

Constitution and General Laws of the Imperial Court

*An Auxiliary of the Ancient Egyptian Arabic Order Nobles Mystic Shrine of
North and South America and Its Jurisdictions, Inc.*



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Imperial Court, an Auxiliary of the A.E.A.O.N.M.S., Inc.

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PART I
THE CHARTER

ARTICLE I

THE CHARTER

The Imperial Court Daughters of Isis
August 27th, 1926
As Amended August 24th, 1956

Ku Wat Wa Ghadob
Es Salaam Aleikum Aleikum Es Salaam

Imperial Council

Ancient Egyptian Arabic Order Nobles Mystic Shrine of North and South America and Its Jurisdictions, Inc.

Be it ordained: That we, The Imperial Council of the Ancient Egyptian Arabic Order Nobles Mystic Shrine of North and South America and its Jurisdiction, in ample form assembled at the Grand Oasis, according to the Ancient Constitution established at Mecca, Arabia in the year of Hegira 25, A.D., 656, by Mohammedan Kalif Alee, the Son-in-Law of the Prophet Mohammed (His name be Praised) and the Regulations and Constitution of the Order of America, adopted in solemn convention at the City of Philadelphia, in the State of Pennsylvania on the twelfth day of December, A.D. 1900, ordain that pursuant to the chivalry so characteristic to the Nobles of the Mystic Shrine, side degrees must be conferred upon the wives, mothers, widows, daughters and sisters of members of the Nobility in order to establish that social relation which binds together members of the Mystic Shrine by the nearest and dearest ties and bestows upon the females that assistance and protection due from the Nobles of the Mystic Shrine to them; and for that purpose, we hereby establish an "IMPERIAL COURT, DAUGHTERS OF ISIS" AS AN AUXILIARY BODY FOR THE WIVES, MOTHERS, WIDOWS, DAUGHTERS AND SISTERS OF THE NOBLES OF THE MYSTIC SHRINE UNDER THE JURISDICTION OF THIS IMPERIAL COUNCIL.

THEREFORE, We do, By These Present and for sundry good and sufficient reasons of aforesaid, and causes, thereunto moving and reposing special confidence in the integrity, skill and ability of the following Daughters of the Order of Isis, to wit:

Elizabeth Graves, Chicago, IL; Anna Berry, Boston, MA; Alice Phillips, New York, NY; Lillian Powel, Jacksonville, FL; Elizabeth Mims, Kansas City, KS; Maud Johnson, Lincoln, NE; Agnes E. Goldstein, Pittsburgh, PA; Harriet B. Sherwood, St. Paul, MN; Sallie M. Stockton, Washington, DC; Idella M. Dean, Memphis, TN; Celia Johnson, Kansas City, MO; together with all their associates and successors, constitute them into a Grand Court, Daughters of Isis by the Name and Style. "IMPERIAL COURT, DAUGHTERS OF ISIS" TO TAKE RANK, DATE AND PRECEDENCE FROM THE 27TH DAY OF AUGUST, A.D., 1926 AND WE DO APPOINT, AUTHORIZE AND EMPOWER: Elizabeth Graves, I.G.C.; Anna Berry, 1st Lieut. G.C.; Alice Phillips, 2nd Lieut. G.C.; Lillian Powell, G.H.P.; Elizabeth Mims, 1st C.D.; Maud Johnson, 2nd C.D.; Agnes E. Goldstein, I.G.

Treasurer; Harriet E. Sherwood, I.G. Secretary; Sallie M. Stockton, G.O.G.; Idella M. Dean, G.I.S.; Celia Johnson, G.O.S.; their successors and associates together with a constitutional number of Daughters of Isis from time to time, and at all times hereafter, to open and hold an Imperial Court, Daughters of Isis and to hold annual sessions at the same time and place THIS IMPERIAL COUNCIL OF THE A.E.A.O.N.M.S. of North and South America and its Jurisdictions holds its annual sessions; and to elect and install officers at such annual session.

And, we do hereby give and grant said Imperial Court, Daughters of Isis full power to elect and install its officers annually; to organize, establish and charter Subordinate Courts of the Order of Isis, and to make laws for the government of itself and its Subordinate Courts, which said Laws shall NOT BE MODIFIED OR AMENDED BY THIS IMPERIAL COUNCIL AT PLEASURE.

And further, we do hereby invest said Imperial Court with full power and authority to do and perform all and every such act and thing appertaining to an Imperial Body, not inconsistent with the Laws of this Imperial Council, and which ought to be done for the furthering of the highest and best interests of the Daughters of Isis and the Subordinate Courts thereof, recognizing and acknowledging the Imperial Potentate of this Imperial Council as the SUPREME HEAD AND AUTHORITY of the Order with FULL POWER TO SUPERVISE THE AFFAIRS OF SAID IMPERIAL COURT, otherwise this Charter and all the powers to CEASE AND BE OF NO FURTHER EFFECT.

IN WITNESS THEREOF THE IMPERIAL COUNCIL has caused its name to be subscribed and its Mystic Seal to be affixed this 27th day of August, A.D., 1926.

IMPERIAL COUNCIL, ANCIENT EGYPTIAN ARABIC ORDER NOBLES MYSTIC SHRINE OF NORTH AND SOUTH AMERICA AND ITS JURISDICTIONS.

Attested:	(Signed) CAESAR R. BLAKE, JR. Imperial Potentate
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(Signed) L. WILLIAMS Imperial Recorder	(Signed) S.S. RICHARDSON Imperial Oriental Guide
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(Signed) HARRY KNIGHT Imperial Deputy Potentate	(Signed) CLARENCE W. BAXTER Imperial Chief Rabban
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(Signed) A.W. BRAZIER Imperial High Priest & Prophet	(Signed) I.B. BRADBURY Imperial Assistant Rabban
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PART II

CONSTITUTION OF THE IMPERIAL COURT

PREAMBLE

SECTION 1: *The Imperial Court*, an Auxiliary of the Ancient Egyptian Arabic Order Nobles Mystic Shrine of North and South America and Its Jurisdictions, Incorporated possessing the inherent authority to recommend changes to this constitution, the bylaws, rules and regulations for its membership, to ensure the peace and prosperity and the general good of the Daughters. The Imperial Potentate of this Imperial Council as the supreme head and authority of the Order with full power to supervise the affairs of said Imperial Court.

SECTION 2: *The original charter* ordained the “Imperial Court Daughters of Isis,” however, due to the current state of affairs concerning the word “Isis,” until otherwise directed, our Daughters shall be referred to as the Imperial Court, an Auxiliary of the Ancient Egyptian Arabic Order Nobles Mystic Shrine of North and South America and Its Jurisdictions, Incorporated and/or Court Name_____ and Court Number_____, a Constituent Court of the Imperial Court.

ARTICLE I

NAME AND STYLE

SECTION 1: *This organization* shall be known by the name and style: THE IMPERIAL COURT, AN AUXILIARY OF THE ANCIENT EGYPTIAN ARABIC ORDER NOBLES MYSTIC SHRINE OF NORTH AND SOUTH AMERICA AND ITS JURISDICTIONS, INCORPORATED.

SECTION 2: *The government of the Order* is hereby vested in an Imperial Court, under the name and style: IMPERIAL COURT, AN AUXILIARY OF THE ANCIENT EGYPTIAN ARABIC ORDER NOBLES MYSTIC SHRINE OF NORTH AND SOUTH AMERICA AND ITS JURISDICTIONS, INCORPORATED.

ARTICLE II

PURPOSE

SECTION 1: *The purpose* of this organization shall be to:

- A. Unite, in one common bond of friendship, the Mother, Wife, Sister, Daughter, Widow, Granddaughter, Niece and Legal Adoptee of all Nobles of the Mystic Shrine.

- B. Further give true expression fraternally to the ancient tradition of the Order;
- C. Practice charity and benevolence;
- D. Promote general welfare; and
- E. Inculcate honor and integrity as symbolized in the Legend of the Egyptian Queen “The Goddess Isis”

ARTICLE III MEMBERSHIP

SECTION 1: Prerequisites for Membership in the Order. A satisfactory background check is required before creation. A felon cannot become or remain a member of a Court without having her civil rights restored. All persons must be created a member through a Constituent Court. To become a member, one must be born a female, and at least eighteen (18) years of age. She must also be a:

- A. Wife, mother, daughter, sister, niece or granddaughter of a member in good standing in a Constituent Temple of the Ancient Egyptian Arabic Order Nobles Mystic Shrine; or
- B. Mother, daughter, sister, niece or granddaughter of a member in good standing in a Constituent Court of the Imperial Court; or
- C. Widow, mother, daughter, sister, niece or granddaughter of a deceased Noble, who at the time of his demise, was a member in good standing in a Constituent Temple of the Ancient Egyptian Arabic Order Nobles Mystic Shrine of North and South America and Its Jurisdictions, Incorporated; or
- D. Mother, daughter, sister, niece or granddaughter of a deceased Daughter, who at the time of her demise, was a member in good standing in a Constituent Court of the Imperial Court; or
- E. Adoptee, whose adoptive status must have been attained by legal proceedings in a court of competent jurisdiction before the age of eighteen (18). Any person eighteen (18) or older is not eligible for membership under the adoptee status; or
- F. Is or was a member of an Eastern Star Chapter of Prince Hall Affiliation or is or was a member of the Heroines of Jericho in those jurisdictions where the Heroines of Jericho is the adoptive body of the Most Worshipful Prince Hall Grand Lodge which traces their lineage to African Lodge No. 459, of Boston, Massachusetts, and no other; or
- G. Healing a member of a non-Prince Hall female auxiliary to a Shrine organization, regardless of its stated name, shall be eligible for membership in a Constituent Court

upon proving to its satisfaction that she:

1. Is or was a member in good standing in such organization and possesses the same qualifications as those belonging to a Constituent Court of the Imperial Court.;
2. Files a petition for membership and is found to be favorable by the investigation committee;
3. Undertakes a course of instruction given by the Court's orientation or indoctrination committee; and
4. Takes a sworn obligation of renunciation and fealty in accordance with procedural guidelines approved by the Imperial Court.

SECTION 2: Members of the Imperial Court. Membership in the Imperial Court shall consist of:

- A. Its Imperial Officers (elected and appointed), its Past Imperial Commandresses (Actual and Honorary), its Past Illustrious Commandresses and its Honorary Past Commandresses, all of whom must maintain membership in good standing in a Constituent Court;
- B. Its Illustrious Commandresses and Lieutenant Commandresses of chartered Courts, or their legal representatives; each of whom shall have one (1) vote on all questions before the Imperial Court, all of whom must maintain membership in good standing in a Constituent Court; and
- C. Such other officers as the Imperial Court may hereafter create.

ARTICLE IV POWER, AUTHORITY AND DUTIES OF THE IMPERIAL COURT

SECTION 1: *The Imperial Court* claims and possesses such authority as is conferred upon it by the charter granted by the Imperial Council, Ancient Egyptian Arabic Order Nobles Mystic Shrine, on the 27th day of August, 1926; and claims and possesses no other, nor further authority, recognizing and acknowledging the Imperial Potentate of the Imperial Council, Ancient Egyptian Arabic Order Nobles Mystic Shrine of North and South America and Its Jurisdictions, Incorporated, as the Supreme Head and authority of the Order, with full authority to supervise the affairs of said Imperial Court, in person or by proxy.

SECTION 2: *By virtue of such authority*, this Imperial Court shall;

- A. Have authority to make such rules and regulations as shall be necessary and proper to accomplish the purpose of the Order;
- B. Establish a uniform mode of works and lectures within the usage and custom of the Imperial Court;

- C. Have the sole authority to confer the honorary titles of the Order;
- D. Establish and maintain any charity for the relief of distressed members and their families;
- E. Have the authority and original jurisdiction to hear and decide all charges and complaints against the members of the Order for violation of the laws, edicts, rules, and regulations of the Imperial Court, or for violation of the moral laws, or for any offense which tends to degrade or lower the standards of the Order, or to violate one's Oath and Obligation;
- F. Determine the rules of its proceedings; after due process, may reprimand, suspend, or expel any member from its own body for a violation of the Constitution, Bylaws, and Regulations, or for any other dishonorable act; and may suspend or expel any accused person after trial, upon appeal;
- G. Grant dispensations and charters for holding Constituent Courts, with the right to therein confer the Creation of the Order. When deemed expedient, it may annul, revoke, or suspend any dispensation or charter;
- H. Settle all controversies that may arise within any Constituent Court chartered by the Imperial Court or any Court under dispensation;
- I. Make and adopt general laws and regulations for the government of the several Courts under its jurisdiction and alter, amend or repeal the same in the manner and form as herein to be set forth;
- J. Have authority to assess and collect annually from Constituent Courts under its jurisdiction, such sums of money as may be provided by law and found necessary for the support and maintenance of the Imperial Court for the purpose of maintaining and protecting the Order, or for any legitimate business or project that may be legally fostered by the Order;
- K. Have jurisdiction over all subjects of legislation and administration. It has appellate jurisdiction from the decisions and acts of Constituent Courts; it has jurisdiction over its members, and its enactments and decisions upon all questions shall conform to the customs and traditions of the Order, and shall be the law of the Order, unless appeal shall be taken from there to the Imperial Council;
- L. Have the power, authority and jurisdiction to try an Imperial Court Divan member, an Illustrious Commandress or Constituent Court Member for the violation of the laws, edicts, rules, and regulations of the Imperial Court, for the violation of the moral laws, or for the commission of any dishonorable offense, and upon conviction after trial, to inflict such punishment, as appears just and proper, which may be either expulsion, suspension or reprimand; and

- M. Have power and authority to remove an Illustrious Commandress, or any other officer, of a Constituent Court, from office. All expenses of a trial of an Illustrious Commandress, when charges are preferred by a Constituent Court, shall be borne by the Court of which she is a member. All such judgments and sentences, however, are subject to the approval of the Imperial Potentate and or the Imperial Council.

