

THE 1ST U.S. VOLUNTEER CAVALRY REGIMENT ROUGH RIDERS, INC.

(A Non-Profit Corporation)

STANDING RULES

Effective 4-8-2024

These Standing Rules incorporate changes approved by the Board of Directors during the 2023-2024 fiscal year. These are the only changes since the previous version dated 9-30-2023.

Changes in the document are in italics and Bold font. Changes are located in:

Standing Rule 1 – MEMBERSHIP, SECTION 4 – ADMISSION – SPONSORSHIP, ELIGIBILITY AND APPROVAL (changed 4-8-2024)

Standing Rule 1 – Membership, Section 5 - Dues and Fees, Paragraph 1. Policies, and Paragraph 2. Procedures. (approved 2-12-2024)

Standing Rule 11 - FINANCIAL POLICIES AND PROCEDURES – wording changes from Capital Improvement Fund to Strategic Fund (approved 2-12-2024)

Standing Rule 12 - STRATEGIC PLANNING COMMITTEE - wording changes from Capital Improvement Fund to Strategic Fund (approved 2-12-2024)

Standing Rule 13 - STRATEGIC FUND PLAN - wording changes from BUILDING RESERVES FUND to Strategic Fund Plan (approved 2-12-2024)

Contents

STANDING RULE 1 – MEMBERSHIP	1
SECTION 1 - MEMBERSHIP TYPES.....	1
1. Policies	1
2. Procedures	1
SECTION 2 - MEMBERSHIP SIZE.....	2
1. Policies	2
2. Procedures	3
SECTION 3 - MEMBERSHIP COMMITTEE AND MEMBERSHIP SCREENING COMMITTEE	3
1. Policies	3
2. Procedures	3
SECTION 4 - ADMISSION – SPONSORSHIP, ELIGIBILITY AND APPROVAL	3
1. Policies	3
2. Procedures	4
SECTION 5 – DUES AND FEES	5
1. Policies	5
2. Procedures	5
SECTION 6 – RESIGNATIONS AND REINSTATEMENTS.....	6
1. Resignations	6
2. Reinstatements	6
STANDING RULE 2 - PARTICIPATION REQUIREMENTS FOR NEW MEMBERS.....	8
SECTION 1 – POLICIES	8
SECTION 2 – PROCEDURES.....	8
STANDING RULE 3 - UNIFORMS	8
SECTION 1. POLICIES	8
SECTION 2. PROCEDURES.....	9
SECTION 3. UNIFORM VIOLATIONS – POLICES AND PROCEDURES	13
STANDING RULE 4 – RANKS, INSIGNIA, PROMOTIONS	13
Reserved for a future Standing Rule 4	13
STANDING RULE 5 - AWARDS.....	13

Reserved for a future Standing Rule 5 13

STANDING RULE 6 - FALLEN MEMBERS MEMORIAL 14

 SECTION 1 – GENERAL..... 14

 SECTION 2 - POLICIES 14

 SECTION 3 - PROCEDURES..... 14

STANDING RULE 7 – PARADE ACTIVITIES 14

 SECTION 1 - NONMEMBERS 14

 SECTION 2 - TATTOOS 15

 SECTION 3 - PUBLIC EXPOSURE 15

STANDING RULE 8 - MEETING CONDUCT 15

 SECTION 1 – POLICY 15

 SECTION 2 – PROCEDURES 15

STANDING RULE 9 – DISCIPLINE POLICIES AND DISCIPLINARY COMMITTEE PROCEDURES 15

 SECTION 1 - POLICIES 15

 SECTION 2 - PROCEDURES..... 16

STANDING RULE 10 – EXPELLED MEMBERS 21

 SECTION 1 - POLICIES 21

 SECTION 2 - PROCEDURES..... 21

 1. Affected Persons 21

 2. Rough Riders Property or Sponsored Events..... 21

 3. Limitations 22

STANDING RULE 11 - FINANCIAL POLICIES AND PROCEDURES 22

 SECTION 1 – POLICIES 22

 1. Budget..... 22

 2. Urgently needed expenditures..... 22

 3. President's Discretionary Fund..... 22

 4. Tipping 22

 5. Advances 22

 6. Reservations No Show 22

 SECTION 2 – PROCEDURES (*Changes in this section in bold and italics from Capital Improvement Fund to Strategic Fund were approved 2-12-2024*)..... 23

STANDING RULE 12 – STRATEGIC PLANNING COMMITTEE 23

SECTION 1 – POLICIES (*Changes in this Standing Rule in bold and italics were approved 2-12-2024*)... 23

 1. Strategic Planning Committee..... 23

SECTION 2 - PROCEDURES..... 23

 1. Planning for Building and Real Property..... 23

 2. Planning for the Rolling Stock 24

 3. *Planning for Resources to Mitigate Risks in Catastrophic Events/Situations.* 24

 4. Use of Advisors..... 24

 5. Integrated *Strategic Fund Plan*..... 24

STANDING RULE 13 – STRATEGIC FUND PLAN 24

 SECTION 1 – BACKGROUND (*Changes in this Standing Rule in bold and italics were approved 2-12-2024*)..... 24

 SECTION 2 – POLICY 24

 SECTION 3 - PROCEDURES..... 25

STANDING RULE 14 - JOHN WINTER TEDDY BEAR FUND COMMITTEE AND THE TEDDY BEAR EXPRESS VEHICLE..... 26

STANDING RULE 15 – ELECTION REGISTRAR..... 26

STANDING RULE 16 - CONFLICT OF INTEREST POLICY 27

 SECTION 1 - POLICY 27

 SECTION 2 - DEFINITIONS..... 28

 1. Interested Person..... 28

 2. Financial Interest..... 28

 SECTION 3 - PROCEDURES..... 28

 1. Duty to Disclose 28

 2. Determining Whether a Conflict of Interest Exists 28

 3. Procedures for Addressing the Conflict of Interest 28

 4. Violations of the Conflicts of Interest Policy 29

 SECTION 4 - RECORDS OF PROCEEDINGS 29

 SECTION 5 - COMPENSATION..... 29

 SECTION 6 - PERIODIC REVIEWS..... 30

STANDING RULE 17 - WHISTLEBLOWER POLICY..... 30

 SECTION 1 – POLICY 30

 SECTION 2 – PROCEDURES..... 31

SECTION 3 - RECORDS OF PROCEEDINGS 31

STANDING RULE 18 – ALCOHOL PROCUREMENT AND USE..... 31

 SECTION 1 - BACKGROUND 31

 SECTION 2 - GENERAL 31

 SECTION 3 - POLICIES 31

 1. Alcohol Procurements..... 31

 2. Use of Organization-owned Alcohol Products..... 32

 SECTION 4 - PROCEDURES..... 32

 1. Recording Alcohol Purchased or Donated 32

 2. Recording Alcohol Used 32

 3. Inventory Procedures 32

 4. Violations 32

STANDING RULE 19 - MISCELLANEOUS POLICY AND PROCEDURES 32

 SECTION 1 - POLICIES 32

 SECTION 2 - PROCEDURES..... 33

STANDING RULE 20 - CHARITABLE CONTRIBUTIONS COMMITTEE 33

Committee Notes..... 35

 2007 Rank & Membership Committee Enlisted Rank Structure 35

 ROUGH RIDER CHALLENGE COINS 38

STANDING RULE 1 – MEMBERSHIP

SECTION 1 - MEMBERSHIP TYPES

1. Policies

Members shall be active from October 1st to September 30th of each year.

- a. Full Member - A member in good standing that pays his/her full dues for the financial year are considered Full Members.
- b. Probationary Member – Prospective new members that are admitted to the Rough Riders are Probationary Members during their first year of service to the organization and are not eligible to vote in the Board of Directors election during the year they are admitted.
- c. Leave of Absence Member - A Full Member in good standing may wish to take a Leave of Absence from the Rough Riders due to financial, health, or other serious reasons. Approval procedures for designation as a Leave of Absence Member are discussed below.
- d. Absentee Member - Any Full Member in good standing who shall permanently relocate his or her residence outside of an 80-mile radius from the clubhouse (defined as 601 N. 19th St., Tampa, Florida 33605), or who suffers from a medical hardship, may apply to the Chair of the Membership Committee to change his/her membership status to "Absentee Member."
- e. Honorary Member - Upon the recommendation of the Membership Committee, the President with the approval of the Board of Directors, may designate a person to be an Honorary Member. This membership is for ceremonial purposes and is limited in scope and is for a one-year period.

2. Procedures

- a. Leave of Absence Member - Members in good standing who suffer from a financial, physical, or other serious hardship may apply for a Leave of Absence per occurrence. An occurrence is a single event and any harm that is repeated or continues as a result of that event. All applications are to be handled by the Membership Committee and must be approved by the President.
- b. Absentee Member - Said member so applying shall certify in writing on a form approved by the Membership Committee to the Chair of the Membership Committee that he/she has permanently relocated his or her residence more than 80 miles from Tampa, Florida, or suffers from a medical hardship which prevents full participation in Rough Rider events. Said application shall state the previous address, the new address, and his/her intention to become an Absentee Member.

(1) The Chair of the Membership Committee and the Secretary personally shall review the applications of all persons who request Absentee Member status to determine if the member qualifies for Absentee Member status. Upon the recommendation of the Chair of the Membership Committee, the application for Absentee Membership shall be approved by the majority of the Executive Board.

(2) The following terms shall apply to Absentee Membership status:

- (a) shall be entitled to attend no more than three (3) sanctioned members-only Rough Rider events per year, from October 1st of each year to the following September 30th.

(b) shall not be entitled to vote for any purpose.

(c) shall count against the membership cap.

(d) shall have no other rights and privileges of full membership, including, but not limited to, the giving of any preference of any blood relative or lineal descendant or ascendant for acceptance into full membership into the Rough Riders.

(e) must reapply and be granted Absentee Member status each year.

(3) In the event that said Absentee Member shall seek reinstatement as a Full Member, he/she shall be accepted back into full membership upon payment in full of the balance of his/her dues. He/she shall not be subject to any late fees if the annual dues are timely paid for the year rejoining as a full member.

