



**BY-LAWS
TO
THE ARTICLES OF INCORPORATION
OF
THE FORT WORTH/ARLINGTON I.C. INC.**

(Revised - February 12, 2019)

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**BY-LAWS
TO
THE ARTICLES OF INCORPORATION
OF
THE FORT WORTH / ARLINGTON, I.C. INC.**

These By-Laws and the day-to-day operation of the Corporation shall be subject to the following order of precedence:

- A. Texas State Law
- B. Texas Civil Statutes
- C. Articles of Incorporation of FWIC, Inc.
- D. By-Laws to the Articles of Incorporation of FWIC, Inc.
- F. Webster's Dictionary—so that everyone will have the same source for interpretation of unclear words.

The permanent name shall be The Fort Worth/Arlington I. C., Inc. d.b.a. The Imperial Court de Fort Worth/Arlington, Inc. and hereafter referred to as The Imperial Court. No other description may be added to this name; however, each Monarch may choose an individual identity for his/her reign. The Imperial Court, which was founded in January, 1979 is a 501 (c)(4) non-profit, gay-oriented, community service organization. Its primary purpose is dedicated to the gathering of charitable funds for charitable organizations. The insignia of the Corporation is a longhorn topped by an Imperial Crown and two roses surrounded by the words, "The Imperial Court de Fort Worth/Arlington, Inc." centered within the State of Texas. The Imperial Court will serve and have jurisdiction over geographical counties known as: Tarrant, Denton, Erath, Wise, Palo Pinto, Hood, Somervell, Parker and Johnson. The ownership and management of The Imperial Court is vested in the Imperial Court membership and its' Board of Directors, from this point forward known as BOD.

ARTICLE I. OFFICES

- Section 1. The principal offices of the Corporation shall be located in the city of Fort Worth, County of Tarrant, State of Texas. The Corporation may have such other offices, either within or without the State of Texas, as the BOD may determine or as the affairs of the Corporation may require from time to time.
- Section 2. The Corporation shall have, and continuously maintain, a registered office in the State of Texas and a registered agent whose office is identical with such registered offices as required by the Non-Profit Act. The BOD may change the Registered Office in the State of Texas and the address of the Registered Office from time to time.

ARTICLE II. MEMBERS

- Section 1. The Corporation shall have five (5) classifications of members. These five (5) classifications of members shall be:
- A. The BOD.
 - B. College of Monarchs (Past Monarchs), from this point forward known as the COM.
 - C. The Offices of Emperor and Empress (Reigning Monarchs)
 - D. The Lifetime Title Holders
 - E. The General Court Membership
- Section 2. Certificates may be issued, evidencing membership in the Corporation on all levels of the Corporation.
- Section 3. Certificates of membership shall be fixed and non-transferable for the duration of the Corporation under its Corporate Seal.

- Section 4. All classifications of membership will be required to review and affirm compliance with the ICFWA Code of Ethics Policy and the Anti-Defamation Policy as a term of accepted membership. ***Refer to Appendix B. Code of Ethics and Appendix C. Anti-discrimination, Harassment Policy (Anti-Defamation Policy).***

ARTICLE III. THE BOARD OF DIRECTORS

- Section 1. The composition of the BOD of the Corporation shall consist of:

- A. All active COM that live in realm,
- B. Five (5) general court members, (These positions are for non-COM, unless the COM relinquishes their past title of Emperor or Empress.), ***in accordance with Emperor & Empress XXVIII Proclamation, see proclamations P-28.***
- C. The Reigning Monarchs (***In accordance to Empress XXIV proclamation, see proclamations P-24B***)
- D. A quorum (3/4 of voting members) must be present at a BOD meeting to conduct corporate business.

- Section 2. Election of the BOD:

- A. The COM and general court members, that meet the eligibility requirements for voting (refer to Article 8, section 7) will vote on all BOD positions. Nominations will be made for five (5) general court members at the last regularly scheduled court meeting. All nominees must be present to accept nomination. Members cannot be nominated for a BOD position until they have been a member of the Court for a minimum of one reign and attended at least two BOD meetings, during that reign.
- B. Election of the BOD will be held at the first regularly scheduled court meeting after the annual Organizational Meeting, by closed ballot.
- C. The elected BOD members will each hold a one (1) year term.
- D. The officers of the BOD will consist of and be elected by the BOD within ten (10) days from the BOD election each year.
 - 1. The office of President shall be held by a member who has been active for two consecutive reigns and held a previous BOD Position prior to election.
 - 2. The office of Vice-President and can be held by any BOD member.
 - 3. The office of Corporate Treasurer shall be held by any BOD member meeting these additional requirements:
 - a. Cannot have been convicted of or pleaded guilty in a criminal court of law to a misdemeanor or felony crime for misuse of Fiduciary Responsibility in the last seven (7) years and
 - b. Cannot live in the same house as a Reigning Monarch, the President of the BOD, or any designated signer on the checking account.
 - 4. The office of Secretary may be held by any BOD member.
- E. The President of the BOD may not seek any other public titles or offices during the time of their term but may fulfill the responsibilities of those already held at the time of election.
- F. The new BOD will assume duties at the 1st regularly scheduled BOD meeting after BOD elections.
- G. All members of the BOD shall read, affirm and sign the Corporations Conflict of Interest Statement. ***Refer to Appendix F. Conflicts of Interest Policy.***
- H. Officers of the BOD, who resign their elected position, may not be re-elected as an officer of the BOD for a period of 24 months.

- Section 3. Executive Committee: The four (4) BOD officers serve as members of the Executive Committee. The Executive Committee shall have all of the powers and authority of the BOD in the intervals between meetings of the BOD, and is subject to the direction and control of the full BOD, except the power to amend the Articles of Incorporation and By-laws.

Section 4. Attendance for the BOD:

- A. The BOD meetings are held at least every other month or more if deemed necessary by the President of the BOD.
- B. If two (2) consecutive meetings are missed, voting privileges are suspended for the next BOD meeting attended. To have voting privileges reinstated, you must attend two (2) consecutive meetings and privileges are reinstated at the third meeting.
- C. No more than three (3) BOD meetings per reign shall be missed. BOD members who miss 3 BOD meetings, during any annual term, will be reviewed by the BOD to determine necessary action; up to and including removal of their position. The last agenda item before adjourning said meeting will be to remove that member from the BOD, if that is the action deemed necessary. The BOD member will then be notified by the **President** of the BOD of such action.
- D. All elected BOD members must maintain voting privileges at general meetings.