SECTION 3: Duties of the Imperial Court. It shall be the duty of the Imperial Court to:

- A. Consider and review, at each annual session, the reports and actions of its Imperial Officers, for the past year, as well as those of the several Courts under its jurisdiction;
- B. Consider and review, at each annual session, the state of its finances, and shall cause a true audit of its records and books of account to be made, and a plain and understandable explanation of each item thereof made to the representatives in annual session; such audit shall contain a separate and itemized accounting of each officer, and each department of the Imperial Court;
- C. Keep a record of its proceedings, and publish the same annually; electronically and/or on paper.
- D. Employ and adopt the seal of the Imperial Court, as it now appears in design and fashion as the Seal of the Order; and
- E. Make to the Imperial Council, through its Imperial Recordress, an annual report of its works and condition.
- F. The Imperial Court may grant dispensations and charters to Constituent Courts of the Imperial Court with the right to confer creations of the order, and when deemed expedient, may annul, revoke or suspend any dispensation or charter. Al Muhaymin (the protector) Court No. 300 is hereby officially established Holding Constituent Court for this Imperial Court. This Constituent Court is under exclusive control of the Imperial Court Divan. The location of this Constituent Court is the official headquarters in Memphis, TN. The elected officers shall be the Imperial Court Divan.

ARTICLE V

OFFICERS OF THE IMPERIAL COURT

SECTION 1: The elected officers of the Imperial Court shall be:

- A. Imperial Commandress
- B. Deputy Imperial Commandress
- C. Imperial First Lieutenant Commandress

D. Imperial Second Lieutenant Commandress

E. Imperial High Priestess

F. Imperial Oriental Guide

G. Imperial Treasurer

H. Imperial Recordress

I. Imperial First Ceremonial Daughter

J. Imperial Second Ceremonial Daughter

K. Imperial Inside Spy

L. Imperial Outside Spy

SECTION 2: The appointed officers of the Imperial Court shall be:

A. Imperial Marshal

B. Imperial Assistant Recordresses

C. Imperial Directresses

D. Imperial Deputies

E. Imperial Legal Directress

F. The Imperial Commandress may select anyone (not necessarily a Past Commandress) to serve in an appointed position that requires special skills, e.g., musicians, security, transportation, etc.

G. Any Past Commandress, actual or honorary, is eligible to be appointed to a position in the Imperial Court.

SECTION 3: Eligibility of Officers of the Imperial Court.

A. Any Actual Past Illustrious Commandress, who is in good standing in her Constituent Court, which is under the jurisdiction of this Imperial Court, and who is a contributing member thereof, is eligible to be elected to any office of this Imperial Court, except that of Imperial Commandress. In order to be eligible for Imperial Commandress one must have served as Deputy Imperial Commandress, Imperial First Lieutenant Commandress or Imperial Second Lieutenant Commandress. An Actual Past Illustrious Commandress is one who has been duly elected, installed, and served her Constituent Court and has received the

Imperial Court's Past Commandress Exaltation.

- B. The Imperial Treasurer, Imperial Recordress, Imperial Auditors Committee, and Imperial Grievance and Appeals Committee are eligible for re-election. Elected Officers, other than those officers and committees mentioned above; are not eligible for re-election to any office, which they have served for two (2) consecutive years.
- C. No one shall be eligible for the office of Imperial Commandress who has not been elected and installed as an Imperial Officer of the Imperial Court, but anyone qualified as a Past Illustrious Commandress shall be eligible to hold any other office in the Imperial Court.
- D. Elected committee members do not have to be an Actual Past Commandress or Honorary Past Commandress.
- E. An Illustrious Commandress is ineligible to hold any elected or appointed office in the Imperial Court during her tenure as Illustrious Commandress.

SECTION 4: Other Officers. The authorities and duties of all other elected Imperial Court officers shall be declared and defined in the Constitution and General Laws.

SECTION 5: Installation. The officers-elect shall be installed prior to the ritualistic closing of the annual session in which they were elected and shall hold office until their successors are elected and installed.

- A. An officer-elect is ineligible to perform any duty of the station to which she is elected until she has been duly installed.
- B. The Imperial Advisor or his designee shall install all elected Imperial Officers.

SECTION 6: Past Elected Imperial Officers. Past Elected Imperial Officers shall be styled by the name of the highest office held, with the "Past" prefix thereto.

SECTION 7: Vacancies.

- A. In case of disability, absence, or death of the Imperial Commandress, her duties shall devolve first to the Deputy Imperial Commandress, then to the Imperial First Lieutenant Commandress, then to the Imperial Second Lieutenant Commandress, or to that one officer present and able to serve, who is the highest in rank, according to the order named in the Constitution and General Laws.
- B. All such vacancies in the other offices of the Imperial Court shall be filled by appointment by the Imperial Commandress. The appointee shall serve until the next regular session of the Imperial Court, or until released by the Imperial Commandress.

ARTICLE VI

IMPERIAL COURT SESSION

SECTION 1: Annual Session. The Imperial Court shall convene annually at such time and place as shall have been determined by the Imperial Council, Ancient Egyptian Arabic Order Nobles Mystic Shrine of North and South America and Its Jurisdictions, Incorporated.

SECTION 2: Notice to Constituent Courts. Notices of the Annual Session of this Imperial Court shall be issued to the Constituent Courts at least ninety (90) days following the previous session, unless the date is not known to the Imperial Commandress. Thereafter, notice shall be given within forty-eight (48) hours of receipt.

SECTION 3: Quorum. The representatives of one-third (1/3) of the chartered Constituent Courts shall constitute a quorum for the transaction of business of any annual session of the Imperial Court. These representatives must be qualified, as prescribed by the Constitution and General Laws.

SECTION 4: Emergency Quorum. In case of any emergency, when the representatives of one-third (1/3) of the Constituent Courts cannot meet, the representatives of one-sixth (1/6) of the chartered Constituent Courts, may open and close the Imperial Court, from day-to-day, for three (3) consecutive days.

SECTION 5: Special Sessions. Special sessions may be called by the Imperial Commandress, with the approval of the Imperial Potentate, in case of an emergency. No business shall be transacted at a special session, except that stated in the call for such session.

SECTION 6: Order of Business. At special sessions, the order of business shall be such as the Imperial Commandress may direct.

ARTICLE VII

IMPERIAL COURT DIVAN POWERS, AUTHORITY AND DUTIES

SECTION 1: Composition and *The affairs of the Order* will be administered by the Imperial Court Divan. The Imperial Court Divan shall be composed of the following:

- A. Imperial Commandress
- B. Deputy Imperial Commandress
- C. Imperial First Lieutenant Commandress
- D. Imperial Second Lieutenant Commandress
- E. Imperial High Priestess

- F. Imperial Oriental Guide
- G. Imperial Treasurer
- H. Imperial Recordress
- I. Imperial First Ceremonial Daughter
- J. Imperial Second Ceremonial Daughter
- K. Imperial Inside Spy
- L. Imperial Outside Spy

Imperial Court Divan Powers, Authority and Duties

SECTION 1: *When the Imperial Court is NOT in session*, the Imperial Court Divan shall handle the affairs of the Imperial Court and shall have the following duties and authority:

- A. At all regular meetings, they shall review and critically evaluate the business affairs, programs and projects of the Imperial Court. Failure to comply with a decision of the Imperial Court Divan shall result in sanctions up to and including removal from office until the next annual session or for a lesser time.
- B. To take protective action as may be necessary to defend the organization from any and all actions that may be deemed detrimental to its welfare. These actions will require a roll call vote.
- C. To report to the Imperial Court the actions taken by the Imperial Court Divan concerning matters regarding the welfare and benefit of the Order.
- D. To retain the services of:
 - 1. Convention Directress; said Directress shall be responsible to the Imperial Court Divan for managing all affairs relating to the annual Imperial Court convention. Further, said Directress shall report all activities concerning said convention to the Imperial Court Divan. Selection and retention of said officer shall be at the sole discretion of the Imperial Court Divan.
 - 2. Legal Directresses: said Legal Directresses shall be responsible to the Imperial Court Divan for rendering legal opinions on matters presented by the Imperial Court Divan. Said Legal Directresses are the direct legal representatives to the Imperial Court Divan. Selection and retention of said officers shall be at the sole discretion of the Imperial Court Divan.
 - 3. Certified Public Accountant; said Certified Public Accountant shall be responsible to the Imperial Court Divan for rendering all reports and findings to each member of the Imperial Court Divan. Selection and retention of said officer shall be at the sole discretion of the Imperial Court Divan.
 - 4. Consultant: Said Consultant shall be responsible to the Imperial Court Divan

for assisting committees with solving and attaining their goals. They must have knowledge, training, expertise and excel in problem solving in the area their services are required. Selection and retention of said Consultant shall be at the discretion of the Imperial Court Divan.

Regular Meetings

SECTION 1: *The regular meetings* of the Imperial Court Divan shall be held in January and June of each year.

Special Meetings

SECTION 1: *Special meetings* shall be called at the request of any five (5) members of the Imperial Court Divan, addressed in writing to the Imperial Recordress at least twenty (20) days prior to the date of the meeting. All such meetings shall be held in Memphis, TN, or such other place as may be designated by the Imperial Commandress with the consent of a majority of the Imperial Court Divan. The majority, however, may designate an alternate location. The expense for this meeting shall be borne by the Imperial Court. The Imperial Recordress shall communicate in writing or electronically, notices of all meetings, regular or special, to all members of the Imperial Court Divan to arrive not later than fifteen days prior to the meeting.

SECTION 2: *A majority of the Imperial Court Divan* shall constitute a quorum for the transaction of business, and all questions shall be decided by a majority vote of the members present.

Reports

SECTION 1: *The Imperial Recordress*, within thirty (30) days after each meeting of the Imperial Court Divan, shall make a report to each Constituent Court and each elected Imperial Court Officer of all transactions, and the Imperial Court Divan shall make a full report of all of its transactions to the Imperial Court at each Annual Session.

Records

SECTION 1: *The Imperial Recordress* shall keep an accurate written record of all Imperial Court Divan meetings, together with all business transactions. (digital, electronic or legible plain paper)

Indemnification

SECTION 1: *Each Imperial Officer*, directress, agent, employee or volunteer of the Imperial Court serving as such on behalf of the Imperial Court shall be indemnified by the Imperial Court against any claims or suits arising out of the performance of her duties. This indemnification applies, if at the time of the alleged occurrence, she acted in good faith and in a manner, which she reasonably believed to be in the best interests of the Order.

Annual Session

SECTION 1: *The Imperial Court* shall convene annually on the third Monday in August of each year.

ARTICLE VIII

IMPERIAL COMMANDRESS DUTIES AND AUTHORITY

SECTION 1: *The Imperial Commandress has the authority:*

- A. To issue dispensations and to exercise executive functions of the Imperial Court when the Imperial Court is out of session.
- B. To recommend Daughters for the honorary titles of the order, which shall be conferred except by negative vote of two-thirds of the Imperial Court. The Imperial Court shall vote on all recommendations.
- C. To command every Imperial Court Officer, and every officer of Constituent Courts, and to call upon any of them for information, advice and assistance on business relative to the Order.
- D. In person or by representative, to constitute new Courts and create Daughters on sight.
- E. To appoint Imperial Deputies for each Desert and for each Oasis and such other entities which may require the appointment of Deputies; to appoint the Imperial Directresses and Deputies of the several departments of the Imperial Court and members of such other boards and committees as the Imperial Court may create. The listing of these appointments should be released to the Imperial Court Divan by November thirtieth (30) for their review. The final product should be published and mailed by December Thirty-First (31).
- F. To appoint special Committees when and wherever deemed necessary.
- G. To issue edicts and proclamations affecting the Imperial Court, such edicts or proclamations terminate upon the expiration of the issuing Imperial Commandress term of office.

