



By-Laws to the Articles of Incorporation
of the Royal Sovereign and Imperial Court
of the Central Texas Empire, Inc.
Waco, Tx

MISSION STATEMENT

The Royal Sovereign and Imperial Court of the Central Texas Empire, Inc is a non profit 501(c)3 organization dedicated to raising funds for organizations within the Central Texas communities it serves. Fundraising is focused on social service organizations who offer support and overall enrichment of those in need. The Central Texas Empire also seeks to support other local organizations with similar missions and endeavors through collaborative community efforts. The overall membership supports chosen charities that meets the qualifications of a 501c3 organization. It is our goal to re-gift the maximum amount of money possible on an annual basis.

ARTICLE I

NAME: The permanent name of this corporation as set forth in the Articles of Incorporation is The Royal Sovereign and Imperial Court of the Central Texas Empire, Inc.

1. All functions and activities shall operate under said name. In consideration of space limitation for advertisement, it is permissible to utilize the following abbreviations, "The RSI Court of the Central texas Empire", "Central Texas Empire", RSICCTE", and "CTE".
2. The name of this organization shall not be used without the express permission of the Board of Directors (BOD) or Reigning Monarchs.

ARTICLE II

OFFICES AND TERRITORY: The principal office of the corporation in the state of Texas shall be in the city of Waco, county of McLennan, Tx. The Board of Directors may designate other offices as requested or required. The territory of the organization shall be the Texas counties of McLennan, Bell, Falls, Hill, Bosque, Coryell, and Limestone.

ARTICLE III

PURPOSE AND POWERS: The organization shall operate as a non-profit 501(c)3 as per the Articles of Incorporation and Tax laws governing 501(c)3 organizations by working to better the community.

1. A Standard Operating Policy and Procedures (SOP&P) Manual will regulate the day to day activities of the RSICCTE, Inc (the Court). This manual can be changed one of two ways:
 - a. The Board of Directors (BOD) may change the SOP&P manual by a majority vote. The BOD will then present the change at the next General Membership (GM) meeting. If desired, the court members can vote down the change, vote to accept, or do nothing at all.
 - b. The GM may vote to change the SOP&P manual by a majority present to vote.
 - i. A change by either method does not take effect for 30 days following the GM meeting it was presented and/or voted upon.
2. A Protocol Handbook will regulate the interaction within the International Court System and its traditions.
3. The GM, BOD, College of Monarchs (COM), and Reigning Monarch(s) shall be jointly responsible to ensure each court function is conducted in accordance with the Articles of Incorporation, which includes the By-Laws, SOP&P Manual, Protocol Handbook, and Federal, state, local guidelines regulating 501(c)3 organizations and the use of Robert's Rules of Order, Newly Revised (RRONR).

ARTICLE IV

PARLIAMENTARY AUTHORITY: The rules contained in the latest edition of the RRONR shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with these Bylaws, SOP&Ps, and any special rules of order the organization may adopt.

ARTICLE V

OFFICERS: The executive officers of the Court shall be a President, Vice-President, Secretary, and Treasurer.

1. **President:** The principle executive officer of the Court and subject to the control of the BOD. Also conducts other duties and has other responsibilities as identified in the SOP&P manual.
2. **Vice-President:** Serves in the absence of the President or in the event of the Presidents inability or refusal to act. In these cases, the Vice-President will have all the powers and be subject to all the restrictions of the President. Also

conducts other duties and has other responsibilities identified in the SOP&P manual.

3. **Secretary:** Serves as the primary custodian of the Court records. Also conducts other duties and has other responsibilities identified in the SOP&P manual.
4. **Treasurer:** Maintains custody of and is responsible for all funds and securities of the Court. Also conducts other duties and has other responsibilities identified in the SOP&P manual.

ARTICLE VI

ORGANIZATION: The Court shall consist of the Board of Directors (BOD), the College of Monarchs (COM), the Reigning Monarchs, and the General Membership (GM).

1. **Board of Directors:** The Board of Directors (BOD) shall be responsible for the business affairs of the current reign of the Court and strategic planning beyond the current year
 - a. **Number:** The number of directors of the Court shall not exceed nine (9). These would include the four executive officers and member(s) at large, all of whom are elected by the BOD, COM, and GM, the Reigning Monarchs, and the Dean of the College. The Dean and Reigning Monarchs are ex-officio voting members, and as such will not be counted in the number required for a quorum.
 - b. **Tenure/Term of Office:** The executive officers (president, vice-president, secretary, treasurer) shall serve two year terms. The president and secretary will be elected in even numbered years, ie. 2018, and the vice-president and treasurer will be elected in odd numbered years. The member(s) at large and the Dean of the College will serve one year terms. All of these terms will begin the morning of Victory Brunch during Coronation Weekend. The Reigning Monarchs will serve one year terms which begin with their step up and end with their step down at Coronation.
 - c. **Nominations and Elections:** Will be held the two meetings prior to Coronation of the then current reign year. Nominations will be two meetings prior to Coronation. Elections will take place at the general membership meeting directly before Coronation. Members in good standing will be eligible to vote for the officers and directors as identified in the SOP&P manual. The Reigning Monarchs may be nominated for a board position, which has a term starting after they step down as a reigning monarch. Nominations and voting procedures will be defined in the SOP&P manual.

