

# CONSTITUTION and BYLAWS

Harris County Sheriff's Office Junior Mounted Posse

Issue Date: July 17, 2013  
Amended: June 8, 2016  
Amended: January 16, 2021

NO.  
01

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## SUPPORT PERSONNEL FROM H.C.S.O.:

**HARRIS COUNTY SHERIFF'S OFFICE COORDINATOR:** This office shall be appointed by the Sheriff and will remain in this office until otherwise directed by the Sheriff or his designee. The coordinator's duties are as follows: the coordinator shall work with the newly and/or current elected officers to insure integrity of all By-Laws. The coordinator will keep the most current version of the By-Laws to ensure its authenticity. The coordinator shall oversee the yearly event of the "Pony Express Rides." The coordinator shall schedule the meeting between the County Judge and Sheriff for the presentation of proclamations and provide transportation to and from the event. This office shall contact all dignitaries and coordinate the town's routes and meeting locations for all relay rides. The coordinator shall be responsible for insuring adequate police escorts for the safety of the Junior Posse. This office shall coordinate all activities of the Houston Livestock Show and Rodeo Parade. The coordinator shall monitor, count and read the election results to the membership of all elections. The Coordinator shall oversee all property that is owned by the Harris County Sheriff's Office and all equipment requests shall go through the Coordinator. The Coordinator is at the discretion of the Harris County Sheriff's Office and all duties are subject to change at the discretion of the Sheriff of Harris County.

**HARRIS COUNTY SHERIFF'S OFFICE LIAISON:** This office shall be set up for any and all additional Chapters for the Harris County Sheriff's Office Junior Mounted Posse. The liaison will be the contact and representative from the Harris County Sheriff's Office to the particular chapter. The liaison will be responsible to the Coordinator and will coordinate all planned activities through the coordinator. This position of liaison will be appointed by the Coordinator with approval of the Sheriff.

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## Subject: Preamble

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For God and Country, we, members of the Harris County Sheriff's Office Junior Mounted Posse of Harris County, Texas associated ourselves together for the following purposes: To uphold and defend the Constitution of the State of Texas and the United States of America; to protect our country from any and all enemies; whether foreign or domestic; to promote training and guidance for all constituted riding members of the organization and to offer said members the benefit of any specialized or collective abilities we might have or acquire; to co-operate fully with the Sheriff of Harris County and the other Junior Deputies duly organized by said Sheriff; to act in a manner that will perpetuate the memory of our organization with the members thereof, associates, officers, instructors, visitors and the general public as a whole. To exchange and disseminate ideas and information with any group who might want to use our proven plan in order that they might further the welfare of children elsewhere; to be ever mindful that we are to strive for the highest degree of respect by our members of the laws of God and man. To these ends, we pledge to ever conduct ourselves in a manner that will lend strength, dignity and credit to our children and the organization as a whole.

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## Subject: Article I. Name of Organization

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**THE NAME OF THE ORGANIZATION:** Harris County Sheriff's Office Junior Mounted Posse

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## Subject: Article II. Term of the Organization

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**TERM OF THE ORGANIZATION:** The term of this organization shall be perpetual. The fiscal year is August 1<sup>st</sup> through July 31<sup>st</sup>.

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## Subject: Article III. Purpose of the Organization

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**PURPOSE OF THE ORGANIZATION:** To promote and encourage training of our children, not only in the art of horsemanship, but in the many intricate and varied arts of citizenship, sportsmanship and every day living; to attend and encourage others to attend all meeting and activities of this organization; to gladly accept all responsibilities and cooperate with the elected officers of this organization by making ourselves and our abilities available so that this organization might have the respect of any who might come in contact with the same.

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## Subject: Article IV. Membership

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**MEMBERS OF THE ASSOCIATION:** Membership in this organization shall require an application and approval by 51% the membership. A member must complete a 90 day probationary period from the date the member was voted in as noted on the approved application.

### Section 1. Rights

#### A. Voting

**Adult:** Any active adult member in good standing with this organization shall be permitted to vote with the limit of two votes per family. No person shall be permitted to vote unless present at a particular meeting. No proxy voting is allowed.

**Riding Member:** Any active riding member in good standing with this organization shall receive one vote per child. No person shall be permitted to vote unless present at a particular meeting. No proxy voting is allowed.

#### B. Documents

**By-laws:** Any member of the posse has the right to be issued a set of By-Laws.

### Section 2. Dues

A. **Member Dues:** Dues are to be paid at the beginning of each six (6) month billing cycle, February and August. If a new member comes in at any time during a billing cycle then that cycles dues would be prorated. A member whose dues are 90 days delinquent from the last cycle paid will be considered past due and shall automatically be taken from the membership roll. The member must request reinstatement from the Board of Directors.

B. **Reserve Member Dues:** This membership must pay 12 months worth of dues to be eligible to receive their earned award. The member is held to the participation requirement as approved by the membership.



## Section 3.

### **Types of Membership:**

- A. Riding Member:** A riding member must be unmarried and within the age of six (6) through the last day of their 18<sup>th</sup> (eighteenth) year. A riding member will be retired on their nineteenth (19) birthday or the day of graduation from High School, whichever occurs first. The senior riding member may elect to complete the year retiring on 07-31 of their senior year pending approval of the majority of the membership present at the business meeting.

**Extended membership:** A riding member may extend their membership until their 21<sup>st</sup> (Twenty-first) birthday. Extended riding members may not hold an office unless approved by the Adult Officers. An extended riding member may retire at any point with the same retirement benefits as if they retired at the conclusion of their senior year.

- B. Adult Member:** The biological parents/step parents, legal guardian or adult blood relative of a riding member.
- C. Reserve Member:** This section applies to both adult and child. The riding member having a will to participate in the Posse functions, but due to circumstances beyond their control (court orders, custody restrictions, medical, etc.) is unable to fulfill an annual attendance commitment to the junior posse will still be considered an active member. To be a Reserve member in good standing, the member must actively participate in Posse activities for a period of not less than 90 days per fiscal year. Other approved lengths are acceptable pending adult officer and membership approval. A prospective member's application shall be presented to the adult officers for approval. Upon approval, the application shall be presented to the membership. A vote of 51 % of the membership present is required to approve the application. NOTE: The members badge & identification shall be returned by the posse to the Sheriff's Office Coordinator when the member is not actively participating. This same badge shall be assigned to the member until they retire or resign from the posse.
- D. Honorary Member:** This membership is bestowed to individuals and law enforcement personnel who physically, financially and/or morally support the posse. This membership has a term of one year from date of acceptance. This membership has no rights or privileges.
- E. Corporate Sponsor:** Any business or corporation who financially and morally supports the posse. This membership has a term of one year from the date of acceptance. This membership has no rights or privileges.

**F. Lifetime Member:** This membership is bestowed on persons who have demonstrated a sincere interest and continuous support of the posse. The Sheriff of Harris County and spouse automatically receives this membership. Lifetime members will have their names engraved on the plaque that is displayed at the Harris County Sheriff's Office. This member will receive a plaque indicating this honor. The name and address will appear on the current posse roster. This membership has no rights and privileges.

- A. A 51% vote of the members present at the business meeting is required to receive this honor.
- B. Once a member reaches 25 years of service, this member automatically receives the Lifetime Membership. This membership may be held in conjunction with an Adult membership. This honor includes a non dues paying membership.
- C. A person who does not have an active riding member in the posse may pay five hundred dollars to receive a Lifetime Membership that has no rights or privileges.

Section 4. **Active Members:** Active member is broken up into two categories listed below:

- A. Active Adult Member
  - a. Dues Current
  - b. Must attend 3 posse functions from 08-01 through 07-31
- B. Active Riding Member
  - a. Dues current
  - b. Must attend 51% of all shows, parades, or posse functions from 08-01 through 07-31
  - c. Must attend 51% of all practice drill days from 08-01 through 07-31
  - d. Must not be absent from posse functions for more than 90 consecutive days, excluding Reserve members.