SECTION 2: *When the Imperial Court is not in session*, all critical decisions affecting the Imperial Court, such as, creating Imperial Departments, major financial expenditures above \$5,000.00, etc. will require a majority vote of the Imperial Court Divan and the approval of the Imperial Potentate.

SECTION 3: *With majority consent of the Imperial Court Divan*, she has the authority to act in the following manner:

- A. To decide all questions of usage, order and law so far as the same pertains to the Order.
- B. To convene any Constituent Court within the jurisdiction in person or by deputizing a person to preside, inspect the records and require the Court's conformity to the rules, laws, and traditions of the Imperial Court.
- C. To suspend the charter of any Constituent Court when she may deem it necessary with the approval of a majority of the Imperial Court Divan.
- D. She may remove from office, until the next succeeding session of the Imperial Court or for a lesser time, any non-elected officer of the Imperial Court, or any officer of a Constituent Court, and any Daughter for a violation or disobedience of the Constitution, laws and edicts of the Imperial Court, or her own edicts. Provided however, an elected officer or elected committee member of the Imperial Court may only be removed from office with the approval of a majority ballot of the voting members of the Imperial Court Divan and the approval of the Imperial Potentate.
- E. The Imperial Commandress shall have the authority to organize new Courts.
- F. To cause the Ancient traditions of the Order to be observed.

ARTICLE IX

RULES OF ORDER OF THE IMPERIAL COURT

SECTION 1: The roll call of officers and Constituent Courts shall be called at the opening of each day's meeting of the Annual Session, and no business shall be transacted unless a quorum is present.

SECTION 2: All resolutions shall be submitted in writing before there shall be any debate upon them; as shall all motions, if the Imperial Commandress or the representative of any Constituent Court desires it.

SECTION 3: All matters in the Imperial Court are to be decided by vote, each member having one vote only, unless the question is taken by ballot or by calling of Constituent Courts, when, if any member is entitled to more than one vote, as the representative of a Constituent Court, she may give them. Except that motions to be voted on in the general sessions via voice, show of hands, or standing by the membership will be decided by majority vote of all registered Daughters present. A motion for a division of the house to exclude the general membership from voting will be declared out of order by the Imperial Commandress or presiding officer.

SECTION 4: The Imperial Commandress shall order a roll call of Constituent Courts on all questions on which the Constitution or Bylaws of the Imperial Court require a vote of yeas and nays, and on any other questions, when such vote is demanded by the representative of ten (10) Constituent Courts.

SECTION 5: Each member shall vote on all questions, except when she is personally interested, unless specifically excused by the Imperial Commandress.

SECTION 6: No member shall speak more than twice on the same question, unless in explanation, without the permission of the Imperial Commandress.

SECTION 7: Each member who speaks shall rise and remain standing, addressing herself to the Imperial Commandress; No member shall interrupt the speaker, except on a point of order.

SECTION 8: When a question is under debate, no motion shall be received, except to commit, amend, or lay on the table.

SECTION 9: A motion to amend, until decided, shall preclude all other amendments of the main question.

SECTION 10: Any member may call for a division of the question when the same will admit it.

SECTION 11: No motion, which totally changes the subject matter on which the original motion was intended to operate, shall be admitted under color or amendment, as a substitute for the motion under debate.

SECTION 12: No member, except one of the majority, which decided upon the question, shall be allowed to move for reconsideration.

SECTION 13: After a motion is stated by the Imperial Commandress, it shall be deemed to be in possession of the Imperial Court, but may be withdrawn by the maker at any time before decision or amendment.

SECTION 14: All motions and reports may be committed at the pleasure of the Imperial Court.

SECTION 15: While the Imperial Commandress is addressing the Imperial Court, or putting a question, or a member speaking, no member shall entertain any private discourse, nor pass between the speaker and the chair.

SECTION 16: All communications, petitions, appeals, resolutions, propositions, and motions shall be encouched in decent and respectful language, or they shall not be entertained in the Imperial Court.

SECTION 17: In all elections, where there are more than two (2) candidates, and no candidate receives a majority vote on the first ballot, additional balloting shall be called for the two candidates receiving the highest vote on the first ballot until a winner is determined.

ARTICLE X AMENDMENTS

SECTION 1: Amendments to the Constitution. This Constitution may be altered or amended at an Annual Meeting of the Imperial Court in the following manner:

- A. Any proposed amendment, modification of the Constitution, Bylaws or any part or provision thereof, must be submitted in writing and shall be entered upon the minutes of that meeting.
- B. To be considered timely for action, any amendment must be submitted to the Imperial Recordress at least ninety (90) days prior to the annual session of the Imperial Court. The Imperial Recordress shall within thirty (30) days mail copies of the proposed alteration or amendment to the Constituent Courts and the Imperial Court Divan.
- C. It may be adopted by a vote of three-fourths (3/4) of those present at that meeting.
- D. However, such amendment may be submitted, read, and voted upon by a vote of three-fourths (3/4) of the members present at the next day's session.

SECTION 2: Approval by the Imperial Council. No amendment to the Constitution, Bylaws and Regulations of the Imperial Court shall be effective until approved by the Imperial Potentate. Any amendment, law, or rule of the Imperial Court conflicting with the Constitution and General Laws, Bylaws, or Regulations of said Imperial Council shall be null and void.

SECTION 3: When Revised Laws Take Effect. Revised Constitution and Bylaws shall take effect at the close of the Imperial Court session, at which they are approved by the Imperial Council.

PART III

IMPERIAL COURT BYLAWS

ARTICLE I ANNUAL SESSION

SECTION 1: Pre-session. On the Sunday immediately preceding each Imperial Court session, the Imperial Commandress shall hold a conference of all Illustrious Commandresses and Constituent Court representatives, Imperial Deputies for the Desert and Imperial Deputies for the Oasis, Imperial Directresses and Chairpersons. Any Daughter registered at the Imperial Court session may also be in attendance at this meeting. Proceedings, proposed budget, etc., may be made available during this conference.

SECTION 2: Resumes of candidates. Resumes of candidates for elected offices may be

made available to the membership any time prior to and during the annual session.

SECTION 3: Clothing and Jewels. The elected officers of the Imperial Court shall, at the opening of the annual session, wear the ceremonial robes appropriate to their several stations.

A. The ceremonial robes shall be made of materials selected by the Imperial Court Divan. Their design shall be consistent with Egyptian apparel, and are described as follows:

1. Imperial Commandress - Purple Robe with Gold Collar.
2. Deputy Imperial Commandress - Gold Robe with Purple Collar.
3. Imperial First Lieutenant Commandress - Red Robe with Red Collar.
4. Imperial Second Lieutenant Commandress - Blue Robe with Blue Collar.
5. Imperial High Priestess - White Robe with White Collar.
6. Imperial Oriental Guide - Green Robe with Green Collar.
7. Imperial Treasurer and Imperial Recordress – Gold Robes with Gold Collar.
8. Imperial First and Second Ceremonial Daughters - Red Robes with Green Bodices and Red Collars.
9. Imperial Inside and Outside Spies - Green Robes with Red Bodices and Green Collars.
10. Imperial Auditors Committee - Fuchsia Robes with Fuchsia Collars.
11. Imperial Grievance and Appeals Committee – Lavender Robes with Lavender Collars.
12. Imperial Marshal - Gray Robe with Gold Collar.
13. Actual Past Imperial Commandresses - Purple Robes with Gold Trim.

B. The wearing of collars is restricted to the following Daughters: Imperial Court Divan; Actual Past Imperial Commandresses; Imperial Auditors Committee, Imperial Grievance and Appeals Committee, Imperial Marshals; Directresses and Deputies for Departments; Deputies for the Deserts; Deputies for the Oases; Past Commandresses; Honorary Past Commandresses; Honorary Past Imperial Commandress; Coordinators; Chairpersons and members of standing committees of the Imperial Court; Past Appointed Imperial Officers having served the Imperial Court at least five (5) years; and elected Imperial Officers having attained “Emeritus” status.

C. Collars are under the full control of the Imperial Court, regardless of the purchaser.

1. Collars of the Actual Past Imperial Commandresses are presented to them for their meritorious service, thereby making them the custodians of their respective collars.
2. Collars of the elected Imperial Officers are purchased by the Imperial Court.
3. Collars of the Deputies for the Desert and Deputies for the Oasis are purchased from the Imperial Court by their respective Deserts or Constituent Courts.

NOTE: Collars listed below require an approved Application

4. Service Collars (Gold and White) for appointed Imperial Officers who have served the Imperial Court at least five (5) years shall be purchased
5. Actual Past Illustrious Commandress Collar (Purple) shall be purchased
6. Honorary Past Commandress Collar (Purple and White) shall be purchased from the Imperial Court.

7. Honorary Past Imperial Commandresses Collar (Purple and White with attached Key)
8. Appointed Imperial Directresses (Gold Collars)
9. Deputy Imperial Directresses are responsible for purchasing their own collars (Gold) under the authority of the Imperial Court. Once your patent has expired you will be required to purchase a collar bar which attached to the collar denotes that you are now a Past Deputy Imperial Directress.

D. Collars are not to be worn to funerals or memorial services.

E. Collars of Actual Past Imperial Commandress.

SECTION 4: Insignia of Officers of the Imperial Court and Constituent Courts.

- A. The insignia of the Imperial Commandress shall be five (5) embroidered gold suns aligned on the bottom center front of the Fez.
- B. The Deputy Imperial Commandress shall be designated by four (4) embroidered gold suns aligned on the bottom center front of the Fez.
- C. All other elected Imperial Officers shall be designated by three (3) embroidered gold suns aligned on the bottom center front of the Fez.
- D. The Imperial Auditors Committee and the Imperial Grievance and Appeals Committee will not be designated by three (3) embroidered gold suns aligned on the bottom center front of the fez, they will be designated by the collar. Those that are currently serving as elected committee members may wear three (3) suns until they no longer serve as an elected committee member. The elected committee member serving nine (9) consecutive years or more will be entitled to wear the designated three (3) embroidered gold suns aligned on the bottom of their fez.
- E. The elected committee member will wear the designated collar.
- F. Members currently serving as an elected committee may wear the earned suns and the designated collar.
- G. A Past Commandress who becomes a past elected committee member may wear the earned sun and the appropriate collar.
- H. A past elected committee member may wear the appropriate collar and no suns if she has not served and been exalted as an Actual Past Illustrious Commandress.
- I. All Illustrious Commandresses who have been duly elected, installed by their Constituent Court shall be recognized with one (1) silver sun to be worn during their term in office as Illustrious Commandress.
- J. All Illustrious Commandresses who have been duly elected, installed by their

Constituent Court and served one (1) year and have received the Actual Past Commandress Exaltation shall be recognized by one (1) embroidered gold sun on the bottom center front of the Fez. However, due to extenuating circumstances, a Constituent Court must secure a dispensation from the Imperial Commandress for this designation when the tenure is less than one (1) year.

1. Any Daughter not authorized to wear the one (1) sun will be requested by the Illustrious Commandress, Deputy for the Oasis, or Deputy for the Desert, in writing, to remove the one (1) sun from her Fez immediately.

2. Failure to comply within one (1) month, shall cause her name to be submitted to the Imperial Commandress and may be cause for removal until adherence to the directive.

3. For continued non-compliance, she will be charged and tried as appropriate.

K. All Actual Past Imperial Commandresses shall be distinguished by five (5) embroidered gold suns aligned on the bottom center front of the Fez.

L. All Honorary Past Imperial Commandresses shall be distinguished by the words, "HON. PAST IMPERIAL COMMANDRESS," or HPIC on the bottom center front of the Fez.

M. All Honorary Past Commandresses, who were not elected and installed by their Constituent Court, shall be distinguished by the words, "HON. PAST COMMANDRESS," or HPC on the bottom center front of the Fez.