(4) If any Absentee Member relocates within the 80-mile area, as provided above, or medically recovers and can participate in Rough Riders events, then he/she shall notify the Chair of the Membership Committee within thirty (30) days and may pay the balance of his/her full dues and be reinstated to Full Member status. Commencing on October 1st after his/her return to the area or the recovery from the medical hardship, he/she shall be obligated to pay the full dues and shall be entitled to Full Member status.

(5) In the event that the Executive Board disapproves of an application for Absentee Member status, that member shall be notified and shall have forty-five (45) days to make payment in full to remain in good standing. If full payment is not timely made, then said member shall be dropped from the membership rolls.

c. Honorary Member - An Honorary Member may participate in specific events and activities only upon the specific invitation of the President. An Honorary Member is expected to abide by and to conform to all provisions of the Bylaws, Standing Rules, and all directives, policies, and procedures as set forth by the Board of Directors and President from time to time, and as expected of other Rough Riders members. If an Honorary Member wishes to participate in parades and other Rough Riders events and activities, then the Honorary Member may make application to the Rough Riders, subject to the membership requirements and the appropriate application payment. This application may be made at any time and shall not be initially restricted by the membership cap. Thereafter, if accepted into membership, the Honorary Member shall be considered a Full Member for all purposes.

SECTION 2 - MEMBERSHIP SIZE

1. Policies

a. The membership of the Rough Riders is hereby limited to 600 Full Members. The new Membership Cap for each year shall be based on the number of Full Members lost due to deaths, resignation, non-renewals and drops for the preceding year. Each year the Membership Committee shall certify the available new member spots available for the following year. To protect the cap of 600 Full Members, any change will require a supermajority (2/3rds) of the registered quorum of the Board of Directors present.

b. The membership cap shall not apply to applicants who are Blood Relatives and "Founding Father Picks" that have been approved and voted on for membership during their first year of admittance.

c. Blood Relatives - Blood relatives shall be defined as:

- (1) Lineal ascendant or natural born or adopted child of a current active Full Member.
- (2) All siblings of a current active Full Member.

d. Founding Father Picks - The Founding Father of the Rough Riders," Charles G. Spicola, Jr., shall be granted the honor to bring into the organization a maximum of two (2) new Probationary Members a year (hereafter "Founding Father picks") and subject to approval by the Membership Screening Committee and voted and approved by the Board of Directors. These new Probationary Members shall not be governed by the membership cap upon admittance for the first year in the organization.

2. Procedures

If the membership number falls below the membership cap, the Board of Directors may authorize the Membership Committee to open an additional application period and accept additional applications for approval and may accept new members at other times.

SECTION 3 - MEMBERSHIP COMMITTEE AND MEMBERSHIP SCREENING COMMITTEE

1. Policies

- a. The Membership Committee shall be permitted to develop, to maintain, and to modify forms and procedures consistent with the Bylaws and Standing Rules.
- b. A Membership Screening Committee shall be selected by the Past President's Membership Chair each year and the Past President Membership Chair shall serve as Chair of the Membership Screening Committee. The Membership Screening Committee shall be selected by the Past President's Membership Committee and shall be composed of at least one past President, the Rough Riders First Vice President/Chief of Staff, one additional Executive Board Member, two Board Members, and two general members of three years' minimum longevity and others.

2. Procedures

The Membership Screening Committee shall have screened prospective members prior to their consideration by the Board of Directors. The Membership Screening Committee shall check their backgrounds, legal and criminal records, and if possible, interview the applicant and the sponsors. This process may take 30 days or more to complete before the applicant can be presented to the Board of Directors. Eligible applicants approved and recommended by the Membership Screening Committee will be submitted for Board approval at the following Board meetings.

SECTION 4 - ADMISSION – SPONSORSHIP, ELIGIBILITY AND APPROVAL

1. Policies

- a. Sponsorship - A potential new member shall be proposed to the Board of Directors by two Full Members (sponsors) who have at least one year in good standing in the Rough Riders. One of the sponsors must have known the applicant for at least three years and is familiar with the applicant. Both sponsors must vouch for the suitability of the proposed member in the Rough Riders and both sponsors shall be responsible for the conduct of the new member and agree to guide and mentor the new member for a period of one year.
- b. Eligibility - Applicants who are not approved and recommended for membership by the membership screening committee will be rejected and not be submitted to a vote by the Board of Directors without

recourse. Any member who has been expelled or removed from the Rough Riders, or any applicant whose application has been denied two times, is not eligible for membership and any request for reinstatement or any further application will be returned without processing.

c. Approval - Applicants eligible for membership shall be voted upon and must be approved by a majority of the Board of Directors, present and voting, at a meeting duly called for that purpose.

2. Procedures

a. New Member applications shall be made on a form prescribed and approved by the Membership Committee. Membership applications shall be accepted from May 1st through **June 30th** of each year and only completed applications with paid in full fees will be processed. Applications shall be posted on display in the clubhouse for all members to review during the application process. Upon the nomination for membership of an applicant, if any member has any objection or pertinent or adverse information concerning an applicant or an application, then said member is directed to contact the Membership Screening Committee for further action or review.

b. Ineligible applications shall be returned without further processing and application fees will be refunded, less any applicable costs and fees incurred by the Rough Riders.

c. If the rejection by the Screening Committee is for technical or procedural reasons, then the applicant may re-apply without prejudice.

d. Priority for Admission - Applicants for membership shall then be considered in the following order:

(1) Lineal ascendant or descendant of a Full Member shall be given first priority, subject to the approval of the Board of Directors.

(2) All siblings of a Full Member shall take second priority, subject to approval by the Board of Directors.

(3) A Full Member's in-law shall be given third priority for membership, subject to Board of Directors approval and subject to the following condition - should the proposed member lose his/her marital status, which entitled him to this priority, then the Board of Directors may reconsider his/her membership upon the application of the in-law upon whom the proposed member is relying for his/ her priority.

(4) Members proposed by the Executive Board and President (to a maximum of 3) to the Board of Directors shall take fourth priority, subject to Board of Directors approval.

(5) All other proposed members shall take last priority and the Board of Directors may offer a special general membership to the public.

e. Acceptance - Prospective members shall be voted upon by the Board of Directors at a regularly scheduled meeting.

(1) Applicants for Whom Comments/Concerns were Submitted to Membership Screening Committee. For applicants where there were comments/concerns submitted to the Membership Screening Committee, the committee will conduct a closed session at the end of the June BOD meeting to hear concerns by members who submitted comments/concerns. At the conclusion of this session, the

applicants will be considered by the Board of Directors for admission by Secret Ballot. Ballots are to be confidential and written. Twenty negative votes will reject the applicant. Alternatively, the decision on any applicant may be tabled for up to 90 days or until the end of the fiscal year to accommodate the need to further adjudicate any concerns/comments.

(2) Rejected Applicants. Any new applicant who is rejected or denied admission by the Membership Screening Committee and/or the Board of Directors (first time only) must wait until the next application cycle (May-June of the following year) before reapplying for membership. During the next application cycle, a new application may be made along with the payment of applicable fees. (changed 4-8-2024)

SECTION 5 – DUES AND FEES

1. Policies

Dues shall be determined by the Board of Directors and the Board of Directors may increase or decrease such annual dues from time to time, but never more than once per twelve-month period.

- The annual Full Member dues are \$500. **Late fee is \$100.**
- The annual Absentee Member dues are \$200. **Late fee is \$50.**
- The Probationary Member application fee (including first year's dues) is \$1500.00 and shall include the Probationary Member's initial uniform. New Member fee for legacy members is \$1000.00.
- Reinstatement fee is \$250.
- Payment Plan fee is \$25.
- Background check fee is market price.
- ***From the Probationary Member application fee and first year's dues \$400.00 shall be applied to the "Strategic Fund." The remaining portion of the initiation fee shall be applied to the general operating account.***
- ***From the annual Full Member dues and the annual Absentee Member dues \$25 shall be applied to the "Strategic Fund." The remaining portion of the annual dues shall be applied to the general operating account.***

2. Procedures

a. Dues Schedule - Annual Dues are due **June 1st** and must be paid by **June 30th** to avoid a late fee.

- May 1st - Dues statements available to Members. Dues statements may be mailed or emailed or available on the Rough Riders website by the current Treasurer or Rough Riders business office.
- June 1st - Dues and renewal reminder Statements available.
- **June 1st** – Dues are due. Reminder notices sent out.
- **June 30** – last date to pay dues without a late fee.
- **July 1st** - Dues are past due on **July 1st. Late fess will be imposed.** Notice to unpaid members by email, US mail, website, or other means. Members are delinquent on **August 1st** of each year. At the September Board of Directors Meeting, unpaid members will be dropped for the upcoming fiscal year effective September 30th.
- September 30th - Members officially dropped for non-payment for the upcoming fiscal year.

b. Members are responsible for advising the Rough Riders business office of all changes in address and contact information. Attempts by the Rough Riders to contact a member at the last known address shall be deemed to be sufficient notice for all purposes.

c. Additional renewal notices will be mailed, or emailed, or posted on the Rough Riders website during the month of **June** with additional notices for those members **who face late fees** for not paying before **July 1st**. The Treasurer or Rough Riders business office will send out notices at the last known address by US First Class Certified mail, return receipt requested, to such delinquent members advising them they will be suspended from membership if payment or arrangement for payment, is not made by September 1st. ***(Changes in this section, in bold and italics were approved 2-12-2024)***

d. Any member delinquent on dues as of September 1st will not be eligible during the upcoming fiscal year for election to, or continuation on, the Board of Directors, or any elective office, or appointment as a Committee Chair, Co-Chair, or Vice-Chair; nor will a delinquent member be permitted to participate in any member-only Rough Riders event. Any member unpaid or delinquent in his/her dues or any other charges shall not receive an invitation to, nor participate in any Rough Riders event for the upcoming fiscal year.

e. Financial Hardship and Payment Plan

(1) Any member, in good standing, experiencing a hardship (financial, physical, or other serious condition) may make written application to the Chair of the Membership Committee on a one-time basis.

(2) Upon review of the application, the Chair of the Membership Committee may recommend to the President that the member so applying be allowed the opportunity to pay his/her full membership dues over an extended period as the President shall deem appropriate, but not to extend past 1 November.

(3) A notation of said application, together with the decision of the President and payment arrangements, shall be kept by the Chair of the Membership Committee and shall not be disclosed to anyone other than a member of the Board of Directors, the Treasurer, and other persons as deemed necessary by the President. Upon payments as agreed upon, the member shall enjoy the rights and privileges of full membership. All payments must be made by November 1st of the current fiscal year. Year membership patches will be issued upon successful completion of an approved payment plan.

