



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

(Revised May 22, 2011)

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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 Board of Directors, from this point forward known as 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.

ARTICLE III. THE BOARD OF DIRECTORS

- Section 1. The composition of the BOD of the Corporation shall consist of:
- A. Six (6) COM that live in realm,
 - B. Six (6) 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. Two (2) Alternates consisting of : (The alternate positions will not have voting rights, but must meet the same attendance requirements of the BOD)
 - 1) One COM that lives in realm,
 - 2) One general court member.
 - E. A quorum (3/4 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 will vote on all BOD positions. Nominations will be made for both the COM and general court members at the last regularly scheduled court meeting. All nominees must be present to accept nomination.
 - 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 BOD will each hold a two (2) year term, excluding the alternates, who will serve for one (1) year.
 - D. Alternates from the COM and the general court membership will be determined by the next highest vote after all voting position have been filled. In the event of a vacancy of any office of the BOD, after a Coronation but before the last Court meeting of the current Reign, the alternate will fill the vacancy for the remainder of that term. The alternate vacancy will be voted on at the next regularly scheduled court meeting.
 - E. The officers of the BOD will consist of and be elected by the BOD within ten (10) days from the BOD election each year. The office of President shall be held by a BOD member from the COM. The office of Vice-President, Secretary and Corporate Treasurer (from this point forward known as the BOD Treasurer) can be any BOD member.
 - F. The new BOD will assume duties at the 1st regularly scheduled BOD meeting after BOD elections.
- Section 3. 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) meetings total per reign shall be missed. If more than three (3) meetings are missed, that person shall be removed from the BOD. This is to include both excused and unexcused absences.
 - D. The BOD shall meet the active membership requirements. *In accordance to Emperor XXIV proclamation, see proclamations P-24A*
- Section 4. 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 Board shall carry out all legal business as per the State of Texas
- G. Any BOD member shall have the authority to call special meetings, when in 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 5. 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 February 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 BOD and COM attire shall be white, *in accordance to Empress IV & VII Proclamation, see proclamations P4-B.* 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 Board 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.

Section 6. Board of Directors Finances:

- A. 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.

ARTICLE IV. 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.
- Section 3. The COM will serve for life.
- Section 4. Any necessary disciplinary action to the COM shall be set forth by the BOD.
- Section 5. Anniversary Monarchs – Each Monarch on his/her 10-year anniversary and each 10-year period thereafter shall have, at the discretion of the Reigning Monarchs, the option of setting on the dais during a set of Coronation, perform a (1) number, or both.
- Section 6. The COM is encouraged to be involved at the interview/educational meeting for candidacy.

ARTICLE V. 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, including the Tree House Commission, *in accordance to Emperor XXI Proclamation, see proclamations P-21 A*, 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. 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. **TEXAS SWEETHEART BALL;** Traditionally held in early Fall. *In accordance with Empress XXV proclamation, see proclamations P 25-B.*
 8. **CROWN JEWEL BALL:** Traditionally held in March. *In accordance with Empress XVII proclamation, see proclamations P 17-B.*
 9. **EMPRESS’ STARLIGHT AIDS BENEFIT:** Traditionally held in June 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.*
- D. Along with the “Fixed” functions in section C, there are annual events that are HIGHLY suggested for fundraisers. Among these are:
1. **HALLOWEEN CANDY DRIVE:** The time each year that the Imperial Court devotes it’s fund-raising to those in need for Halloween treats.
 2. **MR./MISS HALLOWEEN FANTASY PAGEANT:** Traditionally held in October.
 3. **MR./MISS SNOWFLAKE PAGEANT:** Traditionally held in January.
 4. **RED AND WHITE BALL/ KING AND QUEEN OF HEARTS SHOW:** Traditionally held in February during the Valentine weekend. A Valentine party with imagination! The Emperor oversees this function. It can be anything that strikes the Imperial Fancy!