N. A Past Illustrious Commandress appointed as an Imperial Officer having served the Imperial Court at least five (5) years may be recognized by two (2) embroidered gold suns aligned on the bottom center front of the Fez. Any Honorary Past Commandress having served ten (10) years and granted the right to wear two (2) embroidered gold suns on their Fez prior to August 01, 2021 are hereby Grandfathered. Any Honorary Past Commandress having served five (5) consecutive years may be given the right to wear two (2) embroidered silver sun

SECTION 5: Order of Business. All sessions shall be opened in due and ample form. After the opening of the Imperial Court, the order of business shall be as follows or may be changed at the discretion of the Imperial Commandress (The only exception is on the first [1st day] of business, when the nominations of elected officers shall occur. On the last day of business elected officers shall be installed):

A. Roll Call of Officers

B. Roll Call of Constituent Courts

C. Determination of Quorum

D. Reading of the Records

E. Roll Call of Committees

F. Appointment of Special Committees for the Session

- G. Filling of vacancies — Officers and Committees
- H. Report of Imperial Commandress
- I. Report of Imperial Treasurer
- J. Report of Imperial Recordress
- K. Report of Imperial Auditors Committee
- L. Report of Imperial Officers
- M. Report of Grievance and Appeals Committee
- N. Report of Standing Committees
- O. Report of Special Committees
- P. Unfinished Business
- Q. New Business
- R. Nomination of Officers (first day's session)
- S. Appointment of Standing Committee Chairpersons
- T. Adjournment

SECTION 6: Election of Officers. On the second (2nd) day of each annual session of the Imperial Court, the first order of business for the day shall be the election of officers. The election must be completed on the same day.

- A. Nominations of candidates for office shall be made on the first (1st) day of each annual session.
- B. Candidates may introduce themselves in the time frame allowed.

SECTION 7: Officers to be Elected.

- A. On the second (2nd) day of each session of the Imperial Court, there shall be elected by prepared ballot, an Imperial Commandress, Deputy Imperial Commandress, Imperial First Lieutenant Commandress, Imperial Second Lieutenant Commandress, Imperial High Priestess, Imperial Oriental Guide, Imperial Treasurer, Imperial Recordress, Imperial First Ceremonial Daughter, Imperial Second Ceremonial Daughter, Imperial Inside Spy, Imperial Outside Spy, one (1) Imperial Auditor and one (1) Imperial Grievance and Appeals .

- B. The term of office of the Internal Auditor Committee and the Imperial Grievance and Appeals Committee shall be three (3) years. However, any member whose term has expired may be re-elected to succeed herself.
- C. The ballots shall be cast on voting machines previously prepared. These machines shall be placed in an anteroom or such other room or place, convenient and/or adjacent to the room provided for the Imperial Court session, so that the process of voting will not impede the continuation and progress of the Imperial Court session. The balloting shall be presided over by the Election Committee.
- D. In the event a simple majority is not reached, a second ballot will be taken, between the two (2) Daughters having the highest number of votes on the first ballot.

SECTION 8: Representation of Constituent Courts. Each chartered Constituent Court is entitled to three (3) representatives in the Imperial Court. They shall be the Illustrious Commandress, First Lieutenant Commandress, and Second Lieutenant Commandress, each of whom shall have one (1) vote. If the Illustrious Commandress is present and one of the Lieutenant Commandresses is absent, the Illustrious Commandress shall have two (2) votes. Further, where only one (1) representative is present, she will cast the three (3) votes of the Constituent Court.

SECTION 9: Proxies.

- A. In anticipation of a possible failure, or inability of the above mentioned officers to attend the annual session, a Constituent Court may, at its regular meeting, prior to the annual session of the Imperial Court, elect any Daughter in good standing as its representative. She shall receive a certificate of her appointment in writing, signed by the Illustrious Commandress, Recordress, and under the Seal of the Constituent Court.
- B. All proxies shall have the same authority, rights and privileges as the constitutional representatives. No Daughter, however, can be a proxy for more than one (1) Constituent Court. In the event the proxy is a Past Illustrious Commandress, she shall cast the three (3) votes of the Constituent Court for which she is proxy, as well as her own vote.

SECTION 10: Installations.

- A. On the last day of the annual session of the Imperial Court, prior to the ritualistic closing, the Imperial Advisor shall duly install all elected Imperial Officers. If a public installation is planned, the ritualistic closing shall be performed before session is declared closed at the end of the installation.
- B. At the close of her acceptance speech, the incoming Imperial Commandress shall be

presented a Life Member Certificate, thereby exempting her from the payment of all assessments, dues and per capita taxes in the Imperial Court, her Desert, and her respective Constituent Court.

ARTICLE II

DUTIES OF OTHER ELECTED IMPERIAL COURT OFFICERS AND ELECTED COMMITTEES

SECTION 1: Deputy Imperial Commandress. The Deputy Imperial Commandress shall assist the Imperial Commandress as the Imperial Commandress shall direct.

- A. In the event of the inability of the Imperial Commandress to function, the Imperial Advisor shall request of the Imperial Potentate that the Deputy Imperial Commandress temporarily perform the duties of the Imperial Commandress.
- B. In case of the inability of the Imperial Commandress to function (death, disability, disqualification, or absence), the Deputy Imperial Commandress shall exercise all the prerogatives and perform all the duties of the Imperial Commandress until the successor is elected and installed.

SECTION 2: Imperial First Lieutenant Commandress. The Imperial First Lieutenant Commandress shall assist the Imperial Commandress as the Imperial Commandress may direct, in the ordinary performance of the duties pertaining to the office and station of the Imperial First Lieutenant Commandress.

- A. In the event of the inability of the Imperial Commandress and Deputy Imperial Commandress to function, the Imperial Advisor shall request of the Imperial Potentate that the Imperial First Lieutenant Commandress temporarily perform the duties of the Imperial Commandress.
- B. In case of the inability of the Imperial Commandress and Deputy Imperial Commandress to function (death, disability, disqualification, or absence) the Imperial First Lieutenant Commandress shall exercise all the duties of the Imperial Commandress until the successor is elected and installed.

SECTION 3: Imperial Second Lieutenant Commandress. The Imperial Second Lieutenant Commandress shall assist the Imperial Commandress as the Imperial Commandress may direct, in the ordinary performance of the duties pertaining to the office and station of the Imperial Second Lieutenant Commandress.

- A. In the event of the inability of the Imperial Commandress, the Deputy Imperial Commandress and the Imperial First Lieutenant Commandress to function, the Imperial Advisor shall request of the Imperial Potentate that the Imperial Second Lieutenant Commandress temporarily perform the duties of the Imperial Commandress.
- B. In case of the inability of the Imperial Commandress, Deputy Imperial Commandress and Imperial First Lieutenant Commandress to function (death,

disability, disqualification, or absence), the Imperial Second Lieutenant Commandress shall exercise all the duties of the Imperial Commandress until the successor is elected and installed.

SECTION 4: Imperial High Priestess. It shall be the duty of the Imperial High Priestess to offer prayer and supplication to God (Allah), the Supreme Ruler of Heaven and Earth, requesting aid, strength, and protection. She shall perform any duties assigned by the Imperial Commandress, required by the laws, or stipulated in the Ritual of the Order.

SECTION 5: Imperial Oriental Guide. It shall be the duty of the Imperial Oriental Guide to assist the Imperial Commandress in any assigned duties. She shall receive, welcome and conduct all visitors to the Imperial Court to the East. She shall remain in the Court and receive and announce all visitors at the altar. She shall see that all paraphernalia of the Order is kept in good condition at all times.

SECTION 6. Imperial Treasurer. The duties of the Imperial Treasurer shall be as follows:

- A. The Imperial Treasurer shall have charge of all funds and vouchers of the Imperial Court.
- B. She shall have charge of all bonds and securities belonging to Imperial Court.
- C. She shall be bonded in such sum and with such sureties as shall be approved by the Imperial Court Divan. She shall, in the name of the Imperial Court, collect; by legal proceedings, or otherwise, any and all debts due to the Imperial Court, whenever in her opinion the interest of the Imperial Court shall require such action.
- D. She shall attend all regular and special sessions of the Imperial Court and Imperial Court Divan and receive all monies from the Imperial Recordress and shall deposit the same in a bank approved by the Imperial Court Divan in the name of and to the credit of the Order.
- E. She shall not pay out a single expenditure greater than Five Thousand Dollars (\$5,000) without written approval of the Imperial Court Divan.
- F. No funds of the Imperial Court shall be withdrawn except by checks, automated clearing house (ACH), wire, virtual card, book transfers or drafts signed and/or approved by the Imperial Treasurer and countersigned by the Imperial Commandress or Imperial Recordress. If any of the above officers consider any financial transaction to be questionable, they or she have the authority to contact the Imperial Court Divan. If the questionable transaction is not resolved within 24 hours, a written statement of the questionable transaction(s) along with supporting documents shall be forwarded to members of the Imperial Court Divan by certified mail for resolution.
- G. At each Annual Session of the Imperial Court she shall make a full and complete report of all monies belonging to the general and other funds of the Imperial Court, and of all monies received and disbursed in the preceding fiscal year.

- H. She shall deliver to her successor in office all books, papers and other property of the Imperial Court.
- I. She shall have general supervision over the Constituent Court Treasurers and shall instruct them in the system of financial record keeping as adopted by the Imperial Court. The budget shall include a sum sufficient to defray the expenses of the Imperial Treasurer and her authorized assistants to conduct workshops in the several designated areas of the Imperial domain in a manner determined by the Imperial Court Divan.
- J. She shall compute the mileage and food allowance for officers and members authorized to receive the same.
- K. She shall make a record of the IRS Form 990 tax return and send out correspondences as her duties may require under the direction of the Imperial Commandress.

SECTION 7: Imperial Recordress. The Imperial Recordress shall keep an accurate record of all transactions of the Imperial Court in bound books of record. Before entering upon the duties of her office she shall give a surety bond to the Imperial Court in the sum of at least fifty percent (50 %) of combined deposits, the premium on said bond to be paid by the Imperial Court. When so furnished, the authentic bond shall be placed in the custody of the Imperial Commandress.

- A. The Imperial Recordress shall mail to all Imperial Court Officers, Elected Committees, Actual Past Imperial Commandresses, all Recordresses of each Constituent Court, Deputies for the Desert, Deputies for the Oasis, Directresses of Departments, Chairpersons of Standing Committees, and Special Committees, notice of each annual session at least sixty (60) days prior to the commencement thereof. Notices of special sessions shall be sent out in such a length of time prior thereto as the Imperial Commandress shall direct.
- B. She shall attend all regular and special sessions of the Imperial Court, and Imperial Court Divan and duly record its proceedings. She shall receive and accurately account for, and promptly pay or deliver over to the Imperial Treasurer, all funds and property of the Imperial Court received by her, from whatever source, giving her receipt for the same, provided, that she shall not pay over any money to the Imperial Treasurer until notified by the Imperial Commandress that the Imperial Treasurer elect has given the approved bond required by law.
- C. She shall use Virtual Deposits and other approved electronic funds transfers, so that money received goes directly into the approved general account, and in such manner as will render the account payable to the order of the Imperial Court.
- D. She shall make a record of the returns made by the Constituent Courts; receive and preserve all petitions, applications, appeals, including copies of charters to new Courts, and other documents; she shall sign, certify and duly seal all instruments of writing

emanating from the Imperial Court; conduct the correspondence of the Imperial Court, under the direction of the Imperial Commandress, and such other correspondence as her duties may require.

- E. She shall, at each annual session, make a report to the Imperial Court of monies received and paid over to the Imperial Treasurer. She shall report failure or lack of punctuality on the part of Constituent Courts in paying per capita tax and making proper returns, and of such other matters as in her judgment may require the action of the Imperial Court. She shall attach an inventory of all equipment and supplies in her office belonging to the Imperial Court.
- F. She shall, in due time, furnish to each Constituent Court blank returns with necessary instructions as the regulations and laws of the Order may require for the works of the Constituent Court. She shall send proper ledgers, receipt and voucher books along with Rituals and General Laws to the Constituent Courts in foreign countries.
- G. She shall countersign all checks drawn for the payment of the expenses of the Imperial Court.
- H. The Rituals of the Imperial Court shall be issued only by the Imperial Recordress and she shall be the sole custodian of said Rituals.
- I. She shall cause the transactions of the Imperial Court to be printed within one hundred fifty (150) days of the last session; she shall publish therein names of Daughters who have died during the preceding year and shall obtain a photograph of each elected Imperial Court Officer and Elected Committee Members for the year.
- J. When ordered by the Imperial Court, she shall have printed its Constitution and General Laws, Regulations and Bylaws as provided her.
- K. Within ninety (90) days after approval by the A.E.A.O.N.M.S., she shall mail to the Illustrious Commandresses of Constituent Courts all changes in the law adopted at each annual session. A copy should also be sent to the Imperial Deputies for the Deserts and Imperial Deputies for the Oases.
- L. She shall be Chairperson of the Credentials Committee.
- M. She shall, each month during the interim between annual sessions of the Imperial Court, report in writing the receipts of the Imperial Court to the Imperial Court Divan, Imperial Commandress, Imperial Auditors Committee and the Budget and Finance Committee.
- N. She shall be authorized to secure such office employees at such salaries as may be approved and determined by the Imperial Court Divan, and/or Imperial Commandress at an expense for the year not greater than the amount designated for that purpose in the budget for the year. She may also recommend competent

Daughters, who shall be appointed by the Imperial Commandress, to assist during the annual and special sessions of the Imperial Court; and the Daughters so appointed shall receive mileage and per diem.

