

Standard Operating Procedures

The Royal Sovereign Imperial Court of the Texas Riviera Empire, Inc. Amended 2/2023

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The Royal Sovereign and Imperial Court of the Texas Riviera Empire, Inc.
Standard Operating Procedures
Effective November 15, 2015
Amendments through April 18, 2019 are included here

Section 1 – Purpose of the Standard Operating Procedures Manual

The Standard Operating Procedures Manual is meant to go hand in hand with the By-Laws and Articles of Incorporation of The Royal Sovereign Imperial Court of the Texas Riviera Empire, Inc. (RSICTRE or TRE) (herein referred to as “the court”). If a conflict of terms arises between the Standard Operating Procedures and the By-Laws, the By-Laws will take precedent over the Standard Operating Procedures. 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, Paragraph B. of the By-Laws

Section 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 and/or 501(C)4 charities and/or any needy individual(s) of the community as deemed by the Board of Directors.

Section 3 – Membership

Membership in the Court and any of its activities or operations shall be open to any person(s) regardless of age, gender, gender-presentation, race, ethnicity, national origin, religion, creed, marital status, or physical and/or mental disability or GINA (Genetic Information Nondisclosure Act 2012). Laws of the state of Texas will govern attendance at establishments and activities where alcohol is served.

- A. RSICTRE shall have five (5) classifications of members which shall be known as:
 - A.1. The BOD.
 - A.2. College of Monarchs (Past Monarchs), from this point forward known as the COM.

- A.3. The Offices of Emperor and Empress (Reigning Monarchs).
- A.4. The Lifetime Title Holders.
- A.5. The General Court Memberships.
- B. Anyone interested in becoming an active member of the RSICTRE is welcomed and encouraged to join this organization. To join the RSICTRE, obtain a “membership application” and submit the completed application to any member of the Board of Directors.
- C. Members from Courts other than the RSICTRE that move into the territory of the RSICTRE, 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.
- D. The Board of Directors reserves the right to reject any application.
- E. 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 Texas Riviera Empire, Inc. as defined in Article V of the By-Laws.
- F. Yearly membership dues for the next reign year will be established at the regularly scheduled meeting of the BOD during the month after coronation, and are non-refundable. All dues and payments may be paid to the Treasurer or a BOD member with the exception of the Reigning Monarch(s). The Treasurer will provide paid members with a receipt for dues payment.
- G. The Reign/membership year will run from sunrise following coronation to sunrise after the following coronation.
- H. A new member can join RSICTRE at any time during the fiscal year and pay the required dues at the time the membership application is received.
- I. Returning members are required to turn in a membership application and pay the membership dues full or first installments at/before investiture of the new reign.
- J. Past Monarch(s) and Lifetime title holders of the RSICTRE must abide by the By-Laws and Standard Operating Procedures, with one exception, they are not required to pay dues to use their titles. However, past Monarch(s) and Lifetime title holders who wish to remain a “member in good standing” and have voting privileges must turn in a membership application to the BOD along with the required dues.
- K. New members of the RSICTRE are not be eligible to vote until the first monthly general membership meeting following the Board of Directors meeting that their membership application has been approved by the Board of Directors.
- L. The phrase “member in good standing” indicates that the individual has provided a current completed and signed membership application to the BOD of the RSICTRE, been approved

and has paid and is current with the required dues for membership. As a “member in good standing” you receive the following rights and privileges:

- L.1. The privilege to be known a Lord or Lady of the court untitled by the Reigning Monarch(s) at Investiture and/or during the reign.
 - L.2. The privilege to walk both in and out-of-town events with your title.
 - L.3. The right to apply for a position on the Board of Directors.
 - L.4. The right to vote on changes to the By-Laws and Standard Operating Procedures.
 - L.5. The right to run for the position of Emperor or Empress, in according to Article VI-B1.
 - L.6. The right to vote on court issues.
- M. The BOD reserves the right to move a member from “member in good standing” to “member not in good Standing” anytime throughout the reign year, should there be a breach in conduct and/or behavior which deems 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”.

Section 4 – Meetings

Business of the Court will normally be conducted at the General Membership meeting and the Board of Directors meeting. Both meetings will be held in Corpus Christi, Nueces County, Texas.

- A. General membership meetings may be conducted once a month at a date and time determined by the Reigning Monarch(s), in conjunction with the membership.
- B. A special General Membership meeting may be called by the Reigning Monarch(s), the President of the Board of Directors or 50% + 1 of the members in “good standing” of the Court.
- C. A quorum for the election of the Board of Directors shall consist of a majority of members in “good standing”.
- D. Board of Directors meetings may 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.
- E. Special meetings of the Board of Directors may be called by the President, Vice President, the Reigning Monarch(s) or a majority of the members of the Board of Directors.
- F. 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 by the Roberts Rules of Order.
- G. Attendance: any director with two (2) consecutive unexcused absences or three (3) consecutive excused absences of regular meeting of the Board of Directors in a reign year may be removed from the Board of Directors in accordance with Article X of the Bylaws. Excused absences

shall be defined as health issues, family issues or work requirements. The President of the BOD 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.

- H. All meetings held with RSICTRE shall be governed by Roberts Rules of Order.
- I. 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 By-Laws or the Standard Operating Procedures shall be deemed delivered if notice is given by telephone directly to the person or in writing and delivered personally, sent electronically by email or sent by certified mail.

Section 5 – Board of Directors

- A. The number of directors and term of office is determined in Article VI A-1 of the By-Laws.
- B. **Election & Term of Office**: The manner in which the BOD members and their term of office are specified in the Bylaws Article VI and Paragraphs A.3 and A.4. The officers of the Board will be elected by the Board from among those elected in accordance with Article VI of the Bylaws. The term of office for the officers shall be one (1) year. Board members may be re-elected to the same officer as long as they remain Board Members.
- C. **Announcement of Results**: the general membership will be notified of the results at the first general membership meeting after the vote is taken and via the court's email distribution list. The first public announcement of the results outside of the Court will be determined by the BOD.
- D. **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 of Directors whenever there is sufficient cause shown, and in 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 involved.
- E. The General Membership may remove any officer, official representative, BOD Member, or agent of the Court by a majority vote of the members present whenever there is sufficient cause shown, and the best interest of the Court shall be served. Such removal shall be without prejudice to the contract rights, if any, of the person removed.
- F. Any member of the Board of Directors that becomes an approved candidate

for Emperor or Empress in accordance with the process in section 22 of the Standard Operating Procedures or is appointed Regent Emperor/Empress (section 14) will forfeit their current position on the Board of Directors.