(4) There shall be a \$25 fee imposed on persons paying their dues with a payment plan.

SECTION 6 – RESIGNATIONS AND REINSTATEMENTS

1. Resignations

Members in good standing may resign for any reasons at any time. Names of persons resigning shall be presented by the Membership Committee to the Executive Board and to the Board of Directors for their information.

2. Reinstatements

a. Policies

(1) Persons who have resigned from the organization or persons that were previously removed from the organization by the Board of Directors for not paying dues by the designated timeframes may be reinstated to full membership by the Board of Directors.

(2) Previous members who are reinstated are counted against the membership cap.

b. Procedures

(1) The former member shall apply to the Membership Committee for reinstatement. The Membership Committee shall propose the reinstatements to the Executive Board before proposing the reinstatements to the Board of Directors.

(2) For persons who have been out of the organization for 12 months or less, the person the person shall pay a \$100 late fee plus the full year's dues.

(3) For persons who have been out of the organization for more than 12 months, and pending an approved updated background check, the applicant shall pay a \$250 reinstatement fee, plus the cost of the background check, plus the full year's dues.

(4) Reinstated members will return to the organization with their original member number and the rank they were authorized when they left the organization.

(5) Reinstated members will attend an orientation that is tailored for returning members to update them on organizational policies and procedures. They will not be considered part of the current year probationary member class.

STANDING RULE 2 - PARTICIPATION REQUIREMENTS FOR NEW MEMBERS

SECTION 1 – POLICIES

1. New members will be required to join two (2) committees and attend one (1) major parade and two (2) major events during their first year in the Rough Riders. They must show evidence of participation to the Chairman of Membership/ Promotions/Awards Committee in the form of the signature of the Committee Chairman or Parade OIC prior to being allowed to reenlist and be promoted from Recruit to Trooper. Signed and completed new member cards should be forwarded to the Membership/Promotions/Awards Committee chairpersons by the chairman of the New Member Orientation Committee.
2. Active participation on the Float Committee and one (1) Special Events Committee is mandatory.

SECTION 2 – PROCEDURES

1. Parades - The major parades of the year are designated by the current President.
2. Major Events - The major events of the year are designated by the current President.
3. Special Events - Special Events Committees of the year are designated by the current President.
4. Participation in the other parades, committees, or events during the year is strongly encouraged but not required.
5. Sponsoring New Members - The sponsor should be sure the new member understands the participation requirements during the 1st year of membership and should counsel new members on conducting themselves in a dignified and professional manner when representing the Rough Riders.

STANDING RULE 3 - UNIFORMS

SECTION 1. POLICIES

1. The Rough Riders uniform and insignia will be provided to members by the 1st U.S. Volunteer Cavalry Rough Riders, Inc., (Rough Riders), for the wear and use at Rough Riders functions. The Rough Riders shall govern its display, wearing, and use. Rough Riders uniforms may only be worn at events approved by the President.
2. All members are required to wear uniforms and apparel as set forth herein.
3. All below described items must be Rough Riders-provided or approved and must be worn as described herein.
4. All members will have one year from the effective date of this standing rule to bring uniforms into compliance with the provisions herein.
5. No member shall display any obscene buttons, insignia, or items which could bring discredit to the Rough Riders.
6. Persons who are no longer members may not wear Rough Riders apparel or insignia.

SECTION 2. PROCEDURES

At parades and activities designated as full uniform events, the minimum Rough Rider uniform shall be worn as described below. All reference to left and right are as the uniform is being worn.

1. Hat – Rough Riders-provided Stetson or similar type with full brim, light tan, beige, or light brown. No black hats. No baseball caps, “do-rags” or bandanas instead of an authorized hat. Hat to be worn on head or on a lanyard on shoulders behind head. Large Cross Sabers and #1 to be worn on front or side of a hat. Gold hat braid to be worn for enlisted members. Gold/Black hat braid for officers. When the National Anthem is played, all Rough Riders will wear their Stetson Hats. Other headgear is authorized in parade staging areas before the official start of parade activities.
2. Rough Riders-provided blue scarf w/white polka dots.
3. Rough Riders-provided dark blue long sleeve shirt, or an alternate blue long-sleeved shirt approved by the Executive Board for sale in the Rough Riders Quartermaster Store. No short-sleeved shirts. Gold buttons are optional.
4. Approved long pants khaki or tan (cargo style or plain style). No shorts.
5. Collar Brass - Crossed sabers on left shirt collar; USV on right shirt collar.
6. Suspenders - White or tan for enlisted ranks (optional for officer's rank).
7. Epaulettes - on top of shoulder seam. Officers may wear epaulettes and brass insignia or shoulder boards w/o epaulettes.
8. Rank insignia with proper authorized rank of member (See Ranks description).
9. Hash marks may be worn on the lower left sleeve (See Ranks description).
10. Shoes or boots - Black or brown. No white or multicolor or running shoes.
11. Leggings (optional).
12. Belt - Black or brown belt with buckle.
13. Member ID patch - top of patch to be sewn along outer seam of left shoulder.
14. Annual Dues patch – current year only to be worn directly below Member ID patch on left sleeve. Optional - first year of membership patch may be worn over right breast pocket. No other year patch may be displayed anywhere else on the uniform.
15. Embroidered Name tag - to be sewn over left breast shirt pocket. This name tag will contain your last name and your given name (or nickname).

16. Rough Riders embroidered tag - to be sewn over right breast shirt pocket.

17. Other Patches:

a. American Flag. Members shall wear a designated American Flag patch on the upper right sleeve, with blue star field facing forward. According to the US Flag Code, When the sleeve contains multiple patches, the American flag patch should always be placed at the top.

b. Honor Guard Patch. Honor Guard members may wear the Honor Guard patch on the right sleeve below the American Flag patch.

c. 1898-1998 Commemorative Patch. Members who were in the Rough Riders in 1998 may wear the 1898-1998 Commemorative Patch over the right breast pocket or upper right sleeve at the shoulder. If worn above the right shirt pocket along with a first-year patch, the Commemorative Patch will be worn closer to the heart. In addition, the '125 Anniversary' patch may be worn in the manner as described above for the Centennial Patch for members who were in the Rough Riders in 2023.

d. Committee Patches. Officially recognized Rough Riders committees of the 1st U.S. Volunteer Cavalry Regiment - Rough Riders, Inc. may petition the Board of Directors for approval of an official insignia patch up to 2"x2" in size. Two (2) committee patches only (of choice by member) may be worn on right sleeve/cuff.

e. Wreath or crossed sabers may be worn on left sleeve cuff when authorized for the member (See Ranks description).

18. Rough Rider medals or military medals, ribbons or badges earned while serving in the military may be worn above the left breast pocket.

19. No other insignia may be sewn or displayed on the uniform.

20. No embroidery on uniforms except President's tunic and Past President's khaki shirt.

21. Past Presidents may wear gold piping along outer seam of pants and blue, tan or khaki long sleeve shirts with brass or embroidered cross sabers and USV on shirt collars and name and "Rough Riders" above pockets.

22. Current President to wear khaki tunic with insignia.

23. Authorized variations. At the direction of the current President the following variations may be authorized for these specific events or activities:

a. St Patrick's events – wear of a green Stetson-type hat, neckerchief, and suspenders may be authorized.

b. Veteran's Day, Memorial Day, and Independence Day events – wear of a patriotic red, white, and blue Stetson-type hat, neckerchief, and suspenders may be authorized.

c. Christmas Parade – wear of a holiday-themed Stetson-type hat, neckerchief, and suspenders may be authorized. No Santa hats are authorized.

d. Strawberry Festival Parade - wear of a red Stetson-type hat, neckerchief, and suspenders may be authorized.

e. During local parades in the summer period, the President may authorize the wear of Rough Riders blue t-shirts sold by the Quartermaster Store (no specialized committee shirts) in lieu of the long-sleeved shirt.

f. The President may expressly designate additional items for those members working special details, such as Honor Guard, or designated assignments at major parades or full uniform events. This includes but is not limited to:

(1) Yellow hats, armbands and reflective vests for Safety and Security personnel.

(2) Appropriate headgear for music committee personnel that wear headsets during the parade. These personnel shall also wear their Stetson on a lanyard around the neck.

(3) OIC armbands for the parade OICs.

(4) Ascots, belts, and gloves for Honor Guard Members.

g. Members may wear non-objectionable insignia or pins on hats or suspenders as may be allowed or approved by the Board of Directors.

h. During inclement weather events, members are encouraged to wear a jacket or outer wear which is consistent with our uniform. A duster or clear poncho would be appropriate.

24. Uniform Layout



No embroidery
allowed on uniform.
No additional items
of any type allowed
on uniform.

- 1 - USV in Brass
- 2 - Brass Cross Sabers Points Up
- 3 - Member Number
- 4 - Annual Patch - Current year only
- 5 - Commemorative Patch. As of this publication there are two authorized commemorative patches, the 1898-1998 patch and the 1898-2018 patch. Others may be added in future commemorative years (optional).
- 6 - Committee patches, maximum of 2, on Lower Right Sleeve or Cuff (optional)
- 7 - Epaulettes and Officers Ranks (See Ranks description)
- 8 - Gold buttons (optional)
- 9 - Blue Polka dot kerchief
- 10 - Enlisted ranks insignia (See Ranks description)

11 - Enlisted hash marks on lower left sleeve (optional)

12 - Suspenders (enlisted)

13 - Honor Guard Patch below American Flag (optional).

14 - Wreath or crossed sabers on lower left cuff when authorized (optional)

15 - Rough Riders awards (optional) or Military awards and badges (optional)

16 - Rough Riders first year patch (optional). Centered over right breast pocket. If worn with the 1898-1998 Commemorative Patch, the commemorative patch is worn closer to the heart and the set of two patches is centered over the pocket (optional).

17 - USA Flag Blue field forward

18 - The 25 Year Patch may be worn above the right breast pocket, above the Commemorative and/or first-year patches, if worn (optional).

