



Standard Operating Policies and Procedures
for the Royal Sovereign and Imperial Court of
the Central Texas Empire, Inc.
Waco, Tx

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1. **Purpose of the Standard Operating Policies and Procedures Manual.** The Standard Operating Policies and Procedures (SOP&P) Manual is meant to go hand in hand with the Bylaws and Articles of Incorporation of the Royal Sovereign and Imperial Court of the Central Texas Empire, Inc. (heretofore referred to as “the Court”). If a conflict arises between the SOP&P Manual and the Bylaws, the Bylaws will take precedence over the SOP&P Manual. This manual contains pertinent information regarding the Court and its day to day operations. This manual may be amended at any time according to Article III of the Bylaws.
2. **The purpose of the Court.** The Court is a 501(c)3 non profit community service organization. It’s primary purpose is dedicated to the gathering of charitable funds for other non profit charities.
3. **Membership.** Membership in the Court and any of its activities or operations shall be open to any person or persons, age 16 and up, regardless of gender, gender presentation, race, color, ethnicity, national origin, sexual orientation, religion, creed, marital status, or physical and/or mental disability. Laws of the State of Texas will govern attendance at establishments and activities where alcohol is served.
 - a. Anyone interested in becoming an active member of the Court is welcomed and encouraged to join the organization. To join, a person must obtain a membership application and submit the completed application to any member of the Board of Directors (BOD).
 - b. Members from Courts other than the RSICCTE, regardless if they move into realm or not, that would like to establish a full membership of this Court, are requested to provide a letter of introduction from their previous Court’s BOD. This should indicate any past titles and/or offices held and status of membership with the previous organization. This letter and the membership application will be reviewed by the BOD for approval.
 - c. The BOD reserves the right to reject any application.
 - d. Membership status will be granted as defined in Article VI, Section 4 of the Bylaws.
 - e. Full membership dues for the next reign year will be established at the regularly scheduled meeting of the BOD during the month prior to Coronation and are non-refundable. All dues and payments may be paid to the Treasurer or a BOD member with the exception of the Reigning Monarch(s). The Treasurer will provide paid members a receipt for their dues.
 - i. The fiscal year runs from July 1st thru June 30th of the following year. The reign year and membership year runs from sunrise after Coronation to sunrise the following Coronation.

- ii. A new member can join the Court at any time during the reign year and pay the required dues at the time the membership application is received.
- iii. Returning members are required to pay dues either in full or in monthly installments as approved by the BOD no later than the day of Investiture.
- iv. Past Monarchs and Lifetime Title holders of the Court must abide by the bylaws and SOP&P manual, with one exception, past Monarchs and Lifetime Title holders are not required to pay dues to use their titles. However, past Monarchs and Lifetime Title holders who wish to remain a voting member must turn in a membership application to the BOD along with the required dues.
- v. The Reigning Monarch(s) shall be exempt from the payment of dues during the year of their reign. However, if a Reigning Monarch title is forfeit, by either removal or resignation, they must pay their yearly dues by the next General Membership meeting after the forfeiture to retain their voting rights as an active member.
- f. New members of the Court shall not be eligible to vote until the first monthly general membership meeting following the BOD meeting that their membership application was submitted to the Board.

4. **Board of Directors.** The number of directors and term of office is determined in Article VI of bylaws.

- a. Election, Term of Office, and Qualifications: the membership shall elect a President, Vice President, Secretary and Treasurer and up to 2 Members at Large positions. The President, Vice president, Secretary, and Treasurer will have 2 year terms with the President and Secretary being elected during even numbered years and the Vice president and Treasurer being elected on odd numbered years. The Member at Large position(s) shall be elected each reign year.
 - i. Nominations. Nominations will be opened and accepted at the monthly general membership meeting two months prior to the month coronation is held. Individuals may be nominated by another member or themselves.
 - 1. An individual can only be nominated for one position.
 - 2. Nominations not made during the scheduled meeting of the Court can be made directly to the Secretary via email or telephone call. After nominations close and all nominations are accepted, the secretary will publish the list of nominations via the Courts email list prior to the scheduled general membership meeting when voting will take place.
 - 3. Each nominee will have the chance to give a short (no more than 5 minutes) speech at the general membership meeting that elections take place at stating why they think they should be elected.
 - ii. Ballots. The secretary will prepare paper ballots prior to the monthly general membership meeting that voting takes place. All positions up for