- G. **Vacancies**: any vacancy on the Board of Directors (other than the Reigning Monarch(s), which will be filled according to Section 5B) 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/her predecessor in office.
- H. **Resignation**: any court member of RSICTRE shall have the ability to resign at any time he/she deems appropriate as follows:
 - H.1. Personally provide written resignation to the BOD. No other person shall have the authority to offer resignation on behalf of another unless deemed medically or legally necessary by the laws of the State of Texas.
 - H.2. Resignations shall not be made via group messages, emails or social media. Resignations will be announced by the President of the BOD. Resigning members may, however, state his/her resignation in a personal conversation environment.
- I. **Responsibilities**: in addition to the day-to-day business of the Court, the Board of Directors is responsible for:
 - I.1. Reviewing and changing the code of conduct at the 1st BOD meeting of the new Reign.
 - I.2. Create and dissolve standing and temporary committees as see fit.
 - I.3. Planning beyond the current reign year (future coronation, sponsorships, community commitments, etc.).
 - I.4. Setting key dates (application pick-up, turn in, interviews, candidate announcement, voting dates, coronation, investitures, etc.).
 - I.5. Appointing a Regent Monarch(s), as necessary.
 - I.6. Membership Chair:
 - I.6.a. Keep a register of the mailing addresses and telephone numbers of the members of the Court.
 - I.6.b. Be the official representative of the general membership.
 - I.6.c. Promote membership involvement.
 - I.6.d. Review membership application and suggest changes if needed to the BOD for approval.
 - I.6.e. Submit suggestions from the general membership to the BOD.
 - I.6.f. Facilitate order during BOD and General Membership meetings.
 - I.6.g. Assist court members in the recruitment of new members.

Section 6 – Duties of the Officers of the Board of Directors

A. President:

- A.1. The principal executive officer of the Court and subject to the control of the Board of Directors.
- A.2. Supervise the affairs of the Board of Directors.
- A.3. Preside at all meetings of the Board of Directors.
- A.4. 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.
- A.5. Conduct other duties as may be assigned to the Board of Directors.

B. Vice President:

- B.1. In absence of the President or in event of the President's inability, or refusal to act, the Vice President shall perform the duties of the President.
- B.2. When acting as President, the Vice President will have all the powers and to be subject to all the restrictions of the President.
- B.3. Receiving proposed changes to the By-Laws and SOPs.
- B.4. Perform other duties as assigned by the President or by the Board of Directors.

C. Secretary:

- C.1. Keep the minutes of the meetings of the members of the Court and of the Board of Directors and may electronically distribute said minutes to all members of the Court.
- C.2. Prepare an agenda for each regular meeting of the members of the Court and the Board of Directors after consultation with the Reigning Monarch(s) and/or BOD.
- C.3. See that all notices are duly in accordance with the provisions of these By-Laws or as required by law.
- C.4. Keep a register of the mailing addresses and telephone numbers of the members of the Court, the Board of Directors, and the members of any committee appointed by resolution of the BOD or the members of the Court.
- C.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 for promptly submitting copies of any such correspondence to the Secretary).
- C.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.
- C.7. Maintain the official copy of all Court publications including but not limited to the

By-Laws, Standard Operating Procedures, and any handbooks, guides, forms, and brochures.

- C.8. Ensure all official publications of the Court, other than event flyers and posters, are reviewed at least annually by the Board of Directors. Ensure the publications reflect the professional standards of this organization. All reviews, modifications, updates, and changes to official publications will be documented in the official files of the Court.
- C.9. Perform all duties incident to the office of Secretary and such other duties as may be assigned to him/her by the President, Vice President, or the BOD.

D. Treasurer:

- D.1. Have charge and custody of and be responsible for all funds and securities of the Court.
- D.2. Receive and give receipts for monies due and payable to the Court from any source.
- D.3. Assign other members (s) to count money raised if unable to attend a fundraiser or benefit.
- D.4. Deposit all monies in the name of the Court into the banks, trust companies or other depositories as shall be selected in accordance with the provisions of these By-Laws. Deposit all monies raised at any fundraiser within three (3) banking days.
- D.5. Provide a financial report at least once a month. This report must show income from all sources, outflows to all recipients, and balances in each fund. Provide copies of the Bank Statement to the BOD each month. Ensure 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 BOD.
- D.6. Ensure the Board of Directors is covered by a "Dishonesty Bond" with a minimum of \$50,000.00 included in the bond.
- D.7. 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. The "seed" money is to be between 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 dollars. The amount of "seed" money left in the General Fund should be no more than \$1,500.00.
- D.8. To create and maintain a separate (bookkeeping) account to place and hold monies raised for the Audit every 3 years as required by the Bylaws. (see Section 26.B.e)
- D.9. Perform all duties incident to the office of treasurer and such other duties as may be assigned to him/her by the President, Vice President or the Board of Directors.

Section 7 – Standing Committees

The Board of Directors has the authority to create and dissolve standing committees for

activities such as: membership, public relations (publicity), shows/benefits, etc.