SECTION 3. UNIFORM VIOLATIONS – POLICES AND PROCEDURES

1. No patch, emblem or insignia may be affixed, worn, or displayed without specific approval by the Board of Directors. All unauthorized patches, emblems, and markings are to be removed from the Rough Riders uniforms. Failure to do so will result in warnings and/or fines and penalties. Members will have one year from the approval date of this Standing Rule to bring uniforms into compliance.

2. No member shall manufacture, produce, distribute, offer, or wear any item which bears the name Rough Riders, Rough Riders crossed sabers, USV, or any other 1st U.S. Volunteer Cavalry Regiment - Rough Riders, Inc., marking, logo, or insignia used by the Rough Riders, unless specifically approved by the Board of Directors.

3. All members, regardless of rank, who are not in full Rough Rider uniform during major parades and designated full uniform events, shall be subject to disciplinary procedures and sanctions, unless good cause is shown.

4. Uniform violations shall be reported to the current President. The President shall review alleged violations and communicate these with the Disciplinary Committee. Violations shall be handled as a disciplinary matter subject to the terms and conditions of this Standing Rule.

STANDING RULE 4 – RANKS, INSIGNIA, PROMOTIONS

Reserved for a future Standing Rule 4

STANDING RULE 5 - AWARDS

Reserved for a future Standing Rule 5

STANDING RULE 6 - FALLEN MEMBERS MEMORIAL

SECTION 1 – GENERAL

At the base of the flagpole on the north side of the Rough Rider Clubhouse is located a pavement of bricks surrounded by short walls. This shall be designated as the Fallen Members Memorial. It is a place of remembrance for deceased members and their service to the Rough Riders.

SECTION 2 - POLICIES

When an active or honorary member passes away, he/she may have a memorial brick placed at the Fallen Members Memorial in his/her honor. Upon request, a person that had been a member for ten (10) years or more and had left the club in good standing, shall be eligible, within one year of their death, to have a brick placed in their memory in the Fallen Members Memorial.

Additionally, upon notification of the death of a current Rough Rider, flowers or donations will be sent on behalf of the Rough Riders to the funeral services, or, if requested by the family, a donation will be made to a charitable organization.

SECTION 3 - PROCEDURES

1. A ceremony will be held once a year to honor those members requesting a memorial brick, with the ceremony preferably to be held near the end of the current fiscal year.
2. Members may be notified by annual postings in the Bullygram, by email, calendar, and website of the Fallen Member Ceremony. Attempts will be made to notify the member's relatives, sponsors (recommending member) of the opportunity to attend the ceremony.
3. A member may request in advance and in writing or their relative may request after death, that a memorial brick be placed in remembrance of his or her service. The responsibility is upon the member's relative to notify the Rough Riders of this request at the time of death. Requests are to be made to the Rough Rider Membership Committee. The Membership Committee shall provide approved request to the Executive Board.
4. The memorial brick shall note the member's name, rank, and date of death (if known). The memorial bricks will not be placed in any order, but generally will coincide with the date of death. Members and family may not pick where that memorial brick may be placed.
5. The Secretary shall maintain the official list of approved bricks and will coordinate with the Building Committee for procuring and installing new bricks.
6. The Building Committee shall maintain the Fallen Members Memorial and ensure any necessary repairs are made and new bricks installed.

STANDING RULE 7 – PARADE ACTIVITIES

SECTION 1 - NONMEMBERS

1. Nonmembers are not allowed to march in the parades with the Rough Riders unless they are invited by the President and/or the Board of Directors. (This does not apply to hired persons such as security or safety volunteers).

2. Nonmembers are not allowed to ride on the floats unless they are invited guests of the President and/or Board of Directors.

SECTION 2 - TATTOOS

It is the express intention that "Tattooing," (which shall include, but not be limited to tattoos, decals, stickers, appliques, or other markings) shall not be applied in any manner which would bring disrepute or discredit to the Rough Riders. Accordingly, tattoos, decals, stickers, appliques, or other markings shall not be applied by mouth, or with saliva, or other bodily fluid, or on any place below the neck. Members who violate this Standing Rule (and specially those members in uniform) shall be subject to discipline (see STANDING RULE 9-DISCIPLINE POLICIES AND DISCIPLINARY COMMITTEE PROCEDURES). The 1st U.S. Volunteer Cavalry Regiment - Rough Riders, Inc. shall be the sole judge of whether any conduct proscribed herein violates this Standing Rule.

SECTION 3 - PUBLIC EXPOSURE

No Rough Rider shall induce, ask, or entice any person to display uncovered breasts, buttock, or genitalia. Members who violate this Standing Rule shall be subject to discipline (see STANDING RULE 9-DISCIPLINE POLICIES AND DISCIPLINARY COMMITTEE PROCEDURES). The 1st U.S. Volunteer Cavalry Regiment - Rough Riders, Inc., shall be the sole judge of whether any conduct proscribed herein violates this Standing Rule.

STANDING RULE 8 - MEETING CONDUCT

SECTION 1 – POLICY

The President shall have the inherent power to protect our members and to safeguard the integrity of our organization.

SECTION 2 – PROCEDURES

1. The President may issue directives to ensure that all members are secure in their person and property; and for the orderly conduct of the organization's business.
2. The President shall appoint a Parliamentarian, a Sergeant at Arms and/or a designated representative (Committee or event Chair) to ensure that Rough Riders meetings are conducted properly, and that order is maintained. These persons are authorized to enforce paragraph 3 (below) of this standing rule and ask members and/or guests to leave the Rough Riders premises.
3. Members or guests who are disruptive, out-of-order; or intoxicated, or whose behavior appears to be unduly influenced by alcoholic beverages or other substances, will be asked to leave the Rough Riders meeting, premises, properties, and/or events, immediately, and offending members may be referred to the Disciplinary Committee.

STANDING RULE 9 – DISCIPLINE POLICIES AND DISCIPLINARY COMMITTEE PROCEDURES

SECTION 1 - POLICIES

a. All members of the Rough Riders are expected to conduct themselves at all times in such a manner as not to bring discredit upon themselves or the Rough Riders, whether at a Rough Riders event or in private life. No member of the Rough Riders, regardless of rank or position, shall conduct himself or

herself in any manner unbecoming a Rough Rider that could reasonably bring discredit, shame, embarrassment, or public ridicule upon the Rough Riders.

b. Each person shall, by accepting membership, agree to conform to and abide by the provisions of the Bylaws, Standing Rules, directives, policies, and procedures of the Rough Riders, as set forth by the President, Executive Board, or the Board of Directors.

c. Violations of parade conduct and uniform violations are subject to these Disciplinary procedures.

d. Members of the Rough Riders also shall be responsible for and shall be subject to sanctions for the conduct of their respective invited guest(s) at Rough Riders' events, if the Rough Riders' invited guest(s) acts in a manner that would or could bring discredit, shame, embarrassment, or public ridicule upon the Rough Riders.

e. Members of the Executive Board and the Board of Directors who witness violations or become aware of violations shall be obligated to report these violations to the President.

f. All reports to the President and the Disciplinary Committee will be treated with the utmost confidentiality to protect the reputations of all parties involved.

g. The membership of the Disciplinary Committee is established in the Bylaws in the Article covering Standing Committees.

SECTION 2 - PROCEDURES

a. Reporting

If any member of the Rough Riders, and/or Rough Riders' guest, violates the provisions of this Standing Rule, the witnessing member shall submit a written complaint against said offending member or his/her invited guest(s) to the President. All complaints against any Rough Riders member, regardless of rank, shall be handled as provided herein. The complaint must contain the date, approximate time, location, and any witnesses to the conduct. It shall be the duty of the President to forward all non-anonymous complaints to the Disciplinary Committee Chair (hereafter referred to as the "Chair"). Anonymous complaints shall be reviewed by the Executive Board to ascertain if there are any systematic issues that need to be addressed by the organization. Anonymous complaints may be forwarded to the Chair at the discretion of the President.

b. Complaint Review and Probable Cause Determination

Upon receipt by the Disciplinary Committee Chair of any complaint, the Chair shall review the complaint in a timely manner. The Chair shall contact at least two other committee members to review the complaint and to make a probable cause determination. If the Chair and two committee members find probable cause to believe that a violation has occurred, then the complaint will be set for further proceedings. If there is insufficient information, then the Chair may request more information to establish probable cause. In the alternative, if the Chair and the two committee members reasonably believe there is no probable cause or that the complaint fails to sufficiently allege a violation, then the complaint may be dismissed without further action by the Chair, with the agreement of the two

committee members consulted. A notation of the determination as described above as to a probable cause finding or no probable cause finding shall be attached to the copy of the complaint and the finding shall be sent to the person filing the complaint. A copy of the complaint and finding shall be sent to the offending member. If no probable cause is found, the matter will be deemed to be closed.

c. Adjudicating a Complaint Where No Probable Cause was Found.

If the committee determines that no violation has occurred, then the complaint shall be dismissed without further action. If the committee finds that the complaint was filed in bad faith by a member of the Rough Riders, the committee shall have the authority to consider an appropriate sanction against any member filing a bad faith complaint.

d. Adjudicating a Complaint Where Probable Cause is Found

If probable cause is found, the Chair also may direct that a confidential investigation be conducted to obtain additional information, to be apprised of the entire nature of the complaint. Upon the completion of the confidential investigation, if any, the Chair shall direct that a copy of the complaint (and confidential investigation) be sent by United States certified mail, return receipt requested, to the offending member at the last known address on file with the Rough Riders. The offending member shall be directed to respond to the complaint in writing to the Chair within the latter of ten (10) days after receipt of the certified copy, or within fifteen days after the first-class mailing if the certified mailing is unclaimed or undelivered. A prepaid postage mailing to the member at the last known address shall constitute sufficient notice to the member, whether accepted, unclaimed, or undelivered.

The complaint shall be accompanied by a notice that states that probable cause has been found that a Bylaw, Standing Rule, directive, policy, and/or procedure as set forth by the Rough Riders has been violated and/or that the offending member or his or her invited guest(s) has conducted himself or herself, or has acted in a manner that is unbecoming a Rough Riders member and/or that the Rough Riders member and/or an invited guest(s) of a Rough Riders member has acted in a manner that could reasonably be deemed to bring discredit, shame, embarrassment, or public ridicule upon the Rough Riders. Further, the offending member shall be advised that failure to respond in writing in a timely manner to the Chair as provided herein, shall be deemed to be an admission of the allegations in the complaint, and that an appropriate sanction will be recommended based on the offending member's admission or based on a timely failure to respond as required by these Standing Rules, Bylaws, directives, policies, and procedures. A list of the possible sanctions shall be enclosed. However, the Chair shall not be required to advise the offending member as to what the specific recommended sanction will be for the enclosed complaint and other sanctions may be imposed other than enclosed in the notice to the offending member, later deemed to be more appropriate.

