

Royal, Sovereign, and Imperial Court of the Alamo Empire



Policy and Procedures Manual

1. Purpose of the Policies and Procedures Manual

The Policies and Procedures Manual is meant to go hand in hand with the By-Laws and Articles of Incorporation of the Royal, Sovereign, and Imperial Court of the Alamo Empire Inc (herein referred to as “the Court”). If a conflict of terms arises between the Policies and Procedures Manual and the By-Laws, the By-Laws will take precedent over the Policies and Procedures 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 By-laws.

2. Purpose of the Court

The Organization is a non-profit, gay, lesbian, bisexual, transgender, straight community service organization. Its primary purpose is dedicated to the gathering of charitable funds for 501(c)(3) charities.

3. Membership:

Membership in the Court and any of its activities or operations shall be open to any person or persons regardless of age, 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 establishment and activities where alcohol is served.

- 3.1. Anyone interested in becoming an active member of the RSICAE is welcomed and encouraged to join this organization. To join the RSICAE, obtain a ‘*membership application*’ and submit the completed application to any member of the BOD.
- 3.2. Members from Courts other than the RSICAE that move into the territory of the RSICAE, that would like to become active members of this Court, are requested to provide a letter of introduction from their previous Court’s Board of Directors. This letter should indicate any past titles and/or offices held. This letter and the membership application will be reviewed by the Board of Directors for approval.
- 3.3. The BOD reserves the right to reject any application.
- 3.4. In keeping with the rules and regulations of -the International Court System (ICS), membership status, will only be granted to those persons who reside within the residence boundaries of the Alamo Empire as defined in Article V of the By-laws.
- 3.5. Yearly membership dues for the next reign year will be established at the regularly scheduled meeting of the BOD during the month of Coronation, and are non-refundable. All dues and payments may be paid to the Treasurer or a BOD member with the exception of Reigning Monarchs. The Treasurer will provide paid members a receipt for dues payment.
 - 3.5.1. The fiscal year and membership year runs from July 1st through June 30th of the following year.
 - 3.5.2. A new member can join the RSICAE at any time during the fiscal year and pay the required dues at the time the membership application is received.
 - 3.5.3. Returning members, are required to pay dues in full at the first meeting of the new reign, the month after Coronation.

- 3.5.4. Past Monarchs and lifetime title holders of the RSICAE must abide by the By-laws and policy and procedure 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 'member in good standing' must turn in a 'Membership Application' to the BOD along with the required dues.
 - 3.5.5. The Reigning Monarchs shall be exempt from the payment of dues during the year of their reign. However, if a Reigning Monarch has their title forfeited (removed), they must pay their due by the next General Membership after the forfeiture.
- 3.6. New members of the RSICAE shall not be eligible to vote until the first monthly general membership meeting following the Board of Directors meeting that their membership application was submitted to the Board of Directors.
- 3.7. The phrase "*member in good standing*" indicates that the individual has provided a completed and signed 'Membership Application' to the BOD of the RSICAE, been approved and has paid the required dues for that fiscal year. As a "*member in good standing*", you receive the following rights and privileges:
- 3.7.1. The privilege to be known as Lord or Lady of the court until titled by the Reigning Monarchs at Investitures and/or during the reign.
 - 3.7.2. The privilege to walk both in and out-of-state with your title bestowed by the Reigning Monarchs.
 - 3.7.3. The right to apply for a position on the BOD
 - 3.7.4. The right to vote on changes to the Bylaws and Policies and Procedures
 - 3.7.5. The right to run for the position of Emperor or Empress
 - 3.7.6. The right to vote on court issues.
- 3.8. The BOD reserves the right to move a member from "*in good standing*" to "*not in good standing*" anytime throughout the reign year, should there be a breach in conduct and/or behavior which is deemed harmful to the image or legal standing of the organization. A member "*not in good standing*" is not entitled to the rights and privileges of a 'member in good standing'.

4. Meetings:

Business of the court will normally be conducted at the General Member meeting and the Board of Directors meeting. Both meetings will be held in San Antonio, Bexar County, Texas.

- 4.1. General Membership meetings: Will be conducted once a month at a date and time determined by the Reigning Monarchs, in conjunction with the membership.
 - 4.1.1. A special General Membership meeting may be called by the Reigning Monarchs, the President of the Board of Directors or five (5) members of the Court.
- 4.2. Board of Directors meetings: Will be conducted once a month at a date and time determined by the president of the board in conjunction with the members of the Board of Directors.
 - 4.2.1. Special meetings of the Board of Directors may be called by the President, Vice President, the Reigning Monarchs, or a majority of the members of the Board of Directors.

- 4.2.2. A quorum for the transaction of business at any meeting of the Board of Directors shall consist of a majority of the members of the Board of Directors as determined in the Article VI of the By-laws.
- 4.2.3. Attendance: Any director, with the exception of the Reigning Monarchs, with two (2) consecutive unexcused absences or three (3) excused absences of regular meeting of the Board of Directors in a reign year may be removed from the Board of Directors 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 board of directors meeting. If notification is not received the absence will be considered unexcused.
- 4.3. Meetings of the Board of Directors and general membership shall be governed by Roberts Rules of Order.
- 4.4. Notice for special meetings of the board of directors or the general membership, notice shall be given at least three (3) days prior to the meeting. Neither the business to be transacted, nor the purpose of, any regular or special meeting of the Board need be specified in the notice of the meeting. Any notice required to be given to any member, director, or officer of the Court by provisions of the Bylaws or the policy and procedure manual shall be deemed delivered if notice is given by e-mail, telephone or in writing and delivered personally or mailed or sent by telegram.
 - 4.4.1. If notice is given by e-mail, the notice shall be deemed delivered when email is delivered successfully.
 - 4.4.2. If notice is given by telephone, the notice shall be deemed to be delivered when given in person or by message left on the answering machine of the person being telephoned.
 - 4.4.3. If notice is given by mail, the notice shall be deemed delivered when deposited in the United States mail, properly addressed with the correct postage.
 - 4.4.4. If notice is given by telegram, the notice shall be deemed to be delivered when the telegram message is delivered in writing to the telegraph company.

5. Board of Directors:

The number of directors and term of office is determined in Article VI of the By-laws.

- 5.1. Election, Term of Office & Qualifications: The Board of Directors shall annually elect a President, Vice President, Secretary and Treasurer at the first meeting of the Board held in each Reign year. All members of the Board of Directors, except the Reigning Monarchs, are eligible to hold the office of President, Vice President, Secretary, and Treasurer.
- 5.2. Removal: The Board of Directors may remove any officer, official representative, or agent of the Court by a majority vote of the members of the Board whenever there is sufficient cause shown, and the best interest of the Court shall be served. Such a removal shall be without prejudice to the contract rights, if any, of the person removed.
- 5.3. Vacancies: Any vacancy on the Board of Directors (other than Reigning Emperor & Reigning Empress, which will be filled according to Section 7.7) will be filled at the following General Membership meeting. Any member in good standing may be nominated and voted 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.