Section 8 – Reigning Monarch(s)

There shall be two (2) Reigning Monarchs as elected by the community or in the case of a “Regent” as appointed by the Board of Directors. The Reigning Monarch(s) and/or the Reigning Regent(s) shall:

- A.1. Serve as co-moderators at all general membership meetings of the Court.
- A.2. Conduct the daily affairs of the Court, which include:
 - A.2.1. Approval of all fundraisers/events/benefits during their reign year in accordance with the By-laws and subject to the direction of the BOD.
 - A.2.2. Maintaining the Court calendar, in conjunction with the BOD.
 - A.2.3. 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. In the absence of the Reigning Monarch(s), the highest 2 line members of the reign shall represent the Reigning Monarch(s) and the Court at any such functions, but shall have no other power or authority.
- A.3. Attend the following functions of the Texas Riviera Empire:
 - A.3.1. All state functions of the Texas Riviera Empire.
 - A.3.2. All General Membership and Board of Directors meetings of the Texas Riviera Empire.
 - A.3.3. All fundraisers and benefits of the Court.
 - A.3.4. A minimum of seven (7) coronations besides that of TRE. Of those, a minimum of five (5) must be within the state of Texas and a minimum of One (1) must be outside the state of Texas.
 - A.3.5. If unable to attend any event, notify the President of the Board of Directors immediately.
- A.4. 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 BOD.

Section 9 – Election of Reigning Monarch(s)

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 Monarch(s) shall hold office for a term of one (1) year and shall not be eligible for re-election to the same office for a period of two (2) years. The campaign and election process are governed by sections 21 and 22 of this Standard Operating Procedures.

Section 10 – Lifetime Titles and Proclamations

Each Reigning Monarch/Regent is entitled to confer one (1) lifetime title and to issue one (1) proclamation or two (2) lifetime titles and no proclamation at the end of their reign with the approval of the Board of Directors. Proclamations may only be made at the Coronation

function at the end of the Monarch's reign. A Reigning Monarch desiring to present a proclamation at Coronation shall notify the BOD of their proclamation at the BOD meeting prior to Coronation. A copy of the proclamation will be provided to the BOD Secretary to be filed in the records of the Court.

Section 11 – Promotional/Public Relations Fund

- A.1. At the start of each new Reign, each newly elected Monarch and/or Regent Monarch will be entitled to share the funds raised at the "Victory Party/Show" and any amounts raised for "Travel Fund." These funds are specifically for promoting the Court's annual event known as Coronation.
- A.2. This amount can be used for their hotel stays.
- A.3. The monarchs may raise additional funds throughout the year at non-show and non-cookout events (i.e. selling Jello Shots, selling sausage wraps, etc.). No general fund or charity money shall be used to pay for monarch travel unless recommended to the Board by a vote of the General Membership and approved by the Board.
- A.4. Any monies remaining in the "Promotional/Public Relations 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.
- A.5. The Monarchs are responsible for turning in any and all hotel receipts to the Treasurer to be reimbursed the amount spent or can ask the Treasurer to pay for the hotel in advance. Reimbursement, if necessary, should occur within five (5) business days.

Section 12 – Regalia

- A.1. The Reigning Monarch(s) may use the state regalia after coordinating with the Board of Directors.
- A.2. The stepping down Monarch(s) will be entitled to an allowance for his/her step down crown not to exceed the amount of \$400 each if funds are available.
- A.3. The 5 year and 10 year Anniversary Monarch(s) who has been a continuously active Monarch with TRE will be entitled to an allowance for his/her crown or jewels of choice not to exceed the amount of \$400 each if funds are available in the regalia fund.

Section 13 – Abdication Death or Removal of a Reigning Monarch

- A.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.
- A.2. A Regent Monarch shall take the oath of office as an elected Monarch and shall be subject to all provisions of these By-Laws and SOPs applicable to an elected Monarch.
- A.3.** Any Reigning Monarch removed by the Board of Directors during their Reign year are required to pay their membership dues within sixty (60) days of removal to remain a member in good standing

Section 14 – Selection of a Regent Monarch

- A.1. The decision to appoint a Regent Monarch rests solely with the Board of Directors. If there is the possibility of fewer than 2 monarchs being elected, the Board is Strongly encouraged to select (a) Regent Monarch(s) prior to Coronation.
- A.2. The Board of Directors may consult with the Reigning Monarch and the College of Monarchs before making their decision.
- A.3. The remaining Reigning Monarch may suggest a Regent Monarch for approval by the Board of Directors.
- A.4. The College of Monarchs shall be invited to be involved in the discussion on whether or not to appoint Regent(s), during any discussions of whom to appoint, and during all voting pertaining to the selection of Regent(s)
- A.5. The discussion concerning a Regent Monarch shall be in a closed session with the BOD and the COM.
- A.6. The announcement of a Regent Monarch will be made at a date and time determined by the Board of Directors

Section 15 – Title and Line of Succession

- A. The Reigning Emperor and Empress shall announce the initial line of succession during the official state function known and recognized as Investiture.
- B. Line member titles are the responsibility of the Reigning Monarch(s) and may be given removed or changed at any time during the reign year at the discretion of the Reigning Monarch(s). Titles do not carry over from one reign to the next. Court members are NOT elevated, promoted or demoted from their titles of the previous reign. Each reign is considered a “new beginning” and therefore eliminates the illusion of being “promoted” or “demoted” from one reign to the next.
- C. The Line of Succession shall be as follows. these titles maybe filled by the incoming Monarch(s), other titles may be added or deleted as suits the wishes of the incoming Monarch(s):

<u>Emperor’s Line</u>	<u>Empress’s Line</u>
Imperial Crown Prince Royal	Imperial Crown Princess Royal
Imperial Crown Prince	Imperial Crown Princess
Crown Prince Royale	Crown Princess Royale
Crown Prince	Crown Princess
Prince	Princess
Arch Duke	Arch Duchess
Grand Duke	Grand Duchess
Duke	Duchess
Count	Countess
Marquis	Marquise

Lord

Lady

Any title can be held by more than one individual.

- D. Any crown can be given to any line member at the discretion and cost of the Monarch(s) at any time during their reign. The crowns may not be any taller than the Reigning Monarch(s).
- E. The Imperial Crown Prince Royal and the Imperial Crown Princess Royal (ICPRs) 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 Texas Riviera Empire at community events/benefits and state functions.
- F. Honorary Titles: a Monarch may bestow any Honorary Title they wish. Honorary title 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, Countessa, Court Jesters, Imperial Royal Wizard, Ambassadors to anywhere. The title of Consort to a present Monarch is given solely by that Monarch to whomever they wish, and is removed in the same manner.
- G. The order of presentation for the Texas Riviera 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
- H. The Reigning Monarch(s) will be responsible to complete or assign a member to complete protocol for all ICS court coronations and/or investitures.