- election and their nominees will be on the same ballot. Members will vote for only one nominee for each position. In the event there is only one nominee for a board position, a Yes/No ballot will be used.
- iii. Voting. Voting will take place at the last GM meeting of the reign year, typically in the month prior to Coronation. Each member will be allowed to cast one ballot for each position. Ballots will be counted by the current Vice President with the assistance of one other voting member of the Court. During voting, the President of the Board will keep their vote back as a tiebreaker vote. The secretary will keep ballots on file for 30 days after the election.
 - iv. Announcement of Results. The general membership will be notified of the results at the meeting the vote is taken and via the Court's email list. The first public announcement of results outside of the Court will be during Coronation weekend if there is one or as otherwise determined by the BOD.
- b. Removal. In accordance with the Grievance Process set forth in Section 16 of this SOP&P Manual, the BOD may remove any officer, official representative, or agent of the Court. Such removal shall be without prejudice to the contract rights, if any, of the person removed.
- i. In accordance with the Grievance Process set forth in Section 16 of this SOP&P Manual, the General Membership may remove any officer, official representative, or agent of the Court by a majority vote of the members present whenever there is sufficient cause shown, and the best interest of the Court shall be served. Such removal shall be without prejudice to the contract rights, if any, of the person removed.
 - ii. Any member of the Board of Directors that becomes an approved candidate for Monarch in accordance with the process in Section 11 of the SOP&P manual or is appointed Regent Monarch will forfeit their current position on the Board of Directors.
- c. Vacancies: Any vacancy on the Board of Directors (other than Reigning Monarch(s), which will be filled according to Section 6, Subsection f & g of this SOP&P Manual) may be filled at the following General Membership meeting. Any voting member may be nominated and voted by paper ballot into office by the general membership. A director elected to fill a vacancy shall complete the unexpired term of his or her predecessor in office.
- d. Responsibilities: In addition to the day-to-day business of the court, the Board of Directors is responsible for:
- i. Reviewing and changing the Code of Conduct and Monarch Oath of Office at the board meeting the month prior to Coronation, as needed.
 - ii. Setting dues at the board meeting the month prior to Coronation.
 - iii. Planning beyond the current reign year
 - iv. Appointing a Regent Monarch, as necessary.

5. Duties of the Executive Officers of the Board of Directors.

- a. President. : The principal executive officer of the Court and, subject to the control of the Board of Directors.
 - i. Supervise the affairs of the Board of Directors.
 - ii. Preside at all meetings of the Board of Directors, unless reasonable excuse is provided as determined by the BOD
 - iii. With any other proper officer of the Court authorized by the Board, execute any contract or other instrument which the Board has authorized to be executed, except in cases where signing and execution shall be expressly delegated by the Board to some other officer or agent of the Court.
 - iv. Conduct other duties as may be assigned to the Board of Directors
- b. Vice President. In the absence of the President or in the event of the President's inability, or refusal to act, the Vice President shall perform the duties of the President.
 - i. When acting as President, the Vice President will have all the powers and be subject to all the restrictions of the President.
 - ii. The Vice President will assist the Treasurer in preparing a budget for the next reign year, that will be presented to the Board of Directors for review and approval within 60 days of Investiture.
 - iii. Perform other duties as assigned by the President or by the Board of Directors.
- c. Secretary. The secretary of the Board shall, unless assigned to other members of the organization as approved by the BOD
 - i. Keep the minutes of the meetings of the members of the Court and of the Board of Directors.
 - ii. Prepare an agenda for all meetings of the Court after consultation with the Board President and/or Reigning Monarch(s).
 - iii. See that all notices are duly given in accordance with the provisions of the Bylaws or as required by law.
 - iv. Keep a register of the mailing address, telephone numbers and email addresses of all members of the Court.
 - v. Be custodian of the Court records and keep copies of all official Court correspondence transmitted by any director, officer, official representative or agent of the Court (each director, officer, official representative or agent is responsible to promptly submit copies of any such correspondence to the Secretary).
 - vi. File any duly authorized notice of change of the registered agent or registered office of the Court with the Secretary of State and such reports with such office as may be required by law.

- vii. Maintain the official copy of all Court publications including but not limited to the By- laws, P&P manual, the Protocol Handbook, any handbooks, guides, forms, and brochures.
- viii. Ensure all official publications of the Court, other than event fliers and posters, are reviewed at least annually by the Board of Directors.
 - 1. Ensure that the information contained therein is current, complete, and accurate and does not conflict with the Bylaws or other official publications.
 - 2. Ensure the publications reflect the professional standards of this organization.
 - 3. All reviews, modifications, updates and changes to official publications will be documented in the official files of the Court.
- ix. Perform other duties as assigned by the President or by the Board of Directors.
- d. Treasurer. Will be in charge and have custody of and be responsible for all funds and securities of the Court.
 - i. Receive and give receipts for money due and payable to the Court from any source
 - ii. Inform the President or Vice President if unable to attend a fundraiser or benefit and ensure a member of the Board of Directors will be there to count and collect the money raised.
 - iii. Deposit all money in the name of the Court in the banks, trust companies or other depositories as shall be selected in accordance with the provisions of the Bylaws.
 - iv. Deposit all monies within seven (7) days in the name of the Court in the bank as shall be selected in accordance with the provisions of the Bylaws.
- e. Prepare a written financial report including a current bank statement and present it at all regular scheduled meetings of the court.
- f. Ensure all financial matters of the Court, other than monthly financial statements submitted to the members of the Court, remain confidential and shall not be released or discussed without the express consent of the Board, unless requested by members of the community.
- g. Ensure Coronation expenses are paid, all income is received, and the account is balanced prior to Investiture of the next Reign. Ensure there is “seed” money remaining in the Court’s account between Reigns.
 - i. The amount of “seed” money left in the General Fund should not be less than \$1,000.
- h. With the assistance of the Vice President, prepare a budget in July for the next reign year that will be presented to the Board of Directors for review and approval within 60 days of Investiture.
- i. Perform other duties as assigned by the President or the Board of Directors.