5.4. **Responsibilities:** In addition to the day-to-day business of the court, the Board of Directors is responsible for:

- 5.4.1. Reviewing and changing the Code of Conduct at the board meeting the month of Coronation
- 5.4.2. Setting dues at the board meeting the month of Coronation
- 5.4.3. Planning beyond the current Reign year (future Coronation, sponsorships, community commitments, etc).
- 5.4.4. Setting key dates (application pick-up, turn in, interviews, candidate announcement, voting dates, Coronation, investitures, etc)
- 5.4.5. Appointing a Regent Monarch, as necessary
- 5.4.6. Ensure the mandatory actions in Appendix B are accomplished.

6. Duties of the Officers of the Board of Directors:

6.1. **President:** The principal executive officer of the Court and, subject to the control of the Board of Directors. The President will:

- 6.1.1. Supervise the affairs of the Board of Directors.
- 6.1.2. Preside at all meetings of the Board of Directors.
- 6.1.3. With the Secretary or 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.
- 6.1.4. Conduct other duties as may be assigned to the Board of Directors.

6.2. **The 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.

- 6.2.1. When acting as President, the Vice President will have all the powers and be subject to all the restrictions of the President.
- 6.2.2. Perform other duties as assigned by the President or by the Board of Directors.

6.3. **The Secretary will:**

- 6.3.1. Keep the minutes of the meetings of the members of the Court and of the Board of Directors.
- 6.3.2. Prepare an agenda for each regular meeting of the members of the Court and board of directors after consultation with the Reigning Monarchs and/or the Board.
- 6.3.3. See that all notices are duly given in accordance with the provisions of these Bylaws or as required by law.
- 6.3.4. Keep a register of the mailing address and telephone numbers of the members of the Court, the Board and the members of any committee appointed by resolution of the Board or the members of the Court.
- 6.3.5. 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).

- 6.3.6. 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.
 - 6.3.7. Maintain the official copy of all Court publications including but not limited to the By-laws, Policy and Procedure manual, the Protocol Handbook, any handbooks, guides, forms, and brochures.
 - 6.3.8. Ensure all official publications of the Court, other than event fliers and posters, are reviewed at least annually by the Board of Directors.
 - 6.3.8.1 Ensure that the information contained therein is current, complete, and accurate and does not conflict with the Bylaws or other official publications.
 - 6.3.8.2. Ensure the publications reflect the professional standards of this organization.
 - 6.3.8.3. All reviews, modifications, updates and changes to official publications will be documented in the official files of the Court.
 - 6.3.9. Perform all duties incident to the office of Secretary and such other duties as may be assigned to him or her by the President, Vice President or the Board.
- 6.4. The Treasurer will:
- 6.4.1. Have charge and custody of and be responsible for all funds and securities of the Court
 - 6.4.2. Receive and give receipts for moneys due and payable to the Court from any source
 - 6.4.2.1. 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
 - 6.4.2.1 Deposit all moneys in the name of the Court in the banks, trust companies or other depositories as shall be selected in accordance with the provisions of these Bylaws
 - 6.4.2.2. Deposit all monies raised at any fundraiser within 48 business hours. If a holiday falls within the 48 business hours, only then will they have 72 business hours to deposit all monies.
 - 6.4.3. Provide a financial report at least once a month, with the updated and current Treasurer's Report to the general membership and the Board of Directors, at least by electronic mail.
 - 6.4.3.1. 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
 - 6.4.4. Ensure the Board of Directors is covered by a "Dishonesty Bond" with a minimum of \$50,000.00 included in the bond.
 - 6.4.5. 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.
 - 6.4.5.1 The "seed" money be between 5-10% of the balance in the account after Coronation expenses are paid and income is deposited. The amount distributed at Investitures by the previous Reign will be an even number and will be rounded up to the nearest Hundred Dollars. The amount of "seed" money left in the General Fund should not be less than \$1,500.
 - 6.4.6. Perform all of the duties incident to the office of Treasurer and such other duties as may be assigned to him or her by the President, Vice President or the Board of Directors.

7. Standing Committees

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

8. The Reigning Monarchs:

The Reigning Monarchs of the Court shall be a Reigning Emperor and a Reigning Empress, as elected by the community or in the case of a “Regent” as appointed by the Board of Directors.

8.1. The Reigning Monarchs shall:

- 8.1.1. Serve as co-moderators at all meetings of the members of the Court.
- 8.1.2. Conduct the daily affairs of the court, which include:
 - 8.1.2.1 Approval of all fundraisers during their reign year in accordance with the bylaws and subject to the direction of the Board of Directors.
 - 8.1.2.2. Maintaining the Court calendar, in conjunction with the Board of Directors
- 8.1.3. Be the official representatives of the Court at all functions of the International Court System, the United Courts of Texas or the Court and conduct themselves appropriately.
 - 8.1.3.1. In the absence of the Reigning Monarchs, the Imperial Crown Prince and the Imperial Crown Princess shall represent the Reigning Monarchs and the Court at any such functions, but shall have no other power or authority.
- 8.1.4. Attend the following functions of the Alamo Empire:
 - 8.1.4.1. All state functions of the Alamo Empire.
 - 8.1.4.2. All General Membership and Board of Directors meetings of the Alamo Empire
 - 8.1.4.3. All fund-raisers and benefits of the Court
 - 8.1.4.4. Five (5) Coronations of the members of the United Courts of Texas.
 - 8.1.4.5. Two (2) out-of-state Coronations
 - 8.1.4.6 If unable to attend any event, notify the President of the Board immediately.
- 8.1.5. 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.

8.2. Election of Reigning Monarchs:

- 8.2.1. The Reigning Emperor and Reigning Empress of the Court shall be elected annually from the slate of candidates approved by the Board of Directors. The Reigning Monarchs shall hold office for a term of one (1) reign and shall not be eligible for re-election to the same office for a period of one (1) year.
- 8.2.2. The campaign and election process are governed by sections 14 and 15 of this Policy and Procedure manual.

8.3. Lifetime titles and proclamations:

- 8.3.1. Each Reigning Monarch is entitled to confer one (1) lifetime title and to issue one (1) proclamation at the end of their reign with the approval of the Board of Directors.
- 8.3.2. 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.
- 8.3.3. Lifetime titles may be given at the discretion of the Reigning Monarchs either at the Coronation at the end of their reign year or at the Investiture of Titles function at the

beginning of the next reign. Monarchs desiring to present a lifetime title will advise the Board of Directors of that title the board meeting prior to presenting the title.

8.4. Financial Authority of Reigning Monarchs:

8.4.1. 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.

8.4.2. The Reigning Monarchs 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.

8.5. Promotional Fund:

8.5.1. 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 at venues outside of Texas.

8.5.1.1. This fund will consist of monies raised both from Coronation weekend and/or special benefits.

8.5.1.2. These Coronation and special benefits must be noted, advertised and announced during the event, that all monies raised will go directly into the Reigning Monarchs Promotional Fund, and not the General Fund.