Section 5. The general purpose of the BOD shall be:

- A. The governing body of the Corporation.
- B. The carrying out of the expressed goals of the Corporation.
- C. To verify the validity of any charge against anyone associated with the corporation.
- D. To promote Coronation on an on-going basis.
- E. To organize an election each year, prior to the end of the fiscal year, for the election to the office of Emperor and Empress. The winners of the election will be announced at Coronation.
- F. The BOD shall carry out all legal business as per the State of Texas
- G. Any BOD member shall have the authority to present to the BOD president a proposal to call a special meeting. The BOD president shall present the proposal to the officers of the BOD and if and only if a simple majority of the officers of the BOD vote that the proposal of said special meeting is necessary shall a special meeting be called and take place. The entire BOD will at all times consider the best interest of the Corporation. The President of the BOD shall attempt to contact each BOD member at least three (3) days prior to the special called meeting.
- H. Any action required by law to be taken by the BOD may be taken without a meeting, however all BOD members must be informed of the said action and if possible prior to it being taken.

Section 6. Coronation:

- A. Coronation is the event that marks the culmination of each reign. Coronation honors the Emperor, the Empress and the reigning Court who are completing their year. Only the last segment of the evening is devoted to the New Monarchs who are announced and crowned at this time. The Imperial Court is the sole producer of Coronation.
- B. The Reigning Monarchs select the Coordinator (s). The Coordinator is directly responsible to the Imperial Court and to the stepping down monarchs. It is his/her responsibility to collect the ideas/wishes of the Emperor/Empress and to give them what they want in the way of the evening and produce the evening as requested. The Coordinator (s) put together the timetable and should submit a feasible budget to the BOD by the October BOD Meeting.

C. Coronation responsibilities include:

1. **Presentation Ball**. This function coincides with “kickoff” of the official announcement of all candidates for the office of Emperor and Empress. This function is a joint venture between the BOD and COM
2. **Voting Day**
3. **Mother Michial Community Service Awards**: These are the Community Service Awards coordinated by the Monarch(s) two years removed. In conjunction with the Monarch elections on voting day these awards are voted on by the Community. All bars and organizations within the Realm submit nominees. Sixty days prior to voting, the responsible Monarch(s) will mail the nominee form to all bars, organizations within the realm. Thirty days prior to voting, the responsible Monarch(s) will post the nominee ballots in all bars for verification. Seven days prior to voting, the responsible Monarch(s) will post the final ballot in all bars. The responsible Monarch(s) host this event or arrange for someone to do so. *As proclaimed by Emperor XII Papa John Halm.*
4. **In-Town Show**: (Hosted by the Reigning Monarchs)
The Emperor/Empress oversees the coordination of this event, which can be anything that strikes the Imperial Fancy!
5. **Out of Town Show**: (Coronation Coordinator(s) and Reigning Monarchs) Location and times to be determined.
6. **Bar Tour**: (Hosted by the Candidates) Bar Tour locations are determined by the Reigning Monarchs.
7. **Hospitality**: Dowager Monarchs will be responsible for coordinating this event in conjunction with the Coronation Coordinator(s) and the wishes of the Reigning Monarch(s).
8. **Crowning Ceremony (Coronation)**. The actual crowning ceremony shall be performed by the COM with the BOD in attendance. It shall be presided over by the President of the BOD.
9. **Coronation Awards**
 - a. Reigning Monarchs Awards
 - b. Court Awards
 - c. President of the BOD Award
 - d. COM Awards. *In accordance to Emperor IV proclamation, see proclamations P4-A.*
10. **Victory Brunch** is to be handled by the Coronation Coordinator(s)
11. **Victory Celebration** is to be handled by the BOD.
12. **Investitures**. The official announcement of the Line of Succession. This is the first function of the new Reign and is the responsibility of the Dowager Monarchs and the new Emperor and Empress. This function shall take place no sooner than fourteen (14) days and no later than forty-five (45) days after Coronation.

ARTICLE IV. INDEMNIFICATION

- Section 1. The corporation shall, to the extent legally permissible, indemnify each person who may serve or who has served at any time as an officer, director, or volunteer of the corporation against all expenses and liabilities, including, without limitation, counsel fees, judgments, fines, excise taxes, penalties and settlement payments, reasonably incurred by or imposed upon such person in connection with any threatened, pending or completed action, suit or proceeding in which he or she may become involved by reason of his or her service in such capacity; provided that no indemnification shall be provided for any such person with respect to any matter as to which he or she shall have been finally adjudicated in any proceeding not to have acted in good faith in the reasonable belief that such action was in the best interests of the corporation; and further provided that any compromise or settlement payment shall be approved by a majority vote of a quorum of directors who are not at that time parties to the proceeding.

- Section 2. The indemnification provided hereunder shall insure to the benefit of the heirs, executors and administrators of persons entitled to indemnification hereunder. The right of indemnification under this Section shall be in addition to and not exclusive of all other rights to which any person may be entitled.
- Section 3. No amendment or repeal of the provisions of this Section which adversely affects the right of an indemnified person under this Section shall apply to such person with respect to those acts or omissions which occurred at any time prior to such amendment or repeal, unless such amendment or repeal was voted by or was made with the written consent of such indemnified person.
- Section 4. This Section constitutes a contract between the corporation and the indemnified officers, directors, and volunteers. No amendment or repeal of the provisions of this Article which adversely affects the right of an indemnified officer, director, or volunteer under this Article shall apply to such officer, director, or volunteer with respect to those acts or omissions which occurred at any time prior to such amendment or repeal.

