- Limited to Fiesta Association members over the age of 18. Their membership must be current and in good standing, and they must attend the general meetings.
- Must volunteer to work the Fiesta Association sponsored events between January to March with a minimum of three of the six events
  - Membership Mixer
  - Taste of San Juan
  - Pet Parade
  - El Presidente/La Presidenta Ball
  - Fiesta Grande
  - Hoos’gow Day

**Rider Work Responsibilities:**

- Pre-parade 6:30 am to 10:30 am (preferably traffic on Ortega Highway, north). Released at 10:00 am road closures. Must team with a non-posse member.
- Post-Parade 1-2 hours minimum in the Mercado.

**If Posse member does not perform duties he/she will not ride  
with the posse for the next two years.**

Rider Application and Selection: (by Posse leader, Sheriff, and approved by the board of directors)

Announcement for Sign-ups: January and February Hoofbeats, all meetings.

By last meeting in February:

- Questionnaire completed.
- Work assignment designated and checked by posse leader or Sheriff.
- Liability forms (stable and SJCFA) completed.
- Money turned-in.
- A wait list should be created for opening.

Selection of riders by 1<sup>st</sup> meeting in March (Posse leader, Sheriff, and approved by the board of directors).

Out-Riding: Yes, with pre-selection with approval by the board of directors.

**Cost:** It is encouraged that the Mounted Posse fund (such as fundraisers) the entire cost of riding in the parade. The Fiesta Association will pay a maximum of half of the total cost of their participation of riding in the parade. The Fiesta Association will provide the Mounted Posse flags/banners.

The Mounted Posse members must adhere to the San Juan Capistrano Fiesta Association required dress code and policies concerning the use of alcohol.

## **PURCHASE AUTHORIZATION POLICY**

It is the duty of all Fiesta Association members to conform to the policies and bylaws set by the San Juan Capistrano Fiesta Association.

- Expenses greater than one hundred dollars \$100.00 by any board member or on any single item or event must be approved by the board of directors in a majority vote.
- Expenses greater than one hundred dollars \$100.00 and less than four hundred (\$400.00) must be pre-authorized by board majority. Whenever possible the request should include a written description of required materials and/or services and be submitted to at least three (3) merchants or service providers for a quote.
- Non-recurring expenses greater than four hundred (\$400.00) must be submitted in writing with detailed specifications listing type and quantity of material and/or services at time of request for authorization to obtain quotes. Three (3) quotes based upon these specifications will be presented to the board for their consideration prior to any approval.
- Recurring expenses greater than four hundred (\$400.00) must have prior board approval and meet or exceed prior specifications and be within five percent (5%) of the

previous board approval unit cost. Recurring expenses not meeting each of these criteria must be submitted as non-recurring and follow the approval process for non-recurring.

- Board members are required to disclose any and all relationships with potential suppliers. A complete cost breakdown must be submitted indicating any potential conflict of interest or reimbursement that may exist between any board member and any potential supplier. Any voting member with any potential conflict of interest must abstain from voting.
- All quotes received should be from merchants within the local area when possible.

## **VOTING GUIDELINES**

### **Nominating chair**

The President will appoint a board member, who is not up for re-election, to serve as the chair of the Nominating Committee. The chair of Nominating Committee will, at his/her choosing, select one member from the board of directors and one member from the general membership.

The purpose of the Nominating Committee is to confirm those board members who will be running for re-election to another two-year term to the board of directors. If there is an open position/or positions on the board due to a vacancy created by a board member/or members not returning, the nominating committee, at their discretion, may select a qualified person/or persons from the general membership willing to be on the official voting ballot to fill the slot/or slots of the board member/or members who may choose not to run for re-election.

The Nominating Committee, after filling any open slots, will prepare the official ballot which will also contain several blank spaces for floor nominations. Nominations from the floor will be accepted the night of the election. The person being nominated from the floor must be present. The official ballot, that contained filled open slots and floor nominations, will then be distributed to the general membership for voting. No other form of ballot will be accepted at the elections. Each name will be followed by a box, for the placement of a voting mark. **There will be no proxy or mail in voting.**

The names of those people selected for the official ballot, the voting time and place will be published and mailed to the general membership, according to the by-laws, to the general membership meeting.

### **Call to Order**

The president will call the meeting to order. Roll call will be taken and brief Committee Chair reports will be heard. The treasurer will make a report and all expenses and revenue will be certified.

The president will then turn the meeting over to the Nominating Committee Chair who will conduct the voting.

The Nominating Chair will present the official ballot to the board and the general membership: “El Presidente/La Presidenta, members of the board of directors, and general members, the

Nominating Committee submits the following people for the ballot: (name each person and ask them the stand).”

“At this time, I call for any nominations from the floor of those qualified members who would like to run for a position on the board of directors.”

*If, at this time, there is any nomination(s), and acceptance by the person(s) being nominated to have their name(s) placed on the ballot, then the Chair would accept the nomination(s) to be written onto the official ballot.*

*If, at this time, there are no nominations, then the Chair will close the nomination procedure and proceed to the issuance of the official ballot.*

### **Issuance of Ballots and Voting Procedure**

Ballots will only be issued to those members whose membership had been paid to the Association by March 31<sup>st</sup> of each year. Only those members who are verified by the Membership Chair will be eligible to vote. The membership Chair will issue four (4) verified copies of the Membership list through March 31<sup>st</sup> of the current year to the Nominating Chair.

The Nominating Chair will select three people from the membership to issue ballots to verified members of the Association at the time of voting.

The voting classes and the number of ballots for each are as follows:

General Member	1
Lifetime Member	1

Tellers issuing the ballots will mark off the names of those persons issued ballots.

A ballot box to receive the voter’s ballots will be in the front of the assembly and under the control of the Nominating Chair.

### **Counting of the Ballots**

The election ballots will be counted by a group of at least three members selected by the Nominating committee. The Nominating Chair will select at least one board member who is not running for re-election and at least one general member. The third member of the ballot counters will be selected from either the board or the general membership. The counting of the ballots should be done behind closed doors to avoid any distractions and interference by anyone other than the ballot counters and the Nominating Chair. The Nominating Chair will supervise the counting of the ballots.

The ballots will be counted twice to verify the accuracy of the count. The final count will be given to the Nominating Chair.

In the event of a tie where all available positions would not be filled, the Nominating Chair will immediately conduct a written ballot vote against those persons tied.

### **Announcement of the Results**

The Nominating Chair will announce the results of the vote to the board and the general membership. The Nominating Chair will then move for an adjournment of the meeting and the board will select board positions in closed sessions.

## **WRITTEN COMMUNICATION POLICY**

- Any official written communication will be reviewed by at least one (1) of the following: president; first vice-president; second vice-president or publicity chairperson.
- If any of the above is in charge of a written communication for distribution, then that person will have one of the other three board members review the communication.
- To insure the privacy of the members of the San Juan Capistrano Fiesta Association and parade applicants, names, addresses, phone numbers, and email addresses will not be given to a third party or used by the San Juan Capistrano Fiesta Association in such a way as to disturb or antagonize said persons without their knowledge and consent.
- Except for information that is included in publicly available Fiesta Association advertising or event material, Sponsor information shall not be disclosed to third parties without the sponsor's prior consent.
- Vendor information may be disclosed as authorized by El Presidente/La Presidenta in consultation with interested board members (for example, El Mercado chair).