Section 5. **Suspension of Membership:** The Board of Directors will review any recommendations for suspension from membership. Probation may be recommended by the Board of Directors but must be in writing and presented to the active membership for approval. Suspension from membership shall occur upon any of the following:

- A. Upon non-payment of dues, as defined under Section 2, Dues.
- B. Upon participation in any activity not to the best interest of this organization, as defined under Article IX. Committees and Appointees; Section 2, Board of Directors.
- C. Withdrawing from school.
- D. Asked to resign by the Sheriff of Harris County. A written request will be forwarded to the Board of Directors.
- E. Arrested for any charge of Class B Misdemeanor or greater charge.
- F. Use of alcoholic beverages during a posse function. Once a posse function is complete and all posse regalia is removed, alcohol consumption by a legal adult is acceptable.
- G. Using illegal substances. The use of illegal substances is not eligible for probation and may result in expulsion from the Posse.

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Section 6. **Applications:** Application for membership must be filled out completely and presented to the membership. Any mount, to be used at posse functions, and riding applicant will be evaluated by three or more adult officers. The recommendation of the adult officers shall be submitted with the member's application to the membership for approval.

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## Subject: Article V. Officer's and Duties

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### Section 1. Elected Positions

#### ADULT OFFICERS

President  
Vice-President  
Secretary  
Treasurer  
Drill Master  
Historian  
Riding Sergeant at Arms

#### RIDING OFFICERS

Riding President  
Riding Vice-President  
Riding Secretary  
Riding Treasurer  
Riding Drill Master  
Riding Historian

### Section 2. Qualifications:

**Adult Officer** – To be qualified to hold an adult elected office, the candidate must be a current Active Adult Member in good standing unless otherwise provided for in these Bylaws.

**Adult Drill Master**- To be qualified to be elected Adult Drill Master, the candidate must be a current Active Adult Member in good standing. If a suitable candidate is not available, the adult officers may appoint annually, by majority vote, an Adult Drill Master who shall be a person skilled in horsemanship and youth leadership. Such appointment shall be approved by the membership at a regular or special business meeting. Such appointment may be terminated for cause by a 2/3 affirmative vote of the adult officers.

**Riding Officer** – To be qualified to hold a riding elected office, the candidate must be of current Active Riding Member in good standing in accordance with Article V, Section 4 of these Bylaws, unless provided for otherwise.

Section 3. **Term of Office:** The term of office for the adult officers shall be two (2) years or until no longer being able to hold office due to illness, child's graduation date or riding member leaving posse. The elected administration of officers shall take office immediately after the annual awards banquet of that year. Any officer of this organization may succeed himself if so elected by the membership.

Section 4. **Duties of Office** – The duty of the officers includes fulfilling a leadership role by setting goals for the organization during the term of office, performing administrative duties and presiding at the meetings. Adult officers shall work with the Riding officers through their term of office.

#### **President:**

1. The President shall be ex officio a member of the board.
2. The President shall have the power to sign all checks drawn against the funds of the organization.
3. The President shall be chairman of the Board of Directors. The President shall appoint the chairman of all committees.
4. The President shall be responsible for all grounds, stands, concessions, etc. belonging to the posse. The President may appoint a committee, or committees to assist in the supervision of the posse properties.
5. The President shall take all written grievances and refer the grievance to the grievance committee for investigation and recommendations. The President shall inform the

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complaining member of the results of the investigation within 10 days after the grievance committee has completed their investigation and made recommendations.

6. The President shall order a financial review by an independent third party at the conclusion of each term of office.
7. The President and/or Vice-President shall approve all expenses. The President and/or Vice President shall approve unbudgeted expenses of \$100.00 or more with the approval of 2 other adult officers.
8. The President shall have the Treasurer issue a check to a member for the equipment deposit upon receipt from the equipment manager inventory control form when all requirements are satisfied.
9. The President and Drill Master may accept an event arising before a regular business meeting. A detailed report shall be given at the next regular business meeting.
10. The President shall appoint a chairman for the nominating committee no later than the June regular business meeting and so direct the chairman to appoint 4 in number: 2 men and 2 women to assist in establishing a slate of officers and necessary Board of Directors for the coming year. The President shall direct the chairman that each voting member must be advised of their recommendations a minimum of 10 days prior to the annual meeting.
11. The President shall notify members who are not currently active members of their suspended right to vote prior to meetings.

## **Vice President:**

1. The Vice President shall act in the place of the President in his or her absence and will have all the authority of the President when acting as such.
2. The Vice President shall take over the office of President if that office is vacated for any reason.
3. The Vice President shall be responsible for tracking current coggins paperwork on all horses used by the members of the organization. The Vice President shall give notice in the monthly meeting of all coggins paperwork which is coming due. Upon expiration of coggins paperwork, the animal in question shall be placed on suspension and not be able to participate in any posse function until an updated coggins paperwork is presented to the Vice President. It shall be the duty of the office of Vice President to enforce this requirement. The Vice President shall keep a copy of all current coggins paperwork at every function and issue a copy to the Secretary and the Drill Master.
4. The President and/or Vice President shall approve all expenses. The President and/or Vice President shall approve unbudgeted expenses of \$100.00 or more with the approval of 2 other adult officers.

## **Secretary:**

1. The Secretary shall be responsible for keeping all records of the organization, preparing the agenda, handling correspondence, and sending notices to members.
2. The Secretary shall keep the minutes of all business meetings and other such meetings called by the President. The Secretary shall keep a permanent record of each set of minutes recorded at official meetings.
3. The Secretary shall forward to the Sheriff of Harris County, upon request, a report of the activities of the organization.
4. The Secretary shall provide new members a copy of the By-Laws within 30 days of membership.
5. The Secretary shall sign all the minutes after reading the minutes and being approved by the membership during meetings.

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6. The Secretary shall work with the Drill Master and the Riding Officers to calculate the incentive points. The office of Secretary shall be responsible for the total calculated incentive point program including attendance.
7. The Secretary shall assist the President and the HCSO coordinator with any elections by the organization.
8. The Secretary shall keep record of Release of Liabilities.
9. The Secretary shall perform other administrative duties assigned by the President or the organization.
10. The Secretary shall be responsible for all thank you letters. The letters shall be signed by both the Secretary and President.
11. The Secretary shall be an ex officio member of the nominating committee.

## **Treasurer**

1. The Treasurer shall collect all dues and make a monthly and annual accounting of all funds collected.
2. The Treasurer shall receive all monies received from fundraisers and deposit these funds into the general fund.
3. The Treasurer shall have authority to disburse monies for current and accepted expenses of this organization, maintaining a copy of bills marked paid for such.
4. The Treasurer shall establish a fund in a recognized bank within Harris County Texas to the credit of this organization and offer a report of all monies belonging to the organization in an up to date manner and submit it to the officers upon request. This office shall establish a checking account for general funds and a savings account to hold all equipment deposits.
5. The Treasurer shall be responsible for filing any paperwork regarding the I.R.S. This office shall then forward the information to the President and Secretary.
6. The Treasurer shall notify the President and Secretary every 90 days of membership that has delinquent dues.
7. The Treasurer shall be an ex officio member of the Awards Committee unless otherwise directed by the President.

## **Drill Master**

1. The Drill Master shall formulate all drills, maneuvers, etc. And shall be responsible for calling all practice drills.
2. The Drill Master shall assist in the procurement of shows, exhibitions, parades, etc.
3. The Drill Master shall be an ex officio member of the Qualifying Committee.
4. The Drill Master shall be responsible for coordinating all riding members meetings.
5. The Drill Master shall work with the riding officers to provide a basic foundation of parliamentary procedure for conducting meetings.
6. The President and Drill Master may accept an engagement and give a detailed report on the same at the next regular business meeting.

## **Historian**

1. The Historian shall be responsible for, but not limited to, taking pictures and/or video footage of all posse activities and special events. In the event the Historian is unable to attend events, they may arrange for another person to perform their duties in their absence. This officer will recruit pictures and/or video footage from any person willing to donate and add to the yearbook.
2. The Historian will assure the website is current with all pertinent events, pictures and information. This information will be updated in a timely manner.



3. The Historian will assist in assuring media sources are contacted and posse events are relayed.
4. The Historian will be responsible for the upkeep and care of all books, magazines, and videos that are property of the Junior Posse.
5. The Historian will help with awards banquet and other organizational events as needed.