ARTICLE V. COLLEGE OF MONARCHS

- Section 1. The COM consists of all past Emperors and Empresses that do or do not live in realm.
- Section 2. The general purpose of the COM is to promote the goodwill of the Court and exercise truth, discipline and integrity at all Court related functions and failure to comply may result in disciplinary action.
- Section 3. The COM will serve for life, unless otherwise removed.
- Section 4. The College of Monarchs Council, with final approval of the BOD, shall have the right and/or responsibility to determine disciplinary action to the COM.
- Section 5. Anniversary Monarchs in good standing will be recognized every 5 years at all Coronations and will be provided a coronation ticket at no charge *in accordance to Emperor and Empress XXXIV Proclamation, see proclamation P 34-A&B.*
- Section 6. The COM is encouraged to be involved at the interview/educational meeting for candidacy.
- Section 7. The COM will host a Monarch Orientation each reign, prior to their Investitures. This orientation is to provide the Reigning Monarchs with history, guidance and the educational tools, necessary to enhance their leadership of the ICFWA.
- Section 8. ***For clarification of an active COM (who aspires to be a Monarch) refer to proclamation, P 24-A.*** All **non-aspirant** COM shall maintain a 35% minimum attendance average during the current reign in order to retain participating membership status.
- Section 9. College of Monarchs (COM) Council – *Refer to Appendix J. College of Monarchs Council*

ARTICLE VI. THE OFFICES OF EMPEROR AND EMPRESS

- Section 1. The offices of Emperor and Empress will consist of two (2) elected and/or appointed members of the community as pursuant to the by-laws of the Corporation.
- Section 2. The offices of Emperor and Empress are expressly created to serve as the official representatives of the Corporation. As Executive Officers of the Court, they execute the expressed objectives of the Corporation.

- A. The Reigning Monarchs are to serve the Community to the best of their abilities, within the confines of the Articles of Incorporation, the By- Laws, and the Laws of the State of Texas.
- B. The Monarchs are expected to officiate at all functions or activities held by, for and/or authorized by The Imperial Court and BOD. The Monarchs are expected to maintain a liaison with all areas of the Gay Community, and to visit all areas of their realm whenever possible as well as to visit and promote Texas and its' Gay Community around the Country whenever possible.
- C. The Reigning Monarchs are required to attend a Monarch Orientation hosted by the COM prior to their Investitures. This orientation is to provide the Reigning Monarchs with history, guidance and the educational tools, necessary to enhance their leadership of the ICFWA.
- D. In addition to the activities planned by the Reigning Monarchs, they are expected to follow several "fixed" functions that are part of the "Imperial Court Calendar". Among these are:
 1. **PRESENTATION BALL:** This function coincides with "kickoff" of the official announcement of all candidates for the office of Emperor and Empress. This function is a joint venture between the BOD and COM.
 2. **CORONATION WEEK:** This is the period of seven (7) days before Coronation held for the special functions associated strictly with The Imperial Court and Coronation. This week is usually the responsibility of the Reigning Monarchs and the BOD.
 3. **CORONATION:** The Emperor and Empress are to be official Host and Hostess for this, the final night of their Reign.
 4. **INVESTITURES:** The official announcement of the Line of Succession. This is the first function of the new Court and is the responsibility of the Dowager Monarchs and the new Emperor and Empress. This function shall take place no sooner than fourteen (14) days and no later than forty-five (45) days after Coronation.
 5. **BREAKFAST WITH SANTA:** Held in December no later than the Saturday before Christmas. *In accordance with Empress XXI proclamation, see proclamations P 21-B.*
 6. **BARBIE DOLL BIRTHDAY BALL:** Must be held on July 8th. *In accordance with Emperor XVII proclamation, see proclamations P 17-A.*
 7. **JUDY RITCHEY CHILDREN'S BALL:** Traditionally held in early Fall or at the scheduling discretion of the Reigning Monarchs. *In accordance with Empress XXV proclamation, see proclamations P 25-B.*
 8. **CROWN JEWEL BALL:** Traditionally held in July or at the scheduling discretion of the Reigning Monarchs. *In accordance with Empress XVII proclamation, see proclamations P 17-B.*
 9. **EMPRESS' STARLIGHT AIDS BENEFIT:** Traditionally held in June or at the scheduling discretion of the Reigning Empress and is produced by the Reigning Empress. Should benefit for an AIDS charity organization. *In accordance with Empress X Dena Malloy, see proclamation P-10B.*

10. **Black & White Ball:** This ball is to be produced between the reigning Empress and Empress 26, monies raised this night will go towards the pin purchase for that reign. *In accordance with Empress XXVI proclamation, see proclamations P26A.*
 11. **RED RIBBON SHOW:** Presented annually as the final Candidate Presentation Fundraiser prior to voting day. *In accordance with Emperor and Empress XXIX proclamation, see proclamations P29.*
 12. **MR./MISS HALLOWEEN FANTASY PAGEANT:** Traditionally held in October or at the scheduling discretion of the Reigning Monarchs. *In accordance with Emperor and Empress XXXV proclamation, see proclamation P35A & B.*
- E. Along with the “Fixed” functions in section D, there are annual events that are HIGHLY suggested for fundraisers. Among these are: Note: Fundraising Pageants require the use of Official Pageant Packets.
1. **MR./MISS SNOWFLAKE PAGEANT:** Traditionally held in January or at the scheduling discretion of the Reigning Monarchs.
 2. **RED AND WHITE BALL/ KING AND QUEEN OF HEARTS SHOW:** Traditionally held in February or at the scheduling discretion of the Reigning Emperor during the Valentine weekend. A Valentine party with imagination! The Emperor oversees this function. It can be anything that strikes the Imperial Fancy!
 3. **VALENTINE AUCTION & SHOW:** Traditionally held in February or at the scheduling discretion of the Reigning Monarchs in conjunction with Texas Gay Rodeo Association.
 4. **NORTON’S NIGHT OUT:** Traditionally held in September. Produced by the Emperor. Usually an all-male show but not exclusive. **(Retired in 2010)**
 5. **TURNABOUT:** A full month of turn-a-bout (female side becomes male side and male side becomes female side) in September with the kick-off being the Mr./Miss Turn-A-Bout Pageant.
- F. The Emperor and Empress travel out-of-town each year to promote goodwill within The International Court System and to encourage travel to our city for Coronation. It is not necessary for the Monarchs to attend the same function(s). In some ways, it is better for them to take separate Coronations in order to reach a broader group of people. It is required of the Reigning Monarchs to attend all In-State Coronations, unless there is reasonable cause as determined by the BOD. It is also required of the Reigning Monarchs to attend at least one Out of State Coronation to help encourage travel to our city for Coronation.
- Section 3. The Emperor and Empress shall hold office (reign) from Coronation to Coronation, a length of approximately one (1) year. During their reign, they will serve on the BOD, and shall have voting rights, *in accordance to Empress XXIV proclamation, see proclamations P 24-B.*
- Section 4. The Reigning Emperor/Empress may not seek any other public titles or offices during the time of their reign but may fulfill the responsibilities of those they already hold at the time of stepping up.