Section 16 – Costumes

All members of the RSICTRE are required to be in formal attire clothing or in theme and make-up befitting their titles at official functions (including Past Monarchs) of the RSICTRE. As representatives of this organization, each member should make his/her best effort to make a suitable presentation. Exceptions may be made only in production numbers and when titles are not used. It is appropriate, in certain situations, for Reigning Court members to wear proper regalia. The type of regalia and time worn is at the discretion of the Reigning Monarch(s) prior to the event. It is also customary that the regalia of the Reigning Court members shall not be larger in size and scope than that of the Reigning Monarch(s). All court members and Past Monarchs must be in formal attire (including crowns, sashes, medallions, etc.) or in theme during any and all State Functions.

Section 17 – College of Monarchs

A. Membership:

- A.1. The College of Monarchs shall consist of all past Monarchs who have successfully completed their reign(s).
- A.2. Monarchs who have been brought under disciplinary action and who have met the minimum qualifications stated in Section 8 and completed their reign year may be invited to the College of Monarchs by a majority vote of the COM in attendance of the meeting immediately prior to Coronation.
- A.3. A current COM member may nominate any Monarch(s) from another realm that has moved to TRE.
- A.4. The nominee(s) must be a member “in good standing” for membership into the COM.
- A.5. The decision to approve the nominee(s) for membership in the COM will be by majority vote of the active COM.
- A.6. Any member of the COM elected to the position of Emperor or Empress, or appointed as Regent, shall forfeit their membership in the COM until successful completion of their reign.

B. Officers:

- B.1. The College of Monarchs shall elect from within the COM, a Chairperson (Dean) and a Secretary.
- B.2. The Chairperson (Dean) shall not be a member of the Board of Directors.
- B.3. The COM shall determine the responsibilities and duties of the Chairperson and the Secretary.
- B.4. The Chairperson and Secretary shall make quarterly reports to the Board of Directors and the General Membership.

C. Meetings:

- C.1. The COM shall meet quarterly or when deemed necessary.
- C.2. The COM may extend an invitation, at the discretion of the COM, to the Reigning Monarch(s), the Imperial Crown Prince/Princess Royal and other

special guests to attend the COM meetings.

C.3. Quorum for conducting business of the COM shall be the majority of the active voting COM members. Failure to respond to an advance notice of the COM meeting will reduce quorum by the number of non-responses.

C.4. All members of the COM shall have only one (1) vote, regardless of the number of reigns successfully completed.

D. Responsibilities:

D.1. The COM shall monitor activities and conduct of the Reigning Monarch(s).

D.2. The COM shall serve as an Advisory Board to the Board of Directors, Reigning Monarch(s) and the General Membership of the Texas Riviera Empire.

D.3. The COM and the entire Board of Directors shall sit jointly on the Candidate Review Board.

D.4. The COM will have one (1) collective vote on the candidate review board, which will be cast by the Chairperson or the Chairperson's designated representative.

D.5. Should any member of the COM 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.

D.6. The COM shall have one (1) collective vote on the Regent Monarch(s) selection process, which will be cast by the Chairperson or the Chairperson's designated representative.

D.7. The COM shall produce at least one (1) event, beneficiary to the RSICTRE. A Committee appointed by the COM Chairperson shall determine the fundraiser/benefit. All members of the COM are STRONGLY encouraged to participate.

D.8. The COM Chairperson or designated member of the COM shall be custodian of the Crown Jewels, Court Regalia and Ceremonial Property.

E. Removal of a member of the College of Monarchs

E.1. A member may be removed from the COM only by majority vote of the active College of Monarchs. A due process hearing will be provided prior to the vote of removal.

E.2. Any COM member may submit to the College Chairperson a written request defining the reason(s) for a member's suspension or removal.

E.3. The member in question will be given a minimum of seventy-two (72) hours from receipt of the complaint to prepare a response/defense of the charges levied in the request of suspension/removal.

E.4. A vote will be taken on the suspension/removal. A majority of the active COM members must be in attendance.

F. Reinstatement of a member of the College of Monarchs

- F.1. The suspended COM member may petition the COM for reinstatement.
- F.2. The procedure for reinstatement is a written request defining their active participation within the TRE. This request should be sent to the Chairperson of the COM. The final decision will be made by a majority vote of the full COM.

Section 18 – Court Fundraising events (shows, benefits, etc.)

- A. The Reigning Monarch(s) are responsible for the TRE’s fundraising schedule. All members that want to schedule a fundraiser will coordinate with the Reigning Monarch(s) prior to scheduling a location and date.
- B. All monies raised at the fundraiser will be submitted to the Court Treasurer. To eliminate confusion, two (2) members will be identified to count the money during a benefit event.
- C. 20% of the monies raised per event will be designated to the general fund.
- D. The Treasurer will deposit all monies raised at any fundraiser for the TRE within three (3) banking days from the date of the fundraiser.
- E. If the fundraiser is a direct benefit for a beneficiary of the TRE. The Treasurer will then issue a check to the beneficiary within five (5) business days of receipt of the request.
- F. Members of the Court are responsible for their actions and the actions of their guests at all functions of this Court.
- G. Any and all functions and benefits of the Court shall be presented solely for the purpose specified.
- H. During Cookout events, TRE must follow the Nueces County Health Code.
- I. All Event posters shall be no larger than 11X17. It is recommended that the posters be displayed two (2) weeks prior to the event. The posters shall have a light background for better visibility of the lettering in dark places the poster may be displayed. Posters shall have the wording “Texas Riviera Empire” and/or the TRE logo. Posters shall have the physical address where the event is taking place (no exceptions). Posters shall be forwarded to the person-in-charge of TRE promotions to be placed on social media. Posters must be removed as soon as the event has taken place.

Section 19 – Investiture and Divestiture

Investiture is a formal state function of the TRE when the new Reigning Monarch(s) announce their initial line of succession. Divestiture is a formal state function when the Dowager Monarch(s) distribute the money raised for their beneficiaries during the previous reign.