**Section 4. Elections:** The election of the officers of the organization shall occur at a regular or special business meeting during the month of July in accordance with Article VII, Sections 1 and 2 of these bylaws. The Harris County Sheriff's Office Coordinator shall conduct the elections in accordance with these bylaws. The officers of the organization shall be nominated on a staggered basis with the President, Treasurer and Historian elected in one year, and the Vice-President, Secretary and Drill Master being elected in the subsequent year. The nominating committee shall prepare a slate of one or more nominees for each elected officer position. Additional nominations may be accepted from the floor any time prior to the actual election. If there are no contested positions and no additional nominations are received, the HCSO Coordinator shall declare the slate of officers duly elected. The position of Vice-President, Secretary and Drill Master shall be elected for a term of one year only for the 2016-2017 year only to begin the staggered terms.

**Section 5. Vacancies:** In the event that the office of President becomes vacant, the Vice-President shall immediately become President of the organization. In the event that any other elected office becomes vacant, the remaining adult officers shall appoint, by majority vote, a qualified member of the organization to serve the remaining portion of the term of office vacated.

**Section 6. Riding Officers:** The Riding Officers shall represent the riding members for one (1) year. Their duties are as follows in this section.

1. Riding officers are to promote leadership, learn to conduct himself/herself in a business-like manner and bring suggestions to the adult officers and membership for final decisions.
2. Riding officers are responsible for presenting proclamations during relay rides. Other riding members may present proclamations at the discretion of the Drill Master.
3. The riding officers speak to adult guest at commissioner's court and other posse functions.
4. The riding officers are responsible for helping plan and conduct fundraisers.
5. The riding officers shall help with any other community activities.
6. Riding officers shall instruct at least 1 skills builder session during their term of office. The skill builder session shall teach the riding members some information. The Drill Master shall approve any skill builder prior to instruction.
7. Riding officers shall prepare thank you letters for all posse functions.
8. All riding officers must demonstrate a willingness to learn.
9. Riding officers must be 12 years of age to be elected into office unless approved by the Adult Officers.
10. Riding officers shall not miss more than 3 meetings.
11. The attendance requirement for riding officers is increased to at least 75% at all practices and at least 75% at all performances.
12. The riding officers are honorary positions and hold no weight in position placement on the drill.
13. No riding member may run for riding office until they have been an active riding member, in good standing, of the posse for one (1) year. Reserve riding members are not eligible to run for office.
14. All riding officers shall confirm point status at posse functions with one adult member present via the sign in log. All officers present will initial the log for the date of the function.

**Riding President:**

1. This office includes fulfilling a leadership role by setting a specific tone for the organization during their term of office.
2. This office shall preside over all riding members meeting and report back to the membership during the adult meetings. The Riding President shall work with the Drill Master to develop an agenda for each meeting. The Riding President shall use basic parliamentary procedures as a tool to conduct effective, orderly meeting.
3. This office shall introduce all riding members present at commissioner's court and relay rides when introduced by the H.C.S.O. coordinator or their designee.
4. The Riding President shall confirm point status by confirming all riding members who were present at functions with all riding officers reviewing the posse sign in log. (Adult officer must be present)
5. This office shall read the sign in log to the membership at the adult meeting.
6. The riding President and Riding Secretary shall organize the Riding Officers elections and assist the H.C.S.O. coordinator during the elections.

**Riding Vice-President:**

1. The Riding Vice-President shall act in place of the Riding President in his/her absence.
2. The Riding Vice-President shall assist the Riding President as needed. This office shall be able to use basic parliamentary procedures as a tool to conduct effect, orderly meetings in the absence of the Riding President.
3. The Riding Vice-President shall assist the Riding President at commissioner's court, and in present proclamations at relay rides.
4. This office shall confirm thank you letters have been written to the Sheriff of Harris County thanking him for all the deputies who assisted with commissioner's court and relay rides.
5. The Riding Vice President becomes Riding President if the Riding President leaves, resigns or is relieved of office.

**Riding Secretary:**

1. This office shall take minutes and records of attendance during youth meetings and deliver a signed copy to the Riding President.
2. The Riding Secretary shall read letters of information or any other correspondence to the riding members.
3. The Riding Secretary shall keep a running total of the incentive points and post the standings.
4. This office shall assist the Riding President and the H.C.S.O. coordinator with the elections.
5. This office shall be responsible for writing all thank you letters. The thank you letters shall be signed by the Riding Secretary and Riding President and/or Riding Vice-President.

**Riding Treasurer:** The riding Treasurer shall keep track of funds raised by the riding members.

1. This office shall consult with the adult treasurer to advise riding members of the amount of monies needed for awards and activities.
2. The Riding Treasurer shall provide the Riding President with a financial report to be presented at the Adult Meeting.

**Riding Sergeant at Arms:**

1. The Riding Sergeant at Arms shall be responsible for the sign in log of riding members during posse functions.
2. This office is responsible for organizing roll call at practice.
3. This office keeps order at meeting, practices and any other posse function.
4. This office shall be responsible for policing the area before and after meeting or posse functions.
5. This office shall report any incidences to the Drill Master.

**Riding Drill Master:**

1. The Riding Drill Master shall be responsible for conducting practices in the absence of the drill master or assisting the Drill Master if asked to do so by the Drill Master.
2. This office shall be in charge of warm up exercises during practices.
3. The Riding Drill Master may carry more responsibility during performances/ events at the discretion of the Drill Master.

**Riding Historian:**

1. This office shall be responsible for but not limited to taking pictures and/or video footage of all posse activities and special events. In the event the Historian is unable to attend events, they will arrange for another person to perform their duties in their absence. This officer may recruit pictures and/or video footage from any person willing to donate to the added to the yearbook.
2. The Historian shall assure the website is current with all pertinent events, pictures and information. This information shall be updated in a timely manner. The Historian may assist in assuring media sources are contacted and posse events are relayed.
3. This officer shall be responsible for the upkeep and care of all books, magazines and videos that are the property of the junior posse.
4. This officer may help with awards banquet and other organization events as needed. Both the adult officer and riding officer shall work together through their term of office.

**Section 7.****Removal and Replacement of Officers:**

- A. Should the necessity arise to remove and replace an office of this organization for any reason a full report shall be made to the membership of this necessary action. After the membership has been notified a special business meeting shall be called to consider such action. The vote to remove and replace said officer must be two-thirds majority of the adult members of said meeting, provided a quorum is present.
- B. All Riding officers of the organization shall be elected at the annual business meeting of the organization. Should any vacancy occur prior to the annual meeting, this office may be filled by an election at a regular business meeting.
- C. The nominating committee should complete the process required to properly investigate all candidates for office. The membership shall be properly notified prior to elections by the Secretary. If the vacant office is the office of Secretary, the nominating committee chair person shall notify the membership.

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**Subject: Article VI. Finances of the Organization**

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- A. There shall be an annual budget prepared by the Adult Officers.
  - a. The Treasurer is responsible for preparing the budget.
  - b. The budget shall be presented by the first officer meeting after the annual awards banquet.
  - c. The budget shall be approved by the Adult Officers.
- B. No individual general member can make an expenditure without prior approval of the President or Vice President.
- C. No officer, chairman or individual of the Junior Posse can secure an unbudgeted expense in excess of one hundred dollars (\$100.00) without approval of the President and/or Vice-President plus two (2) other officers.
- D. None of the "Sergeant Pete Cooper Memorial Scholarship Certificate of Deposit Fund" in the amount of \$10,000.00 shall be used by any posse member, official, officer, representative, chairman, etc. for any purpose whatsoever, with the exception being the interest money earned may be rolled into the general operating fund of the Junior Posse Organization. Expenses, inclusive of the issuance of scholarship checks to current graduating members from the Junior Posse Organization. Should this organization ever cease to exist, the monies shall be given to the 100 Club of Houston under the name of the Harris County Junior Deputy Sheriff's Mounted Posse.

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**Subject: Article VII. Business Meetings of the Organization**

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**Business Meetings of the Organization:**

- Section 1.**      **All regular business meetings** of this organization shall be held at the first practice following the Adult Officer's meeting. At least one weeks' notice will be given prior to the meeting.
- A. It will be the duty of the President to see that a meeting place is provided for.
  - B. Fifty percent (50%) of the registered adult members of the organization present at any regular business meeting shall constitute a quorum.

- Section 2.**      **Special Business Meetings** of this organization may be called by the President if he deems it necessary. A seven (7) day advance notice must be posted for any Special Business meeting called. Only those items set forth in the President's call for a special meeting, or matters relating directly thereto, shall be acted upon. At the next regular meeting after any special business meeting, the President shall make a full report of all transactions of the special business meeting. A quorum must be present to conduct business at a special meeting.