5. **VALENTINE AUCTION & SHOW:** Traditionally held in February in conjunction with Texas Gay Rodeo Association.
6. **NORTON'S NIGHT OUT:** Traditionally held in September. Produced by the Emperor. Usually an all male show but not exclusive.
7. **TURNABOUT:** A full month of turn-a-bout (female side becomes male side and male side becomes female side) in March with the kick-off being the Mr./Miss Turn-A-Bout Pageant.

E. 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 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 during their reign is subject to removal by a simple majority vote of the BOD

Section 6. Running for Office of Emperor or Empress:

- A. The following are the minimum requirements that must be met in order to be eligible to run for the office of Emperor or Empress:
 1. Must be at least 21 years of age
 2. Must live in realm for 24 consecutive months
 3. Have not been charged or convicted on any count connected with misappropriation of funds within the past five (5) years.

4. A candidate must have been an active Imperial Court member from the Organizational meeting to the Candidate application approval meeting of the BOD, of the current reign. An active member will be: one who willingly participates in all Imperial Court functions, promotes the growth of the Imperial Court and has no more than three (3) consecutive absences from regular Court meetings per year and have 50% or more attendance per month, or active 70% per year *in accordance to Emperor XXIV Proclamation, see proclamations P 24-A* (a year is defined as being from Investitures to Candidate Application Release).
5. Gainfully employed or be able to demonstrate the financial resources to serve in the office, if elected.
6. Have reliable transportation
7. Once the BOD has made the applications available, the prospective candidates may obtain and complete one. The application with the application fee (\$50.00) in the form of a money order, cashiers check or certified check must be received by the determined deadline, and in the method as determined by the BOD, no personal check or cash will be accepted.
8. A candidate interview will be setup to review qualified applications. All applicants that meet the eligibility requirements shall be considered as potential candidates. This interview will be an educational meeting to determine candidate eligibility. Candidate's names will be drawn at random one by one to determine the order of presentation for each candidate.
9. If the BOD, at the candidate review, disqualifies a person(s), that person(s) will be refunded 100% of the application fee. If a candidate withdraws or is disqualified for any reason after being accepted by the BOD that person is not eligible for any refund.
10. A Monarch may not succeed him/her self. However, there is no limit on how many times a monarch may run; but there must be at least one (1) year between Reigns.
11. Any Past Monarch in good standing and wishing to run for Emperor and Empress must meet all criteria as any other Imperial Court member.

B. Candidate Conduct:

1. A person can, at any time, declare him/herself a candidate for office but only in an informal person-to-person manner. A person may not announce candidacy for either office to any group, orally or in writing, prior to approval by the BOD and to the date of Candidate Presentation.
2. Candidates must determine which title they are seeking and campaign in the gender of that title (i.e., a candidate for Emperor may not campaign as a female impersonator). The only exception would be if it interfered with his/her livelihood.
3. Candidates should not align themselves with one another as another candidate's popularity or lack of could adversely affect you.
4. Candidates may discuss with someone what offices they might be interested in holding if the Candidate is elected, but there should not ever be a promise or an implication of a particular title.
5. If a candidate is suspected of conducting a campaign contrary to those rules as set forth by the BOD or in any manner that might bring dishonor to The Imperial Court, any person may approach any member of the BOD with his/her concerns. If that member determines that sanctions or warnings may be necessary a special meeting of the BOD will be called by the President of the Board or any four (4) members of the BOD. At this meeting, the accuser and accused will discuss the problem. Any sanction or disqualifications, which may result from this meeting, will be voted on by the BOD' present and voting. The outcome must be determined by a 2/3-majority vote. No proxies will be allowed.
6. The official campaign period is from Candidate Presentation to Election Day and once a candidate is announced for Emperor and Empress they would forego their current title and are to

be recognized as Aspirant to the Throne until after voting day. They will walk with their reign title AND Aspirant to the Throne at Coronation.