6. **The Reigning Monarchs.** The Reigning Monarch(s) of the Court shall be any combination of two of the following: Reigning Emperor, Reigning Emprex or Reigning Empress, as elected by the community and RSICCTE with the two highest votes or in the case of “Regent” as appointed by the Board of Directors.
- a. Duties. The Reigning Monarch(s) shall:
- i. Serve as co-moderators at all General Membership meetings of the Court.
 - ii. Conduct the daily affairs of the court, which include:
 1. Approval of all fundraisers during their reign year in accordance with the bylaws (Article VI, Section 2) and subject to the direction of the Board of Directors.
 2. Maintaining the Court calendar, in conjunction with the Board of Directors.
 - iii. Be the official representatives of the Court at all functions they attend of the International Court System and conduct themselves appropriately.
 1. In the absence of the Reigning Monarch(s), the Crown Prince Royale, Crown Princex Royale and/or the Crown Princess Royale shall represent the Reigning Monarch(s) and the Court at any such functions, but shall have no other power or authority.
 - iv. Attend the following functions of the RSICCTE:
 1. All state functions of the Court
 2. All General Membership and Board of Directors meetings of the Court unless approved by the Board.
 3. All fundraisers, benefits, and events of the Court unless approved by the Board.
 4. Six (6) Coronations within the International Court System.
 5. If unable to attend any event, notify the President of the Board immediately.
 - v. Failure of a Reigning Monarch to comply with the expected requirements of this section may be grounds for forfeiture of title and removal from office by the Board.
- b. Lifetime Titles and Proclamations. Each Reigning Monarch is entitled to confer either two (2) Lifetime Titles and issue one (1) Proclamation or in lieu of a proclamation, may give out an additional lifetime title at the end of their reign. All will be presented to the Board of Directors and voted on for approval. Lifetime Titles and Proclamations shall not violate the Bylaws or SOP&P Manual of the Organization.
- i. Lifetime titles may be given at the discretion of the Reigning Monarch(s) either at the Coronation at the end of their reign year or at Investiture of the next reign. Monarchs desiring to present a lifetime title will advise the Board of Directors of that title at the board meeting prior to presenting the title.

- ii. Proclamations may only be made at the Coronation function at the end of the Monarch's reign. Monarchs desiring to present a proclamation at Coronation shall notify the Board of Directors of their proclamation at the Board of Directors meeting prior to Coronation. A copy of the proclamation will be provided to the board secretary to be filed in the records of the court.
- c. Financial Authority of Reigning Monarch(s).
- i. Each Reigning Monarch shall be entitled to a discretionary fund of \$100.00 each. These funds may be spent for any reasonable Court purpose without approval or consent of the Board of Directors, the Treasurer, or the members of the Court.
 - ii. The Reigning Monarch(s) shall have no right or authority to spend any other funds of the Court without the prior approval of the Board or the members of the Court.
- d. Promotional Fund. With the start of each new Reign, the newly elected Monarchs will be entitled to funds set aside specifically for promoting the Court's annual event known as Coronation.
- i. This fund will consist of monies raised from specified events.
 - ii. This fund will be divided equally between the two monarchs. Each monarch will only be able to use the portion that is allotted to them. In the event there is only one monarch, said monarch will have access to use all funds.
 - iii. This promotional fund may be used for Reigning Monarch travel (i.e. airfare or hotel) to promote RSICCTE Coronation. Any other use of this fund (i.e.: flyers, ads, trifolds, ball tickets, etc.) must be approved by the board of directors.
 - iv. Any monies remaining in the 'Promotional Fund' upon the completion of the Monarch's Reign will be transferred into the General Fund, and will not have any residual value for the following Reign.
 - v. The Reigning Monarch(s) will submit vouchers accompanied by the receipt(s) and signed by the President before being submitted to the treasurer for reimbursement.
 - vi. Vouchers will be provided to the Monarchs for reimbursement. The voucher must be signed by the President of the Board, accompanied by the receipt(s) and submitted to the Treasurer for payment.
- e. Regalia. The State Crowns are passed down from year to year for both Monarchs. The state crown will be made of silver metal with clear stones.
- i. After a period of five reign years, state crowns will be retired and presented to the original wearer of said crown.
 - ii. A Monarch can make a request to the BOD to wear a crown of their own choosing and expense during their reign year.

- iii. The step down crown can be of their own choosing in regards to coloration and design.
 - f. Abdication, death, or removal of a Reigning Monarch. In the event of abdication, death or removal of a reigning Monarch, the Board of Directors may, but shall not be required to appoint a Regent Monarch to complete the remainder of the term of office of the Monarch being replaced.
 - i. A Regent Monarch shall take the same oath of office as an elected Monarch and shall be subject to all provisions of the Bylaws applicable to an elected Monarch.
 - ii. Any Reigning Monarch that has abdicated or been removed during their Reign year are required to pay their membership dues within thirty (30) days of removal to remain a voting member of the Organization.
 - g. Selection of a Regent Monarch.
 - i. The decision to appoint a Regent Monarch rests solely with the BOD.
 - 1. The BOD -will consult the remaining Reigning Monarch and the College of Monarchs before making their decision.
 - 2. The Remaining Monarch may suggest a Regent for approval by the BOD, or may suggest no regent be appointed.
 - ii. After the BOD makes the determination to appoint a Regent Monarch, the President will solicit letters of interest in the position of Regent Monarch from the COM
 - 1. If no member of the COM is interested, the President will solicit letters of interest in the position of Regent Monarch from the General Membership.
 - 2. The BOD may choose to interview those members that submitted letters of interest for the position of the Regent Monarch.
 - iii. The College of Monarchs shall be invited to be involved in the discussion on whether or not to appoint a Regent, during the reading of the letters of interest and any interview the BOD will hold.
 - iv. The discussion concerning a Regent Monarch shall be in closed session and ensure the Board and college members are free to talk, the secretary of the BOD will not take minutes.
 - v. The announcement of Regent Monarch will be made at a date and time determined by the BOD.
7. **College of Monarchs.** The College of Monarchs purpose is to preserve the traditions of the Court, provide counsel and guidance to the Reigning Monarch(s), and support the continued mission of the RSICCTE.
- a. Composition. The College of Monarchs (COM) is a historical listing made up of all past monarchs of the RSICCTE who have received their reign number and have been inducted into the COM upon stepping down at the end of their reign.
 - b. Use of Title. The use of a title in the COM shall be perpetual. Whether or not the title holder is an active member of the RSICCTE or not, the title holder is expected