**Section 3.**      **Order of Business:**

**Adult Meeting:**

- A. Call meeting to order
- B. Attendance recorded
- C. Reading of minutes of the previous meeting
- D. Treasurer's report
- E. Riding officer's report
- F. Report of officers and committees
- G. Old business
- H. New business
- I. Adjournment

**Riding Members Meeting:**

- A. Business Meeting
  - a. Call meeting to order
  - b. Attendance recorded
  - c. Reading of minutes of the previous meeting
  - d. Treasurer's report
  - e. Report of officers and committees
  - f. Old business
  - g. New business
  - h. Adjournment
- B. Skills Builder

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**Subject: Article VIII. Changes/ Amendments/ Grievances**

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**Section 1. Changes and Amendments to the Constitution and By-Laws:** Any proposed changes or amendments to these by-laws shall be referred to the By-Laws Committee for their recommendations. The final vote on said proposed changes shall be held at any meeting after the entire membership has been notified in writing of the proposed changes ten (10) days prior to the stated meeting. The vote to approve any changes or amendments must be by two-thirds affirmative majority vote of the registered adult membership. Any request for changes of the by-laws shall be referred to the By-Laws Committee. The By-Laws Committee will be appointed by the President. The By-Law will be signed and dated. The effective date of the By-Law or any revision will be the date the membership voted and passed the amendment, unless otherwise noted on the amendment. Copies of all changes to the Constitution and By-Laws shall be placed into the Posse files. A copy will be sent to the Harris County Sheriff's Office Coordinator to maintain the integrity of all documents.

**Section 2. Standard Operating Procedures:** When a Riding Member's Standard Operating Procedure conflicts with the By-Law, the SOP is superseded by the By-Law. The riding members SOP manuals must be approved by a majority vote by the membership. A copy of the SOP shall be forwarded to the Harris County Sheriff's Office coordinator to be reviewed and filed.

**Section 3. Issuance:** Each family will be issued a copy of the By Laws and SOP. After receiving the By-Laws and Riding Member's SOP manual, an adult member of each family will sign a form that acknowledges the receipts. The Adult Secretary will place the acknowledgement form in the member's permanent personnel folder.

**Section 4. Grievances:** Any member who has a grievance shall bring same in writing to the attention of the President, who shall then refer same to the Grievance Committee for action and recommendation. The complaining member, whose letter has been referred to the Grievance Committee, shall be informed of their actions by the President within ten (10) days after the committee has acted. The Grievance Committee must act upon a written grievance within fifteen (15) days after receipts of grievance. All members are bound by the ruling of the Grievance Committee.

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## Subject: **Article IX. Committees and Appointees**

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**Section 1. Committees:** All Committee Chairmen shall be appointed by the President and shall serve no longer than the term of the President who appointed them or until they are relieved of duty by the President. The Committee Chairman should preserve all documents given to him or her and return them to the Secretary in the same condition in which they were received. This position should keep a record of its activities and place them in a file. This file becomes a continuous record of the activities of the committee and is given to the Secretary. This position is responsible for calling the committee meeting, overseeing all the work, and completing the work of the committee.

- A. Nomination Committee:** The duty of this committee is to qualify all candidates for each office. The Secretary will take all nominations and pass them on to the committee. The Secretary shall give the committee a copy of the by-laws, a description of the duties of each office, and the eligibility requirements. This committee shall investigate all nominations to insure the person is able to fulfill the requirements. The Committee Chair shall contact the nominee to see if he or she is willing to serve, if elected. A person can nominate him/herself. The Secretary will be a member of this committee.
- B. Awards Committee:** The duty of this committee shall be to review all attendance, incentive points and years of service for Riding Members. The Secretary shall provide this committee with copies of membership attendance and all other required documents to set the earned awards list for the posse banquet. Awards shall be based on attendance as an active member. This committee may create awards not listed in Article XII. Awards. This committee shall follow the outline of awards set out in Article XII, Awards. A written awards log listing the names and awards of all recipients receiving awards shall be turned into the President and Vice-President no later than 30 days before the awards banquet. The written awards log may contain Special Awards, (posse caps, sportsmanship award, sponsor awards, etc.) and must be approved by the Adult Officers. Awards given will be determined by the financial status of the Harris County Sheriff's Office Junior Mounted Posse. The Treasurer shall be a member of this committee.
- C. Qualifying Committee:** The duty of this committee shall be to evaluate the Riding Member and any mount to be used for posse functions. The committee shall file a Junior Posse riding evaluation form on both the mount (and equipment) and rider. The Junior Posse riding evaluation shall then be forwarded to the Secretary. All mounts shall be approved by this committee for the safety of the membership. The Drill Master shall be the Chairperson of this committee. This committee will consist of the Adult Officers.
- D. Welcoming Committee:** The duty of this committee shall be to welcome potential members and family at practices and/or events. The committee shall answer membership questions and provide and receive application and documentation.
- E. Grievance Committee:** The duty of this committee shall be to accept all formal grievances from the President. The committee will be appointed by the President. A new Grievance committee will be appointed for each Grievance received. The committee will serve until the Grievance is settled. This committee shall review the by-laws and any other documents to start an investigation. This committee shall have 15 days from the day of the written grievance is received to return the finding and recommendations to the President. The President will then present the recommendations to the Adult Officers for settlement.
- F. By-Laws Committee:** The duty of this committee shall be to review any by-law changes submitted. Changes to the By Laws shall follow Article VIII, Section 2. This committee has 15 days from the date received to return the findings and recommendations to the President.

## Section 2. Appointees:

- A. Equipment Manager:** This position is appointed by the President and shall be responsible for the inspection and issuing all equipment listed under Article XI, Uniform and Equipment. This position shall serve no longer than the term of the President who appointed him or her. This position shall complete an inventory of all issued and non-issued equipment and turn such list into the President and Secretary to present in a business meeting as requested. This position shall be responsible for contacting the H.S.C.O. Coordinator for replacement equipment and other equipment to be issued. This position shall be responsible for repairing any damaged equipment. This position shall collect all equipment from members departing the posse and submit the inventory control form with his signature to the President for authorization to release the equipment deposit.
- B. Assistant Drill Master:** This position is appointed by the Drill Master and serves as long as the Drill Master or until relieved of their duty by the Drill Master. The Assistant Drill Master shall act in the place of the Drill Master in his or her absence having all the authority of the Drill master when acting as such. The position of Assistant Drill Master shall be approved by the adult officers.

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## Subject: Article X. Uniforms and Equipment

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**Posse Issued Equipment:** The following sections are the list of Posse Issued Equipment. All Equipment shall be kept in good condition. Mounted equipment is only to be used during relay rides, parades, exhibition drills, special events, etc. The President or Drill Master may authorize the use of equipment during practice or other special needs as they arise. The riding member should bring a change of clothing to each event. The riding members must remain in full uniform unless the President or Drill Master indicates otherwise. The Jr. Posse represents the Harris County Sheriff's Office and needs to be viewed as professional in uniform.

### Section 1. Riding Member's Issued Equipment:

- A. Hat band; Blue in color
- B. Blue western type tie: to be worn around the neck and tied in a square knot
- C. Two H.C.S.O. patches to be affixed to the sleeves of the uniform shirt one-half inch below the shoulder seam.
- D. One set of collar brass S.O. The S.O. collar emblems will be worn affixed to the uniform shirt collars with the leading edge of the emblem one inch from the collar's point and one-half inch from the collar's outside edge.
- E. Name tag (Riding officers shall have a tag signifying their elected position affixed above the name tag) The name tag will be worn affixed to the front of the posse vest. This location would be on the right side of the vest centered immediately above where the right shirt pocket flap would be located.
- F. Service bar to be affixed immediately above and centered just above where the right shirt flap would be located under the name tag.
- G. American flag pin will be issued to riders who have carried a flag during a parade and a rodeo performance. This pin is to be worn above and center of the name tag.
- H. H.C.S.O. Jr. Posse badge to be issued by H.C.S.O. coordinator after 90 days from being voted into riding member status. The badge will be affixed to the left side of the vest in the same location that it would be worn if affixed to the shirt.
- I. Junior Posse chaps (Personalized Junior Posse chaps that were received as an award will replace the regular chaps)
- J. H.C.S.O. rain slicker
- K. Cross Sabers: The Cross Sabers are to be worn on the right side of the posse vest above the name place and below the American Flag Pin. Sabers are permanently awarded to the riding member.