- A. Investiture must be conducted within forty-five (45) days after Coronation. The date for investiture will be set by the BOD within 2 meetings after setting the date for Coronation.

- B. Members of the COM and BOD will assist the Reigning Monarch(s) with planning Investiture.
- C. Divestiture will typically take place immediately prior to Investiture at the same time and place.
 - a. In the event the two cannot take place at the same time, Divestiture shall be held as soon as feasible after the end of the reign. A minimum notice of 2 weeks shall be given so all parties may make appropriate plans.
 - b. The BOD and COM shall assist the Dowager Monarch(s) in planning the Divestiture whether together with or separate from Investiture.

Section 20 – Coronation

Coronation is the premier fundraiser event of the TRE, where the accomplishments of the current Reign are celebrated. This is also when the new Monarch(s) for the next Reign are crowned.

A. Ball Coordinator:

- A.1. One (1) Ball Coordinator is appointed by the BOD with the advice of the active COM and the Reigning Monarch(s). The Reigning Monarch(s) may choose (if they desire) one (1) additional Ball Coordinator to work with the Ball Coordinator appointed by the BOD. The Coordinator(s) is/are directly responsible to the BOD.
- A.2. It's the coordinator's responsibility to put together the ideas of how the stepping down Monarch(s) wants 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 book and any other aspect relating to the production of Coronation. The coordinator will present all Coronation expenses to the Board of Directors for approval.

B. Coronation Week activities and responsibilities are:

- B.1. In Town Show: held Thursday night of Coronation weekend. Hosted by the Reigning Monarch(s), who oversee the coordination of this event.
- B.2. Out-of-Town Show: held Friday night of Coronation weekend. Arrangements made by the Ball Coordinator(s) and the Reigning Monarch(s). The bar tour is immediately following by the show. Any bar that has held an event and/or supported the Reign will be given the option to be visited. Bars being visited must agree to waive any cover charge for those whom TRE indicates have paid for the tour (i.e. wearing our wristbands).
- B.3. Hospitality: The Dowager Monarch(s) are responsible for hospitality during Coronation weekend, in conjunction with the Coordinator and the wishes of the Reigning Monarch(s).

- B.4. Coronation Ball: The Coordinator directly handles Coronation on Saturday evening of Coronation weekend.
- B.5. Victory Brunch: Is Sunday morning and is handled by the Ball Coordinator.
- B.6. Victory Celebration/Show: The Steeping down Monarch(s) are responsible for coordinating this event prior to Coronation so that a desired location is available on Sunday afternoon/evening.
- C. Complimentary Tickets: Each stepping down Monarch will be given six (6) complimentary tickets for the Coronation Ball to use as they wish. The Board of Directors may approve additional complimentary tickets for raffles, member benefits, etc.
- D. Command Performances: Each stepping down Monarch may invite three (3) command performers for Coronation. It is up to each stepping down Monarch to invite and make arrangements for their command performers.
- E. Guest to the Dias: the number of guests each stepping down Monarch may invite will be determined on the arrangement of the dais and the number of guests that will fit on the dais. It is up to each stepping down Monarch to invite and make arrangements for their guests.
- F. Attendants to their Majesties: the stepping down Monarch(s) 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.
- G. Program Ads: A currently paid member of TRE will receive 50% off a personal ad in the Coronation program book. This cannot be used for a business owned in whole or part by the member but may be donated to a non-profit organization which has supported the Reign. No more than one (1) discount shall be given to any person or organization.
- H. Awards: In the interest of time during Coronation, as many awards as possible should be given during the in-town show and out-of-town show. The Coordinator will contact the past Monarchs to see which Monarchs will be presenting awards during Coronation weekend. Past Monarchs are responsible for paying for the awards they are giving out.
- I. Crowning Ceremony: Takes place at the last set of Coronation, in full view of all those in attendance. This is when the newly elected or appointed Monarch(s) take their oath of office.
- I.1. The oath of office will be approved by the Board of Directors and in it, the Monarch(s) will swear their allegiance to the TRE, the members of the TRE, BOD, the community they serve and agree to obeying and being bound by the laws of the state, the by-laws, Standard Operating Procedures, and the Articles of Incorporation of the Court. (See Apendix 1)
- I.2. The Board of Directors shall oversee the crowning ceremony.
- I.3. In addition to the Board of Directors and the College of Monarchs, the Reigning Monarchs of Texas, Heir Apparents, and the Titular Head of the International Court System (Queen Mother and/or King Father) will be invited to the dais for the

crowning ceremony.

J. Monies Raised During Coronation:

- J.1. **General Fund:** All ticket sales (out-of-town show, Coronation, Brunch) will be deposited into the General Fund to pay for Coronation expenses, prior to distribution to the Reign Charities.
- J.2. **Promotional Fund:** Tips donated from hospitality, and the victory party/show shall be deposited into the promotional fund for the new Reign. The Ball Coordinator along with the Board of Directors may establish additional fundraisers for the promotional fund during Coronation weekend.

Section 21 – Selection of Candidates and Campaign for Emperor and Empress

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

- A. **Dates:** the Board of Directors will establish the dates for application pick-up, application turn-in, candidate interviews, candidate announcements and election dates no later than the ninth (9th) month of the Reign year. These dates will be announced to the General Membership at the next General Membership meeting.
- B. **Campaign Coordinator:** The Board of Directors will appoint a current or former 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, and monitor the conduct of campaigns and direct corrective action for any observed deviations from the campaign rules. The Candidate Coordinator will:
 - B.1. Serve in this capacity from the date of appointment until the elections of the new Monarch(s).
 - B.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 BOD before answering the question.
- C. Approve all public aspects of the candidates' campaigns, including but not limited to, advertising, fundraisers, benefits or parties. A copy of all promotional material will be collected and passed to the Secretary of the BOD for inclusion into the archives of the TRE. A written description, photocopy, drawing or picture of non-paper items may be provided in lieu of the actual item.
 - C.1. Submit completed application to the Board of Directors.
- D. **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. Any Board Member who applies for the office of Emperor or Empress shall be excluded from any and all votes concerning candidates from the moment they turn in their

application until such time they are no longer a candidate.

