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PERSONAL PROFIT

A Posse member may not rent at a reduced rate or use the Clubhouse, Arena, or grounds to hold an event in which the event is being held for a personal profit.

Refer to the Clubhouse and Arena rental policy for additional information.

Exceptions to the rule examples:

1. Fellow Posse member assisting a fellow Posse member with personal horse training and being paid for that assistance.
2. If a Posse member charges a non Posse member with a scheduled or structured personal horse training event and the Posse member is going to be paid for that assistance, the Posse member must get prior approval of the BOD to use our facility for this activity.

2.1 The BOD will determine if any use fee will apply for that training usage of the grounds.

2.2 Determine if activity conflicts with arena rentals.

2.2 The activity must be insured with a separate “insurance rider” that names the Posse as a beneficiary in case of injury or death to the participants and/or animal on our grounds

GOOD STANDING DEFINITION

If there is a concern that a member is not in good standing as part of a requirement for a Life Membership, the president may enact a special set committee to review that nomination prior to the October nomination requirement of By-Laws Article V Membership, Section 10.

In a member’s proposal to include why they should be considered and or if any special circumstances existed regarding their continual active participation, i.e. illness, injury, age, family issues, it should be brought forth before the committee. The committee may need to interview elder members of the posse for a complete historical perspective

The committee on finding cause will give report within 30-days to the Board of Directors that good standing did or did not exist for the consideration.

PRESIDENT and MEMBER OF THE YEAR AWARDS

It has been the past practice of the Posse to recognize the President and a Member of the Year with recognition for their service. This recognition has usually been in the form of a buckle bearing the Posse logo, the year, the recipient's name, and the award designation. However, in the past some recipients elected to receive a head stall or some other gift they choose as this recognition in lieu of a buckle.

The Board of Directors will determine the amount the Posse will provide for this award annually as part of the budget process. The past practice spending limit has been up to \$600.00 for each award.

Presidents Award

Upon completion of his term of office, the President of the Posse will be given a recognition award for their service at the commencing year's installation dinner. If the President serves a three year term, he may receive a buckle. Any other end of term, the BOD will determine the service gift.

Member of the Year Award

Pursuant to Article V – Section 9 of the By-Laws; A Posse member may be selected for their outstanding service for that particular year or for outstanding service during their tenure as a Posse member. The Member of the Year award will be given as a recognition award for their service at the commencing year's installation dinner. The recognition award will be determined by the BOD and recipient

VIOLATION OF BY-LAWS OR POLICIES - PROCEDURE

If an incident has occurred that is believed to be a violation of the Posse's By-laws or Policy & Procedures, that incident may be brought before the Board of Directors for review. For the Board of Directors to review an allegation of a violation of any By-Law or Policy & Procedures regulation, the following criteria must be met:

1. The person asserting an alleged violation must have witnessed the violation in person, i.e., seen the event occur or the alleged person involved must have told them they had performed the transgression.
2. No person may bring an allegation before the Board of Directors based on a rumor or hearsay.
3. The Posse member asserting an allegation against a fellow Posse member must do it in writing, to include the date, time location of the alleged offence, any additional witnesses, and the specific facts of the allegations that violated the By-Law or Policy.
4. The Board of Directors will immediately furnish a copy of any written allegation to the alleged perpetrator so that a written response to the allegations can be prepared.
5. The Board of Directors will receive the written allegation and may perform the following; make an inquiry or have an investigation into the matter
6. If further investigation is required, the Board of Directors may appoint an ad hoc individual or committee for that purpose.
7. Once the Board of Directors is satisfied with either the written allegation or the additional completed investigation, at the next scheduled directors meeting the issue will be placed on the meetings agenda.
8. All written allegations, written responses to an allegation, any investigation performed or inquiry conducted by the Board of Directors will be incorporated in the Board of Directors meeting minutes.
9. The Board of Directors will follow the procedures of **Article V, Section 13 Member Conduct** upon determination that an allegation of a violation of a By-Law or Policy has occurred.

CLUBHOUSE AND ARENA RENTAL

In sustaining the Posse organization, the Clubhouse & Arena is available for rent to the public and membership. The organization will make every effort to main these facilities in working order, functional, and presentable condition for rent.