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**Section 2. Riding Member's Non-issued Required Equipment:**

- A. White western cut, long sleeve collar shirt
- B. Black turtleneck to be embroidered with Sheriff on center front on neck in gold, block letters
- C. Black, all leather vest
- D. Black felt western cowboy hat with stampede strap. Cattleman crease. The only authorized hat pin to be worn on the front center of the cowboy hat is the posse perfect attendance pin.
- E. Junior posse embroidered jacket
- F. Junior posse tee shirt
- G. Blue denim jeans only
- H. Western boots black or dark brown in color
- I. Spurs (optional)
- J. Flag Riders only: Flag boot when needed

**Section 3. Riding Members Issued Mounted Equipment**

- A. Headstall
- B. Reins
- C. H.C.S.O. Junior Posse breast collar with tie down
- D. H.C.S.O. Junior Posse saddle blanket (Personalized award blanket will replace the regular blanket)
- E. One set of blue leg reflectors
- F. Star Conchos (2) for headstall

**Section 4. Riding Members Non-issued Required Mounted Equipment**

- A. Bit or other safety control item
- B. Curb chain
- C. Western saddle with girth
- D. Blanket/ pad to be used under the H.C.S.O. Junior Posse blanket. This additional blanket must not be visible and the mount must remain in parade appearance.

**Section 5. Adult Officer's Performance Appearance**

- A. The adult officer shall wear a tan color long sleeve western shirt with their name and office embroidered on the front right side of the shirt just above the pocket flap when riding in a parade or working in the arena during a performance. The back of the shirt will have the H.C.S.O. junior posse badge embroidered into the shirt.
- B. All adult officers working the arena or riding in a parade shall wear a western style cowboy hat.
- C. If the officer will not be working the arena or conducting posse business at the event, posse uniform is not required.
- D. The officer may alternatively wear the official black Posse embroidered jacket in lieu of the tan shirt, when applicable.

**Section 6. Non-Riding Performance Appearance**

- A. All non-riding adult participants must wear a Posse T-Shirt.
- B. Non-riding adult participants working the arena may wear a western style cowboy hat.
- C. Non-riding adult participants may wear a tan color long sleeve western shirt and may have their name embroidered on the front right side of the shirt just above the pocket flap. The back of the shirt will have the H.C.S.O. junior posse badge embroidered into the shirt.
- D. Non-riding adult participants may wear a posse jacket in lieu of a Posse shirt.
- E. Parade walkers must follow the above guidelines.

**Section 7. Law Enforcement Officers**

- A. All law enforcement officers are encouraged to wear their department uniform to all posse functions. The department uniform may also be used in the arena and other posse events.



**Section 8. Unauthorized Items on Uniforms**

- A. Any item not listed in this article must be approved by the adult officers and the riding officers prior to being affixed to the adult officer or riding officer uniform.
- B. Any mounted equipment not listed in this article or other items to be placed onto the mount must be approved by the adult officers and the riding officers prior to being placed onto the mount.
- C. All permanent alternations must be approved by a majority vote of the membership.

**Section 9. Class A Uniform**

- A. Class A uniform is when the riding member is wearing their hat, vest, white shirt, tie, jeans, boots and chaps.
- B. Chaps are not required to be worn before or after shows.
- C. The riding member must wear a posse tee shirt at all posse functions before the Class A uniform is put on. If the t-shirt is not worn, 1 incentive point will be deducted from that event.
- D. The riding member will only wear the Class A. uniform at Posse functions (excluding practice). The riding member may request the approval of the adult officers to wear the Class A uniform for school functions; Western day, police week, etc. The adult officers must approve this action prior to the event. The riding member is required to maintain parade appearance while wearing the Class A. uniform.

**Section 10. Equipment Deposit and Lost or Damaged Equipment**

- A. The equipment deposit shall be \$50.00 per riding member. All listed equipment issued to the riding member by this organization is to be kept in good condition. Equipment which is destroyed, mutilated, or damaged in any manner shall be the financial responsibility of the member for two times the amount of current replacement cost to the junior posse. All junior posse equipment shall be returned to the equipment manager within thirty (30) days after the member exits the junior posse for any reason. Failure to comply with this article shall forfeit the withdrawing members' deposit(s). The member may be taken to small claims court for an amount no less than the value of the equipment and property in their possession. All members must sign the equipment contract agreement. The equipment manager shall advise the President by the inventory control form when all issued equipment has been returned to the posse.
- B. All equipment issued from the Junior Posse or used for the Posse must be maintained in good safe working condition. Issued equipment not in good condition will be turned into the equipment manager to be replaced with better equipment, if available.
- C. Any equipment listed above that is lost or stolen shall have a police report made in a timely manner. The president and the H.C.S.O. coordinator shall be notified immediately. The incident number shall be given to the President to be passed onto the H.C.S.O. coordinator. The Sheriff of Harris County may require his office to complete a police report.
- D. The safety of the riding members shall come first. Any horse or equipment considered a hazard must have necessary steps made to correct the condition or riding privileges may be revoked.

**Section 11. Cloth and Other Material Sold**

- A. In order to maintain uniformity, the President shall appoint a member of this organization and authorize said person to purchase such cloth or other material as may be necessary following the guidelines under Article VI. Sections B & C. This cloth or other material may then be sold to the membership at cost so they may make parts of their uniform within regulation of this organization.

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## Subject: **Article XI. Awards**

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**Section 1. Attendance:** Be it resolved that awards to be made to riding members of the Harris County Sheriff's Office Junior Mounted Posse for attendance must be based on attendance as an active member or reserve member. A member who is reinstated after loss of active member status begins the member's accumulation of attendance towards awards on the date of reinstatement as approved by the Adult Officers. See Article IV. Membership.

**Section 2. Awards Committee:** All awards will be the responsibility of the Awards Committee.

**Section 3. Riding Members:** Awards for riding members with active status and continuous service from the date the member was voted in, as noted on the approved application are as follows:

### **Riding Members**

Under 1 Year	Lead Rope
1 <sup>st</sup> Year	Monogrammed Halter
2 <sup>nd</sup> Year	Hat Box
3 <sup>rd</sup> Year	Monogrammed Duffle Bag
4 <sup>th</sup> Year	Posse Belt Buckle
5 <sup>th</sup> Year	Belt (\$100.00)
6 <sup>th</sup> Year	Stirrups
7 <sup>th</sup> Year	Pair of Boots (\$125)
8 <sup>th</sup> Year	Monogrammed Headstall & Breast collar
9 <sup>th</sup> Year	Posse Ring (\$250)
10 <sup>th</sup> Year	Personalized Junior Posse Chaps (name & 10 <sup>th</sup> year award)
11 <sup>th</sup> Year	Monogrammed Jr Posse Show Pad with name
12 <sup>th</sup> Year	Posse Saddle
13 <sup>th</sup> Year	to be recommended by the Awards Committee

### **Reserve Members**

Under 1 Year	Lead Rope
1 <sup>st</sup> Year	Plaque
2 <sup>nd</sup> Year	2 Tier Trophy
3 <sup>rd</sup> Year	Monogrammed Halter
4 <sup>th</sup> Year	Hat Box
5 <sup>th</sup> Year	Monogrammed Duffle Bag
6 <sup>th</sup> Year	Traditional Belt Buckle
7 <sup>th</sup> Year	Belt (\$100.00)
8 <sup>th</sup> Year	Stirrups
9 <sup>th</sup> Year	Pair of Boots (\$125)
10 <sup>th</sup> Year	Monogrammed Headstall & Breast collar
11 <sup>th</sup> Year	Posse Ring (\$250)
12 <sup>th</sup> Year	Personalized Junior Posse Chaps (name & 12 <sup>th</sup> year award)
13 <sup>th</sup> Year	Monogrammed Jr. Posse Show Pad with name

**Section 4. Retirement Award:** The badge worn by the riding member who is retiring from the Harris County Sheriff's Office Junior Mounted Posse shall be surrendered to be prepared for installation into a shadow box by the Sheriff's Office. The Shadow Box is the retirement award in addition to any attendance award earned. The Riding Member must have been an Active Member or Reserve Member continuously for the four years preceding their retirement to be eligible for this award.