8.5.2. 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.

8.5.3. In addition to the money raised for the promotional fund, each newly elected Monarch will be granted a 'Promotional Allowance' of \$500, based on Board of Directors approval.

8.5.3.1. This allowance will only be granted once the Reign has raised the matching \$500 for the General Fund, and have cleared the bank from which they have been deposited.

8.5.4. 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. Reimbursement should occur within 5 working days.

8.6. Regalia:

8.6.1. The Reigning Monarchs may use the state regalia after coordinating with the Chairperson of the College of Monarchs.

8.6.2. The Empress crown is passed down from year to year, since it has an adjustable headband.

8.6.2.1. The stepping down Empress will be entitled to an allowance for her step down crown not to exceed the amount spent on the Emperor's step-up crown.

8.6.3. Because of the size difference of heads, the Emperors step-up crown is bought by the Alamo Empire for the stepping-up Emperor and will be the state crown as determined by the College of Monarchs in conjunction with the Board of Directors.

8.6. Abdication, Death, or Removal of a Reigning Monarch:

8.6.1. 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.

- 8.6.2. A Regent Monarch shall take the same oath of office as an elected Monarch and shall be subject to all provisions of these Bylaws applicable to an elected Monarch.
- 8.6.3. Any Reigning Monarch removed by the Board of Directors during their Reign year are required to pay their membership dues within thirty (30) days of removal to remain a member in good standing.

8.7. Selection of a Regent Monarch:

- 8.7.1. The decision to appoint a Regent Monarch rest solely with the Board of Directors.
 - 8.7.1.1. The Board of Directors may consult the remaining Reigning Monarch, the Monarch Elect, and the College of Monarchs before making their decision.
 - 8.7.1.2. The remaining Reigning Monarch may suggest a Regent Monarch for approval by the Board of Directors.
- 8.7.2. After the Board of Directors makes the determination to appoint a Regent Monarch, the President will solicit letters of interest in the position of Regent Monarch from the General Membership.
 - 8.7.2.1. The Board of Directors may choose to interview those members that submitted letters of interest for the position of Regent Monarch.
- 8.7.3. 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 of the letters of interest and any interviews the Board of Directors hold.
 - 8.7.3.1 The College of Monarchs shall have one collective vote on the determination to appoint a Regent Monarch and the actual selection of a Regent Monarch. That vote will be cast by the College of Monarchs Chairperson or the Chairperson’s designated representative.
- 8.7.4. The discussion concerning a Regent Monarch shall be in executive (closed) session” and to ensure board and college members are free to talk, the secretary of the Board of Directors will not take minutes.
- 8.7.5. The announcement of a Regent Monarch will be made at a date and time determined by the Board of Directors.

9. Titles and the Line of Succession

- 9.1. The Reigning Emperor and Empress shall announce the initial line of Succession during the official state function known and recognized as Investiture.
 - 9.1.1. Line member titles are the responsibility of the Reigning Monarchs and may be given, removed or changed at any time during the Reign year at the discretion of the Reigning Monarchs. Titles do not carry over from one reign to another. Court members are NOT elevated, promoted, or demoted from their titles of a previous reign. Each reign is considered a “new beginning” and therefore eliminates the illusion of being “promoted” from one year to the next.
 - 9.1.2. The line of Succession shall be as follows. These titles MAY be filled by incoming Monarchs, other titles may be added or deleted as suits the whims of the incoming Monarchs:

Emperor’s Line
 Imperial Crown Prince
 Prince Royale

Empress’ Line
 Imperial Crown Princess
 Princess Royale

King Father
Prince*
Arch Duke
Grand Duke
Duke*
Count*
Lord*

Queen Mother
Princess*
Arch Duchess
Grand Duchess
Duchess*
Countess*
Lady*

* Indicates titles that are held by more than one individual.

- 9.1.3. The Imperial Crown Princess, Princess, Royale and the Princesses will be given head crowns. The Imperial Crown Prince will be given a shoulder crown. These crowns are for use during the reign while they hold those titles and will be turned into the stepping up Emperor and Empress after Coronation and prior to Investitures.
- 9.2. Royal Family : The Imperial Crown Prince, Imperial Crown Princess, Prince Royale, and Princess Royale along with the Reigning Emperor and Empress are considered the “Royal Family”.
- 9.2.1. The Imperial Crown Prince and Princess (ICPs) are the right hand of the Emperor and Empress, respectively. They act as their “executive assistants” and are instrumental in ensuring the Emperor and Empress are always able and ready to accomplish their primary function, representing the Alamo Empire at community events and state functions. In the absence of the Emperor and Empress, the ICPs may represent the Alamo Empire at events in the local community and throughout the International Court System.
- 9.2.2. The Prince Royale and the Princess Royale: The Royales are instrumental in ensuring court Alamo Empire events run smoothly and that line members are conducting themselves in a professional manner during the event.
- 9.2.3. Requirements: To walk with their titles during Coronation, the ICPs and the Royales will each produce one (1) event and attend two (2) coronations during the Reign year.
- 9.3. 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: Dame, Knight, Earl, Contessa, Court Jesters, Imperial/Royal Wizard, Ambassadors to anywhere. The title of Consort to a present or past Monarch is given solely by that particular Monarch to whomever they wish, and is removed in the same manner.
- 9.4. Upon their election and continuing until their actual crowning at Coronation their Protocol will reflect they are Emperor and Empress Elect, but will have no rights or responsibilities of a Monarch. They will not be afforded any of the recognition of a Monarch until their crowning, but will support the current Reign and encourage attendance at their Coronation Ball.
- 9.5. The order of presentation for the Alamo Empire at all state functions, in all realms of the International Court System shall be:
- Friends of the Court

- Visiting Dignitaries
- Line of Succession
- Lifetime title holders
- College of Monarchs
- Reigning Monarchs

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

10. College of Monarchs:

10.1. Membership:

10.1.1. The College of Monarchs shall consist of all Past Monarchs, who have successfully completed their reign(s).

10.1.1.1. Monarchs who have completed their year, meeting at least the minimum qualifications stated in Section 7, and who have had no disciplinary action taken against them during the year, shall be deemed as successfully completing their reign and shall be granted membership to the College of Monarchs.

10.1.1.2. Monarchs who have been brought under disciplinary action and who have met the minimum qualifications stated in Section 7 and completed their year may be invited to the College by a majority vote of the College in attendance of the meeting immediately prior to Coronation.

10.1.2. A current College member may nominate any Monarch from another realm that has moved to the Alamo Empire

10.1.2.1. The nominee must be a member “*in good standing*” of the Alamo Empire per section 3.7, for membership in the College of Monarchs.

10.1.2.2. The decision to approve the nominee's membership in the college will be by majority vote of the full College.

10.1.3. Any member of the College elected to the position of Emperor or Empress, or appointed as Regent, shall forfeit their membership in the College until the successful completion of their reign.