Section 5. Removal/Vacancy of the office of Emperor and/or Empress:

- A. If for any reason either or both are vacant, the BOD and only the BOD shall retain the right to select a qualified person(s) by polling individuals showing interest and going through an interview process for approval/elimination in order by the following groups:
 - 1. All active COM
 - 2. General members who were qualified to run, but did not apply. Individuals who submitted applications, but in turn withdrew them, shall not be considered for appointment to the Regent title.
 - 3. All remaining COM
 - 4. All remaining general members
- B. The College of Monarchs Council, with final approval of the BOD, shall have the right and/or responsibility to remove the Reigning Emperor or Empress convicted of violation(s) of the Articles of Incorporation, the By-Laws, the Laws of the State of Texas or any other just cause, refer to Article XI. Judicial Body.
- C. The BOD is the highest court regarding internal matters of the Corporation.
- D. Any reigning Monarch who is convicted of any charge connected to misappropriation of funds or sexual crimes in which they are required to register as a sex offender during their reign is subject to removal by a simple majority vote of the BOD,

Section 6. Step down.

A. Stepping down Emperor and Empress Crowns.

- 1. At the time of the Reigning Monarchs step-down, the BOD will purchase a crown for them to keep. They will have the choice of the State crown or the approved amount to go toward the purchase of a crown of their choice. If either chooses to be reimbursed for a crown of their choice, this must be done by the last Board of Directors Meeting of the current Reign. The Silver Crowns will be passed down to the newly elected Monarchs. ***In accordance with Emperor XXV proclamation, see proclamation P25A.***
- 2. For the purpose of upholding the traditions of the ICFWA as well as the image and status of our Monarchs, head crowns shall only be worn by Monarchs ***with the exception of proclamation P-30 A&B.***
- 3. After each State Crown is retired, due to reasonable wear and tear, those crowns will be returned to the first Monarch that wore them during their reign.

B. Lifetime Titles.

- 1. Each Reigning Monarch is entitled to proclaim two (2) Lifetime Titles unless he/she chooses to exercise the his/her right as given by ***Proclamation P-36 A&B.***
- 2. A limit of no more than 4 names and titles will be presented for Lifetime Title consideration. If any names or titles are not approved, a replacement will be permitted. Once a list of no more than 4 are approved, no others will be considered.
- 3. A list of names must be approved by the BOD prior to Coronation.

C. Proclamation

1. Together the Reigning Monarchs shall proclaim their proclamation at Coronation, but no later than the Investitures of the following Reign (ex. Reign 26 proclamation must be made by Reign 27 Investitures), unless otherwise approved by the BOD with a limit of one year. All proclamations must meet with a $\frac{3}{4}$ approval of the active BOD members.
 2. Proclamations may only be presented one at a time, for approval. If a proclamation is not approved, a replacement will be considered, one at a time. Once a proclamation is approved, no others will be considered.
 3. After approval, the copy of the original proclamation is to be signed by the individual making it, by the President of the BOD, dated, entered into the proclamation book, which is passed down from President to President. In addition, a copy of the signed and dated proclamation should be added to the minutes of that BOD meeting as well as all BOD members given a copy of the proclamation to be added to their BOD books no later than the next scheduled BOD meeting.
 4. A copy of the proclamation will be added to the back of the by-laws, numbered and incorporated into the by-laws if the proclamation is an addition or makes any changes to the current by-laws.
 5. All proclamations should be for life, unless it becomes a conflict of the everyday business of the Organization. All proclamations should be reviewed every three years by the College of Monarchs Council to see if it is something that we need to keep practicing. If any changes are made to proclamations, or if it is being retired, the person that made the proclamation should be notified before actions are taken. The individual(s) should be given the first opportunity to make the change or retire the proclamation. In order to make any changes or to retire a proclamation you must have a $\frac{3}{4}$ vote from the College of Monarchs Council.
 6. Proclamations should not name a specific charity or dollar amount to be given. If a proclamation states a required show, it is the responsibility of that individual(s) to make sure that said event happens. It will not be the responsibility of the reigning monarchs or BOD to carry out this event. If said event is not produced (put on) for more than two (2) years, then the proclamation is automatically retired.
 7. ***Changes to C. - Proclamation, grandfathers all past proclamations and will start with Reign 26.***
- D. Stepping down appointed Regent Monarchs will have the title Regent forever removed when they are re-crowned into the College of Monarchs; this is not to be made retroactive prior to 5-20-12.
- E. The Emperor and Empress, following their stepping down will have additional responsibilities for the following events/duties:
1. Investitures. Refer to Article III, Section 6, Item 12 and Article VI, Section 2, Item D, sub item 4.
 2. Travel Fund Show. Refer to ***Proclamation P-31 A&B.***

3. One year removed (Dowager year) – Hospitality.
 - a. Working with the Coronation Coordinators and general members to provide food and drink during coronation weekend. (Friday lunch and late night dinner, Saturday breakfast, lunch, and after coronation dinner)
 - b. Coordinate with local organizations to provide volunteers to assist with hospitality bar.
 - c. Keeping the hospitality area clean and safe for our guests.
 - d. Is responsible for getting all necessary items from storage and performing an inventory when returning to storage.
 - e. Take possession of the storage keys and share equally in ALL aspects of the Dowager-year duties.
4. Two years removed – Mother Michial Community Services Awards:
 - a. Refer to Article III, Section 6, Sub-para C-3 for Mother Michial Community Services Awards responsibilities.