**Section 5. Perfect Attendance.** Any active member of the Harris County Junior Deputy Sheriff's Mounted Posse who has attended 100% of all posse functions for the current year shall receive a star pin to be worn on the front, center of the Performance Hat. Additional perfect attendance years will be awarded a star pin to be worn next to the original star pin. These pins may be worn for the duration of membership.

**Section 6. Incentive Awards.** The following awards will be awarded to the five (5) highest point members from August 1<sup>st</sup> through July 31<sup>st</sup> as follows:

1. \$25.00 First highest
2. \$20.00 Second highest
3. \$15.00 Third highest
4. \$10.00 Fourth highest
5. \$5.00 Fifth highest

In the event of a point tie, individual awards will be awarded.

#### **Earned Points**

- A. One Point per drill for a max of three (3) points per practice. To qualify, ride must be saddled and ready to ride when the whistle at the beginning of practice is blown. To earn points you must ride. If you are in attendance but not riding only attendance will be counted.
- B. One Point for each Adult Member attending a business meeting. To qualify, the adult member must be present when the meeting is called to order and the Secretary records attendance.
- C. Three points for attending riding member's meeting.
- D. Six Points for shows, parades, Relay Ride, mounted color presentations, fund raisers, and other required Sheriff's Office events.
- E. Nine Points for Commissioner's Court.

#### **Conditions**

- A. Must be an active member or reserve member to receive points.
- B. Points will be updated quarterly
- C. All points are forfeited when a member is removed from active or reserve membership.
- D. If all uniform and/or equipment are not present at events listed in D and E above, then all points are forfeited and only attendance is counted.
- E. Only approved posse events are eligible to receive points.
- F. No points will be awarded if dues are more than ninety (90) days delinquent (either by member or parent)
- G. All points for the year will be forfeited if the member drops out of Posse (unless to attend college, going into service, or due to age limitations.)
- H. Point year will run from August 1<sup>st</sup> to July 31<sup>st</sup>.

**Section 7. Other Awards.**

- A. All adult officers will receive a plaque upon completion of his/her term. Plaques will be awarded for each successive completed term.
- B. The Adult President and Drill Master shall receive a traditional belt buckle at the completion of their 1<sup>st</sup> term of office.
- C. If an Adult Officer would like to receive a traditional belt buckle, he/she may purchase one and receive it at the awards banquet.

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**Subject: Article XII SABER PROGRAM**

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Policy: It is the purpose of this Article to provide specific guidelines for the Riding Member to demonstrate their riding ability to the satisfaction of the Drill Master by completing the requirements of this document to gain the Crossed Sabers.

**Section 1. Evaluation test will consist of the following skill exercises:**

- 1. Walk
- 2. Trot
- 3. Lope
- 4. Back
- 5. Side Pass both directions
- 6. Figure Eight
- 7. Obstacles

**Section 2. Identification of drill exercise: The Riding Member shall be able to identify all the movements of the current year's drill of the Harris County Junior Posse.****Section 3. Evaluation test detailed**

- A. Walk Exercise: The Riding Member shall demonstrate proper riding posture at a walk with both hands on the reins, back straight, eyes forward. This exercise shall be demonstrated for one complete lap around the outer arena.
- B. Trot Exercise: The Riding Member shall demonstrate proper riding posture at a trot with both hands on the reins, back straight, eyes forward, with a Post and control of the mount during this exercise. This exercise shall be demonstrated for one complete lap around the outer arena.
- C. Lope Exercise: The Riding Member shall demonstrate proper riding posture at a Lope with both hands on the reins, back straight, eyes forward and control of the mount during this exercise. This exercise shall be demonstrated for one complete lap around the outer arena.
- D. Backing Exercise: The Riding Member shall demonstrate the proper riding posture while backing with both hands on the reins, back straight, and be able to back the mount for a distance of 10 feet. The riding member and mount shall be between four cones spaced 5 feet apart and 10 feet from the starting cone and end cone. If the mount exits this area this is an automatic failure. There is a 5 minute time limit on this exercise. The Riding Member has three attempts to complete this exercise.
- E. Side Pass Exercise: The Riding Member shall demonstrate proper riding posture during this exercise with both hands on the reins, back straight and be able to side pass the mount both to the right and left side for a distance of 10 feet. The riding member and mount shall be between four cones spaced 5 feet apart and 10 feet from the starting cone and end cone. If the mount exits this area this is an automatic

failure. There is a 5 minute time limit on this exercise. The Riding Member has three attempts to complete this exercise.

- F. Figure Eight Exercise: The Riding Member shall demonstrate proper riding posture during this maneuver with both hands on the reins, back straight. The Riding Member shall demonstrate to the Drill Masters satisfaction both smooth and constant speed during this maneuver at a lope.
- G. Obstacle Exercise: The Riding Member shall demonstrate to the Drill Master's satisfaction, control of their mount during this exercise. If the mount spooks and the Riding Member recovers within the confines of a marked 25 foot box and the mount did not leave the box, then the Riding Member has successfully completed the exercise.
  - a. The obstacle may be anything a riding member might encounter at a posse event. This exercise list includes, but is not limited to, the following:
    - i. Garbage bag being pulled in front of the mount
    - ii. Ball being rolled in front of the mount
    - iii. Crossing over water
    - iv. Flags crossing in front of the mount
    - v. Umbrella opening in front of the mount
    - vi. Balloons crossing in front of the mount
    - vii. Sirens or loud noises

Section 4. Saber Award: Once the Riding Member has fulfilled the listed requirements in Section 1 & 2 the Riding Member shall be awarded the Crossed Sabers to be worn on the Posse vest. The Crossed Sabers become the property of the Riding Member indefinitely. The Harris County Sheriff's Office coordinator shall be responsible for furnishing the Crossed Sabers to the Junior Posse. The Drill Master shall provide a certificate of completion, during the Awards Banquet, to each Riding Member who successfully completes the Saber Program.

Section 5. Placement of Sabers: The Crossed Sabers are to be worn on the right side of the posse vest above the name place and below the American Flag Pin. If a member of the riding officers earns this award, the Cross Saber is to be worn just under the American Flag pin.

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## Subject: **Article XIII DRILL TEAM**

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Section 1. Risk Assumption: Each member rides at their own risk. Neither the Junior Posse nor any member thereof can be held responsible for injuries to any person, mount, or equipment incurred while participating in any activity of the organization. SAFETY OF ALL MEMBERS IS FIRST PRIORITY.

Section 2. Selection of Exhibition Drills: All performance dates shall be chosen by the majority vote at a regular business meeting of this organization. If a performance date occurs prior to the next regularly scheduled meeting, the President and Drill Master may tentatively accept an engagement prior to a regular business meeting. The President or Drill Master shall give a detailed report on the event at the next business meeting and the membership shall vote to approve the event.

Section 3. Prohibited Mounts: No stallions/studs are allowed in the Junior Posse.

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- Section 4.       Exhibition Drills and Practice Drills: The Drill Master shall formulate all drills, maneuvers, etc. The Drill Master shall call all practice drills and Riding Member meeting times and locations.
- Section 5.       Equipment and Transportation: All Riding Members shall have a western saddle and approved equipment by the qualifying committee. The Riding Member shall have transportation for their mounts.
- Section 6.       Squads and Attendance:
- A. The Drill Master shall qualify and place all riding members on a squad based on ability and attendance.
  - B. Squad 1: This squad shall be composed of Riding Members with seniority and/or qualified by the Drill Master. This Squad shall perform the primary drill for rodeo performances. The size of the drill team may vary depending on the arena size or at the discretion of the Drill Master
  - C. Squad 2: This squad shall be for Junior Riding Members. Members of Squad 2 may ride in a secondary drill during a rodeo performance at the discretion of the Drill Master.
  - D. Riding Members shall diligently attend all practices. Any absence from practice may affect the Riding member's position placement on the drill team. Riding Members shall attend at least one of the two practice drills prior to the exhibition drill to be eligible to perform during the exhibition drill if the rider's practice attendance is greater than 85%. If the attendance is less than 85%, the rider must attend the practice drill immediately prior to the exhibition drill.
- Section 7.       Position, Seniority and Evaluation
- A. The Drill Master assigns flag rider position. Flag rider positions should be rotated among the qualified flag riders available.
  - B. Junior Rider: This position is for the Riding Member and mounts whose skill levels are limited and not qualified to ride in the primary drill.
  - C. Mascot: This position is for the Riding Member and mounts with very limited skills and will not ride during performances.
  - D. Riding Member: These positions are for the Riding Members and mount whose skills are able to perform the entire drill, but have not been qualified to be a flag rider.
  - E. Flag Rider: This position has been qualified by the Drill Master to be able to carry a flag during a rodeo performance while maintaining control of their mount.
  - F. Position: The Drill Master shall evaluate all Riding Members and their mounts for position placement on the drill team. The Drill Master shall determine final placement for all positions.
- Section 8.       Riding Officers
- A. Riding Members who are elected to be a Riding Officer shall perform all duties assigned by the by-laws and the Drill Master. Being an elected officer has no bearing on any placement position carried in the drill.
  - B. It is the Riding Member's responsibility to sign in. The sign in book shall list the incentive points for an event, Riding Member's name and if a mount is used. The book shall be available for viewing upon request to the Secretary.
  - C. Riding Officers shall meet after every posse function and confirm points using the sign in book. All Riding Officers shall sign that page for the event. One adult officer shall be present and also sign next to the Riding Officers.