- d. Any executive officer may not serve more than two (2) full consecutive terms in the same board position.
 - e. No more than two (2) immediate family members or roommates shall serve together as executive officers (president, vice-president, secretary, treasurer).
 - f. The BOD attendance requirements in the SOP&P Manual apply to all elected members of the BOD.
 - g. Any vacancy on the BOD will be filled at the following GM meeting, according to the SOP&P manual.
 - h. Members of the BOD will not receive any stated salaries or compensation for their services, but they are not precluded from serving the Court in any other capacity and receiving reasonable compensation thereof.
 - i. The BOD is responsible for filing the proper documentation required by both federal and state governments for non-profit 501(c)3 organizations within the required deadlines (ie. IRS form 990).
 - j. The BOD will ensure an internal review of the financial records is conducted annually. This will be conducted within the first 90 days of the new fiscal year for the previous reign. The president will appoint a committee that should include an even mix of both board and non-board members, to exclude the immediate past monarch(s) of the reign year under review.
2. **The Reigning Monarch(s)**: Are elected by the community and will conduct their duties as prescribed in the SOP&P manual.
- a. The reigning monarchs serve as ex-officio members of the BOD for their reign year and are not held to the same attendance requirements as other board members but will have their own requirements as set forth in the SOP&P manual.
 - b. **Candidate qualifications**: All candidates for the offices of Emperor and Empress shall meet the following qualifications
 - i. Have been a dues paid member of the Court since Investiture of the current reign year, as determined by the BOD and have not received any code of conduct violations during that time period.
 - ii. Candidates applying for the position of Emperor/Empress may live outside the realm if they are able to fulfill their duties as the elected Monarch(s) as described in the SOP&P manual and with approval from the BOD.
 - iii. Have met the minimum requirements as outlined in the SOP&P manual starting at the beginning of the reign year and ending the day which candidate requirement tracking forms are due.

- c. The BOD and COM will convene a joint meeting to interview applicants that have submitted a complete application. The President of the BOD will chair and facilitate the meeting.
 - i. Members of the COM who are dues paid members according to the Bylaws and the SOP&Ps will be allowed to vote during this meeting.
 - ii. The BOD and COM may vote to not accept any applicant who does not meet the qualifications, any application whom they feel is not capable of responsibly carrying out the duties of a monarch, or any applicant they feel will not represent the Court in a positive light.
 - d. If there are no candidates for either office, a joint meeting of the BOD and COM may - but is not required to - waive candidate requirements as set forth in the SOP&P manual.
 - e. The BOD shall have the responsibility of developing a system of record keeping to track completion of the candidate requirements
 - i. The Member at Large shall track members' completion of candidate requirements.
 - ii. A summary of this tracking will be presented to the GM at each monthly membership meeting.
 - iii. This tracking system will be used to verify if a candidate has completed the candidate requirements when their application has been turned in.
- 3. College of Monarchs (COM):** Shall consist of all Past Monarchs who have successfully completed their reign by stepping down at coronation at the end of their reign year.
- 4. General Membership:** Shall consist of everyone who has filled out an application, paid their member dues, and who meet the qualifications set forth in the SOP&P manual.

ARTICLE VII

MEETINGS: The Court and its members, officers, and directors will meet as follows to conduct the business of the court.

1. **BOD:** Will meet at least once quarterly (90 days).
2. **GM:** Will meet at least once a month in a single calendar month.
3. **Special meetings:** may be called as described in the SOP&P manual.

4. **Electronic meetings:** may be called as described in the SOP&P manual and according to the guidelines in Parliamentary Authority, RRONR, and within any state and/or federal guidelines.
5. **Quorum:** must be had in any meeting in which business will be conducted and voted upon. Quorum is considered fulfilled when 51% of eligible members is in attendance for said meeting.

ARTICLE VIII

NOTICE: Any notice required to be given to any member, director, or officer of the Court by the provisions of these Bylaws or the SOP&P manual shall be deemed to have been given, if such notice is given by email, or in writing and delivered through mail or in person with another person as a witness

1. If notice is given by email, the notice shall be deemed delivered when the email is delivered successfully.
2. If notice is given by mail, the notice shall be deemed delivered when postage is paid for certified mail and sent by the United States Post Office.

ARTICLE IX

AMENDMENTS TO THE BYLAWS: Any dues paid member of the organization may submit amendments to the bylaws. It is a two-step process as noted below. All suggested changes to the bylaws must be submitted in writing.

1. The bylaws suggested change is read and submitted to the GM at any regular scheduled membership meeting of the Court, to be recorded in the minutes of the organization. NO voting will occur on the first reading of the changes submitted.
2. A second reading will occur at the next regularly scheduled meeting of the Court. Bylaws may then be amended by a majority vote of the membership present.
3. Bylaw amendments that concern qualifications of elections of Reigning Monarchs will not take effect until the start of the next reign year. The new amendment will be entered into the bylaws after it is passed and will be annotated with the reign it will take effect.
4. Bylaw amendments that concern the qualifications, elections, or terms of office for the BOD will not take effect until the start of the next reign year. The new amendment will be entered into the bylaws after it is passed and will be annotated with the reign it will take effect.

ARTICLE X

DISSOLUTION OF CORPORATION: Dissolution of the Corporation (should it become necessary) must be made by the GM and its BOD by a 3/4 vote.

DISTRIBUTION OF ASSETS UPON DISSOLUTION: Upon dissolution of the Court, the BOD shall donate property then on hand, if any, to a non-profit corporation(s) exempt from the payment of federal taxes under Section 501(c)3 of the Internal Revenue Service Code of 1954, or corresponding provisions of any subsequent federal tax laws or regulations.