10.2. Officers: The College of Monarchs shall elect from within the College, a Chairperson (Dean) and a Secretary.

10.2.1. The Chairperson (Dean) shall not be a member of the Board of Directors.

10.2.1.1 The College shall determine the responsibilities and duties of the Chairperson and the Secretary.

10.2.1.2. The Chairperson and Secretary shall make quarterly reports to the Board of Directors and the general membership.

10.3. Meetings: The College shall meet quarterly or when deemed necessary.

10.3.1. The College of Monarchs may extend an invitation, at the discretion of the College, to the Reigning Monarchs, the Imperial Crown Prince/Princess and other special guests to attend the College meetings.

10.3.2. Quorum for conducting business of the College shall be the majority of the voting College members. Failure to respond to an advance notice of the College meeting will reduce quorum by that number of non-responses.

10.3.3. All members of the College of Monarchs shall have only one (1) vote, regardless of the number of reigns successfully completed.

10.4. Responsibilities:

10.4.1. The College of Monarchs shall handle all issues regarding Court Protocol, including the Protocol Handbook.

10.4.2. The College of Monarchs shall monitor activities and conduct of the Reigning Monarchs.

10.4.3. The College of Monarchs shall serve as an Advisory Board to the Board of Directors, reigning Monarchs, and the general membership of the Alamo Empire.

10.4.3.1. The College of Monarchs and the entire Board of Directors shall sit jointly on the Candidate Review Board.

10.4.3.2 The College of Monarchs will have one collective vote on the Candidate review board, which will be cast by the Chairperson or the Chairperson's designated representative.

10.4.3.3. Should any member of the College of Monarchs submit an application for the position of Emperor or Empress, they shall forfeit their position in regards to topics involving the selection of Monarch candidates.

10.4.3.4. The College of Monarchs shall have one collective vote on during the Regent Monarch selection process. That vote will be cast by the Chairperson or the Chairperson's designated representative.

10.4.4. The College of Monarchs shall produce at least one event, beneficiary to be the Royal, Sovereign and Imperial Court of the Alamo Empire.

10.4.4.1. A committee appointed by the College Chairperson shall determine the fundraiser. All members of the College are STRONGLY encouraged to participate.

10.4.5. The College of Monarchs Chairperson or designated member of the college shall be custodian of the Crown Jewels, Court Regalia and Ceremonial Property.

10.5. Removal of a member of the College of Monarchs:

10.5.1. A member may be removed from the College of Monarchs only by majority vote of the full College. A due process hearing will be provided prior to the vote for removal.

10.5.2. Any College of Monarchs member may submit to the College Chairperson a written request defining the reason(s) for a member's suspension.

10.5.3. The member in question will be given a minimum of seventy-two (72) hours from the receipt of the complaint to prepare a response/defense of charges levied in the request of suspension.

10.5.4. A vote will be taken upon the suspension. A majority of the full College members must be in attendance.

10.6. Reinstatement of a member of the College of Monarchs:

10.6.1. The suspended College member may petition the College for reinstatement.

10.6.2. The procedure for reinstatement is a written request defining their active participation within the Alamo Empire. This request should be sent to the Chairperson of the College. The final decision will be made by a majority of the full College.

11. Parliament Representatives:

On April 21, 2007, Queen Mother of the America's, Nicole The Great, established the Parliament of the People, by Imperial Proclamation. Each member court of the International Court System shall a primary and alternate representative to parliament.

11.1. Qualifications: Must be a member in good standing as defined in section during the term as parliament representative.

11.1.1. Representatives to parliament are responsible for the cost of attending a scheduled meeting of parliament.

11.2. Election: The primary member of parliament (MP) for the Alamo Empire will be elected to a two (2) year term during an even number Reign year and the alternate member of parliament (AMP) for the Alamo Empire will be elected during an odd number Reign year to a two (2) year term. This will provide an overlap in representation.

11.2.1. Both shall be elected by a majority of the general membership present at the general membership meeting the month after Coronation when elections are held. An elected MP or AMP may succeed themselves if re-elected by the general membership.

11.3. Duties: Both the MP and the AMP will represent the best interest of the Alamo Empire at scheduled meetings of parliament and are Responsible for keeping the Board of Directors and the general membership informed of the actions and activities of parliament.

11.4. Removal and Replacement: The MP or AMP may be removed by a majority vote of the board of directors. The General Membership will elect a replacement MP or AMP within 45 days of the Board of Directors meeting the MP or AMP was removed.

12. Court fundraising events (shows, benefits, etc):

12.1. The Reigning Monarchs are responsible for the Alamo Empire's fundraising schedule. All members that want to schedule a fundraiser will coordinate with the Reigning Monarchs prior to scheduling a location. Members will provide the details of the fundraiser to the Reigning Monarchs on a "Written Proposal for a Fundraiser/Benefit" in Attachment 2. The show planning checklist in Appendix A is meant to help members produce a successful fundraising event.

12.2. All moneys raised at the fundraiser will be submitted to the Court Treasurer, with a "Show Accounting Form". To eliminate confusion, two members will be identified to count the money during a benefit event. The dollar amounts on the form will be verified by a member of the Board of Directors immediately after the fundraiser.

12.2.1. The treasurer will deposit all monies raised at any fundraiser for the Alamo Empire within forty-eight (48) business hours. The only exemption to the 48 hours is when a holiday falls within the 48 business hours. When this happens, the treasurer will have seventy-two (72) business hours to deposit monies raised at the fundraiser.

12.2.2. If the fundraiser is a direct benefit for a beneficiary of the Alamo Empire, then the member who produced the benefit will fill out a "Request for Payment, Reimbursement, or Receipt", and turn it into the treasurer. The treasure will then issue a check to the beneficiary within 48 hours of receipt of the request.

12.2.3. There are times the Alamo Empire may absorb the cost of putting on fundraisers. Expenditures for fundraisers should be approved by the Board of Directors prior to the fundraising event. Expenditures not approved prior to the event run the risk of not being approved by the Board of Directors.

12.3. Members of the Court and their guests are responsible for their actions and the actions of their guests at all functions of this Court.

12.4. Any and all functions and benefits of the Court shall be presented solely for the purpose specified.

13. Investitures

Investitures is the formal state function of the Alamo Empire when the new Reigning Emperor and Empress announce their initial line of Succession. This is also when the Dowager Emperor and Empress distribute the money raised for their beneficiaries during the previous Reign.

13.1. Investitures will 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 *must* be conducted within forty-five (45) days of Coronation.

13.2. Members of the College of Monarchs and the Board of Directors will assist the Reigning Monarchs with planning Investitures.

14. Coronation

Coronation is the premier fundraising event of the Alamo Empire, where the accomplishments of the current Reign are celebrated. This is also when the new Monarchs for the next Reign are crowned.

14.1. Coronation Coordinator: The Coronation Coordinator is appointed by the Reigning Monarchs with the advice of the College of Monarch and the Board of Directors. The Coordinator is directly responsible to the Board of Directors and to the stepping down monarchs.

14.2. It is the coordinators responsibility to put together the ideas of how the stepping down Monarchs want 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.