If no timely response is received from the offending member, then the complaint shall be deemed to be admitted and the facts contained therein shall be deemed to be valid and true. Thereafter, the offending member shall have no right to contest the allegations of the complaint, the confidential investigation, or the matters contained therein. Upon receipt of the written response from the offending member, or if a timely written response is not received, the Chair shall call a meeting of the Disciplinary Committee.

In the event of a conflict of interest by a member of the committee on a particular matter, then the affected Disciplinary Committee member shall state that there is a conflict and shall not participate in that proceeding. Meetings and proceedings of the committee are confidential and are not open to members or the public. However, in its sole discretion, the committee may invite person(s), including the person filing the complaint and the offending member, to attend designated portions of the committee meeting to aid in their fact finding or other duties. The committee may consider any matter which could reasonably lead to information regarding the alleged incident and the conduct of the offending Rough Riders member and/or his or her invited guest(s) at a Rough Riders event. Matters before the committee are to remain confidential until a decision and recommendation to the Board of Directors has been made.

The committee shall convene as necessary to consider the complaint, the confidential investigation, if any, and the offending member's response, if any. If the complaint is disputed, the committee shall review the complaint, (and confidential investigation, if any) and the timely response by the offending member, if any, and other matters brought before the committee.

Depending on the severity of the alleged offense, the Disciplinary Committee may recommend to the Executive Board that the affected person should be suspended pending the outcome of the investigation and proceedings. Should the Executive Board agree with the suspension recommendation, the President shall levy the suspension.

At any time during this process the affected member has the option to resign and thus end the investigation.

The Disciplinary Committee reserves the right, in coordination with the President, to dismiss the complaint without prejudice.

The Disciplinary Committee reserves the right to immediately recommend to the Board of Directors the immediate expulsion of any member convicted of a felony.

e. Sanctions

The committee shall make findings of fact and decide if a violation has occurred, and shall make recommendations as to appropriate sanctions, if any.

In cases of uniform violations, the Chair, with the concurrence of two committee members and the Chair of the Membership Committee, may send a letter of reprimand to the offending member without further action by the Disciplinary Committee.

If the committee finds that a violation of the Bylaws, Standing Rules, directives, policies, and procedures, as set forth by the President, the Executive Board, or the Board of Directors has occurred, or that a Rough Riders member has conducted himself or herself in any manner unbecoming a Rough Riders member and/or the Rough Riders member ((and/or an invited guest(s) of a Rough Riders member)) has conducted himself or herself in a manner that could reasonably bring discredit, shame, embarrassment or public ridicule upon the Rough Riders, then the committee shall consider the proper sanctions and action to be taken against the Rough Riders member. The committee shall have the authority to

consider and to recommend any of the following sanctions to the Board of Directors, including but not limited to:

- 1) An oral reprimand to the offending member.
- 1) The issuance of a written reprimand to the offending member.
- 2) The imposition of a fine against the offending member (or restitution) to be paid within a specified period.
- 3) The imposition of an obligation to perform "community service" work by the offending member to or for the benefit of the Rough Riders or any other charitable organization as recommended by the committee, at a rate set by the Board of Directors.
- 4) The imposition of special conditions at Rough Riders events, including but not limited to, the refraining from the use of alcoholic beverages, or other conditions, during Rough Riders events.
- 5) The imposition of a probation, which specifies that certain terms and conditions be met to avoid more severe sanctions. In the event of an offending member's failure to successfully complete the terms and conditions of the probationary period within the time set forth, the member may be asked to resign or may be expelled from the Rough Riders without further deliberation.
- 6) The suspension of the offending member from designated and/or all activities of the Rough Riders for a period to be determined by the Board of Directors. The Rough Riders President is responsible to administer the suspension.
- 7) Reductions in rank or suspension from service on the Executive Board or Board of Directors, committee chair or leadership, or the ineligibility for promotion.
- 8) Any of the sanctions listed above, which are not inconsistent or contradictory.
- 9) Any sanction which is fair and appropriate according to the severity of the violation and the past conduct of the member.
- 10) The expulsion of the offending member from membership in the Rough Riders.
- 11) Barring the offending guest from attending any Rough Riders events.
- 12) Completing an alcohol treatment program (for alcohol-related issues)

The above-listed sanctions are not intended to be progressive. The Disciplinary Committee may recommend, and the Board of Directors may direct that a higher sanction be placed in effect regardless of a lesser sanction available. The Chair shall direct that the findings of the committee and the recommended sanctions shall be communicated to the offending member and to the persons who filed the complaint by United States certified mail, return receipt requested, and by United States mail, first-class delivery at the last known addresses on file with the Rough Riders.

The Rough Riders President is responsible to administer the implementation of any sanctions approved by the Board of Directors.

The offending member may accept or contest the recommended sanction. If the offending member accepts the recommended sanctions, he or she shall so signify in writing in a space to be provided at the bottom of the Notice of Findings and Recommendations of the Disciplinary Committee and Sanctions and shall return same to the Chair within ten (10) days after receipt of the certified mailing.

The person making the complaint shall have no right to contest the sanctions. If no timely response is received by the offending member, then the Disciplinary Committee shall file a report to the Board of

Directors outlining the basis for the Disciplinary Committee's findings and recommended sanctions. Similarly, if the offending member agrees to the sanction(s), the Disciplinary Committee shall report the findings, recommended sanctions, and the acceptance of the sanctions by the offending member.

If the offending member contests the recommended sanctions, the matter shall be brought to the Board of Directors at the next regular Board of Directors meeting in which a quorum is present. The matter shall be discussed and acted upon in a session closed to the general membership and the public. A simple majority of the members of the Board of Directors, present and voting, is required to approve the decision of the Committee. In the event of a conflict of interest by a member of the Executive Board or Board of Directors in a particular disciplinary matter, then the affected Board Member shall state on the record that there is a conflict and shall not participate in that proceeding.

The Board of Directors only may accept or reject the factual findings of the committee. However, the Board of Directors may increase or decrease the sanctions recommended by the committee by the same simple majority of the members of the Board of Directors present or voting. The Board of Directors may use its sole discretion in applying sanctions to violations of this section.

Disciplinary matters brought before the Board of Directors shall be closed to all except the Board of Directors members present and voting. However, the Board of Directors may allow the offending member to offer a statement either in writing or in person regarding the pending specific disciplinary matter. Voting may be by written ballot upon approval of a motion by the Board of Directors, by a simple majority of the Board of Directors present and voting. There shall be no right to present evidence or testimony regarding a disciplinary matter at the Board of Directors meeting. There shall be no right to appeal the decision of the Board of Directors on any disciplinary matter to any court or administrative tribunal. The decision of the Board of Directors shall be a matter of record.

The Chair shall direct that a copy of the decision of the Board of Directors be sent by United States mail, certified delivery, return receipt requested, to the person filing the complaint and the offending member at the last known address on file.

Upon completion of the sanctions by the offending Rough Riders member, the matter shall be closed.

If an offending Rough Riders member fails to abide by the sanctions as imposed by the Board of Directors, the committee may be reconvened to consider an appropriate remedy to secure compliance, or the offending member may be sanctioned further, as deemed appropriate by the Board of Directors. Notice of any such meeting shall be given to the offending member as set forth above.

STANDING RULE 10 – EXPELLED MEMBERS

SECTION 1 - POLICIES

1. General - The Rough Riders reserve the right to refuse entry, service, or access to anyone at Rough Riders properties, facilities and/or events sponsored or hosted by the Rough Riders.

2. Membership - Any member who has been expelled or removed from the membership by the Rough Riders is not eligible for membership and any request for reinstatement shall be denied without further processing. The actions of the Rough Riders, the Board of Directors and/or the Membership Screening Committee shall be without recourse.

3. Rough Riders Property or Sponsored Events - Any former member who was expelled or removed from the membership by the Rough Riders, hereafter referred to as “affected persons” shall be denied access or admission to the Rough Riders properties and any Rough Riders sponsored or hosted event or function.

a. Such affected persons are not eligible to attend Rough Rider events as a guest of a Rough Rider or as a member of another Krewe or organization.

b. This prohibition shall apply on all Rough Riders properties and/or any event held on a private or public premises, which has been reserved and is designated for the exclusive use of the Rough Riders and for Rough Riders invited guests. This shall include events or activities hosted or sponsored by the Rough Riders, even though it may be open to other invited Krewes or organizations at other times.

c. Rough Riders members who knowingly invite or bring an affected person as a guest may be subject to disciplinary proceedings.

4. Services - Affected persons shall not be eligible to contract or perform services for the Rough Riders.

SECTION 2 - PROCEDURES

1. Affected Persons

The Membership Committee shall maintain a list of “affected persons” and provide this list yearly to the Executive Board. Affected persons shall be notified by the organization President via U.S. mail (certified receipt requested) of the provisions in this Standing Rule and that he or she shall not be permitted on the Rough Riders premises or permitted to attend any future Rough Riders functions or future events as provided by this Standing Rule.

2. Rough Riders Property or Sponsored Events

a. Affected persons who are attending any Rough Rider event or sponsored function shall be asked to leave by the Rough Riders committee chair, Executive Officer, or person in charge of the event.

b. Law enforcement or security should be directed to advise the affected person to leave the premises, function, or event.

c. Law enforcement may issue a Trespass After Warning or other legal notice to the affected person at the request of the Rough Riders.

d. In no case, should any Rough Rider member confront the affected person or take any physical action against the affected person.

3. Limitations

The application of this Standing Rule shall be limited to premises and areas owned by the Rough Riders and/or premises and locations at times reserved or used exclusively for the Rough Riders and their invited guests.

It shall not apply to public premises or locations which are open to the public at the same time, or to other premises or locations at other times not exclusively reserved or used for the Rough Riders.

STANDING RULE 11 - FINANCIAL POLICIES AND PROCEDURES

SECTION 1 – POLICIES

1. Budget

The incoming President shall submit his budget to the Finance Committee no later than 30 days before that budget is to be presented to the Board of Directors for their review and approval.