7. The candidates may raise money for The Imperial Court or any worthy charity that is on the Court Charity roster. The Red Ribbon Show will be the final Candidate Presentation Fundraiser prior to voting day, *in accordance to Empress and Emperor XXIX proclamation, see proclamations P 29*. All campaign functions must be channeled through the BOD and follow all by-laws

C. Electoral Committee:

1. The election for the Emperor and Empress is held at the discretion of the BOD who along with the election committee will govern the election. The election committee as appointed by the Reigning Monarchs in conjunction with the BOD and one (1) person appointed by each candidate tallies the votes. This will be done on Coronation night. No write-in candidates are allowed. The BOD maintains when and where the election will be held.
2. The polls are generally open for six (6) hours on the day of the election. Anyone may vote as long as they have a valid picture I.D. or proof of residency from the designated boundaries reigned over by the Court. There will be no proxy or early voting. Prior to the polls opening for voting, the BOD will hold a meeting. The purpose of the meeting is to vote secretly for the office of Emperor and Empress. Those eligible to vote are the BOD and the COM that live in realm and are active. Active COM are those who meet the same meeting requirements of the BOD. Refer to Article III, Section 3, Attendance for BOD
3. These votes will be placed into an envelope with the vote of the President of the Board being duly marked. Only in the event of a tie, will these votes be counted. Whichever candidate has the highest vote total from these secret ballots will win unless there is a second tie when the President of the Board vote will be counted to break the second tie. If there is no tie, the Election Commission will destroy these votes thirty (30) days after Coronation.
4. When there is only one candidate for any particular office, there is a mandatory yes/no vote on the ballot. Majority vote will prevail. In the event that the “no” vote prevails, the BOD and the active COM who live in realm may appoint a “Regent” within thirty (30) days. Regent Candidates will not be discussed or voted on by the BOD and COM until after the night of Coronation.
5. No electronic communication devices will be allowed in the tabulation room or the candidate holding room during the time of being sequestered.

Section 7. Step down.

A. Stepping down Emperor and Empress Crowns.

1. Emperor State shoulder crown and/or head crown, *in accordance with Emperor XXV proclamation, see proclamations P 25-A*. At the time of the Emperor step down, the BOD will purchase a crown of his choice up to \$200.00 dollars reimbursement amount. The BOD may agree to reimburse a larger amount for step down crowns as prices for our provider changes. If the Monarch so wishes and they have already purchased their step down crown, then they may choose jewelry for up to the current price of what is allotted for the crowns. A copy of receipt of purchase will be required. The Silver Shoulder Crown will be passed down to the newly elected Emperor.

2. Empress step down crown. At the time of the Empress step down, the BOD will purchase a crown of her choice up to \$200.00 dollars reimbursement amount. The BOD may agree to reimburse a larger amount for step down crowns as prices for our provider changes. If the Monarch so wishes and they have already purchased their step down crown, then they may choose jewelry for up to the current price of what is allotted for the crowns. A copy of receipt of purchase will be required. Any additional charges for the crown will be at the cost of the Empress. The Silver State Crown will be passed down to the newly elected Empress.
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 Monarch is entitled to proclaim two (2) Lifetime Titles
2. 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 the approval of the BOD.
2. 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.
3. 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.
4. 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 at the first meeting of the newly elected BOD 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 BOD active members.
5. 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.
6. ***This change grandfathers all past proclamations and will start with Reign 26.***

ARTICLE VI. 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.
- 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.
- Section 4. The BOD shall determine any necessary disciplinary action to a Lifetime Title Holder.