- O. She shall conduct periodic training for Constituent Court Recordresses.
- P. The office of the Imperial Recordress shall be in the Headquarters Building located at 2239 Democrat Road, Memphis, TN 38132. It shall not be housed neither in a private residence nor outside of the contiguous United States of America.
- Q. Upon separation from office, she shall transfer all equipment and property belonging to the Imperial Court to her successor by the close of her last Imperial Court Session.

SECTION 8: Imperial First and Second Ceremonial Daughters. The Imperial First and Second Ceremonial Daughters shall collect the secret passwords from all the Daughters in the Imperial Court session. They shall have the duty to greet at the door and form the escort for an Imperial Court Officer and other dignitaries to enter the Imperial Court, unless otherwise instructed by the Imperial Commandress. They shall perform all other duties as directed by the Imperial Commandress. They shall assist the Imperial Oriental Guide in setting up the Imperial Court.

SECTION 9: Imperial Inside Spy. The Imperial Inside Spy has the duty to guard the inner door and allow entrance to the Imperial Court. She shall notify the Imperial Commandress of late Daughters and visitors that may request entrance. She shall carry out any other duties as assigned by the Imperial Commandress.

SECTION 10: Imperial Outside Spy. The Imperial Outside Spy has the duty to guard the entrance to the Imperial Court and collect the pass. She notifies the Imperial Inside Spy when late Daughters or visitors request entry. She is responsible for collecting fines when directed by the Imperial Commandress. She shall carry out any additional duties assigned by the Imperial Commandress.

SECTION 11: Imperial Auditors Committee.

- A. An auditing committee of three (3) Daughters shall be elected by the membership; one (1) each year for a three (3) year tenure. This is an independent committee consisting of Daughters qualified by training and experience in accounting and auditing. They shall audit internal operations of each administrative office in accordance with a schedule of audits and the expense accounts of each Imperial Court Officer. Further, they shall report their findings to the Imperial Court Divan and make other recommendations, as they deem necessary to improve the operating efficiency of the Order. An annual report shall be presented to the Imperial Court. A Daughter does not have to be a Past Commandress to be eligible for election to this committee.
- B. Objectivity is essential to the auditing function. Therefore, Imperial Auditors

Committee should not develop and install procedures, prepare records, or engage in any other activity to which they would normally review and audit. This would certainly be construed to compromise the independence of the internal auditing process and pose a conflict of interest. The Imperial Auditors Committee objectivity need not be adversely affected. Determining and recommending standards of control to be applied to the systems and procedures being reviewed are necessary elements of their responsibility.

- C. The objective of this committee is to assist all members of the Imperial Court Divan and the Imperial Court, in the effective discharge of their responsibilities by furnishing them with the analyses, appraisals, recommendations and pertinent comments concerning the activities reviewed. The Imperial Auditors Committee are concerned with all phases of Imperial Court, activities where they can be of service to the Imperial Commandress and the Imperial Court Divan. This involves going beyond the accounting and financial records to obtain a full understanding of the operation under review. The attainment of this overall objective involves such activities as:
1. Reviewing and appraising the soundness, adequacy, and application of accounting, financial and other operating controls and promoting effective control at reasonable costs.
 2. Ascertaining the extent of compliance with established policies, plans, and procedures.
 3. Ascertaining the extent to which Imperial Court assets are accounted for and safeguarded from losses of all kinds.
 4. Ascertaining the reliability of management developed within the Imperial Court.
 5. Appraising the quality of performance in carrying out assigned responsibilities.
 6. Recommending operational improvements.
- D. Responsibilities of the Auditing Committee are clearly established by the Imperial Court Divan. The related authority provides the Imperial Auditors Committee full access to all of the Imperial Court records, properties, and personnel relevant to the subject under review. The Imperial Auditors Committee are free to review and appraise policies, plans, procedures and records. Therefore, the Imperial Auditor's responsibilities are:
1. To inform and advise the Imperial Court Divan and to discharge this responsibility in a manner that is consistent with the instructions from the Imperial Court Divan and auditing standards.
 2. To coordinate internal audit activities with others, so as to best achieve the audit objectives and the objectives of the Imperial Court.
 3. They do not have any direct responsibility for or authority over any of the activities reviewed.

4. Their review and appraisals does not in any way relieve other persons in the Imperial Court, of their legal responsibilities.
- E. Independence is essential to the effectiveness of internal auditing. This independence is obtained primarily through organizational status and objectivity. The organizational status of the internal auditing function and the support afforded to it by the Imperial Court, are major determinations of its range and value. The Chairman of the Auditing Committee is responsible to the Imperial Court Divan whose authority is sufficient to assure both a broad range of audit coverage and the adequate consideration of an effective action on the audit findings and recommendations.
- F. The Chairman of the Auditing Committee prepares a comprehensive long-range program of audit coverage (Schedule of Audits) for the Imperial Court. She shall identify those activities subject to audit coverage. She will evaluate their significance and assess the degree of risk inherent in the activity in terms of cost, schedule and quality. The major accounts to be audited includes, but not limited to, the following:
 1. Convention Department
 - a. Security/Communication
 2. Egyptian Parade of Stars
 3. Imperial Commandress' Office
 4. Imperial Treasurer's Office
 5. Imperial Recordress' Office
 - a. Custodians
 - b. Credentials
 - c. Actual Past Commandress Exaltation
 6. Photography
 7. Imperial Court Fundraiser
 8. Dorothy J. Scott Relaxo
 9. Sally Berry Fashion Show and Luncheon
 10. Transportation
 11. Charlie P. Albury Golden Age Mentoring Luncheon
 12. Ursula Hines-Botts Scholarship
 13. Margaret P. Warren Ways and Means (Queens Contest)

SECTION 12: Imperial Grievance and Appeals Committee.

- A. A Grievance and Appeals Committee which shall consist of three (3) Daughters who shall be elected one each year for a three year tenure. Initially, one elected for three years, one for two years and one for one year. Their duties shall be to investigate and report upon all grievances and appeals submitted to them within the Domain. A Daughter does not have to be a Past Commandress to be eligible for election to this committee.
- B. Any Daughter may file a grievance directly with the committee with a copy to the Imperial Recordress. The Imperial Recordress will in turn notify the Imperial Court

Divan.

- C. All of the committee's actions and/or recommendations to affirm or reverse the grievance/appeal shall be reported to the Imperial Court Divan and to the Imperial Court. A Daughter may appeal the decision of the committee to the Imperial Court while in the annual session. The Imperial Court shall affirm the recommendation or reject the recommendation, or modify the recommendation or award a new trial.
- D. The Budget will include \$3,000.00 per year for the use of this committee. Travel, lodging and other related expenses to handle cases would be automatically approved with supporting receipts. The Imperial Court alone will be the only body to disapprove legitimate receipts submitted.

ARTICLE III

DEPARTMENTS OF THE IMPERIAL COURT

SECTION 1: *The Departments of the Imperial Court* shall be administrative or managerial bodies of elected or appointed Daughters, assigned to a particular function on behalf of the Imperial Court, to accomplish certain tasks that have been delegated to them. The Imperial Commandress or the Imperial Court Divan may establish other departments and appoint other Directresses as necessary to carry on the works of the Imperial Court.

SECTION 2: *Each Department* shall have an Imperial Directress and may have Deputy Imperial Directresses, as determined and appointed by the Imperial Commandress in sufficient numbers to accomplish the assigned tasks.

SECTION 3: *They* shall receive per diem as outlined in the annual budget of the Imperial Court.

SECTION 4: *They* shall make written reports to the Imperial Commandress no later than July 15 each year and must submit a supplemental report to complete their work for the year before the close of the annual session. Failure to accomplish these directives may be cause for removal.

SECTION 5: *The departments of the Imperial Court* shall include:

- A. **Archives and History Department.** The Imperial Court Historian shall have an overview of the department and of any objects of historical value, i.e., a copy of the proceedings, memorabilia, old Fezzes, collars, proclamations, etc. She shall collect historical information and articles from the Constituent Courts and prepare narrative accounts of the activities of the Imperial Court each year. She shall maintain a copy of the annual proceedings and place them in the archives as appropriate. She shall record all material that will be permanently held for archival and historical purposes and shall periodically check to assure that they are still there and are being maintained in a good and safe condition. She shall continually update the printed and bound volumes of The Imperial Court History, as directed by the Imperial Commandress or the Imperial Court Divan.

B. Convention Department.

1. There shall be a Convention Department with an Imperial Convention Directress and several Deputy Imperial Directresses, whose duty shall be to coordinate the needs of the Imperial Court and work for the Imperial Convention Director of the Imperial Council. The Imperial Convention Directress shall review the needs and recommendations of departments and committees with the Imperial Commandress and the Imperial Court Divan for their consideration and approval. She shall then work closely with the Imperial Convention Director of the Imperial Council to coordinate these needs. The Imperial Convention Directress shall be invited to the Imperial Court Divan meetings when convention matters are discussed.
2. The Imperial Custodian Department shall have an Imperial Directress and Deputy Imperial Directress to accomplish the work assigned by the Imperial Commandress. They shall have expertise in refurbishing the paraphernalia, flags, regalia and the ceremonial robes worn by the Imperial Court Divan and the Actual Past Imperial Commandresses of the Imperial Court.
3. An Information Resource Center shall be coordinated by an Imperial Directress and several Deputy Imperial Directress, appointed by the Imperial Commandress. This center shall operate during the Imperial Session. Its department members shall be available to answer questions, and direct and assist the membership as necessary.
4. There shall be an Orientation Meeting coordinated by an Imperial Directress and Deputy Imperial Directress appointed by the Imperial Commandress. The main purpose of the meeting is to present information, procedures and programs to assist the membership in participating in the week of the Imperial Court session activities. Information may also be presented to assist the operations in Constituent Courts.

C. Education and Scholarship Department.

1. There shall be an Education and Scholarship Department with an Imperial Directress and Deputy Imperial Directresses appointed by the Imperial Commandress.
2. The Imperial Directress shall be responsible for reviewing, with the Deputy Directresses, applications for scholarship selection of female students who meet the requirements. She shall keep a record of each recipient's classification, college being attended, grade point average, etc., so that vouchers may be completed at the proper time for the receipt of the scholarship funds.
3. The Ursula Hines-Botts Scholarship is an activity that may be held during the annual session at which time the scholarship proceeds from the luncheon shall be contributed to the scholarship fund; and time shall be provided for an appeal to the Constituent Courts and Daughters to make financial contributions to the fund. An Imperial Directress and Deputy Imperial

Directress are appointed by the Imperial Commandress to organize and supervise the scholarship.

4. The Sally Berry Fashion Show shall provide the entertainment during the luncheon. An Imperial Directress and Deputy Imperial Directress are appointed by the Imperial Commandress in sufficient numbers to produce a fashion show and Luncheon

D. The Alicia J. Chisolm Membership Department.

1. There shall be a Membership Department whose responsibilities shall be to find ways to retain the members we have, to regain the members that have been lost, to encourage new members who joined the organization, and to create new members during the Imperial Court session.

- a. There shall be an Imperial Directress and Deputy Imperial Directresses of Membership appointed by the Imperial Commandress.
- b. They shall coordinate projects and suggest ways that Constituent Courts may attain new members. They shall meet with representatives of Constituent Courts during the annual session to discuss increase/decrease of membership and determine workable solutions as necessary.

E. Music Department. There shall be a Music Department with two (2) divisions:

1. *The Imperial Choir Division.* There shall be an Imperial Directress and Deputy Imperial Directresses of Music. The Imperial Directress may also be the Imperial Organist, whose duty shall be to provide music for the opening and closing ceremonies of the Imperial Court sessions and to accompany soloists, choirs, and singing groups who require such services during the various programs. The Directress of the Imperial Choir may be a Deputy Imperial Directress of Music.

2. *The Imperial Chantresses Division.* There shall be a Department of Chantresses under the supervision of an Imperial Directress and Deputy Imperial Directress for Chantresses, whose duty shall be to encourage, promote and develop vocal groups in the Constituent Courts. The Chantresses may participate in the Annual Music Festival, or other musical activities at the Imperial Court and Imperial Council sessions.

3. The Imperial Directress of Music and the Imperial Directress of Chantresses shall each make written reports of their works at the annual session of the Imperial Court.

F. Outreach Programs. The Imperial Commandress may approve several outreach programs and appoint Daughters to coordinate these activities. The outreach activities may change as directed by the Imperial Commandress and/or Imperial Court. They may include the following:

1. *The Gloria B. Ramsey Tools for School Program* shall have an Imperial Directress and Deputy Imperial Directresses appointed by the Imperial Commandress. The primary goal of this program shall be to contribute to increasing the educational attainment level of children and adults.