ARTICLE VII. LIFETIME TITLE HOLDERS

- Section 1. The Lifetime Title Holders will consist of those persons who have been granted such title by any Reigning or Past Monarch unless otherwise removed, because of a conviction of any charge connected to misappropriation of funds regarding fiduciary responsibility or sexual crimes in which they are required to register as a sex offender.
- Section 2. The general purpose of the Lifetime Title Holders is to promote the goodwill of the Court.
- Section 3. The Lifetime Title Holders will retain their title for life, unless otherwise removed.
- Section 4. The BOD shall determine any necessary disciplinary action to a Lifetime Title Holder.

ARTICLE VIII. THE GENERAL COURT MEMBERSHIP

- Section 1. The General Court Membership shall consist of those persons fulfilling membership requirements.
- A. Membership in the Imperial Court is open to all members of the community. They must live within our geographical realm. The realm being identified as the following nine (9) counties: Tarrant, Denton, Erath, Wise, Palo Pinto, Hood, Somervell, Parker and Johnson. A person may become a member by attending an Imperial Court meeting and completing an application. A new member would be eligible to vote at the next regularly scheduled court meeting.
- B. Members of the Imperial Court are required to:
1. Be supportive of the Reigning Monarchs, the BOD, and the COM
 2. Attend Imperial Court meetings
 3. Actively work within the structure of the organization to promote it
 4. Exercise truth, discipline and integrity with all persons at all times
 5. Be willing to attend and/or produce benefits on behalf of the organizations that the Imperial Court support
- C. The term of the General Court Membership will be from the Organizational meeting to Coronation.
- Section 2. The Line of Succession is, in essence, the Imperial Cabinet of the Reigning Monarchs. They have the following requirements and responsibilities.

Requirements:

1. Have not been charged or convicted on any count connected with misuse of Fiduciary Responsibility within the past seven (7) years and have no direct violations of International Court System, International Court Council or Successors policies including matters, such as registered child sex offenders.
2. Must attend a COM and Reigning Monarch Orientation within 30 days, following Investitures. This orientation is to provide the ILOS with history, guidance and educational tools to enhance their abilities to better serve our community and charities. The COM and the Reigning Monarchs will provide a minimum of two dates for the orientations in order to accommodate the schedules of the members required to attend.

Responsibilities:

1. Members are expected to maintain a level of loyalty and offer moral support to the Monarchs.
2. Members are expected to be of immediate service to help the Monarchs carry out their program of action for their entire year.
3. It is the responsibility of all the Line of Succession to represent the Emperor and Empress at any given function within the community in which the Emperor and Empress may wish them to attend or may not be able to attend themselves.
4. The Line(s) of Succession are encouraged to represent the ICFWA at out of town events, when these events do not conflict with ICFWA schedules or Line members predetermined obligations and responsibilities.

Section 3. The Imperial Line of Succession, as appointed by the Reigning Monarchs, shall consist of and be limited to unless otherwise approved by the BOD:

Emperors' Line

King Father (Honorary)
Crown Prince Royale
Imperial Crown Prince
Grand Duke
Czar
Baron
Marquis
Don

Empress' Line

Queen Mother (Honorary)
Crown Princess Royale
Imperial Crown Princess
Grand Duchess
Czarina
Baroness
Marquessa
Reyna

Not all titles are mandatory; however, they must be filled within proper order, top to bottom.

A. King Father and Queen Mother Requirements:

1. There will be no more than one King Father and one Queen Mother for the reign. ***In accordance to Emperor and Empress XIX proclamation, see proclamations, P 19-A & B.*** A decline by a Past Monarch for position of King Father or Queen Mother shall not limit the fulfillment of the Line of Succession.
2. The King Father and Queen Mother may be any past Monarch, including the Dowagers, regardless of their level of past activity, whom the new Monarchs choose, and do not require approval from the BOD. ***In accordance to Emperor and Empress XIX proclamation, see proclamations, P 19-A & B.***

B. Crown Prince and Princess Royale Crowns: *In accordance to Emperor and Empress XXX proclamation, see proclamations, P 30*

1. The Crown Prince Royale shall be allowed to wear a silver shoulder crown at the discretion of the Reigning Emperor and all expenses for said crown will be incurred by the Reigning Emperor and will not be the responsibility of the Court.
2. The Crown Princess Royale shall be allowed to wear a silver tiara at the discretion of the Reigning Empress and all expenses for said tiara will be incurred by the Reigning Empress and will not be the responsibility of the Court.

Section 4. The Reigning Monarchs shall also appoint other titles of membership to the General Court members such as Court Secretary. These positions report directly to the Reigning Monarchs. The Court Secretary is responsible to the BOD Secretary on all reporting matters.

Section 5. With the exception of Lifetime Title Holders, awarded from previous reigns, any titled member of The Imperial Court membership and Line of Succession negligent in their duties may have their Title removed by the Reigning Monarchs. The Emperor and Empress reign supreme in matters of discipline within the Imperial Court membership not involving any formal charges being brought by an individual which shall be handled by the BOD.

Section 6. The General Court Membership meetings are held once a month, at a time and place designated by the Reigning Monarchs. The Reigning Monarchs may call other meetings at their discretion, as needed.

Section 7. All voting and elections are voted on by individuals who have been members of the Imperial Court the meeting prior to the vote and meeting attendance requirements (35%). If two (2) consecutive meetings are missed, voting privileges are suspended at the next Imperial Court meeting attended. To have voting privileges reinstated, you must attend two (2) consecutive meetings and privileges are reinstated at the third meeting.

Section 8. ***For clarification of an active member (who aspires to be a Monarch) refer to proclamations, P 24-A.*** All **non-aspirant** court members of the current reign shall maintain a 35% minimum attendance average in order to retain participating membership status.

Section 9. Resignations:

Any general member or member of the Line of Succession of the Imperial Court de Fort Worth/Arlington shall have the ability to resign at any time he/she deems appropriate. In the case of a resignation, the member of the Line of Succession shall promptly return his/her crown and/or sash to the Reigning Emperor and/or Empress. Furthermore, resigning members must follow strict protocol for resignations as follows:

- A. Personally provide written resignation to the Reigning Emperor and/or Empress. No other person shall have the authority to offer resignation on behalf of another unless deemed medically or legally necessary by the laws of the State of Texas.
- B. Resignations shall not be made via group messages, emails or social media. Resignations will be announced by the Reigning Emperor and/or Empress or BOD president only. Resigning members may, however, state his/her resignation in a personal conversation environment.