- to represent the title in the same honor in which it was bestowed and, when available, provide guidance and assistance to the active membership.
- c. Body and Leadership. The COM is one part of the organization of the RSICCTE, which also includes the BOD, GM, and Reigning Monarchs.
- i. Active COM are those past monarchs who are dues paid current members of the RSICCTE, and have full membership rights including voting in the COM and General Membership meetings, as well as voting for Monarchs at the same time as the rest of the General Membership votes.
 - ii. Inactive COM are those past monarchs who are not dues paid members for the reign year, and as such have waived their voting rights in the COM and General Membership meetings. They will, however, retain their right to vote in the Monarch elections as per their right as previous leaders of the organization. They will be able to vote for monarchs during the community voting times, but still apply the one vote rule.
- d. Dean of the College. The Dean of the COM shall be elected by the active members of the College of Monarchs alone.
- i. Both nominations and voting should take place at the final meeting of the COM during a reign year.
 - ii. The title of Dean shall take effect the morning of Victory Brunch during the weekend of Coronation, along with BOD and Reigning Monarch titles.
 - iii. The Dean shall hold a seat on the BOD and be as the Reigning Monarchs: an ex-officio member with voting rights.
 - iv. The Dean will keep a current roster/Contact list of the Active COM for that reign year.
 - v. Should the Dean not meet membership requirements, fulfill the duties of the office, or choose to abdicate the position, a new Dean may be elected within 30 days.
- e. COM duties.
- i. The COM will serve as an advisory council to the Reigning Monarch(s), and provide guidance and assistance when requested.
 - ii. The COM will conduct an RSICCTE training session or “Court 101” at least once per reign year unless otherwise designated to another member of the Court. This training session will take place during a regularly scheduled GM meeting unless otherwise specified.
 - iii. To conduct the Reigning Monarch review as written in Proclamation 21 of Appendix A of the SOP&P Manual.
 - iv. The active COM members are invited to participate, in conjunction with the BOD, the Candidate for Monarch application review, interview, and approval process as per Article VI, Section 2, Subsection c of the Bylaws.
- f. Out of Realm COM Members. Should a past monarch of another Court move into Realm or join the RSICCTE as a dues paid member, the COM can send them an

invitation to join the College of Monarchs so long as they meet the following criteria:

- i. Have previously completed their reign year and received their Reign Number from their previous Court.
 - ii. Present a letter of good standing from the Court in which they reigned.
 - iii. A College member that has not reigned as Monarch of the RSICCTE shall not be eligible to be elected Dean of the COM.
 - iv. Should an out of realm COM member move away and/or join a different Court, they will lose their seat in the College of Monarchs of the RSICCTE.
- g. Removal of Title. In accordance with the Grievance Process set forth in Section 16 of this SOP&P Manual, a COM member may have their number and title suspended or removed should they be found guilty of conduct unbecoming or behavior detrimental to the reputation of the RSICCTE.

8. Titles and the Line of Succession

- a. The Reigning Monarch(s) shall announce the initial line of Succession during the official state function known as Investiture.
 - i. Line member titles are the responsibility of the Reigning monarch(s) and may be given, removed, or changed at any time during the reign year at the discretion of the Monarch(s). Titles do not carry over from one reign to another. Court members are NOT elevated, promoted, or demoted from one reign year to the next. Each reign is considered a “new beginning” and therefore eliminates the illusion of being promoted from one year to the next.
 - ii. The line of succession shall be as follows. These titles MAY be filled by the incoming Monarch(s):

Emperor Line	Emprex Line	Empress Line
Crown Prince Royale*	Crown Princex Royale*	Crown Princess Royale*
Crown Prince*	Crown Princex*	Crown Princess*
Prince Royale*	Princex Royale*	Princess Royale*
Prince	Princex	Princess
Grand Duke	Grand Dux	Grand Duchess
Duke	Dux	Duchess
Marquess	Marquex	Marchioness
Count	Countex	Countess
Viscount	Viscountex	Viscountess