2. *The Community Involvement Program* shall have an Imperial Directress and Deputy Imperial Directresses appointed by the Imperial Commandress. The purpose of this program is to promote and reflect the Daughters' involvement in community service. Donations, financial contributions and hours of service by Daughters and Constituent Courts shall be used to accomplish the program objectives. The Imperial Commandress may select a project of the year to assist those in need.

3. *The Sadie B. Mitchell Developmental Delayed/Special Olympics Program* shall have an Imperial Directress and Deputy Imperial Directresses as appointed by the Imperial Commandress. This program shall, through charitable donations from the Constituent Courts, give financial aid to institutions for children with special needs. Annually the Imperial Court contributes to the purchase of special equipment and pays extra fees for children who participate in various state Special Olympics.

4. *The National Association for the Advancement of Colored People (NAACP)* shall have an Imperial Coordinator and Deputy Imperial Coordinators appointed by the Imperial Commandress. The coordinators of this department shall have as their goal to promote the welfare of African-American citizens. Constituent Courts and Daughters are asked to support this goal through the purchase of a Life membership.

5. *The National Foundation (Birth Defects)* shall have an Imperial Coordinator and Deputy Imperial Coordinators appointed by the Imperial Commandress. The purpose of the Foundation is to collect contribution information from all Courts and members who work with and/or donate to The March of Dimes. The committee sponsors projects and accepts contributions to the Foundation in the name of the Imperial Court. Annually, a contribution is given to the local March of Dimes in the host city of the Imperial Session.

6. *The United Negro College Fund (UNCF)* shall have an Imperial Coordinator and a Deputy Imperial Coordinator appointed by the Imperial Commandress. The committee shall send out an appeal to the Constituent Courts urging them to make financial donations to the Fund. A monetary donation may also be presented to the local chapter of the UNCF in the host city of the Imperial Court session.

7. *The Voter Registration Department* shall have an Imperial Directress and Deputy Imperial Directresses appointed by the Imperial Commandress. The purpose of the Voter Registration department shall be to stimulate awareness of the value of voting and the participation in the selection of good public officials. Printed information and suggestions are disseminated to enhance understanding the importance of voting.

8. *The Ernestine H. Buck Special Events Department* shall have an Imperial Directress and Deputy Imperial Directresses appointed by the Imperial Commandress. Working in conjunction with a representative from the host city Constituent Court, the department will identify outstanding women to highlight and recognize.

9. *The Ruth M. Ellerbe Thinking Pink Department* shall have an Imperial Directress and Deputy Imperial Directresses appointed by the Imperial

Commandress. This department will, with the host Constituent Court in the convention city, identify community resources that can be utilized to provide workshops, training and other breast cancer awareness activities for the membership.

10. *The Charlie P. Albury Golden Years Mentoring Department* shall have an Imperial Directress and Deputy Imperial Directress appointed by the Imperial Commandress. The Department assists Daughters eighty (80) years of age or more, by providing a place for them to rest and get assistance during the Convention. A luncheon and program may be held that provides information relative to the health and well being of our Senior Members.

11. *The Disaster Relief Department* shall have an Imperial Directress and Deputy Imperial Directresses appointed by the Imperial Commandress, to provide assistance to members of the organization and their families who are devastated by a natural disaster.

G. Imperial Media Relations Department. The Public Relations Department shall consist of Imperial Directresses and/or Deputy Imperial Directresses for each division of the department, as determined and appointed by the Imperial Commandress and will report directly to the Director, who will make all decisions pertaining to the Department. The primary goal of the Public Relations Department is to keep the public informed of the good deeds and achievements of the Imperial Court, their local community and their world-wide programs throughout the Domain. This department shall consist of the following divisions:

1. *The Public Relations Division* shall generate, develop and maintain good relations and goodwill with the public.
2. *The Publicity division* shall publicize the activities of the Imperial Court.
3. *The Promotion of Constituent Courts Division* shall generate, develop, promote, organize, publicize and invite the public to attend its programs, projects and activities. It shall chronicle the activities and programs of the Constituent Courts through scrapbooks, posters and other documentary registers.
4. *The Publicist Division* shall serve as a publicity agent for the Imperial Court by disseminating information through various communications media to attract public attention and support.
5. *The Photography Division* shall cause all activities of the Imperial Court and the Imperial Session to be photographed and made available to the members.
6. *The Public Programs Division* shall develop, organize and promote programs and invite the public to attend.
7. *The Awards Division* shall recognize outstanding achievements of Daughters by presenting them with trophies, plaques and/or certificates.
8. *The Outstanding African-American Woman Award Division* shall assist in recognizing the achievements of a well-deserving woman, as stipulated in departmental procedures.
9. *The Outstanding Daughter Award Division* shall recognize a Daughter who has continuously rendered services to our organization, as well as her church, professional, fraternal, vocational, civic and social organizations throughout her

respective community.

H. Imperial Court Revenue Department. The Imperial Court Revenue Department shall serve as an umbrella for all fundraising projects of the Imperial Court. Its duties shall be to devise plans for raising funds for Imperial Court use, including planning and directing the separate projects, and also to coordinate all give-a-ways currently operating under the name of the Imperial Court.

1. Each division shall have an Imperial Directress and Deputy Imperial Directresses appointed by the Imperial Commandress.

2. The department shall consist of the following divisions:

a. *The Dorothy P. Shelton Arts and Crafts Boutique Division* shall consist of an Imperial Directress, Deputy Imperial Directress and such other Daughters as the Imperial Commandress may see fit to appoint. Its goals shall be to secure articles to be submitted to the Imperial Court from each Constituent Court to be prominently displayed with Court number. The Boutique shall also obtain for resale special articles bearing the Imperial Court emblems. The committee shall make a written report during the annual session. However, if the committee is unable to provide a complete written report during this time, the final report shall be recorded in the Proceedings of the Imperial Court announcing total funds raised, number of articles received, list of prize winners and their awards. All articles presented for sale by the Constituent Courts may be reclaimed if not sold. All remaining articles shall be disposed of at the discretion of the committee, however, no articles shall be stored in the office of the Imperial Recordress.

b. *The Imperial Court Projects Division* shall strive to increase the revenue of the Imperial Court.

c. *The Egyptian Parade of Stars Division* shall provide the membership with an occasion to wear the historical Egyptian dress, and to enjoy the presentations of costumes from members of the Constituent Courts.

d. *The Imperial Fundraiser Division* shall coordinate donations and give-a-ways operated by, or under the name of the Imperial Court.

e. *The Margaret P. Warren Queen's Contest Division* shall serve as a revenue-producing effort to support the annual donations given to the sick, distressed and permanently shut-in members.

f. *The Dorothy Jenkins Scott Relaxo Project Division* shall raise and provide funds to support the Imperial Court, the Imperial Court Float and an evening of entertainment for members of the Imperial Court and their friends.

g. *The Imperial Commandress Special Projects Division* shall raise funds to support the Imperial Commandress' special charities.

I. Departments Supporting and Assisting the Imperial Council. The Imperial Commandress shall appoint Daughters to work with and support the Imperial Council. These departments shall include:

1. *The Necrology/Divine Services Department* shall have an Imperial Coordinator

and Deputy Imperial Coordinators appointed by the Imperial Commandress. They shall receive the names and records of the Imperial Daughters of the Deserts who have entered the Unseen Court. Fitting memorial tributes shall be given during the Imperial Session. This department may also assist the religious works and Divine Services of the Imperial Council, if requested to do so.

2. *The Recreation Department* shall have an Imperial Directress and Deputy Imperial Directress appointed by the Imperial Commandress and will report directly to the Director, who will make all decisions pertaining to the Department. Their duties shall be to promote the several recreational functions of the Imperial Council's Recreation Department, i.e., Golf and Bowling. They shall so assist with and develop programs within the Constituent Courts.

3. *The Transportation* shall have an Imperial Directress and Deputy Imperial Directress appointed by the Imperial Commandress and will report directly to the Director, who will make all decisions pertaining to the Department. They shall work closely with the Imperial Council to determine the transportation needs of the Imperial Commandress, Imperial Court, Elected Committees and the Daughters attending the Imperial Court annual session. They shall develop an outline of transportation needs and coordinate them with the Imperial Council's Director of Transportation.

4. *The Drill Team/Color Guard Department* shall have an Imperial Directress and Deputy Imperial Directress appointed by the Imperial Commandress and will report directly to the Director, who will make all decisions pertaining to the Department. They shall work in cooperation with the Imperial Council's Foot Patrol Department to promote and increase the level and quality of participation in competition and exhibition between participating Courts throughout the Domain. They shall encourage, support and assist in the organization and development of Drill and Color Guard units in Constituent Courts.

5. *The Youth Department* shall have an Imperial Directress and Deputy Imperial Directress appointed by the Imperial Commandress and will report directly to the Director, who will make all decisions pertaining to the Department. The purpose of this department is to develop cultural and educational programs, to promote community involvement and to build character, morals and a sense of values and self-worth in its youth.

6. *The Health Department* shall consist of certified Nurse Practitioners, RNs, LVNs, LPNs and Nurse's Aides.

7. *The Media Department* shall have an Imperial Directress and Deputy Imperial Directress appointed by the Imperial Commandress and will report directly to the Director, who will make all decisions pertaining to the Department. This department produces media clips, YouTube and social media releases for the Imperial Council and Imperial Court.

8. *The Imperial Court Educational Development Department (I.C.E.D.D.)*

Inconjunction with the Deputy Imperial Commandress, provide General Training for Daughters, as well as, Deputies Leadership Training, Compliance and Evaluation.

a. There shall be an Imperial Lecturer Directress and Imperial Chief of Staff. A creation shall be held during the annual session and should be a learning activity for representatives of Constituent Courts. The creation during the

Imperial Session shall be an official ceremony, initiating new members who shall become members of Constituent Courts as indicated.

b. They shall perform the Actual Past Commandress Exaltation, Honorary Past Commandress Exaltation, Honorary Past Imperial Commandress Exaltation.

9. *The Military and Veterans Affairs Department* shall have an Imperial Directress and Deputy Imperial Directress appointed by the Imperial Commandress and will report directly to the Director, who will make all decisions pertaining to the Department. The purpose of this department is to recognize and support Daughters who serve and have served in the Uniformed Armed Services. Our beloved country is at war with terrorism and our Daughters are serving in maximum capacities abroad in harm's way. The Imperial Court is showing its support to all those who serve and have served with the development of this department which promotes awareness and support of those serving and have served, enhancing our abilities to take care of our Daughters in and out of uniform.

10. *The Imperial Council and Imperial Court Mentoring Program* is a program through which, the Imperial Court Daughters, mentor youth ages eight (8) through eighteen (18) who need our support. This initiative is appropriate, since we, as female achievers, know what it takes to mentor a young person from trouble to success. The objective is for every Constituent Court in the Domain to identify at least one (1) youth candidate and to "adopt" this young person as the Court's "Mentee".

11. *The Mounted Patrol Department* shall have an Imperial Directress and Deputy Imperial Directress appointed by the Imperial Commandress and will report directly to the Director, who will make all decisions pertaining to the Department. They shall work in coordination with the Imperial Council's Mounted Patrol Department to promote and increase the level and quality of participation in competition and exhibition between participating Constituent Courts throughout the Domain. They shall encourage, support and assist in the organization and development of Equestrienne teams in Constituent Courts.

12. *The Security Department* shall have an Imperial Directress and Deputy Imperial Directress appointed by the Imperial Commandress and will report directly to the Director, who will make all decisions pertaining to the Department. This department is comprised of members who have law enforcement background and who work pro-bono under the direction of the Imperial Security Director. They have assigned posts to man and for the parade, all hands are on deck. NOTE: Executive Security is appointed by the Imperial Commandress.

13. *The Bicycle Department* shall have an Imperial Directress and Deputy Imperial Directress appointed by the Imperial Commandress and will report directly to the Director, who will make all decisions pertaining to the Department. They shall work in cooperation with the Imperial Council's Bicycle Department to promote and increase the level and quality of participation in competition and exhibition between participating Constituent Courts throughout the Domain. They shall encourage, support and assist in the organization and development of Bicycle units in Constituent Courts.

14. *The Clown Department* shall have an Imperial Directress and Deputy Imperial Directress appointed by the Imperial Commandress and will report directly to the Director, who will make all decisions pertaining to the Department. They shall work

in coordination with the Imperial Council's Clown Department to promote and increase the level and quality of participation in competition and exhibition between participating Constituent Courts throughout the Domain. They shall encourage, support, and assist in the organization and development of Clown units in Constituent Courts.