ARTICLE VII. 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, Summerville, 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. These people are expected to maintain a devout loyalty, offer moral support and be of immediate service to help the Monarchs carry out their program of action for their entire year. 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
- 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)
- Prince Royale
- Imperial Crown Prince
- Grand Duke
- Czar
- Baron
- Marquis
- Don

Empress' Line

- Queen Mother (Honorary)
- 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. 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. Prince and Princess Royale Crowns: *In accordance to Emperor and Empress XXX proclamation, see proclamations, P 30*

1. The Prince Royale shall be allowed to wear a small shoulder crown, which must be silver in color, and all expenses for said crown will be incurred by the Reigning Emperor and will not be the responsibility of the Court.
2. The Princess Royale shall be allowed to wear a small head crown, which must be silver in color, and all expenses for said crown 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 and Court Treasurer. These positions report directly to the Reigning Monarchs as well as, the Court Secretary is responsible to the BOD Secretary on all reporting matters and the Court Treasurer is directly responsible to the BOD Treasurer.

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. 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 refer to proclamations, P 24-A.*

ARTICLE VIII. 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. 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.

ARTICLE IX. FINANCES

Section 1. Distribution of Funds/Financial Reports

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.***

Section 2. Financial reports shall be completed monthly to the Reigning Monarchs and the BOD Treasurer by the Court Treasurer. The BOD Treasurer will provide the financial report at the next scheduled BOD meeting to all board members and/or e-mail one (1) week prior to meeting.

- A. The monthly financial report to the Reigning Monarchs and the BOD Treasurer must disclose:
1. All deposits
 2. All expenditures (checks)
 3. The Court's net income
 4. Bank Statement
 5. Fundraising Count Sheet
 6. Reconciliation Report
 7. The Court Treasurer or the Reigning Monarch 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.
 8. An external audit must be done each year. This will take place after Coronation but before the 2nd BOD meeting. The BOD will choose who will handle this. This person cannot be a member of the Corporation.
 9. The monthly financial reports submitted by the Court Treasurer should be verified by the BOD Treasurer or any other officer sitting on the BOD, i.e. President, Vice-President, or Secretary; in order to ensure a timely verification of said records, within one (1) week of receiving the bank statements.
- B. The Court Treasurer must provide the following to the General Court members at the monthly meeting:
1. A monthly financial reconciliation report
 2. The balance in all sub-accounts

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. 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 5. 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 6. All funds of the Corporation shall be deposited to the credit of the Corporation.
- Section 7. The BOD may accept, on behalf of the Corporation, gifts, bequests, device or contributions for any special purpose of the Corporation.
- Section 8. The BOD shall appoint a BOD 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 Imperial Court Treasurer during the entire reign of the current Emperor and Empress.
- A. The BOD 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. (This should be done no later than December 01 of each year.)
 - a. Fiscal year—refer to Article XII. Fiscal Year
 - b. Prior to filling, audit must have been completed and signed off. See Article IX, Section 2, subsection B.
 3. The DBA should be repurchased every ten (10) years. The next due date of purchase is slated for April 30, 2019. See Appendix A for further details.
 4. Section 8 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.
- C. 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 9. 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.**
- Section 10. A Court Treasurer shall be appointed by the reigning Monarchs, who shall serve in that capacity for the entire year of their reign. The Court Treasurer should not live in the same house as a Reigning Monarch, a current officer on the BOD, or any other designated signer on the checking account.

The Court Treasurer is directly responsible to the Reigning Monarchs, the BOD Treasurer is responsible for maintaining the financial records, collection of dues (if any) and any other monetary matters pertaining to the Corporation.

A. The duties of the Court Treasurer are:

1. Maintenance of all financial records and any money matters.
2. Selection of two (2) people to count money at Court functions with the Court Treasurer and in public view if available. All three (3) signatures should be on the count sheet for each count.
3. If the treasurer is unable to attend a court function, he/she in conjunction with the Reigning Monarchs, shall appoint an acting treasurer.
4. Provide a moneybag and Board approved count sheets at all Court functions.
5. Train the Court members on the procedure for counting money.
6. Deposit all monies collected within 3 banking days (excluding Saturday and Sunday) of each scheduled Court function.
7. Report monthly to the Reigning Monarchs, BOD Treasurer, and to the BOD.
8. Present a year-end profit and loss report no later than the first BOD meeting after Investitures.
9. Any person who produces a function on behalf of the Court must turn in all paperwork and/or forms to the Court Treasurer within 48 hours of event. This includes receipts for pre-approved expenses.