Rental contracts will be maintained in the business office reflecting the conditional use of these facilities. The daily rental rate will be determined by the Board of Directors. The daily rental rate considerations will include input from the rental manger, what other comparable facilities in our area are charging, and expenses to operate, i.e., utilities, repairs, and any outside contracted services that may bee needed. The rental contracts should be reviewed the Board of Directors or an ad hoc committee or designee annually for any relevant changes.

All renters will adhere to the cancellation policy. A “rain date” cancellation is defined as a sufficient amount of rain prior to the event causing the ground to be unusable or would constitute a hazard.

A deposit fee is required along with a signed contract to secure a booked date.

Live music is prohibited outdoors, unless prior written agreement is made as part of the contract. If live music is allowed, it will cease at 6:00pm. This is to prevent any noise complaints from our neighbors.

If a renter leaves the facility not in the condition it was rented, the renter will forfeit their cleaning deposit. Any additional help required to clean will be billed back against the cleaning deposit. If there is any question of any preexisting conditions that is in question during a walk through with a renter, these conditions will be documented in writing and or photographed by the rental manager or their designee.

Use of Clubhouse or Arena for a personal private function:

1. Posse members may not rent the Clubhouse or Arena at a reduced rate for holding a private function for personal profit, i.e., roping, sorting, concert type events.
2. Posse members may rent the clubhouse or Arena at a reduced rate for personal family functions. Personal family functions include but are not limited to; birthday parties, anniversary, retirement parities, and etc. and are only for the benefit of the Posse member and his direct family. **Direct family includes** spouse, children, grandchildren, parents and parent’s in-law. This is a vertical relationship to the Posse member.
3. The reduced rate does not apply to the Posse member’s brother(s), sister(s), brother-in-laws, sister-in-laws, aunts or uncles, any other relatives or in-laws beyond his immediate family as described in item 1.

4. The reduced rate will be on half (1/2) of the normal rental fee for the clubhouse rental fees for Friday, Saturday or Sunday except for those days where the clubhouse is previously rented.
5. Weekday rentals, Monday through Thursday, except for those days where the clubhouse is being used, i.e. membership meetings, BOD meetings, and other clubs who meet at the clubhouse,
6. If circumstances require, a Posse member may petition the BOD for a reduced rate of greater than one half (1/2) of the normal day rate.
7. The exception to a Posse member being charged a use rate for the clubhouse will be in the case of death where the Posse member' funeral or funeral reception or **direct** family members funeral or funeral reception (as described in item 1) is held at the clubhouse. However, the service will not take precedent over any other previously scheduled rental event at the clubhouse. **See Chaplin policy for further details.**
8. If the clubhouse or arena is rented at the reduced rate and then fails to hold their scheduled function, and the Posse had and opportunity to book the same date to another individual or an organization at the normal rental rate, the Posse member will be responsible for the full rental rate. The designated Posse rental manager will work with the Posse member, and the Posse member will work with the rental manager to avoid this circumstance.
9. Posse member will be required to abide by the rules and regulations of the clubhouse and arena rental agreements regarding cleaning, cleaning deposit, and damage fees if applicable.
10. For these considerations a Posse member must meet the requirements of By-law Article V, Section 3(k) - Maintenance of Membership

ARENA – GROUNDS USES BY NON POSSE MEMBER

Membership in the Posse comes with the benefit of using the grounds and arena facility. This benefit is for the Posse member and his direct family. Direct family is defined as a Posse member's spouse, and children. This is a vertical relationship to the Posse member.

The arena is defined as the large and track arena venue. Grounds are defined as the pastures and stall area. A non Posse member is defined as any person, i.e., any family member or guest, other than the individual Posse member.