Baron	Baronex	Baroness
Knight	Minister	Dame
Lord	Laird	Lady

***Denotes a title that may only be held by one individual.**

- b. Royal Family. The Crown Prince Royale, Crown Princex Royale, Crown Princess Royale, Crown Prince, Crown Princex, Crown Princess, Prince Royale, Princex Royale, and Princess Royale along with the Reigning Monarch(s) are considered the “Royal Family”.
 - i. The Crown Prince Royale, Crown Princex Royale, and Crown Princess Royale (CPRs) is the right hand of the Monarch(s), respectively. They act as their “executive assistants” and. are instrumental in ensuring the Monarch(s) is(are) always able and ready to accomplish their primary function, representing the RSICCTE at community events and state functions. In the absence of the Monarch(s), the CPRs may represent the RSICCTE at events in the local community and throughout the International Court System.
 - ii. The Crown Prince, Princex and Princess (CPs) and the Prince, Princex and Princess Royale (PRs) are instrumental in ensuring RSICCTE events run smoothly and that line members are conducting themselves in a professional manner during the event.
 - iii. The CPRs, CPs, and PRs will be given either a tiara or shoulder crown provided by the Organization. These symbols of office may be worn at appropriate events. These crowns are for use during the reign while they hold the aforementioned titles and will be turned into the stepping up Monarch(s) after Coronation and prior to Investiture.
- c. Honorary titles. A Monarch may bestow any, Honorary Title they wish. Honorary titles will not infringe in name or upon the status of the current line titles. Most of all honorary titles last for the term of the reign they are given. Some examples are: Consort, Court Jesters, Ambassadors to anywhere. The title is given solely by that particular Monarch to whomever they wish, and is removed in the same manner.
- d. Protocol for presentation. The order of presentation for the RSICCTE at all state functions in all realms of the International Court System will be as follows:
 1. Friends of the Court
 2. Visiting Dignitaries
 3. Lifetime Title holders
 4. College of Monarchs
 5. Line of Succession
 6. Reigning Monarchs

- e. The Reigning Monarchs and/or the Reign Minister/Mistress of Protocol will determine Protocol, using guidance from the Protocol Handbook.

9. **Meetings.** Business of the Court will normally be conducted at the General Meeting and the Board of Directors meeting. Meetings will be held in Waco, McLennan County, Texas.

- a. General membership meetings: will be conducted once a month, unless notice is given in accordance with the bylaws, at a date and time determined by the Reigning Monarch(s), in conjunction with the membership.
 - i. A special General Membership meeting may be called by the Reigning Monarch(s), the President of the Board of Directors, or 3 voting members of the Court.
 - ii. A quorum for the transactions of business at any meeting of the General Membership shall consist of a majority of members, including the Reigning Monarch(s), any BOD members, and any COM members. All those counted for quorum must be members eligible to vote.
- b. Board of Directors meetings: will be conducted at least once per quarter at a date and time determined by the president of the board in conjunction with the members of the Board of Directors.
 - i. Special meetings of the BOD may be called by the President, Vice President, the Reigning Monarch(s), or a majority of Board members.
 - ii. A quorum for the transaction of business at any meeting of the BOD shall consist of a majority of the Board members as determined in Article VII, section 5 of the Bylaws.
 - iii. Attendance. Any director, with the exception of the Reigning Monarch(s) with two (2) consecutive unexcused absences or three (3) excused absences of regular meetings of the BOD in a reign year may be removed from the BOD by a majority vote. Excused absences shall be defined as health issues, family issues, or work requirements. The president or vice president must be notified no later than two (2) hours prior to the start of the regularly scheduled BOD meeting. If notification is not received the absence will be considered unexcused.
 - iv. Closed session meetings. Any information discussed in a closed session shall remain between the Board of Directors and any other parties involved in the closed session unless otherwise deemed by the President of the Board. Anyone who violates this policy shall receive disciplinary actions.
- c. College of Monarch meetings. The COM may meet at least once per quarter, scheduled in advance by the Dean of the College
- d. Rule of Order for meetings. Meetings of the Board of Directors, College of Monarchs, and General Membership shall be governed and/or subject to the following, listed in precedence order:
 - i. Federal law and statutes

- ii. Texas State law and civil statutes
 - iii. Articles of Incorporation of the RSICCTE, Inc.
 - iv. Bylaws to the Articles of Incorporation of the RSICCTE, Inc.
 - v. Standard Operating Policies and Procedures of the RSICCTE, Inc.
 - vi. Robert's Rules of Order Newest Edition
- e. Notice for special meetings of the BOD, COM or the GM shall be given at least three (3) days prior to the meeting. Neither business to be transacted, nor the purpose of, any regular or special meeting of the Board need to be specified in the notice of the meeting. Any notice required to be given to any member, director, or officer of the Court will be done so by the provisions of the Bylaws in Article VIII.

10. Standing Committees.

- a. The Board of Directors and the Reigning Monarch(s) do have the authority to set up standing committees for activities such as membership, public relations (publicity), shows/benefits, etc.

11. Court Fundraising Events.

- a. The Reigning Monarchs are responsible for the RSICCTE's fundraising events.
- b. The BOD may schedule a preliminary calendar for shows done at the beginning of the current reign year. Any changes will be made by the Reigning Monarchs as needed.
- c. All monies raised at the fundraiser will be submitted to the Court treasurer with a "Show Accounting Form". If the treasurer is not present for the event, another board member will step in to assist with the show accounting duties. Two members will be identified to count money during the event, including the treasurer or appointed board member.
 - i. The treasurer has 7 business days to deposit money into the Court bank account.
 - ii. If the fundraiser is a direct benefit for a beneficiary of the RSICCTE, the member who produced the event must fill out a "Request for payment, reimbursement, or receipt" form and turn it into the treasurer. The treasurer will then issue a check to the beneficiary within 14 business days. There are times the RSICCTE may absorb the cost of putting on fundraisers. Expenditures for fundraisers should be approved by the Board prior to the fundraising event. Expenditures not approved prior to the event run the risk of not being approved by the BOD.
 - iii. Members of the court are responsible for their actions and the guests they may have.
 - iv. Any and all functions and benefits of the Court shall be presented solely for the purpose specified.