Not abiding by the aforementioned resignation procedures shall result in a one-year suspension from membership of the ICFWA unless otherwise voted upon by the BOD within the reign of the resignation.

- Section 10. The sole purpose of the ICFWA Yahoo Email Group or Social Media is for communication of Official Imperial Court de Fort Worth/Arlington Events, Business or Happenings. The ICFWA Yahoo Email Group or Social Media shall not be used for personal gain, slander, defamation, or denouncement. If any member of the ICFWA is in violation of such actions they will immediately be removed from the group for a minimum of 1 year.

ARTICLE IX. COMMITTEES

- Section 1. The Imperial Court shall have two (2) types of committees: Standing and Special.
- A. The BOD shall serve as a Standing Committee to act as Advisors to the Imperial Court.
 - B. The Finance Committee is a standing committee and is defined in Article X, Section 4.
 - C. Special committees may be formed by the Reigning Monarchs as needed to fulfill a specified purpose. All special committees will be dissolved upon completion of their assigned tasks.
 - D. The BOD may create special committees as needed, such as fundraising, ad-hoc, resolution, Policies and Procedures, etc. The president of the board appoints all committee chairs. Committees may be defined with a specific timeline, or the president may dissolve the committee with a majority vote of the BOD.

ARTICLE X. FINANCES

- Section 1. The duties of the Corporate Treasurer are:
- A. Maintenance of all financial records and any fiduciary matters.
 - B. Minimum of two (2) people to count money at Court functions with the Corporate Treasurer and in public view if available. All signatures should be on the count sheet for each count. A duplicate count sheet must be provided to a Reigning Monarch after the final count and signatures are secured.
 - C. If the Corporate Treasurer is unable to attend a court function, he/she in conjunction with the Reigning Monarchs, shall appoint an acting treasurer.
 - D. Provide a moneybag and BOD approved count sheets for all Court functions.
 - E. Train the Court members on the procedure for counting money.
 - F. Deposit all monies collected within 3 banking days (excluding Saturday and Sunday) of each scheduled Court function.
 - G. Report monthly to the Reigning Monarchs, the BOD, and the Corporation
 - 1. Financial report at the next scheduled BOD meeting to all BOD members and/or e-mail one (1) week prior to meeting.
 - 2. The monthly financial report to the Reigning Monarchs and the BOD must disclose at a minimum:
 - a. All deposits
 - b. All expenditures (checks)
 - c. All Expense reimbursement forms
 - d. The Court's net income
 - e. Bank Statement
 - f. Fundraising Count Sheet

- g. Reconciliation Statement
 - h. The balance in all sub-accounts
- H. Present a year-end profit and loss report no later than the first BOD meeting after Investitures.
 - I. Any person who produces a function on behalf of the Court must turn in all paperwork and/or forms to the Corporate Treasurer within 48 hours of event. This includes receipts for pre-approved expenses.
 - J. The Corporate Treasurer or the Reigning Monarchs must post a monthly report of all monies given to charities to date. A copy of this document will be signed by the Monarch(s) and become part of the records for auditing purposes.
 - K. The monthly financial reports submitted by the Corporate Treasurer should be verified by the Finance Committee in order to ensure a timely verification of said records, within one (1) week of receiving the bank statements.
 - L. Insure that all Expense reimbursement requests are in compliance with the Expense Reimbursement Policy and the appropriate request form has been filed in the prescribed timeframe. ***Refer to Appendix D. Expense Reimbursement Policy.***

Section 2.

A. Charity Roster

- 1. A charity roster shall be maintained by the Imperial Court de' Fort Worth/Arlington.
- 2. The charity roster will not be regulated by a minimum or maximum number of charities on the roster.
- 3. All charities must be a valid 501C non-profit fund raising organization.
- 4. All additions to or removal from the charity roster will be reviewed and voted on by the General membership on an annual basis, preferably, but not necessarily, in the first couple of months of each new reign and shall remain active between coronation and investitures for any charity functions that may occur.
- 5. Beneficiaries of any monies raised will be limited to the approved charity roster for that reign.
- 6. Local GLBT churches and organizations will be included on the charity roster in an effort to promote the support of, co-produced fund raising events; and to assist when emergencies may arise.

B. Distribution of Funds

The Fort Worth/Arlington Imperial Court, Inc. as with any business has expenses (i.e., ads, decorations, certificates, Coronation obligations, etc.). Those events labeled Court Shows/General Fund and the funds raised in them are specifically for the expenses incurred by the Imperial Court.

When a specific charity is named, 100% of funds raised, other than expenses incurred for that function should go to that charity. At Investiture each year all money left in excess of seven hundred fifty dollars (\$750) and monies in any ongoing sub accounts shall be redistributed to the Community, unless otherwise specified. The general Court membership shall decide where the money is to go. A majority vote will be required to choose the charity (ies), with a maximum of three (3) to receive the money. ***In accordance to Empress XVIII Proclamation.***

C. BOD Finances:

Monies raised by the BOD and reported on the monthly financial statements as BOD funds shall be carried over at the end of each Reign and not disbursed in the final distribution of charity funds that closes the books for each Reign. The BOD has the discretion on the distribution of these funds, but they are meant to pay expenses of the organization which have a benefit that lasts longer than any single Reign

D. A review must be done each year.

1. The Vice-President of the BOD will form a committee of no less than 3 members of the Corporation who shall not currently be President, Secretary, Corporate Treasurer or a household member of the Corporate Treasurer for the year being reviewed.
2. Committee members may be general members, lifetime titleholders or member of the College of Monarchs, but every effort should be made to ensure that at least one general member and one member of the College of Monarchs serves on the committee.
3. No later than ten (10) days after Investitures, the Corporate Treasurer from the prior year will turn over to the BOD Vice-President from the prior year all financial records from the previous Reign.
4. The BOD Vice-President and the committee above will, as a group, review the financial records of the prior reign and present a report of their compliance with the by-laws and financial guidelines of the organization no later than the 2nd meeting of the new BOD.
5. The review report, once accepted by the BOD, will be posted on the court's website.