15. *The Voters Registration and Education Department* shall have an Imperial Directress and Deputy Imperial Directress appointed by the Imperial Commandress and will report directly to the Director, who will make all decisions pertaining to the Department. The purpose of the Voter Registration and Education Department shall be to stimulate awareness of the value of voting and the participation in the selection of good public officials. Printed information and suggestions are disseminated to enhance understanding the importance of voting.

16. *The Court of the Year* shall have an Imperial Directress and Deputy Imperial Directresses appointed by the Imperial Commandress. This committee is designed to recognize a Constituent Court that has continuously rendered services to our organization, as well as, churches, civic and social organizations throughout the community. The award will be announced at the next Imperial Session for the Court of the Year for the previous year.

17. *The HIV-AIDS Awareness Department* shall have an Imperial Directress and Deputy Imperial Directresses appointed by the Imperial Commandress. The purpose of the HIV-AIDS Health Awareness Department is to collect and share information with the members who work with and/or donate to the HIV-AIDS Awareness. The Department will sponsor projects and make contributions to the local HIV-AIDS Health Awareness Foundation in the host city at Imperial Session.

18. *The Sickle Cell Department* shall have an Imperial Directress and Deputy Imperial Directresses appointed by the Imperial Commandress. The purpose of the Sickle Cell Department is to collect and share information with the members who work with and/or donated to the Sickle Cell Foundation. The Department sponsors projects and will make a contribution to the local Sickle Cell Foundation in the host city at Imperial Session.

19. *The Illustrious Commandress of the Year* shall have an Imperial Directress and Deputy Imperial Directresses appointed by the Imperial Commandress. This committee is designed to recognize an Illustrious Commandress, both state-side and overseas, that has distinguished themselves within the ranks of Illustrious Commandresses, has demonstrated leadership, has a proven record of success and influence in her Court and community and who epitomizes the values for which the Daughters organization stands. The award will be announced at the next Imperial Session for the Illustrious Commandress of the Year for the previous year.

20. *The Outstanding Daughter of the Year* shall have an Imperial Directress and Deputy Imperial Directresses appointed by the Imperial Commandress. This committee is designed to recognize a Daughter, both state-side and overseas, who has distinguished herself in the Court and the community. This daughter has demonstrated leadership, gone above and beyond, exemplified "Finer Womanhood", has a proven record of success and influence in her Court and community, and who also epitomizes the values for which the Daughters organization stands. The award will be announced at the next Imperial Session for the Outstanding Daughter of the Year for the previous year.

ARTICLE IV

STANDING COMMITTEES OF THE IMPERIAL COURT

SECTION 1: *The standing committees of the Imperial Court* shall be administrative or managerial bodies of elected or appointed Daughters assigned to a particular function on behalf of the Imperial Court to accomplish certain tasks that have been delegated to them.

SECTION 2: *Daughters that are appointed* to serve on Imperial Court committees shall wear collars to distinguish their Imperial Office (the collars being the property of the Imperial Court), and shall relinquish their collars upon request by the Imperial Commandress.

SECTION 3: *They* shall receive per diem as outlined in the annual budget of the Imperial Court.

SECTION 4: *They* shall make written reports to the Imperial Commandress no later than July 15th each year and submit a supplemental report to complete their work for the year before the close of the annual session. Failure to accomplish these directives may be cause for removal.

SECTION 5: *The standing committees of the Imperial Court* shall be:

A. **Budget/Finance Committee.** This committee shall consist of three (3) members whose responsibility shall be to state, prepare and submit to the Imperial Court Divan, at the appropriate Divan meeting an itemized and detailed budgetary projection of revenues and expenditures for funds for the calendar year (January 1 to December 31).

1. The budget shall state separately:

- a. All items expressly provided by Imperial Court law, with expressed provision as to the amount, with citation to the law
- b. All items expressly provided by Imperial Court law, without expressed provisions as to the amount, with citation to the law; and
- c. All items for which there is no expressed provision of Imperial Court law as to purpose or amount.

2. Adoption of Budget. The proposed budget, after review by the Imperial Court Divan, shall be approved at the Imperial Court Session. Said approval shall have the effect of and authorization of expenditures of stated amounts for stated items and purposes by the authorized disbursing officers.

3. Budget Limitations. No officer or committee of the Imperial Court shall have the right or authority to transfer any money from its proper fund as approved in the budget, nor to expend any funds of the Imperial Court for any purpose, in any way, otherwise than what is contained in, and authorized by approval of the budget or other expressed action by the Imperial Court.

4. Contingency Fund. The contingency fund set up in the budget shall, unless otherwise expressly provided, be deemed to include all unanticipated expenses for which express provisions are not made, including necessary excess over budget items, when so found and approved by the Imperial

Commandress and/or the Imperial Court Divan.

5. In the event of an extreme emergency of human distress, and in the absence of available funds appropriated for charitable purposes, the Imperial Commandress (with the approval of the Imperial Court Divan) may spend or contribute, out of the general fund for such emergency relief, a sum not to exceed five thousand (\$5,000.00) dollars.

6. Printing of Budget. The Imperial Recordress shall cause such budget to be printed and a copy given to each Imperial Officer and the representative of each Constituent Court as she purchases the minutes of the annual session.

7. An electronic protected copy of the budget will be forwarded by email one week prior to the opening of the Imperial Court Session.

B. **Credentials Committee.** The Credentials Committee shall have a chairperson and committee members appointed by the Imperial Commandress. It shall be their duty to examine all credentials of Daughters claiming the right of membership in the Imperial Court. The committee shall perform other duties as assigned.

C. **Elections Committee.** This committee shall have a chairperson and committee members appointed by the Imperial Commandress. The committee shall be responsible for the smooth movement of the membership as they cast votes and use the voting machines. This committee also checks the credentials of each member in the voting area to determine their number of votes and directs them to the proper voting machine.

D. **Evaluation/Imperial Court Session Committee.** This committee shall have an Imperial Chairperson and Deputy Imperial Chairperson, as appointed by the Imperial Commandress. The duties of the committee shall be to evaluate the meetings and events and smoothness of operations; to determine the interest of the membership in each program activity of the annual session; and to offer suggestions for improvement of annual sessions. The committee shall make an itemized report of its findings before the close of the annual session.

E. **Fraternal Relations Committee.** This committee shall have an Imperial Chairperson and Deputy Imperial Chairperson, as appointed by the Imperial Commandress. The duties of this committee shall be as directed by the Imperial Commandress. They shall visit the Imperial Council while in session, and express greetings to them from the Imperial Commandress and the Imperial Court. They shall perform other duties as may be required and assigned by the Imperial Commandress.

F. **Imperial Officers' Transactions Committee.** This committee shall have a Chairperson and members as appointed by the Imperial Commandress.

1. The annual address of the Imperial Commandress and the reports of all elected and appointed officers of the Imperial Court, as listed in the Constitution and General Laws, shall be submitted to this committee.

2. The committee shall review the reports and separate the recommendations of each by topical reference so that the recommendations can be referred to the proper committees for their consideration and report. (Recommendations on laws referred to the Jurisprudence and Bylaws Committee; recommendations on budget or finance — referred to the Budget and Finance Committee, etc.)
3. This committee shall make a complete list of all recommendations approved by the Imperial Court to be reviewed by the Imperial Court Divan for its action. The approved changes shall be mailed within ninety (90) days to the Constituent Courts by the Imperial Recordress as set forth in the Constitution and General Laws.

G. The Resolutions Committee. This committee shall have an Imperial Chairperson and Deputy Imperial Chairperson appointed by the Imperial Commandress.

1. Resolutions may be submitted by Constituent Courts and/or by five (5) Past Commandresses collectively and may be sent to the Imperial Recordress no later than July 15th. Resolutions may also be introduced from the floor during the Imperial Court session; these resolutions, together with those previously submitted, must be in writing and turned over to the committee to be compiled and screened for duplication.
2. All resolutions are reported to the members during the Imperial Court session for approval and disposition. The final report of the committee must be compiled and submitted in writing before the close of the Imperial Court session. If the resolution is in fact a recommendation for amendment or change to either the Constitution or Bylaws it shall be processed in accordance with the Constitution and General Laws.

ARTICLE V

Honorary Exaltation Qualifications

Section 1: *Honorary Exaltation Qualifications:* There shall be two (2) committees on honorary exaltations: Honorary Past Commandress Exaltation; and Honorary Past Imperial Commandress Exaltation. The committees shall consist of an Imperial Chairperson and Deputy Imperial Chairperson appointed by the Imperial Commandress to accomplish the assigned task.

Section 2: The committee on Honorary Past Commandresses Exaltation shall report its recommendations to the Imperial Court.

- A. Any member of a Constituent Court who has attended the annual sessions of the Imperial Court at least five (5) years in succession within the immediate ten (10) years prior to applying for the Exaltation.
- B. A Daughter must be in attendance to receive the Exaltation.
- C. The fee, as stipulated by current Imperial Court policy, must have been paid by the established deadline, as determined by the committee.

- D. Recommendations for this honor shall come from either the Imperial Commandress or the Constituent Court. If the recommendation is made by the Constituent Court of which the applicant is a member, it shall be done only by two-thirds (2/3) affirmative vote of the members present at a regular meeting of the Constituent Court. Such action shall be forwarded to the Imperial Court under the Seal of the Court. However, the Imperial Court reserves the right to reject or accept requests or recommendations.
- E. Applicants must have served on the Divan of their Constituent Court and/or served on one (1) or more standing committees. Outstanding contributions of the applicants to the Imperial Court should be listed.
- F. Any Treasurer or Recordress who has been elected and installed, who has been appointed and installed and served in her Constituent Court for five (5) years in succession may be nominated by a two-thirds (2/3) vote of her Constituent Court to receive the Honorary Past Commandress Exaltation. An Assistant Recordress who has served in the office of Assistant Recordress with meritorious service for seven (7) consecutive years is also eligible to receive the Honorary Past Commandress Exaltation with a two-thirds (2/3) vote of her Constituent Court and must pay a fee in an amount stipulated by current Imperial Court policy.
- G. Any Daughter so honored must pay an annual sum as stipulated by current Imperial Court policy in order to maintain the rank of Honorary Past Commandress. However, a Daughter who has been an Honorary Past Commandress and has reached the age of eighty-five (85) years shall be exempt from paying the yearly honorary dues or attending Imperial Court sessions, as prescribed. She shall be considered rightfully entitled to such honors without conditions attached, provided that upon written petition by her Constituent Court to the Imperial Court, a certificate to that effect is issued by the Imperial Commandress.

Section 3: The committee on Honorary Past Imperial Commandress Exaltation shall report its recommendations to the Imperial Court, who in turn shall, by a three-fourths (3/4) vote of the members present at any annual session, elect as Past Imperial Commandress of the Imperial Court, any Past Commandress who has attended and served in the Imperial Court for at least ten (10) years in succession. However, that such succession may be excused by the Imperial Commandress and/or the Imperial Court where a dire emergency or a catastrophe existed to interrupt the succession, and provided also that such applicant seeking honors shall have paid a sum as stipulated by current Imperial Court policy. Said Daughters must be in attendance to receive the exaltation.

- A. Recommendation for this honor shall come from either the Imperial Commandress or the Constituent Court. If the recommendation is made by the Constituent Court of which the applicant is a member, it shall be done only by two-thirds (2/3) affirmative vote of the members present at a regular meeting of the Constituent Court. Such action shall be forwarded to the Imperial Court under the Seal of the Court. However,

the Imperial Court reserves the right to reject or accept requests.

- B. Any Daughter so honored must pay an annual sum as stipulated by current Imperial Court policy in order to maintain the rank of Honorary Past Imperial Commandress. However, any Daughter who has been an Honorary Past Imperial Commandress and has reached the age of eighty-five (85) years, shall be exempt from paying the yearly honorary dues or attending the Imperial Court session, as prescribed. She shall be considered rightfully entitled to such honors without conditions attached, provided that upon written petition by her Constituent Court to the Imperial Court, a certificate to that effect is issued by the Imperial Commandress.
- C. The above also applies to those honors recommended by the Imperial Commandress. The amount, as stipulated by the current Imperial Court policy, must be paid annually for both Honorary Past Commandress and Honorary Past Imperial Commandress Exaltations.
- D. Constituent Courts may recommend Daughters annually according to the size of the Court in each category.
- | Court Membership | May Recommend |
|------------------|---------------|
| Up to 100 | 1 Daughter |
| 101 to 200 | 2 Daughters |
| 201 and above | 3 Daughters |
- E. The Imperial Court alone has the right, and authority to confer the rank of Past Commandress or Past Imperial Commandress, both of which are conferred for meritorious service. Any Honorary Past Commandress or Honorary Past Imperial Commandress presently serving on a committee or with a department of the Imperial Court is not exempt from paying her annual honorary dues.
- F. The Imperial Court alone has the right, and authority to confer the rank of Past Commandress or Past Imperial Commandress, both of which are conferred for meritorious service. Any Honorary Past Commandress or Honorary Past Imperial Commandress presently serving on a committee or with a department of the Imperial Court is not exempt from paying her annual honorary dues.
- G. Any Daughter having received the honor of Past Commandress or Past Imperial Commandress who fails to pay the yearly honorary dues without being excused by the Imperial Commandress shall be demoted to the rank of her former standing in the Order. Each Constituent Court shall be responsible for collecting these dues (from their non-exempt Daughters) and forwarding the names to the Committee on Honorary Exaltations due by December 31 each year along with its Annual Returns and Charity Fund Department Report.