12. Future Monarch Process.

- a. Candidate requirements. Any member seeking to run for the office of Monarch must meet the candidate qualifications as well as the rules set forth in the Bylaws (Article VI, Section 2, Subsection b). A Reigning Monarch or COM member is not eligible to apply for candidacy for the following year's Monarch(s), but would be eligible for consideration of regency if there are no qualifying candidates.
 - i. Be a paid member by/at Investiture of the current reign year.
 - ii. Attend no less than 5 out of realm events across the ICS, not including Coronation weekend events.
 - iii. Must attend (physically) no less than 80% of ALL events of the RSICCTE. (including shows, meetings, state events, etc. - Call-ins will NOT count as physically attending.)
 - iv. Must have attended no less than 4 out of realm coronations during the current reign year.
 - v. Must have raised \$1000.00 during the current reign year by fully producing and/or hosting/co-hosting any type of fund raising event (examples are drag show, car wash, bake sale, FaceBook fundraiser, etc.)
- b. Application Process. Members wanting to apply for the office of Monarch will submit their approved point tally sheet to the Secretary of the BOD on the specified date.
 - i. After review of all point tally sheets by the BOD, those that meet the candidate requirements as specified above will be sent an application for candidacy through email by the Secretary of the Board.
 - ii. Applicants will have 7 days to return the email application to the secretary of the Board.
 - iii. It is important to note that the RSICCTE has strict rules regarding candidacy applicants. IF YOU RECEIVE AN APPLICATION FOR MONARCH, YOU ARE NOT ALLOWED TO CONTACT ANYONE OTHER THAN A BOARD MEMBER OR ACTIVE COM MEMBER IN REGARDS TO YOUR APPLICATION.
 - iv. After the 7 day period, the BOD and active COM will meet to review all returned applications and schedule potential candidate interviews.
- c. Application fee. An application fee of \$50, payable in cash, check, money order, cashier or certified check shall be paid at the time of the applicant's interview. If the applicant is not approved for candidacy, the application fee is refunded immediately.
- d. Applicant Interview Process. The approved applicants will be required to be interviewed by a panel consisting of the BOD, active COM, and the Reigning Monarchs. Should a member of the BOD or COM be an approved applicant, they will not be permitted to sit on the interview panel.

- i. The date of interviews will be decided by the BOD and active COM and held at a secure location at least 2 weeks prior to the event known as Candidate Announcements.
 - ii. The panel will prepare 5 control questions that will be asked of each applicant.
 - iii. The applicant will be able to ask any questions to the panel at the end of the interview.
 - iv. Should an applicant be approved as a candidate, they will be instructed at the end of the interview to prepare a candidate sash and be ready for presentation at the Candidate Announcement event.
- e. Candidate Announcements. The event of Candidate Announcements will be held between 4-6 weeks prior to Coronation.
- i. Candidate Announcement is hosted by the Board of Directors.
 - ii. No candidate is permitted to talk to anyone outside of the BOD or active COM about being approved as a candidate. SHOULD THIS HAPPEN, THE MEMBER WILL FORFEIT THEIR RIGHTS TO CANDIDACY.
 - iii. Candidates will be permitted to ask one person from any court or organization to present their sash upon being announced. THIS PERSON WILL BE HELD TO THE SAME STRICT CONFIDENCE AS THE APPROVED CANDIDATE, AND IF FOUND TO BE OPENLY DISCUSSING THE UNDISCLOSED CANDIDATE, IT WILL RESULT IN THAT MEMBER'S FORFEITURE OF CANDIDACY.
 - iv. Upon being announced as a Candidate for Monarch, the member will immediately surrender their line title and any crown/tiara associated with the title.
- f. Campaigning guidelines. Candidate campaigns will begin immediately after Candidate Announcements.
- i. The purpose of campaigning is to promote the Court and its Mission and to garner support for the individual at Monarch Elections.
 - ii. During Campaign, the candidate's sash is required to be worn at all Court events both in realm and out of realm.
 - iii. Campaign flyers may be posted at approved locations within the community as well as shared on social media.
 - iv. SMEAR OR NO VOTE CAMPAIGNS WILL NOT BE TOLERATED. Any spreading of gossip or rumors with malicious intent is strictly forbidden in our Code of Conduct. Should any member be found to have taken part in a smear or "no vote" campaign, they will immediately have any titles removed and/or be subject to removal from the Court.
- g. Monarch election process.
- i. Community voting. Community voting for the monarchs will take place one week prior to Coronation weekend. The BOD will choose the voting location(s) and time(s), and all persons voting must be at least 16 years of