Section 3. Financial Obligations of the Corporation

Any and all financial obligations that are to be charged to the BOD, must be presented to the BOD prior to any contractual agreement, verbal or written, is reached. Should there be any debts incurred to the BOD without this approval the BOD shall take any actions deemed necessary and prosecute to the fullest extent of the law.

Section 4. Finance Committee

The Corporate Treasurer shall chair the Finance Committee, which shall also include three other BOD members. The Finance Committee is responsible for developing and reviewing fiscal procedures, fundraising plans and event budgets (as warranted) with the assistance of other BOD members or appointed event coordinators. The BOD must approve the budget and all expenditures must be within budget. Any major change in the budget must be approved by the BOD or the Executive Committee.

- A. Event coordinators shall be responsible for submitting an itemized budget at a minimum of one month prior to the proposed event.
- B. Financial policies and procedures shall be reviewed at a minimum of once annually
- C. All expenditures must be approved by the general membership in advance. Events with expenses in excess of \$250.00 must be vetted through the Finance Committee first.
- D. The monthly financial reports submitted by the Corporate Treasurer should be verified by any member sitting on the finance committee utilizing the Monthly Review Checklist provided in ***Task Instruction X.4.01*** in order to ensure a timely verification of said records, within one (1) week of receiving the bank statements.

Section 5. The BOD may authorize any officer(s), agents(s) of the Corporation or any others so authorized by these By-Laws to enter into any contract or execute and deliver such instrument in the name of and on behalf of the Corporation. Such authority may be general or confined to specific limitations.

Section 6. All checks, drafts or orders for the payments of funds, notes or other evidence of indebtedness issued in the name of the Corporation shall be signed by such officer(s), or agent(s) of the Corporation and in such manner as shall be determined by the BOD.

Section 7. All funds of the Corporation shall be deposited to the credit of the Corporation.

Section 8. The BOD may accept, on behalf of the Corporation, gifts, bequests, device or contributions for any special purpose of the Corporation.

Section 9. The BOD shall appoint a Corporate Treasurer, who is responsible for the maintenance and keeping of all financial records and/or reports of the Corporation. He/She is responsible for maintaining the corporate check book when in place, filing tax reports, distributing funds of the BOD and maintaining a close relationship with the Monarchs during the entire reign.

A. The Corporate Treasurer shall: ascertain and administer the receipt, maintenance and completion of the following Tax Authority Requirements:

1. State Franchise Tax—due May 15th each year (prior year's gross receipts)
2. IRS form 990 or 990EZ—due no more than five (5) months following completion of fiscal year.
 - a. Fiscal year—refer to Article XIV. Fiscal Year
 - b. Prior to filing, the review must have been completed and signed off. See Article X, Section 2, subsection D.
3. The DBA should be repurchased every ten (10) years. The next due date of purchase is slated for March 29, 2029. See Appendix A for further details.
4. Section 9 shall be automatically updated by the update of any forms, issuance of new required forms, or change of due dates, as published by an applicable tax authority.

B. The following corporation numbers have been assigned and shall be used to prepare and submit applicable State/IRS forms:

1. The E.I.N. that has been assigned by the IRS is 75-2501634
2. The Office of the Secretary of State file number is 0121874001
3. The Office of the Secretary of State tax payer ID number is 175-25016345

C. The Corporate Treasurer is required to provide copies of all forms and correspondence filed with the State/IRS to members of the BOD at the next scheduled BOD meeting.

Section 10. The BOD shall appoint a Registered Agent for the Corporation annually at the annual election of officers

This shall be filed with the Secretary of State comptroller's office via Form 401—Change of Registered Agent.

ARTICLE XI. RECORD KEEPING

Section 1. A Court Secretary shall be appointed by the reigning Monarchs, who shall serve in that capacity for the entire year of their reign.

The duties of the Court Secretary are:

- 1) Take minutes at all court meetings.
- 2) Prepare the minutes for distribution and turn over a copy to the BOD Secretary
- 3) Handle personal correspondence, concerning the Court, for the Reigning Monarchs, as requested.

Section 2. A BOD Secretary is responsible for the maintenance and keeping of all non-financial records and /or reports of the Corporation.

The duties of the BOD Secretary are:

- 1) Take minutes at all BOD meetings.
- 2) Maintain all records pertaining to the incoming and outgoing BOD members and alternate positions.

ARTICLE XII. PUBLIC DISCLOSURE POLICY

- Section 1. The following documents (latest revision) will be made available to the public upon request;
- A. Articles of incorporation and all amendments;
 - B. Bylaws and all amendments;
 - C. Organizations policy documents;
 - D. Most recent monthly Charity Roster Report.
- Section 2. The Form 990 will be made available either upon request and reimbursement of copy costs or by other means allowable under the applicable Treasury Regulations.

ARTICLE XIII. JUDICIAL BODY

- Section 1. The **BOD/College of Monarch Council** is the judicial body of The Imperial Court.
- Section 2. In order to file charges against someone in the Court, a letter must be written explaining what the charges are, and any other important information. If the charges are against a general court member, a Lifetime Title Holder or a Member of the BOD the charges should be given to the President of the BOD. If charges are against Reigning Monarchs or member of the COM, the charges should be given to the President of the BOD to pass along to the Head of the College of Monarchs Council. If charges are against the President or the Vice President of the BOD, then the charges should be given to any member of the BOD. The BOD maintains the right to conduct a hearing to determine if a trial is necessary.

A definition of “charge” is: A violation of duties, responsibilities and/or causing extreme embarrassment to the organization at an ICFWA sponsored function or a function sponsored by any other recognized court with in the Imperial Court System.

- Section 3. After charges have been presented to the appropriate person, the trial should take place within 15 days of certified delivery of notification to the accused.

- Section 4. When the BOD/College of Monarchs Council conducts a trial they will act as a panel of judges.

The prosecutor will present the case. It will be the prosecutor’s duty to ascertain and verify all facts in the case and to present arguments for the prosecution.