D.1. An application can be picked up at the date, time and location announced by the Board of Directors.

D.2. All applications will be submitted privately to the Candidate Coordinator date, time, and location set by the BOD.

D.3. An application fee of \$50.00, payable in cash, money order, cashier or certified check, shall accompany each application.

E. **Candidate Interviews:** The BOD shall review all applications and accept or reject each application as meeting the requirements in the SOPs (required points, membership time, etc.).

E.1. The Board of Directors and the College of Monarchs will conduct personal interviews with all approved applicants. The President of the BOD will chair and facilitate the meeting for candidate interviews.

E.2. The College of Monarchs shall have one (1) collective vote on the candidate review board, which will be cast by the Chairperson (Dean) or the Chairperson's designated representative.

E.3. Upon completion of all interviews, the BOD shall notify the approved candidates.

E.4. If for any reason a candidate applicant is not approved to become a candidate, their application fee will be returned.

F. **Candidate Announcement:** the BOD will announce the approved candidates at Candidate Announcement. (Six (6) weeks prior to Coronation).

F.1. Approved candidates will NOT announce his/her candidacy, nor begin any campaigning, prior to the official announcement of candidates by the Board of Directors at Candidate Announcement. Any candidate who announces his/her candidacy or commences his/her campaign prior to the official announcement will be disqualified from running.

G. **Campaigning for Emperor and Empress:** 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 TRE and the upcoming Coronation as much as possible.

G.1. Official shoulder sashes will be presented to each candidate at the Candidate Announcement.

G.2. Campaigning starts when the sash is pinned on the candidate by the Reigning Monarch(s) or the President of the BOD. The sash must be worn at all Court events and public functions, where appropriate. It must be worn as the top layer of clothing.

G.3. During Court functions as candidate, you cannot wear any other article of clothing representing another organization or group.

G.4. 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.

G.5. 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 the Board of Directors for review.

G.6. It is expected that all candidates shall attend all TRE events during campaigning. If unable to attend, the candidate must contact the Candidate Coordinator immediately.

G.7. It is expected that all candidates shall produce at least one campaign function, which may take the form of a fundraiser.

G.8. All candidates will be encouraged to attend fundraisers/events held by other candidates in order to show unity and support.

G.9. The Reigning Monarch(s), the BOD, the active COM, and the Candidate Coordinator are strictly prohibited from publicly showing favoritism to any candidate.

H. **Campaign Material:** 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.

H.1. No tampering by a candidate or a candidate's staff member, or any TRE member of a rival candidate's campaign material shall be allowed.

H.2. All candidates must follow the poster guideline as stated in section 18-I.

H.3. Comparisons to or comments about the opponents in the campaign will not be permitted.

H.4. All campaign items must be approved by the Candidate Coordinator.

H.5. All items must say "Candidate for".

H.6. Out of respect for the other candidates, no candidate may place a campaign poster in any establishment which does not accept and display in an equitable manner the campaign poster of every candidate who chooses to place posters there.

H.7. Candidates are responsible for having their campaign posters removed from all establishments the morning of elections.

I. **Candidate Election, Tally and Announcement:** The Board of Directors will be responsible to agree on a tally system for the night of Coronation. Announcement of elected monarch(s) will be made as the final portion of Coronation night. Voting boxes will remain sealed from night of final voting event until election Tally at coronation night. All candidates must be present at the beginning at the opening and closing of the ballot box at each voting location. After the votes are tabulated, the results are sealed in an envelope. The envelope shall only be opened during crowning ceremony part of Coronation when the President of the BOD calls for the vote tally. Tally scores will be viewed by the Board of Directors and the people they feel pertinent to view the results.

- J. **Candidate Handbook:** the Candidate Handbook is to be the official rules for the candidates for RSICTRE and updated as deemed by the Board of Directors.

Section 22- Election of Emperor and Empress

- A. The election of the Reigning Monarch(s) shall be held no later than seven (7) days prior to the official function of TRE known as Coronation and voting shall be limited to residents of the TRE realm as identified in Article V of the By-Laws.
- B. There will be no campaigning within a five hundred (500) feet of where the voting is taking place. All campaign materials must be removed from this area before the polls open.
- C. Candidates may be in the area to cast their vote only and should leave the voting area immediately after casting their vote.
- D. The Board of Directors may choose a community organization/agency to manage the voting process, ensuring there is no bias towards any of the candidates.
- E. Resident status, as defined in Article V of the By-Laws, will be determined on voting day by providing proof (federal ID, state ID, or a utility bill) at the polling place.
- F. The vote of the President of the Board of Directors shall be in sealed envelope, placed in the ballot box and counted only in the event of a tie.
- G. If the president of the BOD 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.
- H. The ballot shall be in the form and content approved by the BOD. If a candidate runs unopposed, a yes/no vote will determine if a Regent will be appointed.
- I. Any person receiving a majority of no votes also will be ineligible to hold a Regent title during the reign year.
- J. Members of TRE may submit a request in writing to the Board of Directors of TRE for an absentee ballot seven (7) days prior to the voting date if they are not able to vote on the day(s) of election for a valid reason. The absentee ballot must be postmarked Friday (the day before voting date). The Candidate Coordinator will design a special return envelope in order to determine this item is a ballot and cannot be opened. The absentee ballots are gathered and to be open and counted on the date the ballots are tabulated. Absentee ballots are not available for non-members of the TRE.
- K. Valid reasons include but are not limited to: work schedule, medical events, and travel out of realm to represent the TRE.
- L. The ballots may be tabulated by an agency selected by the Board of Directors.
- M. The President of Board of Directors will be present to oversee the election and tabulation.
- N. In the event the President of the Board of Directors is a candidate, the TRE

Board of Directors shall select a TRE BOD member to monitor the election and tabulation process.