ARTICLE X. 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 XI. JUDICIAL BODY

Section 1. The **BOD** 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, Reigning Monarchs, member of the COM or a Member of the BOD the charges should be given to the President of the BOD. If charges are against the President of the BOD, then the charges should be given to the Vice-President 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. .

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 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 furnish a defender. If this person is on the BOD they will not have a vote.

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

Section 5: Past Monarchs titles may not be removed for any purpose.

ARTICLE XII. FISCAL YEAR

The fiscal year of the Corporation shall be from August 1 of the current year to July 31 of the following year.

ARTICLE XIII. 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 XIV. AMENDMENTS

Section 1. Anyone may submit proposed amendments to these By-Laws in writing, for consideration by the General Membership no later than the February meeting. Distribution of the By-Law changes will be in the April Meeting. Passage or denial of any amendments will be decided at the May meeting. Reigning Monarchs may vote on changes to the By-Laws. Amendments will go in effect Coronation Night.

The General Court Membership is responsible for amending the Articles of Incorporation and/or the By-Laws of the Corporation.

These amendments require a simple majority vote of the General Membership.

ARTICLE XV. 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.

Article XVI. FUNDRAISING PAGEANTS AND CONTESTS

Section 1: The Imperial Court shall be responsible for holding the following HIGHLY suggested fundraising pageants/contests during each Reign.

- A. Mr./Miss Halloween Fantasy (traditionally held in October)
- B. Mr./Miss Snowflake (traditionally held in January)
- C. Mr./Miss Turn-a-bout (traditionally held in March)

Other fund raising pageants/contests may be held as the Reigning Monarchs see fit.

Section 2: The purpose for these pageants/contests is for the contestants to raise money, which will be converted into points for that person. The money has to be twenty (20%) percent of the total points to be stated on the application. The rest will be divided up between whatever categories there are (usually question and answer, talent, evening gown/after five).

Section 3: Judging will be based on the following categories:

Presentation—0-300 pts=30%

Evening wear—0-100 pts=10%

Question and Answer—0-100 pts=10%

Talent—0-300 pts=30%

Pledges & Talent tips—0-200 pts=20%

Section 4: The Count Committee will consist of one (1) person from the COM, one (1) court member and the court Treasurer (or an appointee of the Reigning Monarchs).

Section 5: Judges must be selected before the night of the pageant/contest. There must be a minimum of five (5) judges, three (3) of which should be non-active members of the Court.

Section 6: Since the purpose of these pageants/contests is to raise money for the cause, contestants must raise a minimum of \$25 before the night of the pageant/contest.

Section 7: In order to keep the pageant/contest fair, a loved one or a close friend of the contestant may not have any part the night of the pageant/contest when it comes to judging, counting money, counting scores, etc. This does not mean that they can not help the contestant in any way during the night for such things as dressing, setting up, etc.

Section 8: The person putting on the pageant/contest, in conjunction with the committee will supply the contestant with a packet. This will include a copy of the score sheets and sheet to raise money on. On the money sheet there will be a statement about what the person is running for. They shall contain the date of the pageant/contest and must be signed by the Reigning Monarchs in RED or BLUE ink. The sheet will be numbered in some fashion for accounting purposes. All sheets that are passed out must be turned back in the night of the pageant/contest whether they are filled out or not.

Section 9: It is the responsibility of the contestant to collect all funds on the count sheet. If a person writes down a donation, the contestant needs to collect it then. ALL money that is written down on the count sheet must be turned in, even if altered, crossed out, etc. If the sheets do not match the money turned in, the contestant will have to pay the difference.