14.3. Coronation Week activities and responsibilities are:

14.3.1. Court Appreciation Show: Hosted by the Reigning Monarchs, who oversee the coordination of this event and can be anything that strikes their Imperial Fancy!

14.3.2. Out of Town Show: Held Friday night of Coronation weekend. Arrangements made for by the Coronation Coordinator (s) and the Reigning Monarchs. The show is usually held in the host hotel and immediately followed by the bar tour.

14.3.3. Bar Tour: The Reigning Monarchs determine the bars on the bar tour and the buses are hosted by the Emperor and Empress Elect. If there is not an Emperor or Empress elect, the Board of Directors or College of Monarchs will host a bus.

- 14.3.4. Hospitality: The dowager monarchs are responsible for hospitality during the Coronation weekend, in conjunction with the coordinator and the wishes of the Reigning Monarchs.
- 14.3.5. Coronation Ball: The Coordinator directly handles Coronation on Saturday evening of Coronation weekend.
- 14.3.6. Victory Brunch: Is Sunday morning and is handled by the Coronation Coordinator.
- 14.3.7. Victory Celebration/Show: The Stepping-down Monarchs are responsible for coordinating this event prior to Coronation so that a desired location is available on Sunday afternoon/evening.
- 14.4. 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.
- 14.5. Command Performances: Each stepping down Monarch may invite three (3) command performers for Coronation. It is up to each stepping down Monarch to invite and make arrangements for their command performers.
- 14.6. 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.
- 14.7. Monies Raised During Coronation:
- 14.7.1. General Fund: All ticket sales (out of town show, Coronation Ball, Brunch) will be deposited in the General Fund to pay Coronation expenses, prior to distribution to the Reign Charities.
- 14.7.2. Promotional Fund: Tips donated from hospitality, the drag queen drag races, and the victory party/show are deposited in the promotional fund for the new Reign. The Coronation Coordinator along with the Board of Directors may establish additional fundraisers for the promotional fund during Coronation weekend.
- 14.8. Attendants to their Majesties: 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.
- 14.9. Program ads: Members who paid their dues within the first four months of the Reign year will receive 50% off a personal back & white ad in the Coronation program. This cannot be used for a business owned in whole or part by the member.
- 14.10. Awards: In the interest of time during Coronation, as many awards as possible should be given during the court appreciation show. The coordinator will contact past Monarchs to see which Monarchs will be presenting awards during Coronation week. Past Monarchs are responsible for paying for the awards they give out. The court will reimburse for the following awards:
- 13.10.1. Presidents Award, Hot Tamale Award, Lone Star Award and the Male and Female line members of the year Awards.
- 14.11. Crowning Ceremony: Takes place at the end of Coronation, in full view off all those in attendance. This is when the newly elected or appointed Monarchs take their oath of office.

- 13.11.1 The oath of office will be approved by the Board of Directors and in it the Monarchs will swear their allegiance to the Alamo Empire, the members of the Alamo Empire, the Board of Directors, the Community they serve and agree to obeying and being bound by the Bylaws, the Policy and Procedures Manual, the Protocol Manual, and the Articles of Incorporation of the Court.
- 14.11.2. The Board of Directors shall oversee the crowning ceremony.
- 14.11.3. In addition to the Board of Directors, the College of Monarchs, the Reigning Monarchs of Texas, any Heir Apparent, the Titular Head of the International Court System (Queen mother and/or King Father), and the Founder of the International Court System will be invited to the dais for the crowning ceremony.

15. Selection of Candidates and Campaign for Emperor and Empress

The selection of candidates and campaign is an exciting time for the Alamo Empire. It is a time to generate as much community interest in the Alamo Empire and the upcoming Coronation as possible.

- 15.1. Dates: The Board of Directors will establish the dates for application pick-up, application turn-in, candidate interviews, candidate announcements, election dates and the candidate gala no later than the 6th month of the Reign year. These dates will be announced to the General Membership at the next General Membership meeting.
- 15.2. Campaign Coordinator: The Board of Directors will appoint a current board member, other than a reigning monarch, as Candidate Coordinator. The Candidate Coordinator shall have the full authority of the Board to handle candidate applications, resolve campaign scheduling issues, approve campaign materials, monitor the conduct of campaigns, and direct corrective action for any observed deviations from the campaign rules. The Candidate Coordinator will:
 - 15.2.1. Serve in this capacity from the date of appointment until the Announcement of the Emperor and Empress Elect.
 - 15.2.2. Handle all questions and inquiries concerning the candidate process and subsequent campaign. Issues requiring a decision by the Board of Directors shall be channeled to the President for a ruling by the board before answering the question.
 - 15.2.3. Approve all public aspects of the candidates' campaigns, including, but not limited to, advertising, fund-raisers, benefits, or parties. A copy of all promotional material will be collected and passed to the secretary of the board of inclusion into the archives of the Alamo Empire. A written description, photocopy, drawing or picture of non-paper items may be provided in lieu of the actual item.
 - 15.2.4. Submit the "Emperor & Empress Campaign and Crowning Handbook" to the board for approval no later than the board meeting prior to application pick-up.
 - 15.2.5. Submit completed application to the Board of Directors.
- 15.3. Application Process: All candidates for the offices of Emperor and Empress shall submit a written application through the Candidate Coordinator to the Board of Directors.
 - 15.3.1. An application can be picked up at the date, time and location announced by the board for application pick-up.
 - 15.3.2. All applications will be submitted privately to the Candidate Coordinator three months prior to Coronation.

- 15.3.3. A non-refundable application fee of \$50.00, payable in cash, money order, cashier or certified check, shall accompany each application.
- 15.4. Candidate Interviews: The Board shall review all applications and accept or reject each application as meeting requirements in the Bylaws (required points, membership time, etc).
- 15.4.1. The Board of Director and the College of Monarchs will conduct personal interviews with all applicants who submitted a technically complete application. The President of the Board of Directors will chair and facilitate the meeting for candidate interviews.
- 15.4.2. The College of Monarchs shall have one collective vote on the Candidate review board, which will be cast by the Chairperson (Dean) or the Chairperson's designated representative.
- 15.4.3. Upon completion of all interviews, the Board shall certify the approved candidates.
- 15.5. Candidate Announcement: The Board of Directors will announce the approved candidates at Candidate Announcements.
- 15.5.1. Approved candidates will NOT announce his or her candidacy, nor begin any campaigning, prior to the official announcement of candidates by the Board of Directors at Candidate Announcements. Any candidate who announces his or her candidacy or commences his or her campaign prior to the official candidate announcement will be disqualified from running.
- 15.6. Campaign for Emperor and Empress:
- 14.6.1. All candidates are expected to conduct a visible and vibrant campaign for the positions they seek, regardless of the amount of competition. It should be their goal to generate as much community interest in the Alamo Empire and the upcoming Coronation and as possible.
- 15.6.1. Official shoulder sashes will be presented to each candidate at the Candidate Announcement.
- 15.6.1.1. Campaigning starts when the sash is pinned on you by the Reigning Monarchs or the President of the Board.
- 15.6.1.2. The sash must be worn at all Court events and public functions, where appropriate. It must be worn as the top layer of your clothing.
- 15.6.1.3. During Court functions as candidate, you cannot wear any other article of clothing representing another organization or group.
- 15.6.2. Public misbehavior by a candidate and mudslinging against a competitor is strictly prohibited and may result in revocation of candidacy by the Board of Directors.
- 15.6.2.1. Questionable campaign tactics shall be brought to the attention of the Candidate Coordinator. If the Candidate Coordinator deems the issue to be of a detrimental nature, he/she will forward it to the Board of Directors for review.
- 15.6.3. It is expected that all candidates shall produce at least two (2) campaign functions which must take on the form of a fund-raiser.
- 15.6.4. The reigning Emperor and Empress, the President of the board and the Campaign Coordinator are strictly prohibited from showing favoritism to any candidates.