# CONSTITUTION and BYLAWS

Harris County Sheriff's Office Junior Mounted Posse

Issue Date:  
July 17, 2013

NO.  
22

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- Section 9.       Scheduling Event Times
- A. Riding Members shall be at exhibition drills 1 hour prior to performance time with mount ready to ride or when advised by the Drill Master.
  - B. Any Member having a Riding Member not their child shall notify an adult officer.
- Section 10.      Arena Terms and Commands
- A. Terms
    - a. Exhibition Drill – The term exhibition drill and rodeo performance are interchangeable.
    - b. Long side of arena – From the gate end to the far short end
    - c. Short end – The gate end used as the starting point for most drills
    - d. Centerline – From the midpoint of one short end of the arena to the midpoint of the other short end.
    - e. Dress right or left – All riding members should look to the far right/left riding member adjusting to form one long straight line.
  - B. Commands
    - a. All commands are given by the Drill Master.
    - b. Stop Command – When two tweets are given all movement shall stop immediately.

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## Subject: **Article XIV INDEMNITY**

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The organization shall have the power to indemnify any Director or Officer of the organization for the expenses and cost (including attorney's fees) actual and necessarily incurred by him, in connection with any claim asserted against, by action in court or otherwise by reason of his being or having been such officer or director, except in relation to matters as to which he shall have been guilty of misconduct or negligent in respect of the matter in which indemnity is sought. Said parties agree to protect, indemnify and safe harmless, the County from and against any claims, losses, damages, charges, costs, or expenses, including attorney's fees whether direct or indirect to which the said party may be subject by reason of any such loss or injury.

Gregory Rashall  
President



**HARRIS COUNTY SHERIFF'S OFFICE  
JUNIOR MOUNTED POSSE**

23828 Tomball Parkway  
Tomball, Texas 77375  
(832) 794-8223



**APPLICATION FOR MEMBERSHIP IN THE  
HARRIS COUNTY SHERIFF'S JUNIOR MOUNTED POSSE**

**Applicant #1 : Riding Member \_\_\_\_ Adult Member \_\_\_\_**

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Sex M / F  
Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Email \_\_\_\_\_  
Occupation \_\_\_\_\_ Employer \_\_\_\_\_ Relation to Riding Member \_\_\_\_\_

**Applicant #2 : Riding Member \_\_\_\_ Adult Member \_\_\_\_**

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Sex M / F  
Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Email \_\_\_\_\_  
Occupation \_\_\_\_\_ Employer \_\_\_\_\_ Relation to Riding Member \_\_\_\_\_

It is to be understood, the Applicant has access to a horse with a western saddle and bridle, suitable to perform actions a Drill Master should request, and said Applicant or Applicant's parent(s) have transportation for horse and equipment to locations where the Junior Posse performs. The horse will have a Coggins Test (negative result).

Dues are \$5.00 monthly for each member. Upon acceptance of Applicant as a member of Junior Posse, his/her parent(s) are also accepted into the parents organization of the Junior Posse and thereby have equal rights to cast votes with other parents regarding its operation. Dues are \$3.00 for each parent. Monthly parents meetings will be held as scheduled.

It is also understood, all equipment and uniform clothing issued by the Junior Posse (badges, vest, shirt, chaps, emblems, SOs, rain coat, bridle, reins, tie down and saddle blanket) shall be returned to the Junior Posse immediately upon termination of membership.

I/We have read the above and agree to these terms and the information supplied by me/ us is true and correct.

Signature of Applicant #1 \_\_\_\_\_ TDL # \_\_\_\_\_

Signature of Applicant #2 \_\_\_\_\_ TDL # \_\_\_\_\_



Membership accepted: Yes \_\_\_\_ No \_\_\_\_ Date \_\_\_\_\_

President \_\_\_\_\_ Secretary \_\_\_\_\_



***HARRIS COUNTY SHERIFF'S OFFICE  
JUNIOR MOUNTED POSSE***

23828 Tomball Parkway  
Tomball, Texas 77375  
(832) 794-8223



**JUNIOR POSSE RIDING EVALUATION**

Rider's Name \_\_\_\_\_ Date: \_\_\_\_\_

Horse's Name \_\_\_\_\_ Age: \_\_\_\_\_ Breed \_\_\_\_\_

Sex \_\_\_\_\_ Color \_\_\_\_\_ Size \_\_\_\_\_

**Part 1 Inspection**

Tack	Headstall	Unsafe	Poor	Fair	Good	Other
	Bit/Reins	Unsafe	Poor	Fair	Good	Other
	Breast Collar	Unsafe	Poor	Fair	Good	Other
	Saddle Blanket	Unsafe	Poor	Fair	Good	Other
	Leg Wraps	Unsafe	Poor	Fair	Good	Other
	Western Saddle	Unsafe	Poor	Fair	Good	Other
Horse	Disposition	Unsafe	Poor	Fair	Good	Other

**Part 2 Equestrian**

Mounting	Unsafe	Poor	Fair	Good	Other
Dismounting	Unsafe	Poor	Fair	Good	Other
Walk Horse	Unsafe	Poor	Fair	Good	Other
Trot Horse	Unsafe	Poor	Fair	Good	Other
Lope Horse	Unsafe	Poor	Fair	Good	Other
Back Horse	Unsafe	Poor	Fair	Good	Other
Side Pass: Left	Unsafe	Poor	Fair	Good	Other
Side Pass: Right	Unsafe	Poor	Fair	Good	Other
Figure Eight	Unsafe	Poor	Fair	Good	Other
Circle	Unsafe	Poor	Fair	Good	Other

Practice      Mascot      Drop  
Off      Drill      Other

Evaluator: \_\_\_\_\_ Signature \_\_\_\_\_  
Qualifying Recommendations \_\_\_\_\_



**HARRIS COUNTY SHERIFF'S OFFICE  
JUNIOR MOUNTED POSSE**

23828 Tomball Parkway  
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(832) 794-8223



**RIDING MEMBER INSPECTION FORM**

Rider Name: \_\_\_\_\_ Date: \_\_\_\_\_

Item Inspected	Good	Fair	Bad	Replace	Comments
Badge					#
Name Tag					
Officer Tag					
Member Since					
Flag Pin					
Sabers					
Vest					
Chaps					
Boots					
Shirt					
SO Pins					
Black Felt Hat					
Hat Band					
Stampede Strap					Black only?
Neck Scarf					
Rain Slicker					
Headstall					#
Medallions					
Reins					#
Curb Chain					
Tie Down					#
Breast Collar					
Leg Wraps					
Cover Blanket					
Saddle					
Saddle Blanket					
Jacket					

Inspected by: \_\_\_\_\_ Date: \_\_\_\_\_

Inspected by: \_\_\_\_\_ Date: \_\_\_\_\_

Inspected by: \_\_\_\_\_ Date: \_\_\_\_\_

Equipment Manager: \_\_\_\_\_ Date: \_\_\_\_\_



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INVENTORY CONTROL

Rider's Name: \_\_\_\_\_ Parent: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Equipment Issued:

Badge \_\_\_\_\_ Date Issued \_\_\_\_\_ Returned \_\_\_\_\_

Trailer Placard \_\_\_\_\_ Date Issued By Laws/ Riding SOP \_\_\_\_\_

Uniform: \_\_\_\_\_ Date Issued \_\_\_\_\_

Shoulder Patches \_\_\_\_\_ Name Tag \_\_\_\_\_ Flag Pin \_\_\_\_\_ Sabers \_\_\_\_\_