- age and present a valid form of ID proving residency within the RSICCTE realm.
- ii. Membership voting. All eligible and active dues paid members in good standing, all COM members, and Lifetime Title Holders are eligible to vote for Monarch. Membership voting will be at the same time as community voting, but each in-realm member will only be able to vote one time
 1. The membership will cast votes for Monarch(s), and Outstanding Court Member(s), Emperor, Empress, and Emprex lines.
 2. Absentee ballots will only be accepted from out-of-realm COM members and Lifetime Title Holders. In order to receive an absentee ballot, it must be requested from the President of the Board no less than one week prior to voting. Ballots will be sent as an attachment in an email from the President. Ballots must be returned no later than 11:59pm the day of voting, any ballots received after this time will not be counted.
 - iii. The President of the Board will cast 2 votes.
 1. The first vote will be sealed and only opened in the event of a tie.
 2. The second will serve as their member vote.
 3. If the President of the Board, their partner, or a household member is a candidate, then the Vice President will cast the tie-breaking vote. If the same applies to the Vice President, then the duty will pass to the Secretary and so on.
 - iv. Ballots. The ballot shall be in form and content approved by the Board of Directors. If a candidate runs unopposed, a yes/no vote will be held.
 1. If more no votes than yes votes are tallied, the candidate shall not be seated and the Board of Directors will determine if a Regent will be appointed.
 2. Any person receiving a majority of no votes also will be ineligible to hold a Regent title during the reign year the no vote applied to.
 - v. Counting of ballots. After the voting process, the ballots will be sealed in a locked box.
 1. Ballots will be counted the day of Coronation Ball.
 2. The President of the BOD along with the Treasurer will serve as tabulator and a representative for each of the monarch candidates will be assigned to witness the vote count. If either the President or the Treasurer are unable to attend the tallying of votes, then the BOD is responsible for choosing a representative to act in their stead.
 3. The results of the vote will be announced at the crowning ceremony during Coronation Ball.

4. The ballots shall be retained by the election committee for a period of fifteen (15) days after the election results are read, in the event of a challenge of voting irregularity, or a request for a recount.
 - a. A challenge of voting irregularity or a request for a recount must be made in writing by any unsuccessful candidate to the Board of Directors within seven (7) days after the election.
 - b. Within fifteen (15) days of receiving a challenge or request, the Board of Directors will conduct an investigation to determine if there was any voting irregularity or recount the ballots, as the case may be. The decision or recount of the Board shall be final, non-appealable, and binding on all candidates.
 - c. In the event that such investigation or recount alters the election results, the Board shall promptly notify all candidates, the United Courts of Texas, and the ICS of the same in writing.

13. **Coronation.** Coronation is the premier fundraising event of the RSICCTE, during which the accomplishments of the current Reign are celebrated. This is also when the new Monarchs for the next Reign are crowned.

- a. Coronation Coordinator(s): The Coronation Coordinator is appointed by the Reigning Monarch(s). The Coordinator is directly responsible to the Board of Directors and to the stepping down monarchs.
 - i. It is the coordinators' responsibility to put together the ideas of how the stepping down Monarch(s) want(s) their Coronation evening to flow. The coordinator will put together the timetable and work directly with the committee heads for various aspects of Coronation, which includes rental of the ballroom, lights, sound, sets, public relations, program and any other aspect relating to the production of Coronation. The coordinator will present all Coronation expenses to the Board of Directors for approval.
- b. Coronation Week activities and responsibilities may be, but not limited to, .:
 - i. Out of Town Event: Held Friday night of Coronation weekend. Arrangements made for by the Coronation Coordinator s) and the Reigning Monarch(s).
 1. Friday Night events are hosted by the Reigning Monarch(s), and assisted by the Candidates for Monarch.
 - ii. Hospitality: The Dowager Monarch(s) are responsible for hospitality during the Coronation weekend, in conjunction with the coordinator and the wishes of the Reigning Monarch(s).
 - iii. Coronation Ball: The Coordinator directly handles Coronation on Saturday evening of Coronation weekend.

- iv. Sunday event: can be anytime on Sunday, and is handled by the Coronation Coordinator.
- c. Complimentary tickets: Each stepping down Monarch will only be given six (6) complimentary tickets for the Coronation Ball to use as they wish. The Board of Directors may approve additional complimentary tickets for raffles, member benefits, etc.
- d. Command Performances: Each stepping down Monarch may invite up to three (3) command performers for Coronation. It is up to each stepping down Monarch to invite and make arrangements for their command performers.
- e. Guest to the Dais: The number of guests each stepping down Monarch may invite will be determined on the arrangement of the dais and the number of guests that will fit on the dais. It is up to each stepping down Monarch to invite and make arrangements for their guests.
- f. Monies raised during Coronation Weekend:
 - i. General Fund: All ticket sales (Friday, Saturday, and Sunday events) will be deposited in the General Fund to pay Coronation expenses, prior to distribution to the Reign Charities.
 - ii. Promotional Fund: Tips or donations from any event during Coronation weekend, as well as ancillary events, such as auctions or “King and Queen of the Brazos,” will be deposited in the promotional fund for the new Reign. The Board of Directors may establish additional fundraisers, at any time, for the promotional fund as they so choose.
- g. Attendants: The stepping down Monarchs may have as many or as few attendants as they want. It is up to each stepping down Monarch to invite and make arrangements for their attendants.
- h. Awards: In the interest of time during Coronation, awards may be given during the Friday Night Event and/or Sunday’s events.
 - i. The coordinator will contact past Monarchs to see which Monarchs will be presenting awards during Coronation week.
 - ii. Past Monarchs are responsible for paying for the awards they give out.
 - iii. The court will pay for the following awards: President’s Award, Bill Horn Humanitarian Award, Central Texas Empire award, Heart of Texas award, Best Male/Female in Theme award, Best Court Walk/Production Number award, Tika Marie Award, and the Outstanding Male and Female line members of the year awards.
- i. Crowning Ceremony: Takes place at the end of Coronation. This is when the newly elected or appointed Monarch(s) take their oath of office.
 - i.
 - ii. The oath of office will be approved by the Board of Directors and presented by the President of the Board of Directors and the Dean of the College of Monarchs.
 - iii. The Board of Directors shall oversee the crowning ceremony.