1. The right to pass on the Posse grounds is by permission only. Failure to comply with policy and procedures regarding use of the arena and grounds, subjects the Non Posse member to trespass as defined by Penal Code section 602 et seq and the individual Posse member to possible sanctions approved by the BOD.
2. The use of the arena and grounds for equine activities are permitted as long as there are no scheduled events (rented) where the area/grounds are in use as part of a rental agreement for that day.
3. It will be the responsibility of rental manager and the Stall chairman/committee to notify the membership of any exclusion of arena/grounds use for equine activities for a particular time period.
4. All Non Posse members must sign the annual Release of Liability prior to any equine activity on the premise starting in January of that year. Failure to sign the Release of Liability requires the cessation of the equine activity and their immediate removal. Releases of Liability waivers are to be made available in the timing tower and office.
5. Posse member is responsible to ensure anyone riding their horse on the grounds; the rider will sign a Release of Liability. Any Non Posse members who refuses, is subject to trespass
6. A guest must be under supervision at all times and is not allowed to ride the Posse members equine by themselves unless prior arrangements are approved by the BOD.
7. A Posse members mate may use the arena and grounds for equine activity with their direct family members without the Posse member being present.
8. A Posse members child sixteen (16) years of age or older may use the arena and grounds for equine activity without the Posse member being present.
9. Any Posse members child under the age of sixteen (16), must be supervised by a direct family member over the age of sixteen if the Posse member is not present.
10. The Non Posse family member may perform the responsibilities of a Posse member as defined in Stall Renters Requirements policy
11. Other than an immediate safety issue to an individual or equine, a non Posse member will not contact the Stall Chairman/Committee, Grounds manger, or other Posse members regarding any issue of their concern/dislike other than through their Posse member. The Posse member will bring these issues to the Stall Chairman/Committee or Grounds Manger attention. If any issue can not be

resolved between the Posse member and Stall Chairman/Committee or Grounds Manger, it will be brought before the BOD for review and final decision.

12. The BOD will determine annually the appropriate signage on the grounds regarding use.

STALLS

The Posse horse stall(s) are available for a member on a first come basis. The Monthly rental fee of stall will be determined by the Board of Directors (BOD) during the annual budget and fiscal review. Rental rate/fees are payable in advance and are subject to late fees as determined by the BOD. Fees may be paid annually, biannually or quarterly as invoiced by the treasurer.

The President and or the Board of Directors (BOD) may appoint or accept a single volunteer, or a committee up to four (4) individuals to act in the capacity of a Stall Chairman. If there is a conflict/disagreement between the Stall Chairman and a Posse member over assignments, maintenance, trailer parking, and etc, the issue will be brought before the BOD for review and final decision. Any Posse member who violates the stall policy & procedures could lose their stable privileges.

Stalls Eligibility:

1. A member renter must meet the By-Laws Article V, Section 3 (k) Maintenance of Membership.
2. If a Posse member does not meet the maintenance of membership requirements, the renter may be charged a different rate to be determined by the BOD upon review.
3. Stalls are for the benefit of the Posse member and his direct family. (**Direct family includes** spouse, and children. This is a vertical relationship to the Posse member. Refer to Use of Grounds and Arena By Non Posse Member for further rules regarding the Direct family)
4. Posse member are allowed two stalls unless otherwise approved by BOD
5. One horse per stall unless otherwise approved by BOD
6. A tack room and feed barn will be assign upon availability
7. Preexisting rentals agreements are in effect until existing Posse member discontinues use of stall(s) as determined by the BOD.

Stall Chairman's Responsibilities:

1. Provide a monthly report at the BOD meeting
2. May assign stall, tack rooms, feed barns, and trailer parking based on availability
3. Maintain a waiting list of members desiring to rent if no stalls are available. Waiting list will be reviewed annually with the BOD in February.
4. Ensure no unauthorized construction of outbuildings or stalls in stall area without BOD approval
5. Bring any hazardous or safety issues to a renters attention and failure to comply before the BOD
6. Annual grass/weed abatement in the stall area by organizing work parties, use of work alternative individuals, or animal grazing as approved by the BOD.

Posse members (Renters) Responsibility:

1. Repairing and/or maintaining of the following items of the rented horse stall: Damage to fencing, water lines within the stall, feeders, troughs caused by the equine. Structural modifications to stall must be approved by BOD.
2. Feeding: Posse members will be responsible for providing their own feed and feeding their own horse(s) unless other arrangements have been directed by the BOD. If cubes and or grains are used, the Posse member is responsible for filling daily dispensing buckets
3. Cleaning of Stall; A Posse member is responsible for mucking their stall unless other arrangements have been made by the BOD. Interior stall ground conditions are to be maintained for proper drainage and safe footing.
4. Animal Injury; Posse members are responsible for dispensing own medications or daily injury treatment unless other arrangements have been made with the Stall Chairman or BOD.
5. Animal Health; Posse members will keep their animals health paramount and are required to have spring and fall immunization shots performed to minimize health risks to the other stabled animals.
6. Horse are to remain in stalls unless turned out in front pasture(coordinated with chairman and grounds manager in case of large rental requiring front pasture for parking)
7. Horse will not be allowed to roam unsupervised by owner in common area around stalls.
8. May sub-lease stall to another Posse member on an annual review with BOD approval.
9. Any capital improvement made in the stall area by a Posse member that is not removed upon vacating, becomes the property of the Posse

Temporary/Overnight Stabling

Not permitted unless arrangements have been made in advance with Stall Chairman and/or BOD to address time frame, safety and animal health issues, and physical locality.