2. Urgently needed expenditures.

The Executive Committee (Executive Board) shall have the power to make such appropriations from the Treasury, not provided in the budget, as are urgently needed to carry on the work of the Rough Riders, but in any event not to exceed \$500.00 without Board of Directors' approval. Any such expenditures will be reported to the Board of Directors at the next monthly Board of Directors meeting and the President shall identify the offsetting accounts that are used to pay for these expenditures.

3. President's Discretionary Fund

The President of the Rough Riders (whoever s/he may be) shall have at his disposal during his term \$2500.00 to be called the "President's Discretionary Fund" and must be used within the guidelines of Article II of our Bylaws.

4. Tipping

Tipping shall be limited to 20% of a total bill. The Treasurer will only reimburse members up to that amount unless a higher tip is mandated by the establishment.

5. Advances

There will be no cash advances given to members. The members will be reimbursed upon presentation of a check request form and the appropriate receipts.

6. Reservations No Show

Any Member making a reservation for any function where the Rough Riders must pay and who does not cancel 48 hours prior to the event and is a "no-show" still will be charged for the function and will be so billed by the Treasurer, unless a waiver is approved by the President and Treasurer.

SECTION 2 – PROCEDURES (*Changes in this section in bold and italics from Capital Improvement Fund to Strategic Fund were approved 2-12-2024*)

1. On a quarterly basis, beginning at the January Board of Directors meeting, the President shall make available to the Board of Directors a budgeted vs. actual financial report. A year-to-date report of budgeted vs. actual shall be made available to all members who attend the annual meeting.
2. ***Strategic Fund*** expenditures shall be coordinated by the Executive Board and presented to the Board of Directors for approval.
3. Membership dues are discussed in STANDING RULE 1 – MEMBERSHIP.
4. ***Strategic Fund*** allocations from dues are discussed in STANDING RULE 1 – MEMBERSHIP.
5. The Strategic Planning Committee develops an integrated ***Strategic Fund*** Plan including the real property and rolling stock requirements and is discussed in STANDING RULE 12– STRATEGIC PLANNING COMMITTEE.
6. The Strategic Planning Committee provides an integrated ***Strategic Fund*** plan for Board of Directors approval in April of each year and is discussed in STANDING RULE 13 – BUILDING RESERVES FUND.
7. Donations to and expenditures from the John Winter Teddy Bear Account are discussed in STANDING RULE 14 - JOHN WINTER TEDDY BEAR FUND COMMITTEE.

STANDING RULE 12 – STRATEGIC PLANNING COMMITTEE

SECTION 1 – POLICIES (*Changes in this Standing Rule in bold and italics were approved 2-12-2024*)

1. Strategic Planning Committee

The Strategic Planning Committee establishes and maintains the ten-year ***Strategic Fund*** Plan for the organization.

SECTION 2 - PROCEDURES

1. Planning for Building and Real Property

The Strategic Planning Committee identifies the various systems and subsystems for the buildings, parking lot, and fence line. The committee determines the time interval for the periodic repair/upgrade/replacement or modification of the heating, ventilation, and air conditioning (HVAC) systems, roofs, windows, building paint, parking lot, fencing and other major¹ real property systems. The committee develops cost estimates for system replacement and maintains an integrated priority listing for these major system capital expenditures.

¹ New major systems are those that cost over \$500 and would not be reasonably included in repairs and maintenance in the Operating Budget. For example, a new HVAC unit would normally cost more than \$500 and would not normally be consider part of the BOD-approved repairs and maintenance budget.

2. Planning for the Rolling Stock

The committee develops and maintains, in conjunction with the Float Committee, a listing of all required major rolling stock system overhauls or replacements and develops a priority list.

3. *Planning for Resources to Mitigate Risks in Catastrophic Events/Situations.*

The committee identifies organizational risks in catastrophic events/situations where insurance gaps may not protect the organization and recommends an amount to be set-aside for mitigating risks.

4. Use of Advisors

The committee shall use non-voting functional advisors as it sees fit for gathering information and for discussions on various parts of the plan.

5. Integrated *Strategic Fund* Plan

The committee develops an integrated *Strategic Fund* Plan including the real property, rolling stock requirements *and event/catastrophe mitigation*. The *Strategic Fund* Plan identifies the major system requirements by year with an estimated cost and a “target” for the *Strategic Fund* funds required by year. The Strategic Planning Committee assists the Float Committee and the Building Committee with developing detailed statements of work for the *Strategic Fund* projects and assists the Float Committee and the Building Committee as they solicit and evaluate bids for the work. The work performed is supervised by the Building Committee and the Float Committee.

The Strategic Planning Committee will update its integrated *Strategic Fund* Plan annually and coordinate the plan with the Past Presidents and the Executive Board before submitting to the Board of Directors for approval. The Integrated *Strategic Fund* Plan shall be submitted to the Board of Directors at the April Board of Directors meeting.

STANDING RULE 13 – STRATEGIC FUND PLAN

SECTION 1 – BACKGROUND (*Changes in this Standing Rule in bold and italics were approved 2-12-2024*)

The Strategic Planning Committee (see STANDING RULE 12) develops an integrated long-range plan identifying major building/real property and rolling stock projects including the periodic replacement/upgrading of building/real property systems as well as new building projects and vehicle/*trailer* procurements. The organization’s *Strategic* Fund provides funding for Board of Directors-approved capital *asset* projects including the replacement/upgrade of existing building/real property and rolling stock assets, for new projects and for procuring new major assets.

SECTION 2 – POLICY

This Standing Rule identifies the policy and the processes/procedures to be followed to ensure funding is available for reserves for building/real property systems replacement or upgrade and for vehicle/trailer acquisitions, upgrades and replacements. The organization shall set-aside an amount each year from *Strategic* Fund contributions to ensure the *periodic replacement/upgrade* of the building/real property and its systems/subsystems, *vehicles and trailers*. *This set-aside constitutes reserves funds. Strategic Fund resources in excess of the reserves funds requirements may be used for one-time/discretionary projects, approved by the Board of Directors, that add to or enhance the*

building, real property, or rolling stock. The Strategic Fund shall not fall below a Board of Directors-approved threshold, set each year in April, that is intended to provide funding to mitigate the impact of an event or catastrophe.

SECTION 3 - PROCEDURES

The Strategic Planning Committee provides an integrated **Strategic Fund Plan** for Board of Directors approval in April of each year.

1. **The committee first identifies the recommended funding threshold to mitigate the impact of an event or catastrophe.**
2. **Secondly**, the Strategic Planning Committee will identify the major building systems/subsystems, when each was installed, the projected replacement year and projected replacement cost. **The committee will also identify the organization's vehicles and major trailer (float) assets.** For each line item the committee will divide the projected replacement cost by the number of years remaining until the replacement. This result is the annual set-aside amount required for that system/subsystem.
 - Example #1: The Admin Office HVAC System was replaced in 2021 for a total cost of \$7065. The warranty period is for seven years. If an estimated approximate replacement cost in 7 years is \$8000, the club needs to put aside approximately \$1,142 annually in the set-aside account for replacing that system.
 - Example #2: The Bully Bar HVAC system was replaced in 2014 at a cost of \$11,500. Life expectancy with warranty is 10 years. Expected replacement cost is \$12,000. The club needs to put aside \$1,200 annually for the replacement of this system.

Once the annual set-aside is calculated for each building system/subsystem and **vehicle/trailers** the sum of these set-asides represents the portion of the initial **Strategic Fund** transfer from dues at the beginning of the fiscal year that will be set-aside **as reserves funds**. If there are insufficient funds available in the beginning of FY annual transfer to the **Strategic Fund** to cover all the **reserves** requirements, the BOD may waive this requirement. If the requirement is partly waived at the beginning of the FY the balance due **for reserves requirements** will be **augmented** with any end of fiscal year transfer to the **Strategic** Fund.

3. **Thirdly, the committee will identify those one-time/discretionary projects that would add to or enhance the building, real property, or rolling stock.**
4. **The Strategic Planning Committee's plan shall recommend an integrated priority list of reserve and discretionary projects.**
5. **Projects for system replacement (for example, HVAC units) may be pre-approved by the Board of Directors and the funds set-aside to allow for expediting system replacement should the specific unit fail.**
6. The Treasurer shall report monthly on the total amount in the **Strategic** Fund, how much has been set-aside for **reserves, and how much has been obligated for individual projects.**

**STANDING RULE 14 - JOHN WINTER TEDDY BEAR FUND COMMITTEE AND THE TEDDY BEAR EXPRESS
VEHICLE**

The John Winter Teddy Bear Account shall be directly overseen by the John Winter Teddy Bear Fund Committee and expenditures from the account must be approved by the committee. The committee shall consist of two members and the members of the committee will be selected by the Rough Riders Past Presidents.

Funds donated for the John Winter Teddy Bear Account shall be deposited directly into the John Winter Teddy Bear Account or transferred from the Operating Account to the John Winter Teddy Bear Account for those funds received online.

The Teddy Bear Express was purchased exclusively with funds from The John Winter Account. Funds to the account were donated with the sole intention of supporting the Rough Riders in the collection and distribution of Teddy Bears to the community. In keeping with the spirit of these donations, the primary function of the Teddy Bear Express will always be the collection and distribution of Teddy Bears.

The use of the Teddy Bear Express shall be controlled by the members of the John Winter Committee. From time to time, there may be other needs that support the Public Relations, Historical or other missions of the club that require the use of the Teddy Bear Express. Reasonable requests submitted at least 48 hours prior to the intended use; will be considered by the entire John Winter committee and requests will be considered on a case by case basis with the primary mission and purpose of the vehicle in mind.

In addition, the current President has the ability make decisions for use of the Teddy Bear Express for funerals and for historical-related events.

STANDING RULE 15 – ELECTION REGISTRAR

A. The 1st U.S. Volunteer Cavalry Rough Riders, Inc. shall appoint Col. William Loto as Official Election Registrar for the annual election of officers. He shall oversee and certify all election results.