PROTOCOL GUIDELINES

The purpose of this is to provide a uniform presentation of rules for protocol that is designed to serve the needs of the Court and to be within the guidelines as set forth by H.I.M., The Absolute Empress I, Jose, The Widow Norton, founder of the International Court System. Here are specific rules and distinctions for Imperial Courts, Royal Ducal Courts and Baronies. However, for purposes of this document we will only deal with Imperial Courts. Information on other types of monarchies can be obtained from the Master of Protocol.

Section 1. At the beginning of all Coronations and Investitures the Gay, American, Canadian, Mexican and other local specific flags should be presented by flag bearers. Bearing flags at other state functions will be optional and at the discretion of the Reigning Monarchs. The flags should be held firmly upright and presented with equality of time and space.

With the presentation of the flags, the anthems should be presented. It is only necessary to present an anthem if a representative of its country is in attendance. Anthems should be done alphabetically with the US anthem presented last. When an anthem is presented all flags must lower evenly with the exception of the flag of the country whose anthem is being played and the American flag that is never lowered. The flag of the anthem being presented should be spotlighted and held upright. During the playing of the anthems and the introduction of flags, audience members should be directed to stand and gentlemen should remove their hats.

Section 2. Simply put, the dress code for State Functions is formal. Female members should be presented in full-length evening gowns and if there are no sleeves in the gown, you should wear elbow length gloves, either white or dyed to match the gown. Male members should dress formally with white or black gloves. When possible they should be leather. Leather and denim are discouraged unless they are part of your title identification. If worn, faded or ripped jeans and exposed buttocks are never appropriate. Local fashion trends may alter these established policies. However, when traveling, remember to be respectful of what their wishes and customs may be.

If one has a female title, he should present himself as a female and not walk in male face or dress. Likewise, male titles should not walk in female face or dress. Exceptions can be made for illness or with some presentations. Many in-theme presentations do not allow time to change into formal dress or gender specific face.

Section 3. When one of a lesser title is presented to an Emperor/Empress, a simple bow or curtsy is required. The tradition of bowing and curtsying originates from a notion that respect is shown by having one's head lower than the Monarch. Male titleholders should present a slight bow from the waist and should be at least an arm's distance from whom they are bowing to. Female titleholders should present a curtsy, which is done with a straight back, usually with the right foot behind the left foot. With the right knee directly behind the left knee, a small bend completes the curtsy.

Those of equal or higher title do not bow or curtsy when presented. An acknowledgement is done with a nod of the head and looking each other in the eye. When one is being presented to a pair of Monarchs, one bow or curtsy for both will suffice. Hugs and kisses should be reserved for step down performances and are discouraged when presented to the dais. Double dipping should be discouraged. When you have bowed/curtsyed on your entrance, it is not necessary to do so as you leave.

When a reigning Monarch is presented you should always stand out of respect. It is not necessary to do so for all past Monarchs and to do so is a sign of ultimate respect.

In most instances, you will be entering on the opposite side of the Monarch of your gender. As you approach the dais, the male should cross the female in front of him and be on the gender specific side to acknowledge the Monarchs.

Section 4. It is customary to present stepping down gifts to the Monarchs. At State functions there should be attendants to receive and organize such gifts. Monarchs can appoint court members to carry and present their gifts. If the Monarchs wish to personally present the gifts, the Court member carrying them should approach the Monarchs as they arrive on the dais and make the exchange. Monarchs usually give souvenir pins to those present and such pins should never be pinned onto the recipients.

Section 5. Jose respectfully requests that when he attends a State function that he is presented only once and in a specific presentation. He will walk only once as the founder of the International Court System, the Absolute Empress I, Jose, the Widow Norton. He enjoys brief appearances on a dais and appreciates being invited to participate in the crowning ceremony. If Jose is sitting on the dais when you are presented, you should bow/curtsey to the Reigning Monarchs and then turn to do the same to Jose. If he should be sitting at a table when you are presented bow/curtsey as you pass his table and continue onto the dais.