The Court member(s) charged have the right of defense. They may elect to defend themselves, select their own defense representative, or demand that the BOD/College of Monarchs Council furnish a defender. If this person is on the BOD/College of Monarchs Council they will not have a vote.

The BOD/College of Monarchs Council must render one of the following verdicts:

Guilty: This verdict is determined by a $\frac{3}{4}$ vote of the judges

Not-Guilty: This verdict is determined by a $\frac{3}{4}$ vote of the judges

If the BOD/College of Monarchs Council should find the person guilty, it will be up to the BOD/College of Monarchs Council to decide the punishment. Punishment can include the loss of all titles and/or removal from the court all together.

- Section 5. Past Monarchs and Lifetime titles may not be removed for any reason, other than direct violations of the International Court System, International Court Council or Successors policies including matters, such as registered child sex offenders, felony criminal prosecution related to Fiduciary Responsibility and a majority vote of the BOD of the ICFWA. *In accordance to Emperor XIV proclamation, see proclamation, P14-A.*

ARTICLE XIV. FISCAL YEAR

The fiscal year of the Corporation shall be from April 1 of the current year to March 31 of the following year.

ARTICLE XV. DUES

- Section 1. The BOD may determine if and how much dues will be collected from the general membership.
- Section 2. The Reigning Emperor and Empress shall be exempt from paying any dues during their Reign (should any be collected); however, they may choose to pay any dues to benefit the Corporation.
- Section 3. If deemed necessary, two methods of payment are appropriate – annually or monthly. Should dues be collected, it will be pro-rated for any new members.
- Section 4. If dues are collected, and a member is found default in payment of dues to the Corporation, for a period of two (2) months from the time such dues are payable, that member shall be terminated by the BOD. Reinstatement of a terminated member shall require full payment of all past dues.

ARTICLE XVI. AMENDMENTS

- Section 1. Any member may propose an amendment to the By-Laws by presenting the proposal, in writing, to the President of the BOD. The President shall present the proposed amendment to the BOD at the next regularly scheduled meeting of the BOD. Discussion will be heard, any alterations will be made (as agreed to by the originating party) and at the following regularly scheduled BOD meeting, after any further discussion, a vote will be taken. A majority of the BOD shall be required in order to approve amendments to the By-Laws. The proposed amendments approved by a majority of the BOD must then be ratified by a majority of the General Membership. Proxy voting shall not be allowed when amending the By-Laws.

The By-laws will be reviewed every 2 years for any issues that may not have already been presented as a By-law amendment, for consideration by the General Membership no later than the October meeting. Distribution of the By-Law changes will be in the December Meeting. Passage or denial of any amendments will be decided at the January meeting.

ARTICLE XVII. DISSOLUTION OF CORPORATION

- Section 1. Dissolution of the Corporation (should same become necessary) must be made by the Imperial Court membership and its BOD by a $\frac{3}{4}$ vote.
- Section 2. At the time of the dissolution of the Corporation, all funds in all checking accounts, trusts or any other form of public retention of monetary funds shall be disbursed immediately to all charities within the Gay Community of the Realm of the Imperial Court.

APPENDICES

The Following appendices are provided as detailed operational procedures. They shall be reviewed annually in accordance with the provisions of the by-laws, however, as they are operational procedures, they are not subject to the limitations of by-laws changes, and may be changed at the discretion of the organizational requirements and approval of the BOD.

Appendix A

Certificate of Assumed name
Certificate of Account Statues w/State of Texas
Registered Agent
Proclamations
P-4A Past Monarch Awards ~ Jack Guthrie
P-4B RETIRED
P-10B Empress' Starlight AIDS Benefit ~ Dena Malloy
P-12A Mother Michial Community Service Awards ~ Papa John Halm
P-14A College of Monarchs – Raymond Gill
P-15A Sister Court ~ Rhonda Mae
P-17A Imperial Barbie Birthday Ball ~ Michael Winchester
P-17B RESCINDED
P-17B Crown Jewel Ball ~ Angela Aaron Winchester
P-18A RETIRED
P-18B Number of recipients of Coronation and surplus General funds ~ Cori Nations
P-19A&B King Father and Queen Mother ~ Kathy Scott & Erika Chatelaine
P-21A RETIRED
P-21B Breakfast with Santa ~ Paula Armstrong
P-24A Active Member ~ Kevin Dunne
P-24B Voting Privileges for Reigning Monarchs ~ Jacquelyn Chatelaine
P-25A Emperor Head Crown ~ Kevin Smith
P-25B Judy Ritchey Children's Ball~ Melody Lane
P-26A Special Event ~ Iwanna Mann Winchester
P-28 BOD structure ~ Janie Mom Stanton & Melody Diva Lane
P-29 The Red Ribbon Show ~ Jeffery McGuire & Angela Aaron Winchester
P-30 PR's Crowns ~ Steve Back & Bubbles LaRue
P-31 Travel Fund ~ Brendan Peoples & Paige Diva Daniels
P-32 RETIRED
P-34 Anniversary Monarchs ~ Kim Wadsworth & Sofanda Furr
P-35 Marianna Taylor Scholarship Fund ~ JD Swisher & Scarlett Rayne
P-36 Additional Lifetime In lieu of Proclamation ~ Marty Edwards & Carla Parry
C-1 Lights of Love as an Annual College of Monarchs fundraiser – College of Monarchs

Appendix B Code of Ethics Policy

Appendix C Anti-discrimination, Harassment Policy (Anti-Defamation Policy)

Appendix D Expense Reimbursement Policy

Appendix E Candidate Handbook

Appendix F Conflict of Interest Policy

Appendix G	Fundraising Pageants and Contests
Appendix H	Protocol Guidelines
Appendix J	College of Monarchs (COM) Council
Appendix K	Corporate Sponsorship

TASK INSTRUCTIONS

The Following task instructions (TI) are provided as detailed instructions. They shall be reviewed annually in accordance with the provisions of the by-laws, however, as they are instructional in nature, they are not subject to the limitations of by-laws changes, and may be changed at the discretion of the organizational requirements and approval of the BOD.

Note: Task Instructions are numbered based upon the applicable By-laws Article and Section, then followed by a sequential number.

TI. X.4.01 Monthly Review Checklist for Court Financial Reports