B. At least thirty (30) days (or 60 days to the next fiscal year) and prior to the annual election of the Rough Riders, the Secretary and Election Registrar shall make available proxy forms to all paid members from the previous year. The completed proxy forms must contain a member number to match the identification number of the member and each form must designate whom the member would appoint as his or her proxy as well as the member's authorization signature. Notice shall be written on the election proxy form that the member's annual dues for the coming year must be paid in order for the form to be accepted and shall state a proxy deadline date. Failure to complete the entire form will cause the registrar to void the proxy. No election proxy forms shall be mailed to the Rough Riders Post Office Box or Rough Riders physical address. They will be voided. All election proxy forms must be mailed to the Registrar's designated address.

All election proxy forms must be received by the date and by the manner indicated. All election proxy forms received after the postmarked deadline date will be voided.

1) The Registrar shall retain all envelopes bearing the post office cancellation date for inspection. The Registrar will also certify each election proxy form with the most current paid dues list prior to releasing the proxies to the designated proxy voters the night of the annual election. The Registrar shall arrange for the printing of the official election ballot and keep those ballots in his custody until the annual meeting. Each ballot shall be numbered for quality control. At the annual meeting all members must have their dues paid for the coming year before they are given a ballot.

2) At the annual meeting the Registrar shall distribute the validated election proxy forms to the appropriate designated voting member attached to a matching numerical ballot. Any ballot/proxy forms that are not attached when returned to the Registrar for counting shall be voided. The ballot/proxy forms shall be distributed no earlier than the annual meeting.

C. Any member requesting a ballot the night of the annual meeting who sent in an election proxy/ballot will be referred to the Registrar for his or her ballot.

D. Any member caught double voting or any other inappropriate violation of the election process will be subject to disciplinary action by the Board of Directors and expulsion for the Rough Riders.

E. After the election the Registrar shall collect all ballots. He shall retire to a designated vote counting room to tabulate the results. The Past Presidents shall be official Registrar Assistants to count the votes. These proceedings are closed to all other members and persons, although a record of the proceedings is to be kept.

F. The first three (3) Rough Riders members nominated from the floor to the Board of Directors at the night of the election may appoint themselves or designate a member of their choice to be an official observer of the vote counting conducted by the Registrar and the past Presidents.

G. The Registrar shall first certify that the regular ballots and the ballot/proxy forms submitted for counting accurately coordinate with those that he distributed with no duplications or discrepancies. Only after his certification shall the vote counting be conducted by the Past Presidents. The election results shall be reported to the General Membership by the Registrar immediately after tabulation.

STANDING RULE 16 - CONFLICT OF INTEREST POLICY

SECTION 1 - POLICY

The purpose of the conflict-of-interest policy is to protect this tax-exempt organization's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

SECTION 2 - DEFINITIONS

1. Interested Person

Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

2. Financial Interest

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- a. An ownership or investment interest in any entity or indirectly, through business, investment, or family:
- b. A compensation arrangement with the Organization or with any entity or individual with which the Organization has a transaction or arrangement, or
- c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement. Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

SECTION 3 - PROCEDURES

1. Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

2. Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

3. Procedures for Addressing the Conflict of Interest

- a. An interested person may make a presentation at the governing board or committee meeting but, after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- b. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

c. After exercising due diligence, the governing board or committee shall determine whether the Organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

4. Violations of the Conflicts of Interest Policy

a. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall refer the matter to the President for discussion with the Disciplinary Committee in accordance with STANDING RULE 9 – DISCIPLINE POLICIES AND DISCIPLINARY COMMITTEE PROCEDURES.

SECTION 4 - RECORDS OF PROCEEDINGS

The minutes of the governing board and all committees with board delegated powers shall contain:

1. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest, in fact, existed.

2. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

SECTION 5 - COMPENSATION

1. A voting member of the governing board who receives compensation, directly or indirectly, from the organization for services is precluded from voting on matters pertaining to that member's compensation.

2. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly from the organization for services is precluded from voting on matters pertaining to that member's compensation.

3. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

SECTION 6 - PERIODIC REVIEWS

1. To ensure the Organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable, based on competent survey information and the result of arm's length bargaining.
- b. Whether partnerships, joint ventures and arrangements with management organizations conform to the organization's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

2. These reviews are conducted annually by the Executive Board.

STANDING RULE 17 - WHISTLEBLOWER POLICY**SECTION 1 – POLICY**

This policy is intended to encourage Board members, staff (paid and volunteer) and others to report suspected or actual occurrence(s) of illegal, unethical, or inappropriate events (behaviors or practices) without retribution.

1. The Whistleblower should promptly report the suspected or actual event to his/her supervisor.
2. The Whistle blower shall receive no retaliation or retribution for a report that was provided in good faith that was not done primarily with malice to damage another or the organization.
3. A Whistleblower who makes a report that is not done in good faith is subject to discipline, including termination of the Board or employee relationship, or other legal means to protect the reputation of the organization and members of its Board and staff. See STANDING RULE 9 – DISCIPLINE POLICIES AND DISCIPLINARY COMMITTEE PROCEDURES.
4. Anyone who retaliates against the Whistleblower (who reported an event in good faith) will be subject to discipline in accordance with Standing Rule 9, including termination of Board or employee status.
5. Crimes against person or property, such as assault, rape, burglary, etc., should immediately be reported to local law enforcement personnel.
6. Supervisors, managers and/or Board members who receive the reports must promptly act to investigate and/or resolve the issue.
7. The Whistleblower shall receive a report within five business days of the initial report, regarding the investigation, disposition, or resolution of the issue.

8. The identity of the Whistleblower, if known, shall remain confidential to those persons directly involved in applying this policy, unless the issue requires investigation by law enforcement, in which case members of the organization are subject to subpoena.

SECTION 2 – PROCEDURES

1. If the Whistleblower would be uncomfortable or otherwise reluctant to report to his/her supervisor, then the Whistleblower could report the event to the next highest or another level of management, including to an appropriate Board or committee member.
2. The Whistleblower can report the event with his/her identity or anonymously.
3. If the investigation of a report, that was done in good faith and investigated by internal personnel, is not to the Whistleblower’s satisfaction, then he/she has the right to report the event to the appropriate legal or investigative agency.

SECTION 3 - RECORDS OF PROCEEDINGS

Executive Board shall document the complaint, investigation, and resolution while maintaining confidentiality as described above.

STANDING RULE 18 – ALCOHOL PROCUREMENT AND USE

SECTION 1 - BACKGROUND

The 1st U.S. Volunteer Cavalry Regiment – Rough Riders, Inc is a licensed facility for the sale of alcohol beverages to its members and guests for use on-site.

SECTION 2 - GENERAL

This Standing Rules establishes policy and procedures for procurement and use of alcoholic beverages by the organization.

SECTION 3 - POLICIES

1. Alcohol Procurements

The organization designates its Bar Committee as the sole entity with the authority to procure alcoholic beverages for use in the organization’s licensed bar operation. Purchased and/or donated liquor, wine and packaged beer shall be placed under the inventory control of the Bar Committee.

The Float Committee will procure keg beer for use on the floats for parades and other events. Purchased and/or donated keg beer shall be placed under the control of the Float Committee.

The President may approve inclusion of alcoholic beverages in contracts the organization enters for specific events. These contracts shall be reviewed by the Rough Riders Executive Board Legal Counsel before approval.

No member may be reimbursed for alcohol products purchased from retail outlets, bars, or restaurants unless such purchase is part of a contract approved by the Rough Riders President.

2. Use of Organization-owned Alcohol Products

All alcohol procured or donated to the Rough Riders is for use only in official Rough Riders events or functions as approved by the Rough Riders President. No alcohol purchased by or donated to the Rough Riders may be used for non-organizational or private events or functions.

Alcohol products procured by or donated to the Rough Riders by distributors may be contributed to “raffle baskets” supporting various charitable or fundraising events upon approval of the Rough Riders President.

Alcohol products donated by individuals may only be used for raffle baskets in support of committee fundraising efforts.

SECTION 4 - PROCEDURES

1. Recording Alcohol Purchased or Donated

Alcohol purchased or donated by distributors to the Rough Riders shall be placed on the organization’s alcohol inventory.

Alcohol purchased by the Bar Committee is entered by dollar value into the Bar Inventory in QuickBooks by the Admin Office.

2. Recording Alcohol Used

Products used will be verified by the Bar Committee and removed from the inventory with specific notations as to its disposition (sold, donated to raffle basket, used in a Rough Riders event, and charged to that event, etc.)

The dollar amount of alcohol consumed during an event is reported by the Bar Committee to the Admin Office. The Admin Office then transfers that dollar amount from the Bar Inventory to the event/committee that sponsored the event. This creates an accurate accounting of the event cost.

3. Inventory Procedures

Donated alcohol is recorded in a separate off-line inventory of donated alcohol products by the Bar Committee. It is not entered into the Bar Inventory in QuickBooks.

Donated alcohol consumed during an event is subtracted from the off-line inventory by the Bar Committee.

4. Violations

Violations of this standing rule may result in referral to the disciplinary Committee.

STANDING RULE 19 - MISCELLANEOUS POLICY AND PROCEDURES

SECTION 1 - POLICIES

1. Use of Rough Rider name, logo. No person shall use the name, logo(s), directory, or influence of the 1st U.S. Volunteer Cavalry Regiment - Rough Riders, Inc., or Rough Riders except in connection with this organization's official business and interest without express and written Executive Board approval.

2. The 1st U.S. Volunteer Cavalry Regiment - Rough Riders Inc. shall not participate in nor endorse any political campaign or candidate and shall abide by all regulations required as a 501(c)(3) non-profit organization.
3. The membership roster will not be used by anyone as a means of solicitation of the members.
4. The Executive Board shall ensure that an inventory of Rough Riders assets is conducted annually.

SECTION 2 - PROCEDURES

1. Current by-laws and standing rules will be given to each new member at orientation. The new member will sign a statement that he received them.
2. Any changes to the Bylaws and/or standing rules must be published in the BullyGram within 60 days of its approval.
3. Reports of Committee Chairpersons will be given to the President within 30 days of the completion of their event.
4. The Secretary shall maintain all business records and accounts for a minimum of 5 years or statutory requirements, whichever is longer.
5. Annual inventories of durable property recorded in QuickBooks, the alcohol held by the Bar Committee, and the assets in the Quartermaster Store will be conducted with results reported to the Executive Board no later than the September Board of Directors meeting.