15.7. Campaign Materials: All campaign materials must be in good taste and in accordance with accepted community standards. Campaign materials should reflect the positive characteristics and professionalism of the candidate.

14.7.1. No tampering by a candidate or a candidate's staff member, of a rival candidate's campaign material shall be allowed.

15.7.2. Comparisons to or comments about opponents in the campaign will not be permitted.

15.7.3. All campaign items must be approved by the Candidate Coordinator.

15.7.4. All items must say "Candidate for"

15.7.5. Out of respect for other candidates, no candidate may place a campaign poster in any establishment which does not accept and display in an equitable manner the campaign posters of every candidate who chooses to place posters there.

15.7.6. Candidates are responsible for having their campaign posters removed from all establishments by midnight the day after Candidate Gala.

15.8. Candidate Gala: The Board of Directors hosts the benefit show know as "Candidate Gala" on the evening of the last day of voting after the polls close and the votes are tallied and verified. During this show the results of the election for Emperor and Empress are announced.

15.8.1. Upon their election and continuing until their actual crowning at Coronation their Protocol will reflect they are Emperor and Empress Elect, but will have no rights or responsibilities of a Monarch.

15.8.2. The Emperor and Empress Elect will not be afforded any of the recognition of a Monarch until their crowning, but will support the current Reign and encourage attendance at their Coronation Ball.

16. Election of Emperor and Empress

16.1. The election of the Reigning Monarchs shall be held no later than thirty (30) days prior to the official function of the Court known as Coronation and voting shall be limited to residents of the Alamo Empire the counties identified in Article V of the By-laws.

16.2. There will be no campaigning within a city block of where the voting is taking place. All campaign materials must be removed from this area before the polls open.

16.2.1. Candidates may be in the area to vote only and should leave the area immediately after voting.

16.3. The Board of Directors shall choose a community organization/agency to manage the voting process, ensuring there is no bias towards any of the candidates.

16.4. Resident status, as defined in Article V of the Bylaws, will be determined on voting day by providing proof (federal ID, state ID, or utility bill) at the polling place.

16.5. The vote of the President of the Board of Directors shall be sealed and counted only in the event of a tie.

16.5.1. If the President of the Board and a candidate are partners, 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.

- 16.5.2. If the President of the Board 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.
- 16.6. The ballot shall be in form and content approved by the BOD. If a candidate runs unopposed, a yes/no vote will be held.
- 16.6.1. 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.
- 16.6.2. 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.
- 16.7. Members of the Alamo Empire may submit a request in writing to the Board of Directors of the Alamo Empire for an absentee ballot if they will be able to vote on the day(s) of election for a valid reason. Absentee ballots are not available for non-members of the Alamo Empire.
- 16.7.1. Valid reasons include but, are not limited to: work, scheduled medical events, travel out of realm to represent the Alamo Empire.
- 16.7.2. The request should be submitted no later than the meeting of the Board of Directors immediately preceding the election date(s).
- 16.8. The ballots shall be tabulated by an agency selected by the Alamo Empire Board of Directors.
- 16.8.1. The President of the Alamo Empire Board of Directors will be present to oversee the election and tabulation.
- 16.8.2. In the event the President of the Board is a candidate, the Alamo Empire Board of Directors shall select an Alamo Empire Board Member to monitor the election and tabulation process.
- 16.9. The ballots shall be retained by the election committee for a period of fifteen (15) days after the election, in the event of a challenge of voting irregularity, or a request for a recount.
- 16.9.1. A challenge of voting irregularity, or a request for a recount must be made in writing by any unsuccessful candidate in writing to the Board of Director of the Alamo Empire Board of Directors, not the agency identified to manage election process, within seven (7) days after the election.
- 16.9.2. Within fifteen (15) days of receiving 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.
- 16.9.3. 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.

176. Code of Conduct

- 17.1. Every member of the Alamo Empire is required to sign a copy of the code of conduct every year when they pay their membership renewal dues.

- 17.2. *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.
- 17.3. The code of conduct will be reviewed each year at the board meeting during the month of Coronation. Changes to the code of conduct will be made during this review.

18. Grievances

- 18.1. Any person or organization, within or outside of the realm of the Alamo Empire, that has concerns regarding the actions or conduct of any Court member including officers, Directors, members and Monarchs may write a letter of grievance.
- 18.1.1 A grievance must be filed in writing and submitted to the President or Secretary of the Board of Directors and will be addressed to the Board of Directors.
- 18.1.2. The President of the Board of Directors will acknowledge receipt of the letter, notify all parties involved, 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 4.4.
- 18.1.3. The President or the Secretary will notify the parties involved of the meeting in accordance with section 4.4.
- 18.2. 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.
- 18.2.1. 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.
- 18.2.1.1 The Chairperson of the College of Monarchs will be notified if the grievance is against the Reigning Monarchs, a member of the college, or a lifetime title holder.
- 18.2.2. The Board of Directors may go into executive (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 executive session.
- 18.2.2.1. If the grievance is against the Reigning Monarchs, a member of the college, or a lifetime title holder; the College of Monarchs will have one collective vote, which will be cast by the Chairperson or the Chairperson’s designated representative, when deciding the facts and the punishment.
- 18.2.2.2. Members of the College of Monarchs will be allowed to be present, deliberate the facts and advise punishment; but only the Chairperson of the College of Monarchs will be present when the vote is taken.
- 18.2.3. 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 in writing of the outcome.
- 18.2.4. 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 Board of Directors of RSICAE, Inc.