Examples of exception considerations: i.e., JR. Rodeo Visit

R.V. STORAGE

The Posse has made available for a member, on a first come basis, a storage site on grounds for R/V's, boats, trailer's, quads, and etc. The RV storage area will be determined by the BOD. The President or BOD may appoint the Grounds Manager and or a caretaker who will be responsible for the oversight management of the RV storage area.

1. A member renter must meet the By-Laws Article V, Section 3 (k) Maintenance of Membership.
2. If a Posse member does not meet the maintenance of membership requirements, the renter may be charged a different rate to be determined by the BOD upon review Monthly rental fee of R/V storage will be determined by the Board of Directors (BOD) during the annual budget and fiscal review process.
3. All R/V's, boats, trailers, quads, and etc. are to maintained in a clean appearance and capable of being moved under their own power or towed.
4. If no designated space is available, the grounds manager or caretaker will maintain in the business office a waiting list of members desiring to rent if no stalls are available.
5. Rental fees are payable in advance and are subject to late fees as determined by the BOD.
6. Posse members may soft cover (water proof canvas) on their R/V's, boats, and quads and will be responsible for the maintaining their property on the grounds in their designated stall in a clean and neat manner.
7. No hard cover structure (wood 2x4, plywood sheeting roof) will be built over a designated R/V's, boats, and quads stall.
8. No hazardous fluids, i.e., gas, diesel, oil, transmission fluid, and etc., will be exteriorly separately stored, dumped, dispersed on the Posse grounds from any vehicle stored on the property.
9. No major repairs, i.e., engine re-build/removal, oil changes, transmission repair/replacement will be performed within the rental space or on the Posse grounds without BOD approval.
10. Posse is not liable for damages as a result of theft, fire, loss to personal property.
11. Posse renter is advised to maintain own separate insurance coverage of personal property

USE OF SHOP-TOOLS-GROUNDS EQUIPMENT

Tools, power equipment in the shop or on the grounds are the property of the M.C.S.P. and they are to remain on the grounds. Tools and equipment are to be returned to where they are kept, stored or located while repairs or maintenance is being performed on equipment.

Tools include, but are not limited to:

- Hand tools, carpenter & mechanic
- Power tools
- Mowers, weed eaters
- Shovels, rakes, hoes
- Welder
- Tractor
- Implements
- Water truck

1. A Posse member is responsible for repairing, replacing any tool, a piece of equipment that is broken by their inappropriate usage.
2. Members are responsible to become familiarized with equipment operations and maintenance before use on grounds.
3. The BOD will appoint an individual to be the “Safety Officer” for use of any mechanical equipment.
4. If personal property is brought upon the grounds and is left behind, the Posse is not responsible for loss or damages.
5. The BOD will assign an individual to review annually and maintain a list of equipment, which has a value over \$500.00 or more, that is reportable by our insurance coverage.
6. The Posse equipment may not be used to construct an item, i.e., a gate, trailer frame, and etc, for a non Posse member when the fabrication was performed for personal profit or a quid pro quo exchange. See Personal Profit policy

SECRETARY

The primary duties of the SECRETARY responsibilities are described in Article IV, Section 7 of the By-laws. However, the By-laws do not fully describe additional activities the SECRETARY may have to perform in meeting his elected position requirements in serving the business needs of the Posse.

The following list of activities may or may not be included in the function of SECRETARY but are addressed here to inform the SECRETARY that these activities can occur and may have to be performed in fulfilling the fiduciary responsibility of being SECRETARY. Some of these tasks may be coordinated with the assistance of the Treasurer.