Section 6. It is appropriate to invite any heirs apparent present to come to the dais and witness the crowning ceremony.

Section 7. Titles are given at the discretion of the Monarchs. The highest titles walk last and you only walk with your highest title. Court members walk arranged by the importance as set forth by the Court standards

The Serene Line walks after everyone with a lesser title and the Imperial Line walks last followed by the King Father and Queen Mother.

When Lifetime Title Holders are presented the most recently appointed should walk first.

The two Monarchs who reigned last year are addressed as the Dowager Emperor/Empress. They are presented first in the COM, which is then presented down through the lineage to the first reign.

The COM should be addressed as His/Her Most Imperial Majesty.

The elected Reigning Monarchs always walk last and should be addressed as His/Her Most Imperial Sovereign Majesty. (Sovereign when used in a Monarchs address indicates they are reigning.) After stepping down you don't use Sovereign anymore.

Remember that Coronation ceremonies are a show and consideration to your visiting Courts must be given. Length is a major problem. Crowning ceremonies should be geared to happen by midnight. Command performances should be given to outstanding entertainers and not to good friends who have little performing experience. Five-seven minutes is an acceptable time restriction for command performers.

Step down performances are the time to acknowledge friendships, and hugs and kisses abound. Remember that an audience can quickly tire watching if it becomes too self-indulgent. We have all seen people step down who drag it out by refusing tips for a long period of time and then accept a tip every 45 seconds so it appears that they are the most loved and had the world's longest tip line. If you have taped numerous numbers and the tip line stops you should not continue to perform songs.

MC's should be given an advance copy of the script so they can rehearse title pronunciation and consider the pacing of the evening. MC's can make or break your event. Consider carefully whom you ask and make sure it is someone who can handle taking on a microphone and adapt to unexpected situations. Also, make certain it is not someone with a reading problem. You want someone who can "run them through like cattle".

Lastly, have fun. Choose innovative themes and encourage upbeat performances. Have organized and brief walks. Give sufficient warning to all participants who must appear onstage so that they are ready.

APPENDIXES

Appendix A

Certificate of Assumed name

Certificate of Account Statues w/State of Texas

Registered Agent

Proclamations

- a. P-4A Past Monarch Awards ~ Jack Guthrie
- b. P-4B BOD and COM wear white final set ~ Lady Carlotta
- c. P-10B Empress' Starlight AIDS Benefit ~ Dena Malloy
- d. P-12A Mother Michial Community Service Awards ~ Papa John Halm
- e. P-15A Sister Court ~ Rhonda Mae
- f. P-17A Imperial Barbie Birthday Ball ~ Michael Winchester
- g. P-17B RESCINDED
- h. P-17B Crown Jewel Ball ~ Angela Aaron Winchester
- i. P-18A RETIRED
- j. P-18B Number of recipients of Coronation and surplus General funds ~ Cori Nations
- k. P-19A&B King Father and Queen Mother ~ Kathy Scott & Erika Chatelaine
- l. P-21A Treehouse Commission ~ Jay Beck
- m. P-21B Breakfast with Santa ~ Paula Armstrong
- n. P-24A Active Member ~ Kevin Dunne
- o. P-24B Voting Privileges ~ Jacquelyn Chatelaine
- p. P-25A Emperor Head Crown ~ Kevin Smith
- q. P-25B Texas Sweetheart Ball ~ Melody Lane
- r. P-26A Special Event ~ Iwanna Mann Winchester
- s. P-28 BOD structure ~ Janie Mom Stanton & Melody Diva Lane
- t. P-29 The Red Ribbon Show ~ Jeffery McGuire & Angela Aaron Winchester
- u. P-30 PR's Crowns ~ Steve Back & Bubbles LaRue
- v. P-31 Travel Fund ~ Brendan Peoples and Paige Diva Daniels