- O. The ballots may be retained by the election committee for a period of ninety (90) days after the election, in the event of a challenge of voting irregularity, or a request for a recount.
- P. A challenge of voting irregularity, or a request for a recount must be made in writing by any unsuccessful candidate to the Board of Directors of the TRE, not the agency identified to manage the election process, within seven (7) days after the election.
- Q. Within fifteen (15) days of receiving the 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 BOD shall be final, non-appealable and binding on all candidates.
- R. In the event that such investigation or request alters the election results, the Board of Directors shall promptly notify all candidates, the United Courts of Texas and the International Court System of the same in writing.

Section 23- Code of Conduct

Membership to The Royal Imperial Court of the Texas Riviera Empire (TRE) (Reigning Monarchs, Past Monarchs, Board of Directors, Representatives to the ICS and General Members) carries with it certain duties and responsibilities. These duties and responsibilities include, but are not limited to the following:

- A. An obligation to adhere to the bylaws of TRE
- B. An obligation to treat all fellow TRE members with respect
- C. An obligation to behave in a professional and responsible manner at all TRE functions
- D. An obligation to see that the guest(s) of TRE members attending any court function behave in such a manner as to not embarrass TRE or reflect adversely on TRE
- E. An obligation to support all TRE functions to the best of their ability
- F. Even if a TRE member has any disagreement with any policy, procedure or directive of the Reigning Monarchs, the Board of Directors or the General Membership of TRE, an obligation to nonetheless be supportive of any such policy, procedure or directive and to follow appropriate TRE procedures to express disagreement or to attempt to change any such policy, procedure or directive
- G. In the case of the Reigning Monarchs of TRE, an obligation to, at all times behave in a professional and responsible manner so as not to embarrass TRE or reflect adversely on TRE
- H. Social Media including but not limited to Facebook, Twitter, Blogs, Text Messages, email, and all other forms of social media that may come into existence in the future. Also, this will include written or printed correspondence. Members are prohibited from using social media as a means to state unjust or unprofessional gossip, criticism, discourtesy,

or sexual harassment which contributes to reducing the morale of the membership of TRE

Failure to follow this code of conduct shall be subject to disciplinary action as outlined in the Grievance procedure in Section 24.

Section 24 – Grievance Procedure

Any person or organization, within or outside of the realm of TRE, that has any concerns regarding the actions or conduct of any Court Member including officers, Board of Directors, Reigning Monarchs, Past Monarchs, Parliament Representatives or General Membership may write a letter of grievance.

- A. A grievance must be filed in writing and submitted to the President or Secretary of the Board of Directors and be addressed to the Board of Directors
- B. The President or Secretary of the Board of Directors will acknowledge receipt of the letter, notify all parties involved within Fifteen (15) business days, and determine if the matter can be handled at the next scheduled Board of Directors meeting or if a special meeting needs to be called in accordance with the guidelines for calling special meetings.
- C. The President or the Secretary will notify the parties involved of the meeting.
- D. The grievance will be addressed during “closed session” portion of the Board of Directors meeting and the letter of grievance will be read in closed session and entered into the official record of the court.
- E. 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.
- F. The Board of Directors shall 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 session.
- G. 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.
- H. 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.
- I. Anyone and everyone involved in the closed session should refrain from discussing any matters disclosed in the closed session with any person outside of the Board of Directors of TRE.
- J. The Board of Directors may take disciplinary actions against a member as a result of a grievance. Some of the options available to the Board of Directors are:

- J.1. A member may be reprimanded either in writing or in person. The reprimand may also be made public.
- J.2. An individual's title may be suspended for no more than three (3) months. The suspension automatically expires at three (3) months and may not be renewed unless there is another grievance for a different offense filed.
- J.3. An individual's title may be forfeited (removed) permanently by the Board of Director.

Section 25 – Conflicts of interest

A. Purpose:

The purpose of this Conflict of Interest Policy is to protect the interest of the RSICTRE when it is contemplating into a transaction or agreement that might benefit the private interest of an officer or director of RSICTRE or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state laws governing conflicts of interest applicable to nonprofit and charitable organizations.

B. Definitions:

- a. Interested Person: any director, officer or member of a committee with board delegated powers who has a direct or indirect financial interest, as defined below, is an Interested Person. In addition, family members of an interested person and any entity in which 35% or more of the combined voting power (in the case of a corporation), profits interest (in case of a partnership), or beneficial interest (in the case of a trust) is owned by an interested person also is an interested person.
- b. Financial Interest: a person has a financial interest if the person has, directly or indirectly, through business, investment or family.
 - i. An ownership or investment in any entity with which RSICTRE has a transaction or arrangement.
 - ii. A compensation arrangement with RSICTRE or any entity or individual with RSICTRE has a transaction or arrangement.
 - iii. A potential ownership or investment interest in or compensation arrangement with any entity or individual with which RSICTRE is negotiating a transaction or arrangement.
 - iv. Compensation includes direct and indirect remuneration as well as gifts or favors that are substantial in nature. A financial interest is not necessarily a conflict of interest. Under Article III.B, a person who has a financial interest may have a conflict of interest only if the appropriate board of directors decides that a conflict of interest exists.

C. Procedures:

- a. Duty of disclose: in connection with any actual or possible conflict of interest,

an interest person must disclose the existence of his or her financial interest and must be given the opportunity to disclose all material facts to the directors and members of committees with board-delegated powers considering the proposed transaction or arrangement.

- b. Determining whether a conflict of interest exists: after disclosure of the financial interest and all material facts, and after any discussion with the interested person, he or she shall leave the board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee shall decide if a conflict of interest exists.
- c. Procedures for addressing the conflict of interest:
 - i. An interested person may make a presentation at the board or committee meeting, but after such presentation, he or she shall leave the meeting during the discussion of and the vote on, the transaction or arrangement involving the possible conflict of interest.
 - ii. The President of the BOD shall, if appropriate, appoint a disinterested person or a committee to obtain appropriate data as to comparable and investigate alternatives to the proposed transaction or arrangement. Appropriate data as to compensation shall include compensation data from three comparable organizations in the geographic area for similar services. Appropriate data as to a property transaction may include independent appraisals and/or offers received as part of an open and competitive bidding process.
 - iii. The BOD shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the RSICTRE's best interests. For its own benefit, and whether the transaction is fair and reasonable to RSICTRE and shall make its decision as to whether to enter into the transaction or arrangement in conformity with such determination.
- d. Violations of the Conflict of Interest Policy:
 - i. If the BOD or committee has reasonable cause to believe that a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
 - ii. If, after hearing the response of the member and making such further investigation as may be warranted in the circumstances, the BOD or committee determines that the member has in fact failed to disclose an actual or possible conflict of interest, it shall

take appropriate disciplinary and corrective action.