Additional tasks that may have to be performed:

- Pick up mail and discard any "junk mail" if the Treasurer is not available
- Prepare a newsletter
- Prepare any required correspondence on behalf the Posse
- Track attendance/participation of membership, prospective members at meetings and Posse events
- Notes to President, Treasurer, rental manager, other officers, or committee chairmen of anything requiring the attention
- Maintain Posse e-mail and mailing address for roster/directory information (for newsletter, billing, directory, website)
- Maintenance of all meeting minutes

TREASURER

The primary duties of the Treasures responsibilities are described in Article IV, Section 8 of the By-laws. However, the By-laws do not fully describe additional activities the treasurer may have to perform in meeting his elected position requirements in serving the business needs of the Posse.

The following list of activities may or may not be included in the function of treasure but are addressed here to inform the Treasure that these activities can occur and may have to be performed in fulfilling the fiduciary responsibility of being Treasure. Some of these tasks may be coordinated with the assistance of the Posse Secretary.

The Treasurer may receive financial compensation for the additional tasks that have to be performed. This compensation is to help offset personal expenses incurred, i.e., additional time requirements, automobile fuel expenses, and etc. The compensation will be negotiated after examination of these encumbrances and will be approved or disapproved by the board of directors. The compensation received will be dispensed as IRS code 1099 income, independent contractor, with no Workman's Compensation benefits.

If the Board of Directors along with the Treasurer agrees that the treasure is incapable or unable to perform functions under consideration of compensation, these functions may or may not be compensated by a non Posse vendor. Any Vendor used to perform any additional fiduciary tasks required for the Posse benefit/welfare under the job description/functions of the Treasure, must be approved by the Board of Directors.

Additional tasks that may have to be performed:

- Pick up mail and discard any *junk mail"
- Prepare and review invoices and post charges including:
 - Contact sender of questionable charges for more information
 - Stall Rentals Invoicing
 - RV Storage Invoicing
- Collect receipts and pay members for Posse meeting meal costs
- Maintain Posse bank accounts to include checking, CD, and saving accounts
- Make bank deposits
- Maintain and Track Atwood memorial scholarship account funds and notify the scholarship chairman of the amount of interest available for annual scholarship disbursement
- Collect funds, send invoices, and keep detailed records of required Posse event activities:
 - Installation dinner
 - Raffle ticket sales
 - Membership meeting dinners
 - Posse dues & installation fees (badges issued)
 - Winter/Spring ride

Shooting team
Jr. Rodeo - entries and donations
Ranch Rodeo entries and donations
Big Hat - ticket sales, silent auction, other income
Visiting posse BBQ
Posse play nights

- Employee Payroll including weekly/monthly disbursements
- Prepare and pay monthly workers compensation reports
- At the direction of the president or BOD, perform Supervisory duties to employee's to include day to day operations, act as a liaison between the employee and the BOD, and conduct an annual performance review
- Prepare Federal and State payroll reports and pay monthly/quarterly payroll taxes
- Meet with State Board auditor to review payroll and workers compensation payments with President or designee
- Prepare CA State Dept. of Equalization sales tax report and pay taxes as required with President or designee

- Meet with or accounting firm as needed to prepare various annual reports including:
 1. Federal tax return
 2. State tax return
 3. Registry of charitable trusts
 4. Review Posse property and liability insurance coverage
 5. Provided digital photos and updated descriptions of all property as required
 6. Meet and confer with Rental Mgr and backup as needed
 7. May have to oversee the Caretaker and or Rental Manger or act in lieu of in their absence and will report back to the BOD.
 8. Attend all general, board meeting and special meetings as required
- Process& track 501-3c donations through Sheriffs Advisory Council
- Process and track office credit card, transactions, deposits, and transaction fees from Rental Manager
- Monitor and replenish Posse office petty cash [amount determined by BOD] for Rental Manager
- Prepare and recommend annual Posse budget and monitor income/expenditures continually with Budget Committee
- Serve on and provide financial analysis to Posse Finance committee during budget preparation
- Notes to President , secretary, rental manager, committee chairmen of anything requiring their attention

CHAPLAIN

The position of Chaplain is to be filled by volunteer member of the Posse and approved by the president.

It is the duty the Chaplain to stay in contact with members and family who are ill, hospitalized, or confined to care facilities. Members are urged to report to the Chaplin, any such cases that may exist without the Chaplains knowledge.