- iv. In addition to the Board of Directors, the College of Monarchs, the Reigning Monarchs of Texas, any Heir Apparent present, and the Titular Head of the International Court System (Queen Mother and/or King Father), may be invited to the dais for the crowning ceremony.
14. **Investiture.** Investiture is the formal state function of the RSICCTE when the new Reigning Monarch(s) announce their initial line of Succession. This is also when the Dowager Monarch(s) distribute the money raised for their beneficiaries during the previous Reign.
- a. Investiture may be scheduled by the Board of Directors of the previous Reign during a board meeting no later than the 6th month of the Reign year. Investiture/Divestiture must be conducted within six (6) weeks of Coronation.
 - b. Members of the College of Monarchs and the Board of Directors will assist the Reigning Monarch(s) with planning Investiture.
15. **Code of Conduct.** Every member of the RSICCTE is required to sign a copy of the code of conduct every year when they pay their membership renewal dues.
- a. ALL members are expected to uphold and conduct themselves in accordance to the code of conduct. Disciplinary actions may be taken by the Board of Directors if a member fails to abide by the code of conduct and state/federal law when representing the RSICCTE.
 - b. The code of conduct will be reviewed each year at the board meeting during the month prior to Coronation. Changes to the code of conduct will be made during this review.
16. **Grievances.** Any person or organization, within or outside of the realm of the RSICCTE that has concerns regarding the actions or conduct of any Court member may write a letter of grievance.
- a. A grievance must be filed in writing and submitted within 72 hours of the incident to the President or Secretary of the Board of Directors and will be addressed to the Board of Directors.
 - i. The President of the Board of Directors will acknowledge receipt of the letter, notify all parties involved within five (5) calendar days, and determine if the matter can be handled at the next scheduled meeting of the Board of Directors or if a special meeting needs to be called in accordance with Section 9.e of this SOP&P Manual.
 - ii. If a grievance is filed against the entire Board of Directors, the active College of Monarchs will proceed in place of the President.
 - iii. Due process must be followed.
 - b. Addressing the Grievance: The grievance will be addressed during the “new Business” portion of the board meeting and the letter of grievance will be read in open session and entered into the official record of the court, however the Board of Directors will go into closed session to discuss the grievance, deliberate the outcome, and decide any punishment. To allow members of the board to speak freely, minutes will not be taken during this closed session.

- i. The Board of Directors will speak to all parties involved in the grievance individually and may ask questions to clarify the events surrounding the grievance.
 - ii. The Dean of the College of Monarchs will be notified if the grievance is against the Reigning Monarch(s), a member of the college, or a lifetime title holder.
 1. If the grievance is against the Reigning Monarch(s), a member of the college, or a lifetime title holder; each active member of the College of Monarchs will be allowed to be present, deliberate the facts, advise on punishment, and cast an individual vote when the vote is taken
 - iii. The board will inform all parties involved in the grievance of the outcome in open session and it will be entered into the official record of the court. If one of the parties is not present at the meeting, the board will notify that individual of the outcome that day by phone, text, email, or in person.
 - iv. Members, officers, directors, and Monarchs privileged to the closed session should refrain from discussing any matters disclosed in closed session with any person outside of the RSICCTE.
- c. Disciplinary Actions: The Board of Directors may take disciplinary action against a member as a result of a grievance. Some of the options available to the Board of Directors are:
- i. No Actions: After review, if the grievance is shown to be unsubstantiated or does not violate any federal or state law, the Articles of Incorporation, the Bylaws, the SOP&Ps, or the Code of Conduct; then a vote of “No Action” can be made.
 - ii. Reprimand: A member may be reprimanded either in writing or in person and may include a Probationary Period of up to 90 days.
 - iii. Suspension of Title. An individual’s title may be suspended for no more than 90 days.
 1. A suspension automatically expires at 90 days and may not be renewed unless there is another grievance filed for a different offense.
 2. A suspension of title may also be made public.
 - iv. Forfeiture of Title: An individual’s title may be forfeited (removed) permanently by a majority vote of the Board of Directors.
 - v. The general membership has the right to override the decision of the Board concerning any disciplinary action at the next regular monthly meeting of the general membership after the disciplinary action is announced. This can only be done with a 2/3rd’s majority vote of the membership. The only time the membership cannot override disciplinary action is when there has been a violation of any local, state or federal laws.

- d. No retaliation will be tolerated. Disciplinary action shall be taken if retaliation is proved directly or indirectly.
- e. A Letter of Concern may be written in lieu of a grievance letter, and may be applied under the guidelines as a grievance or addressed as a “one on one” discussion between either the BOD, COM, or Reigning Monarch(s), as appropriate, and the addressee of the letter.