D. Records of Proceedings:

- a. Content of minutes: the minutes of the BOD and all committees with board-delegated powers shall contain:
 - i. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the BOD decision as to whether a conflict of interest in fact existed.
 - ii. The names of the person who were present for discussion and votes related to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection therewith.
 - iii. A description of the comparability or other data obtained and relied upon by the BOD and how that data was obtained.
 - iv. A description of the terms of the transaction that was approved and the date it was approved.
 - v. A record of the actions of members of the BOD or committee having a conflict of interest with respect to the transaction.
- b. Time for Completing Records of Proceedings: the minutes described in Article IV-A above must be prepared before the later of (1) the next BOD meeting or (2) sixty days after the final determination as to the transaction has been made.
- c. Approval of Records of Proceedings: the minutes described in Article IV-A above must be approved by the BOD that authorized the transaction as reasonable, accurate and complete within a reasonable time period thereafter.

E. Compensation:

A voting member of the BOD who receives compensation, directly or indirectly, from RSICTRE for services is precluded from voting on matters pertaining to that member's compensation. A voting member of any committee whose jurisdiction includes compensation for RSICTRE for services is precluded from voting on matters pertaining to that member's compensation. no voting member of the BOD whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from RSICTRE, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

F. Annual Statements:

Each director, principal officer and member of a committee with board-delegated powers shall annually sign a statement which affirms such person has received a copy of this conflict of interest policy, has read and understands the policy, has agreed to comply with the policy and understands RSICTRE is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

G. Periodic Reviews:

To ensure RSICTRE operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, including the following subjects:

- a. Whether compensation arrangements and benefits are reasonable, based on competent survey information and the result of arm's length bargaining.
- b. Whether partnerships, joint ventures and arrangements with management organizations conform to RSICTRE written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in increment, impermissible private benefit or in an excess benefit transaction.

H. Use of Outside Experts:

When conducting the periodic reviews as provided for in Article VII, RSICTRE may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the BOD of its responsibility for ensuring periodic reviews are conducted.

Section 26 – Funds and Accounts

The Texas Riviera Empire deals with cash designated funds for several different accounts.

The following assist with the organization of these funds.

TRE shall maintain at least one (1) checking account and one (1) savings account. These accounts should be fee free. (if the current bank begins to charge a fee, the Treasurer will be responsible for researching other banking institutions to obtain the lowest fees possible). Other checking and saving accounts may be opened and maintained at the discretion of the Board of Directors. Any online financial account maintained on behalf of TRE (Online banking access, PayPal, Venmo, etc.) shall use the Fundraising@texasrivieraempire.org email address and the entire Executive Board shall be provided all login information (username, password, security questions, etc.) The entire Executive Board will be signatories on the checking account.

A.

B. Funds: the following incoming/outgoing funds will be maintained as separate accounts in the bookkeeping:

- a. **Reign Charities** – This account will be related to the funds that are benefiting the charities chosen by the Reigning Monarch(s).
- b. **Lovin Spoonful** – This account is for all monies related to Christmas in July and

Christmas for the Kids and other direct benefits for Lovin Spoonful.

- c. **Communities in Schools** – By Proclamation of Emperor 22 Nelda Canales, the annual Decade Show is a direct benefit for Communities in Schools (CIS). This account is for all monies related to this and other direct benefits for CIS.
- d. **Coastal Bend Wellness Foundation (CBWF)** – By Proclamation of Emperor 21 Gilbert Gomez, the annual Red Party to benefit CBWF and by Proclamation of Emperor 20 John Nolan, the annual Fish Fry is to benefit the Breast Cancer program held under CBWF. This account is for everything related with these two (2) events and any other direct benefit for CBWF.
- e. **The Audit Fund Account** -This account is for all monies raised to pay for the Audit required every third year by the Bylaws. This fund shall be carried over reign to reign.
- f. **The General Fund** – 20% of all fundraisers are to be designated into this account. All membership dues by non-monarchs shall be deposited into this account.
- g. **Regalia Fund (a sub account of the General Fund)** – All College of Monarchs membership dues, all candidate application fees, and all funds from the annual Pin Show are to be deposited into this account. This account is used to purchase the Crowns/Jewelry for the stepping down Monarch(s) and for the active 5 year and 10 year anniversary Monarch(s). Also, the gifts (usually pins) given by the Monarch(s) at their step-down coronation.
- h. **Promotional/Public Relations Fund (a sub account of the General Fund)** – This account is used for the Reigning Monarch(s) to promote their step-down coronation.
- i. **Hospitality Fund (a sub account of the General Fund)** – This account is used for providing items for hospitality held during Coronation.
- j. **Program Book (a sub account of the General Fund)** – This account is used for incoming monies for ads in our program book and to pay for the cost of printing our coronation program book. Any monies left over after the printing of our coronation program book will be transferred to the main account of the General Fund.
- k. **Coronation (a sub account of the General Fund)** – This account is used for all incoming monies from ticket sales related to Coronation Weekend and to pay out all related coronation expenses.

Appendix 1

Monarch's Oath
OATH OF OFFICE

Royal, Sovereign and Imperial Court of the Texas Riviera Empire, Inc.

I, (state your name) do solemnly swear to preserve and protect the integrity, dignity and unity of the Royal Sovereign and Imperial Court of the Texas Riviera Empire, Inc. of Corpus Christi, Texas. I will faithfully perform the duties of the office of Emperor/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, and Standard Operating Procedures of the Royal Sovereign and Imperial Court of the Texas Riviera Empire, Inc. of Corpus Christi, 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 _____

Printed _____

Witness _____

Date _____