- 18.2. 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:
- 18.2.1. Reprimand: A member may be reprimanded either in writing or in person. The reprimand may also be made public.
- 18.2.2. Suspension of Title: An individual's title may be suspended for no more than three (3) months.
- 18.2.2.1 A suspension automatically expires at 3 months and may not be renewed unless there is another grievance for a different offense filed.
- 18.2.3. Forfeiture of Title: An individual's title may be forfeited (removed) permanently by the Board of Directors.
- 18.2.3.1. **The general membership has the right to override the decision of the Board concerning any title forfeiture at the next regular monthly meeting of the general membership after the forfeiture is announced.**

Appendix A
Show Planning Checklist
“How to put on a successful fundraising event“

The Key Steps to a Successful Fundraising Event:

1. Concept
2. Early Planning
3. Attention to Details
4. Communication and Publicity
5. Audience Broadening

No matter what event you plan to raise money for the Court or a charity, the above steps are important to making it a success. You need to get an idea and develop it. Start planning early and make certain that all details necessary to its success are considered and taken care of. If you can involve other organizations, the larger the crowd will be. The communication between the host(s) of the project and those involved is very important. Publicity must be arranged and be out to the public early enough to reach a broad base of population and allow them time to plan on attending.

I. Five weeks or more prior to the actual event:

- A. Choose an activity and a theme
- B. Select a catchy name for the event (if applicable)
- C. Choose possible locations and dates
- D. Choose the recipient of the proceeds
 1. Fundraiser for the Court (This will be a majority of Alamo Empire events)
 2. Benefit to any 501(c)3 charity
- E. Contact the Reigning Monarchs or the person in charge of the court calendar to schedule the event and verify that no other Court-sponsored event is scheduled.

II. Four weeks or more prior to the actual event

- A. Secure the location, date, time, approval of theme, and recipients of proceeds from bar owner or manager
- B. Contact recipient of proceeds and secure their permission for the event and arrange for a representative to be in attendance to verify the money counting.
- C. Begin contacting any persons necessary for donations of prizes, loan of equipment, etc.
- D. Begin working on publicity for event
 1. Contact artists, graphic designers, persons with computers from whom you need assistance.
 2. Select a printer or person to photocopy fliers
 3. Check with location where event is to be held about inclusion in their media advertising
 4. Put a preliminary poster in the bar in which the event will be held. E. Begin collecting music, props, etc. necessary for event (if applicable)
- F. Begin booking performers or contacting persons to staff the event as needed.

III. Three weeks or more prior to actual date of event:

- A. Verify that the preliminary poster is still in the bar in which the event will be held.
- B. Finish design of final poster, fliers, and mailings, etc. and print. Get approved through the Monarchs.
- C. In the case of shows:
 - 1. Start design and construction of sets, props, costumes, etc.
 - 2. Record and distribute copies of production numbers
- D. Contact the media with copies of the flier and/or a press release about the event – *Do not assume that the media will automatically know about your project or that friends and fellow court members who may work at various media outlets will take care of this without being asked.*

IV. Two weeks or more prior to actual date of event:

- A. ***By Friday of that week, distribute final poster, fliers, etc. to the bars and place on walls and leave fliers near the doors.***
 - 1. *Do not depend on only one poster announcing your events to bring in a crowd.*
 - 2. *Make sure you ask permission of the manger or bartender before you place publicity in their establishment.*
 - 3. *It is always a good idea to be seen purchasing something at the host bar – some owners feel we are only there when we want or need something – so patronize their establishment.*
- B. Mail fliers to other organizations that you want to be aware of your event.
- C. Contact court members to re-confirm their participation; coordinate production numbers, costumes, etc.
- D. Make arrangements for decorations and for a tip receptacle (if applicable)
- E. Arrange with Court Treasurer for handling of the money. If possible, contact the bar about issuing a check for the receipts so that cash does not leave the building, where it could be lost or stolen.

V. The week of the event:

- A. Double-check to see that fliers are still in the bars and that enough copies are available for pick-up.
- B. If posters are used, put a “THIS WEEK” or “THIS SATURDAY” sticker on it.
- C. Double-check with the bar about all arrangements
- D. If this is a direct benefit: Double-check with the Charity representative to be sure someone will be at the event *and make sure that you know to who the checks should be made out to.*
- E. If the event is a show, finish recording the overture and any other recorded music you may need. Hold a rehearsal and start a show line-up.
- F. Buy a box of Thank-You cards, for those that have helped you.

VI. The Big Event:

- A. Have three (3) copies of the performance order.
 - (1 for the DeeJay, 1 for the Emcee, and 1 posted in the Dressing Room area)
- B. If you use a House Manager, his/her job will be to oversee collection of door charges, sales items and collection of donations. He/she should also keep the Emcee aware of any dignitaries in the audience.
- C. If you use a Stage Manager, he/she will coordinate getting the music to the DeeJay, keeping the performers lined up, and informing the DeeJay and Emcee of any delays backstage.
- D. Keep a written list of any major donations, so they can be acknowledged properly.

- E. Any decorating and set-up should be handled early in the day so that it does not interfere or delay the event.
- F. When handling money, please refer to Section 11 of the Policy and Procedures Manual when closing out the money for your event.
 - 1. *All monies must be turned over to the Court Treasurer*
 - 2. *If this is a direct benefit, the treasurer will issue a check from the Court to the appropriate charity.*

VII. After the Event:

- A. Go to the host location to remove posters, fliers, etc.**
- B. Make certain that the Treasurer has received the money and if it was a direct benefit, a check has been issued to the charity.
- C. Send out Thank-You notes to the Host location, organizations or individuals who assisted, to any donors of prizes and services, etc. and to any major donors.
- D. Send out a press release to the media, if the event was a success.

VIII. Points to remember:

- A. The more original the concept – the better the event will be.**
- B. The name of the event is important to its promotion and success.
- C. Involving other groups is very effective in increasing the probability of success (i.e.: they do a garage sale next to our car wash, or they provide production number or entertainer for a show, or they do a chili cook-off in conjunction with our show, etc.)
- D. Tailor your event to the location and clientele who will be attending. Be aware of the bar and its regular customers.
- E. Permission for any event must be given by the Bar and the Charity.
- F. *Never advertise a performer until you have received confirmation.***
- G. In addition to printed advertising and media exposure, the personal word of mouth advertising and promotion of the event is very important.
- H. All cash must be run through the Court treasury and then issued to the agency benefiting from the event. Patrons wishing to donate by way of check must make the check payable to ERSICSS, not the beneficiary.

Appendix B
Required Board Actions/Reviews

Action	Time Frame
Set the dues for the upcoming Reign year.	The board meeting the month of Coronation.
Review the Code of Conduct	The board meeting the month of Coronation.
Review the Monarchs Oath of Office	The board meeting the month of Coronation.
Set the candidate dates (Application pick-up, application turn-in, interviews, announcements, election dates, gala)	No later than the 6th month of the Reign

Appendix C

Guidelines for Alamo Empire Chat Groups

The following are the guidelines for both the Alamo chat and Alamo info chat groups, as they may apply. Unless otherwise stated, violation of any of these guidelines will result in being added to the moderated list (your messages will have to be approved before being released) or having your subscription removed.

A. Alamo Empire Chat Groups:

Alamo chat is limited to ONLY members of the Alamo Empire, so it isn't moderated (though flaming will not be tolerated). Just about anything and everything gets said on here.

Alamo info was set up for The Alamo Empire and anyone interested in what we are doing. We will post information about upcoming events here, and welcome other groups to post information about their events as well. This group is moderated in an attempt to keep chit-chat to a minimum. If you want to say "hi" to someone, please email them privately.