STANDING RULE 20 - CHARITABLE CONTRIBUTIONS COMMITTEE

SECTION 1 – POLICIES

1. All Committees soliciting funds on behalf of any charity or private solicitation effort shall coordinate with the Charitable Contributions Committee prior to any solicitation.
2. Committee members may not directly distribute committee funds, charitable collections, or proceeds from committee activities without first following procedures and are issued a Rough Riders check for this purpose.
3. The Charitable Contributions Committee in conjunction with the respective Committee Chairperson shall oversee the collection, distribution, and accounting of all funds related to charitable activities.

SECTION 2 - PROCEDURES

1. All funds collected by committees shall be deposited or transferred to the Treasurer in a timely manner. All cash collected shall be deposited within seven (7) working days.
2. A check request shall be forwarded to the Charitable Contributions Committee Chairman with attached detailed information outlining the recipient and need prior to distribution of funds.
3. A portion of the net proceeds collected by the respective committees shall be allocated for Charitable Contributions according to the Annual Budget.

4. At the beginning of the Rough Rider year, or when convenient in a timely manner, the Committee Chair or committee member designated by the Chairman for any charitable committee function shall submit to the Charitable Contributions Chair and the President, the name or names of suggested recipients with an estimated amount of funds to be distributed for charitable purposes.
5. After the conclusion of the committee function and all monies have been collected and all bills have been paid, all monies shall be turned over to the Treasurer with a breakdown by the Committee Chair as to the suggested charitable contributions.
6. When distribution amounts are decided upon by the various Committee Chairs and the Charitable Contributions Chair, a check request shall be forwarded to the Charitable Contributions Chair, who will log, copy and forward copies to the Treasurer for distribution of a Rough Riders check (either in person by the respective committee for presentation, or by mail).
7. A letter from the committee to the recipients should accompany the check.
8. A copy of all correspondence, check request, and other material relating to the donation shall also be forwarded to the Rough Riders Administrative Assistant.

Committee Notes

These Committee Notes are carried forward from the previous Standing Rules document without comment or edit.

This section pertaining to Rank is not considered to be a Bylaw and is provided for informational purposes only.

2007 Rank & Membership Committee Enlisted Rank Structure

Members entering the Rough Riders will serve the first year (one year) as a probationary Recruit without stripes or insignia and are eligible for promotion to the rank of Trooper provided that the Membership requirements, including but not limited to, one Gasparilla season parade and committee participation, are met. Thereafter, Generally, members will receive a promotion for each Gasparilla parade season served and each year of continuous service to the Rough Riders. Designated insignia is to be worn only during the year of service and members are encouraged to upgrade each year.

A Silver Diamond (<>) may awarded to an enlisted member who performs special and dedicated service to the Rough Riders. *** (maintains same rank)

A Silver wreath may be awarded to an officer who performs special and dedicated service to the Rough Riders. **** (maintains same rank)

(All chevrons and stripes are in yellow, unless indicated otherwise).

Enlisted members generally will serve two years in each rank.

Members shall be promoted as follows:

RECRUIT: NO INSIGNIA

TROOPER:

Members shall serve the next two (2) years as a Trooper with the following insignia:

First year - One chevron down; thereafter

Second year - One chevron down with gold diamond (<>)

Special service - One chevron down with silver diamond (<>)

CORPORAL:

Members shall serve the next two (2) years as a Corporal with the following insignia:

First year - Two chevrons down; thereafter

Second year - Two chevrons down with gold diamond in center-above (<>)

Special service - Two chevrons down with silver diamond in center-above (<>)

SERGEANT:

Members shall serve the next two (2) years as a Sergeant with the following insignia:

First year - Three chevrons down in yellow; thereafter

Second year - Three chevrons down in gold; thereafter

Special service - Three chevrons down in silver

(The procedures for the rank of Brevet Sergeant are eliminated; see Standing Rule 12)

FIRST SERGEANT:

Members shall serve the next two (2) years as a First Sergeant with the following insignia:

First year - Three chevrons down with yellow diamond centered (<>); thereafter

Second year - Three chevrons down with gold diamond centered. (<>)

Special service - Three chevrons down with silver diamond centered. (<>)

CHIEF 2ND SERGEANT:

Members shall serve the next two (2) years as a Chief 2nd Sergeant with the following insignia:

First year - Three chevrons down with one rocker over-stripe

Second year - Three chevrons down with gold diamond within one rocker over-stripe (<>)

Special service - Three chevrons down with silver diamond within one rocker over-stripe (<>)

CHIEF 1ST SERGEANT:

Members shall serve the following years as a Chief 1st Sergeant with the following insignia:

Chief 1st Sgt. first year only - Three chevrons down with two rocker over-stripes

Chief 1st Sgt. after first year - Three chevrons down with two rocker over-stripes with a numeral in yellow (w/RR markings) within indicating continuous years of service to the Rough Riders and each Gasparilla season served.

Chief 1st Sgt. also may wear designated cross sabers, if serving as a chair or co- chairs, as otherwise set forth herein.

Members may upgrade the numeral each succeeding year for each year of continuous service and Gasparilla parade season.

Chair and Co-Chair:

Officers: ****

Members who serve as an officers and Chair of Major Committees and Major Events* shall display the following insignia:

One Silver Wreath to be worn on sleeve cuff on opposite sleeve (or adjacent to) approved Committee patch.

Members who serve as officers and Co-Chair of Major Committees and Major Events* shall display the following insignia:

One Gold Wreath to be worn on sleeve cuff on opposite sleeve (or adjacent to) approved Committee patch.

Members who serve as an officers and Chair of Minor Committees or Minor Events * shall display the following insignia:

One Gold Wreath to be worn on sleeve cuff on opposite sleeve (or adjacent to) approved Committee patch.

Members who serve as an officers and Co-Chair of Minor Committees or Minor Events * shall display the following insignia:

One Yellow Wreath to be worn on sleeve cuff on opposite of (or adjacent to) sleeve of approved Committee patch.

Enlisted:

Enlisted members who have the rank of Sergeant and serve as Chair of Major Committees and Major Events* shall display the following insignia:

Three chevrons down with silver cross sabers within two rocker over-stripes* (Rank of Chief 1st Sgt)

Enlisted members who have the rank of Sergeant and serve as Co-Chair of Major Committees and Major Events* shall display the following insignia:

Three chevrons down with gold cross sabers within two rocker over-stripes* (Rank of Chief 1st Sgt)

Enlisted members who have not reached the rank of Sergeant and serve as Co-Chair of Major Committees and Major Events* or Chair and Co-Chair of Minor Committees and Minor Events,* shall display the following insignia: Special Service Silver Diamond in addition to designated rank. (<>)

Enlisted members who have reached the rank of Sergeant and who serve as Co-Chair of Major Committees,* Chair and Co-Chair of Minor Committees,* and Chair of Rough Rider Events* shall display the following insignia: Special Service Silver Diamond in addition to designated rank. (<>)

Special Ranks:

ADJUTANT TO COLONEL (OFFICER) ** - Yellow braid on right shoulder (Rank of Brevet Captain)

ADJUTANT TO COLONEL (ENLISTED) ** - Yellow braid on right shoulder and three chevrons down with silver wreath within two rocker over-stripes* (Rank of Chief 1st Sgt); thereafter Chief 1st Sgt w/years of service.

AIDE-DE-CAMP (ENLISTED) ** - Three chevrons down with silver wreath within two rocker over-stripes* (Rank of Chief 1st Sgt); thereafter Chief 1st Sgt w/years of service.

nb: Those who serve as Board members, Committee and Events Chair, and Co-Chair will move up the ranks more quickly. Otherwise, a member will serve for approximately ten (10) years before reaching the rank of Chief 1st Sergeant, the highest enlisted rank.

* Major and Minor Committees and Events as determined by the President and Membership and Promotions Chair.

** To be worn only during year of active service as Adjutant, Chair, Co-Chair, Aide-de-Camp. The following year, the member must return to the regularly designated rank and insignia.

*** A Special Service Silver Diamond (<>) may be awarded to an enlisted member by the Membership Committee upon recommendation of a Committee Chair, Executive Board, President or Past President, for special and dedicated service to the Rough Riders. (Maintains same rank)

**** A Silver Wreath may be awarded to an officer by the Membership Committee upon recommendation of a Committee Chair, Executive Board, President or Past President, for special and dedicated service to the Rough Riders. (Maintains same rank)

This section regarding the Challenge Coins is not considered to be a By-Law and is provided for informational purposes only.

ROUGH RIDER CHALLENGE COINS

Rules of Challenge

The following is the history of the "Challenge Coin." The tradition began with the US Army's 10th Special Forces group, when all group members' soldiers were issued unit medallions, simply called "Coins," - the term still used and accepted today.

Coins were to be carried or be immediately available at all times. The "Challenge" occurs when a soldier produces his/her coin and challenges all others present to do the same (normally at a location where drinks are served). The losers are the ones unable to immediately present their coins and are responsible for buying a round of drinks. If all soldiers produced their coins, the challenger buys the round. (Individually numbered Rough Rider Challenge Coins are issued to each member as part of the initiation fee. Replacement coins can be purchased for \$25.00 or more)

The Rough Rider Challenge Coin Rules are as follows:

- a. Adhere to the rules listed above.

- b. Members will carry their own issued coin with them at all times, (unless temporarily excused by the President for extraordinary circumstances) The President may set a limit on the number of challenges once it has been determined that a member does not possess his/her own coin.
- c. Members are susceptible to challenge anytime, anyplace, and under any circumstances, unless excused as set forth above.
- d. When a challenge is initiated, respective coin owners (Rough Riders and other distinguished coin owners) cannot take more than two steps to retrieve their coins.
- e. Each Rough Rider coin owner has been issued a personalized (numbered) coin. Trading of coins or use of a coin not issued to that member is not authorized. If this occurs, all trading parties are subject to purchasing a round of drinks to all coin owners. (Presidential coins are to be used for trading).
- f. Coins maybe attached to bezels, strings, chains, key rings, money clips, or similar holders, but coins cannot be defaced (e.g. no holes, etc).
- g. A challenge begins when a coin owner produces his/her coin, and verbally challenges the other coin holders present to do the same or by displaying or dropping the coin for others to see.
- h. Unintentional drops or displays of the coin also are considered a challenge.
- i. Members who fail to honor the challenge may be placed in the Rough Rider Challenge Hall of Shame.