The Chaplin will send cards appropriate to the situation - get well, sympathy, etc. the Chaplin will keep a record of money spent on cards and postage. He will be reimbursed by the Treasurer at the year's end.

In serious cases of hospitalization, flower arrangements may be sent with approval of the treasure. NOTE: Depending on the nature of the hospitalization, a hospital may not allow flowers.

In the events of the death of a Posse member or spouse, a monetary donation, determine by both the treasurer and the chaplain with Board of Directors approval, may be sent to a charity as specified by the family. In the case of a death of other family members – son, daughter, a grandchild, a sympathy card is in order.

At a funeral, the chaplain may be asked to do a reading, a poem, or give a eulogy.

It has been the past practice when a Posse member dies; the Posse has made available to the family the clubhouse for a reception. The Posse has offered \$350.00 to \$500.00 in assisting the bar and food bill provided during the reception subject to Board of Directors approval. The use of the clubhouse may be granted to the family as long as it is does not interfere with a preexisting scheduled rental agreement. The Posse member's family will be responsible for cleaning the clubhouse to the condition in which it was received.

WEB MASTER

Currently the Monterey County Sheriff's Posse has an Internet web site for the purpose of public exposure regarding the renting of facilities, maintaining of current and historical events, dates and times of public event activities sponsored by the Posse, and general information about the Posse. The current Web site portal for the posse is www.mcsposse.com.

The www.mcsposse.com website domain name was developed, purchased and is currently owned by Posse member Cecil Harrell. The posse has entered into an agreement with Cecil Harrell to maintain this website. Cecil Harold is not being compensated in maintaining the website. Cecil Harrell has the right to sell to the Posse the domain name thereupon requiring a posse member or an outside vendor to maintain the website and the Posse's interest.

In addition to the creation of the posse website Cecil Harrell has additionally created a "Facebook" presence on the Internet. The creation of the Facebook account provides further public exposure of the posse regarding our activities.

Activities related to the maintenance of the Posse website may include but are not limited to the following activities:

1. Maintain Posse WEB site www.MCSPosse.com
2. Maintain Posse Facebook presence on the WEB at www.facebook.com
3. Monitor & respond to inquiry e-mail sent to Posse through WEB site info.www.mcsposse.com
4. Post digital photos of Posse events, activities, newsletter information for membership and Historian on Internet website
5. If a item is to be removed from the web site and it involves Posse's business, i.e., newsletter, by-laws, this request must be approved by the BOD
6. If a Posse member wishes their individual information removed form the website, they may contact the web master individually to have it removed.
7. If an item is identified as offensive to the Posse's interest, the BOD will discuss the matter with the web master regarding the content and removal

CHARLES ATTWOOD SCHOLARSHIP FUND

After the death of member Charles Atwood in 1989 his sister and brother-in-law, Coeta and Donald Barker, (both now deceased) instituted the scholarship with funding from the Coeta and Donald Barker Foundation: PO Box 936, Rancho Mirage, CA.

It was their stipulation that only the interest generated by the principle be used. Application was to be open to all graduating high school seniors in the Salinas valley and was later changed to include all high schools in Monterey County. It was further stipulated that the applicant show need. Working in concert with Hartnell College, continuing Hartnell students and Hartnell students entering a four year institution may also apply.

When applying, students must provide the forms which Hartnell College requires, plus two letters of recommendation, and a letter of their own listing their achievements, goals, need, and etc.

The Posse member in charge the program, Scholarship Chairman, will work with the treasurer to determine the amount of interest the accrued and thus the number of scholarships to be awarded and the dollar amount for each. He was also work closely With the Hartnell scholarship office, which advertises available scholarships and allocates the funding.

The scholarship amount funded each year will be based upon the interest accrued on the principle held in the accounts from the previous year. If there's no qualified candidate, there will be no scholarship funded. Any unfunded interest will be returned to the principle of the account.

It is preferred that the qualified candidate of the Charles Atwood memorial scholarship fund be a student whose career path direction in either law enforcement, agricultural, or veterinarian studies.

It is further stated that the Posse will not borrow against or encumber the principal amount of the scholarship fund as collateral for any debt incurred on the Posse's behalf.

Any changes made to the manner of distribution and/or cancellation of the participation of the Posse in this scholarship fund program must be made with the approval of the Board of Directors and the Coeta and Donald Baker Foundation.