There are two other Alamo Empire chat groups but they are for specific people. Alamoempire-BOD is strictly for members of the Board of Directors and alamoempire is for the College of Monarchs. You will be added to these groups if and when you qualify.

B. Guidelines:

1. There will be NO questionable or inappropriate photos.
2. If you have a photo that may be of questionable taste, or considered "X" rated, that you would like to share, DO NOT do a general posting to the entire group. Some subscribers receive their e-mail at work and may share an office and/or PC with co-workers. State that you have photos to share and ask that you be contacted privately to receive the pictures.
3. Alamo chat messages should be of general interest. Messages intended for specific people should be sent to them, and not the group. Keep the personal personal, not all care to know about everyone!
4. Subscribers may not harass, threaten, embarrass or cause discomfort upon other subscribers.
5. Subscribers may not impersonate another subscriber. In the event more than one person shares the same e-mail address, each person must sign his/her own name.
6. Each e-mail sent must contain the subscribers name at the close of the message.
7. Subscribers may not interrupt the normal flow of dialogue or act in a manner that negatively affects other subscribers.
8. There shall be no transmission of advertising of any kind. If you have a product or service to offer, please do so on a one-to-one basis.

9. Neither Alamoinfo nor Alamochat may be used for any illegal purpose.
10. Bigotry, racism, hate messages, threats, (implied or otherwise) and the like will not be tolerated, and will result in the termination of the offenders' subscription.
11. No "FLAMING" will be allowed. If you have a personal problem with someone, please handle it privately between the two of you.
12. If you are a subscriber to Alamochat, please check your e-mail as often as possible, as this group tends to be high volume. When your mailbox becomes full, it causes messages sent to you to "bounce back". An e-mail address that bounces back on Alamochat or Alamoinfo will be placed on a "Bounced Members" list by the server yahoogroups. Once you have cleared out your mailbox, you may either reset your status on Alamochat or Alamoinfo through the yahoogroups website (<http://groups.yahoo.com>), or you may contact the Subscription Manager at magijay@yahoo.com.
13. In the event more than one person shares the same e-mail address, and one of those persons violates the terms of the Guidelines, that e-mail address may be removed from the group(s), even if the owner of the account was not the person violating the Guidelines.
14. Subscribers to Alamoinfo and/or Alamochat may not use another subscribers' (s) information for personal uses without the expressed permission of the other subscriber(s). This includes using subscribers' e-mail addresses for inclusion of a different list serve, or bulk mailing list.

Appendix D
Code of Conduct

CODE OF CONDUCT

Membership in The Royal, Sovereign and Imperial Court of the Alamo Empire, Inc. (the Court) carries with it certain duties and responsibilities. These duties and responsibilities include, but are not limited to the following:

1. An Obligation to adhere to the Articles of Incorporation and Bylaws of the Court, as either may be amended from time to time.
2. An obligation to treat all fellow Court members with respect.
3. An obligation to behave in a professional and responsible manner at all Court functions.
4. An obligation to see that the guest(s) of Court members attending any court function behave in such a manner as to not embarrass the Court or reflect adversely on the Court.
5. An obligation to support all Court functions to the best of the ability.
6. Even if a Court Member has any disagreement with any policy, procedure or directive of the Reigning Monarchs, the Board of Directors or the General Membership of the Court, an obligation to nonetheless be supportive of any such policy, procedure or directive and to follow appropriate Court procedures to express disagreement or to attempt to change any such policy, procedure or directive.
7. In the case of the Reigning Monarchs of the Court, an obligation to, at all times behave in a professional and responsible manner so as not to embarrass the Court or reflect adversely on the Court.

Any Court member not adhering to this CODE OF CONDUCT shall be subject to disciplinary action by the Board of Directors. Any member accused of violating this CODE OF CONDUCT shall be entitled to notification of the alleged violation (s), either verbally or in writing from any member of the Board and shall have the right to be present at any Board meeting at which such members conduct shall be discussed. In the case of a first (1st) violation, the Board shall reprimand the member either privately or publicly as the Board determines appropriate under the circumstances. If the Board finds the violation of sufficient seriousness it may suspend the member's title for a period of time not to exceed three months. If the member subsequently violates the same provision of this CODE OF CONDUCT during the same reign year, the member's title shall be forfeited. In all matters of title forfeiture, the general membership shall have the right to override the decision of the Board at any regular monthly meeting of the general membership.

I, _____, have received a copy of and understand and agree to abide by
(printed name)
this CODE OF CONDUCT.

Court Member's Legal Signature: _____ Date: _____

Witnessed by: _____ - Board of Director

NOTE: Without a signature from BOTH the Court member and a Board of Director, the application for membership is null and void.

Appendix E

Monarch's Oath

**OATH OF OFFICE
for the
Royal, Sovereign and Imperial Court
Of the Alamo Empire, Inc.**

Emperor Elect –

I, _____ do solemnly swear to preserve and protect the integrity, dignity and unity of the Royal Sovereign and Imperial Court of the Alamo Empire, Inc. of San Antonio, Texas. I will faithfully perform the duties of the office of **Emperor** _____, to which I have been duly elected.

I swear to remain loyal and steadfast at all times during my Reign, in the Administration of the Bylaws, Code of Conduct and Rules of Protocol of the Royal, Sovereign and Imperial Court of the Alamo Empire, Inc. of San Antonio, Texas. I will work in a positive and supportive manner with the Board of Directors and membership of this organization and agree to work to enhance the prestige and honor of this organization within my Empire, the Great State of Texas and the International Imperial Court System.

By my affirmative response and my signature affixed below, I recognize that the original intent of the International Imperial Court System is that this title is "camp" in nature, but that the duties and responsibilities of this office are as serious as the needs of the community I serve.

Signature

Witness – _____ of the Alamo Empire, Inc.

Date

**OATH OF OFFICE
for the
Royal, Sovereign and Imperial Court
Of the Alamo Empire, Inc.**

Empress Elect –

I, _____ **AKA** _____, do solemnly swear to preserve and protect the integrity, dignity and unity of the Royal Sovereign and Imperial Court of the Alamo Empire, Inc. of San Antonio, Texas. I will faithfully perform the duties of the office of **Empress** _____, to which I have been duly elected.

I swear to remain loyal and steadfast at all times during my Reign, in the Administration of the Bylaws, Code of Conduct and Rules of Protocol of the Royal, Sovereign and Imperial Court of the Alamo Empire, Inc. of San Antonio, Texas. I will work in a positive and supportive manner with the Board of Directors and membership of this organization and agree to work to enhance the prestige and honor of this organization within my Empire, the Great State of Texas and the International Imperial Court System.

By my affirmative response and my signature affixed below, I recognize that the original intent of the International Imperial Court System is that this title is “camp” in nature, but that the duties and responsibilities of this office are as serious as the needs of the community I serve.

Signature –

Witness – _____ of the Alamo Empire, Inc.

Date