Rain Coat: Size \_\_\_\_\_ Condition issued \_\_\_\_\_ Returned \_\_\_\_\_

Hat Band: \_\_\_\_\_ Condition issued \_\_\_\_\_ Returned \_\_\_\_\_

Collar Brass \_\_\_\_\_ Condition issued \_\_\_\_\_ Returned \_\_\_\_\_

Neck Scarf \_\_\_\_\_ Condition issued \_\_\_\_\_ Returned \_\_\_\_\_

Leg Chaps \_\_\_\_\_ Condition issued \_\_\_\_\_ Returned \_\_\_\_\_

Horse Equipment: \_\_\_\_\_ Date Issued \_\_\_\_\_

Breast Collar \_\_\_\_\_ Condition issued \_\_\_\_\_ Returned \_\_\_\_\_

Saddle Pad \_\_\_\_\_ Condition issued \_\_\_\_\_ Returned \_\_\_\_\_

Reins \_\_\_\_\_ Condition issued \_\_\_\_\_ Returned \_\_\_\_\_

Head Stall \_\_\_\_\_ Condition issued \_\_\_\_\_ Returned \_\_\_\_\_

Tie Down \_\_\_\_\_ Condition issued \_\_\_\_\_ Returned \_\_\_\_\_

Leg Wraps \_\_\_\_\_ Condition issued \_\_\_\_\_ Returned \_\_\_\_\_

Medallions \_\_\_\_\_ Condition issued \_\_\_\_\_ Returned \_\_\_\_\_

Notes:

**STANDARD OPERATIONAL PROCEDURES**

Harris County Sheriff's Office Junior Mounted Posse

Issue Date:  
July 17, 2004NO.  
SOP 1

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**S.O.P. 1 Riding Officers and Riding Members**

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The main purpose of the officers is to promote leadership, learn to conduct themselves in a businesslike manner and to bring suggestions to the adult officers and members for final decision.

Some of the main duties of the youth officers are for the relay rides each year. The President and Vice President are responsible for presenting the proclamations along with the other riding officers depending upon the amount of officers and members present. All officers read and it is up to the discretion of them whether other members are allowed to read. (For example senior riders.) They are also to speak to the adult guest and commissioner's court or any posse function that requires a riding officer to be present. Along with this, the officers are responsible for helping in planning and conducting fundraisers and other community activities.

To be an officer, you must be an active member for the year prior to and after elections each year with current dues. The minimum attendance requirement for officers is 75% at all practices and 75% at all performances.

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**S.O.P. 2 Uniform and Rules**

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**Section 1. Rules**

- A. After being notified by bookkeepers that you are out of uniform and have been told or given a copy of the rules – failure to follow rules will result in loss of earned points.
- B. Keep equipment clean and in good condition. Equipment is not to be used at any time other than for shows, relay rides and parades.
- C. Keep horses in good health and well groomed. (Before shows have feet trimmed, manes and tails neatly groomed.)
- D. Riding double is not allowed.
- E. Boots must be worn at all times when riding with Posse.
- F. Not allowed at posse function
  - i. Smoking
  - ii. Drinking
  - iii. Cussing
  - iv. Beating on Horse
  - v. Disobeying elders, officers (including Riding Member Officers) and other parents
  - vi. Chewing gum (except at practices)

**Section 2. Uniforms**

- A. Vests
  - a. Not to be worn by itself
  - b. It is to be buttoned at all times
  - c. Badge on left side
  - d. Name tag on right side
  - e. Officer's tag over name tag
  - f. NO extra pins
- B. Boots
  - a. To be worn during all drills and posse functions
  - b. Black and brown only. (NO LIGHT BROWN)
  - c. Riding shoes with heels allowed for practice

- C. Hats
  - a. Regulation (cattleman crease) Black
  - b. Hat pins (other than Posse perfect attendance pin) and feathers are not allowed
  - c. Hats have to be on rider at all times on horseback unless the Drill Master or President tells otherwise
  - d. No hats to be worn backwards or sideways and must have a Pose hatband at all times while in uniform
  - e. STAMPEDE STRAP REQUIRED
- D. Shirt
  - a. White western shirt with patches on each sleeve
  - b. NOT ALLOWED – Sleeves rolled up
  - c. NOT ALLOWED – Shirt unbuttoned and out of jeans
  - d. NOT ALLOWED – No Shirt – all of uniform must be worn or all taken off when we are not performing
  - e. IT IS ALWAYS BEST TO BE SURE TO BRING A CHANGE OF CLOTHING FOR WHEN WE HAVE COMPLETED A PERFORMANCE.
  - f. Tank tops are not allowed at any Posse functions or practice.
- E. Tie
  - a. Western Type Tie
  - b. Ties are to be worn on the neck and tied in the middle.
  - c. Ties are not to be tied on arms, hats, legs, hair, saddles, bridles or any part of the horse
- F. Chaps
  - a. Traditional black leather bat wing chaps
  - b. Chaps are to be worn when in full uniform
  - c. Chaps do not have to be worn after an event is over
  - d. ALL OTHER UNIFORM MUST BE WORN OR ALL TAKEN OFF
  - e. Personalized Monogrammed Award Chaps may be worn in place of the regular chaps.
- G. Badges
  - a. Posse Coordinator will issue badge after 90 days (DUES MUST BE CURRENT AND EQUIPMENT DEPOSIT PAID)
  - b. Badge is to be worn on the left side of vest
  - c. Name tag and yearly stars are to be worn on the right side of the vest. Stars above the name tag
- H. Jeans
  - a. Blue denim – colored jeans are not allowed
  - b. Jeans with rips and/or tears are not allowed

YOU ARE IN FULL UNIFORM: When you have on your hat, vest, white shirt, tie, jeans, boots and chaps.

All must be worn when ready to ride and in line up before events. (One exception: Chaps do not have to be worn before or after shows. You are in full uniform without chaps, except when ready to ride.)

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## S.O.P. 3 Incentive Program

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Section 1      Earned Points: The incentive program is set up to give the children of the posse a goal to work towards during the year. The program runs from August 1 to July 31. Each child has the opportunity to earn points. The points are earned and not given to any child. Each rider must earn each and every point.

- 1. Points you will receive: Applies to everyone
  - a. Three points for monthly meetings. Parents must attend and be a dues paying

- member.
  - b. Six points for each show, parade or posse function that you attend.
  - c. Total points are added each month and posted online with the total at the end of the year deciding the top five places.
  - d. If one child or ten children have a total of the same points, they will all be given a first place incentive award This is the same of all places first through fifth places.
  - e. Attendance with your horse, you will receive 1 point.
2. Guidelines and Rules to follow to earn points for each year
- a. Being on time for all drills, shows and Posse functions
  - b. Attending all Posse functions
  - c. Notify the Drill Master or bookkeepers if you are unable to attend any Posse function
  - d. When members are representing the Posse, all listed rules are to be followed
  - e. Each member must be ready to ride at the drills or in uniform and ready to ride when Drill Master's whistle is blown.
  - f. Respect: All your fellow team members and work together as a team helping each other when riding and learning the Posse drills, rules and guidelines.

Gregory Rashall  
President



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I \_\_\_\_\_ have received a copy of  
Constitution and By-Laws and Riding Members S.O.P.

\_\_\_\_\_  
Signature



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**Badge and Identification Riding Member Issuance Form**

I \_\_\_\_\_, currently a riding member of the Harris County Sheriff's Office Junior Mounted Posse in good standing have completed my 90 day probation as required by the By-Laws Article IV Membership Section 1. Riding Members, was issued badge #\_\_\_\_\_.

I understand I am responsible for this H.C.S.O. issued badge and identification. If my badge is lost or stolen I am required to file a police report in a timely manner. I am required to contact the adult President and H.C.S.O. Coordinator immediately. This action is required by By-Law XI. Uniforms and Equipment Section 10 Equipment Deposit and Lost or Damaged Equipment C.

Harris County Sheriff's Office  
Riding Member

Adult Member Name/Date:

Adult Member Signature:

Date Badge returned:

Adult Officer Name:

Adult Office Signature:

Person Returning Badge:

Person Returned Badge Signature:

Original to be returned to H.C.S.O. Coordinator.

Copy to be placed in family's permanent folder.