ARTICLE VI

DEPUTIES

SECTION 1: Imperial Deputies. Imperial Deputies are the personal appointees and representatives of the Imperial Commandress, and have only such authorities as are delegated to them by the Imperial Commandress. They shall not interfere with the Illustrious Commandress or the Constituent Court, in the discharge of their constitutional rights and duties. They shall report any violation of the law, by the Constituent Court, to the Imperial Commandress, and are not, under the law, empowered to take final jurisdiction in any matter. They may, upon the order of the Imperial Commandress, temporarily arrest the charter of any Constituent Court guilty of gross violation of the Constitution and General Laws, or rules of the Imperial Court, or the edicts of the Imperial Commandress. Such action shall be immediately reported to the Imperial Commandress for final adjustment.

SECTION 2: Limitations. Deputies shall not confer the Daughters Exaltation upon anyone, except when given such authority by the Imperial Commandress to institute a new Court, and such authority has been especially granted in writing, by the Imperial Commandress.

SECTION 3: Deputy for the Desert. The Deputy for the Desert shall be specifically charged with the propagation of our works in the Desert in which she shall be assigned. She shall have the authority, through the special dispensation of the Imperial Commandress, to establish Courts and supervise them until charters have been granted them by the Imperial Commandress. She shall see that they comply with all laws before delivering the charters to the Courts in her jurisdiction. She shall make official visits to Constituent Courts in her jurisdiction, notifying them in writing at least thirty (30) days in advance. The Imperial Deputy for the Desert shall, upon order of the Imperial Commandress, investigate any misunderstanding between a Deputy for the Oasis and the Constituent Court. She shall not interfere with a Deputy for the Oasis in the official discharge of her duties. In the event there is no Deputy for the Oasis, the Deputy for the Desert shall assume the duties of the Deputy for the Oasis. She shall relinquish the collar of her office to the next appointed Deputy for the Desert without delay. Failure to relinquish the collar of her office within thirty (30) days after notification shall result in disciplinary action by the Imperial Commandress. The Deputy for the Desert will be open to receiving and dispensing training, as required.

SECTION 4: Deputy for the Oasis. The Deputy for the Oasis shall exercise supervision over the Constituent Court in which she is a member and ensure that the Court adheres to the Constitution and General Laws. She shall be in charge of Leadership Training and coordinate the creations. She shall not deprive any officer in a Constituent Court of the right to discharge her constitutional duties. She shall not, at any time, be a menace to the freedom of action of a Constituent Court so long as such action is within the bounds of the Constitution and General Laws. She shall relinquish the collar of her office to the next appointed Deputy for the Oasis without delay. Failure to relinquish the collar of her office, within thirty (30) days after notification, shall result in disciplinary action by the Imperial Commandress. The Deputy for the Oasis will be open to receiving and dispensing training, as required.

SECTION 5: Reports. Each Imperial Deputy is required to send, in writing, a copy of her annual report and the fee as stipulated by current Imperial Court policy. She shall send a copy of the report to the Deputy Imperial Commandress and Imperial Commandress and only the required fee to the Imperial Recordress not later than July 15. The Deputy for the Oasis shall also send a copy of her report to the Imperial Deputy for the Desert.

ARTICLE VII

COMPENSATION OF OFFICERS, DIRECTRESSES AND DEPUTY DIRECTRESSES OF DEPARTMENTS, COMMITTEE CHAIRPERSONS AND MEMBERS

SECTION 1: Mileage, Per Diem, Lodging. The entitled officers of the Imperial Court shall receive as mileage, a sum as stipulated by current Imperial Court policy, or the actual and most economical cost of coach airfare in going to and from all annual and special sessions. However, in no instance shall an officer receive coach airfare compensation when her travel is by vehicle; nor shall she receive mileage compensation when her travel is by air.

- A. Actual Past Imperial Commandresses shall receive mileage, room and per diem for the time that they are in attendance at annual sessions.
- B. Departmental Allowances. Directresses, Deputy Directresses and members of departments shall receive such compensations as deemed necessary.
- C. Committee Allowances. Standing and special committees, when convened pursuant to the Bylaws, or upon order of the Imperial Commandress, shall be entitled to per diem and lodging, if deemed necessary.
- D. Standing and Special Committee Compensations. Standing and special committees convened in the interim of the Imperial Court session, shall be entitled to mileage, per diem and lodging, if deemed necessary.
- E. The immediate Past Imperial Commandress may be allowed to attend the post-convention meeting and the following Winter Divan meeting, to include their Executive meeting at the expense of the Imperial Court. Their attendance is limited to the two (2) meetings immediately following their descension from the Imperial East.

SECTION 2: Salaries. The Imperial Commandress, Deputy Imperial Commandress, Imperial Treasurer, and Imperial Recordress shall be salaried officers.

- A. The Imperial Commandress shall receive a salary in accordance with the economic structure of that year, after study by the Budget and Finance Committee and adoption by the Imperial Court.
- B. The Deputy Imperial Commandress shall receive a salary in accordance with the economic structure of that year, after study by the Budget and Finance Committee

and adoption by the Imperial Court.

- C. The Imperial Treasurer shall receive a salary in accordance with the economic structure of that year, after study by the Budget and Finance Committee and adoption by the Imperial Court. She may appoint, with the approval of the Imperial Commandress, competent Daughters to assist during the annual and special sessions of the Imperial Court. The Daughters, so appointed, shall receive the mileage and per diem provided by law.
- D. The Imperial Recordress shall receive a salary in accordance with the economic structure of that year. She shall be authorized to employ office help, with the approval of the Imperial Commandress. The salaries of the office help shall be determined and approved by the Imperial Commandress and the Imperial Recordress, at an expense not greater than the amount designated for that purpose in the annual budget. She may recommend competent Daughters, who shall be appointed by the Imperial Commandress, to assist during the annual and special sessions of the Imperial Court. The Daughters so appointed, shall receive the mileage and per diem provided by the current Imperial Court policy.
- E. All salaries, herein provided, shall be due and payable proportionately on the first (1st) and fifteenth (15th) day of each month. The expense accounts of all Imperial Court officers shall be submitted to the Imperial Recordress for payment monthly, on forms furnished by the Imperial Recordress. Such accounts shall be submitted on or before the tenth (10th) day of the succeeding month.

SECTION 3: Funeral Allowances. Upon the death of an elected Imperial Court officer or an Actual Past Imperial Commandress, the Imperial Commandress shall cause all elected Imperial Court officers and Actual Past Imperial Commandresses to be notified. The Imperial Commandress will designate no more than three (3) additional Officers or Actual Past Imperial Commandresses who shall be entitled to mileage, lodging, and per diem to attend the service.

SECTION 4. Proxy Allowances. When the Imperial Commandress issues her proxy to any Daughter to perform official duties on her behalf, such Daughter shall receive compensation as stipulated by current Imperial Court policy. No mileage shall be paid for attendance at any official business which is held in the place where a proxy resides.

SECTION 5: Other Compensations. Daughters who are performing duties for the Imperial Court may receive compensation for their services, as recommended by the Imperial Commandress and the Budget and Finance Committee.

SECTION 6: Emeritus. This status can be bestowed by the Imperial Court upon an elected Imperial Court officer and elected committees who have given ten (10) years of meritorious service in an elected position to the Imperial Court. This entitles the recipient to the following:

- A. Mileage (coach fare only), per diem and lodging at the Imperial Court session for the time that she is in attendance.
- B. They shall be presented with collars for this status.

ARTICLE VIII FISCAL YEAR

SECTION 1: Fiscal Year. The fiscal year of the Imperial Court, as well as Constituent Courts, shall commence on the first (1st) day of January and shall end on the thirty-first (31st) day of December.

SECTION 2: Fiscal Reports. After the termination of each fiscal year, the Imperial Treasurer and Imperial Recordress shall make their financial reports to the Imperial Commandress and the Imperial Court Divan for the fiscal year just closed. They shall report to the Imperial Court as set forth in the Constitution and General Laws. A Certified Public Accountant (CPA) shall be retained to examine the books and records of these fiscal officers. All other Imperial Court Officers, directresses of departments and chairpersons of committees, who handle finances, shall submit their financial records to the Imperial Auditors Committee during the annual session. However, in extreme circumstances, an extension to September 15 is provided.

ARTICLE IX IMPERIAL COURT REVENUES

All materials, items and publications produced for and under the name Imperial Court, an Auxiliary to the Ancient Egyptian Arabic Order Nobles Mystic Shrine of North and South America and Its Jurisdictions, Incorporated by any of its members become the property of the Imperial Court. All benefits are totally owned by the Imperial Court.

SECTION 1: Allocation of Funds. All monies of the Imperial Court as received shall be divided and allocated by the Imperial Treasurer and the Imperial Recordress to the fund for which they are specifically contributed and shall be paid in to such funds within thirty (30) days after receipt.

SECTION 2: General Fund. All monies received by the Imperial Recordress for certificates, supplies and other papers etc. authorized by the Imperial Court or issued by its direction, shall be accounted for to the Imperial Court, and paid to the Imperial Treasurer for the general fund.

SECTION 3: Fees and Revenues. The fees and revenues of the Imperial Court shall be as listed in the current "Imperial Court Financial Policy Index." **Any fees or revenues due to the Imperial Council from a Constituent Court, and not submitted as required, shall become a levy upon the Imperial Court. This levy upon the Imperial Court is due and payable to the Imperial Council not later than fifteen (15) days from the normal due**

dates of the required fees and/or revenues.

SECTION 4: General and Special Assessments. Hereafter, when the Imperial Court shall adopt any measure providing for a general or special assessment of the Constituent Courts or the members thereof, the said measure shall provide that the same shall not become operative until approved by two-thirds (2/3) of the Constituent Courts. Such approval or rejection will be held at a regular meeting of each Constituent Court, after notice. The decision of the Constituent Court will be certified to the Imperial Recordress under the Seal of the Court on forms provided by the Imperial Recordress. The Imperial Recordress will report to the next Imperial Court session, the results of such a vote by the Constituent Courts, naming the Constituent Court and its vote.

SECTION 5: New Members. Each Constituent Court shall pay to the Imperial Court a sum, as stipulated in current Imperial Court policy, for each creation within ten (10) days after having conferred the degree.

SECTION 6: Reinstatements. Each Constituent Court shall pay to the Imperial Court a sum, as stipulated in current Imperial Court policy, for each reinstatement within ten (10) days following the reinstatement.

SECTION 7: Per Capita. Each Constituent Court shall pay annually to the Imperial Court a per capita tax, of no less than Sixty Dollars (\$60.00) for each member on the roll after December 31. Each Constituent Court shall also pay any and all assessments, which shall be levied by the Imperial Court, in addition to the per capita tax. The funds are due and payable to the Imperial Court on or before January 20.

SECTION 8: Charity Fund. The sum of three dollars (\$3.00) shall also be paid for each initiation and restoration, for the Charity Fund. This sum is in addition to that set forth in Sections 5 and 6 above.

SECTION 9: Special Charities and Benevolence.

- A. Monies received from any source for said department shall be deposited in a special bank account and disbursed according to the guidelines, approved by the Imperial Court, upon request by the Directress and Deputy Directresses and approval by the Imperial Commandress.
- B. Separate records should be maintained for all charitable accounts.
- C. Twenty percent (20%) shall be paid into the General Funds as administrative costs.
- D. Interest earned shall be transferred annually to the General Fund.

SECTION 10: Scholarship Fund. The monies received from any source for Education and Scholarship shall be deposited for this fund and disbursed according to the guidelines.

- A. Twenty percent (20%) of the Scholarship Fund shall be paid into the General Fund as administrative costs.

B. Interest earned shall be transferred annually to the General Fund.

ARTICLE X

COURTS UNDER DISPENSATION

SECTION 1: Eligibility. Courts under dispensation may be constituted by the Imperial Commandress and the Imperial Court upon petition of not less than twenty (20) eligible ladies and in which the Illustrious Commandress and Lieutenant Commandresses shall be named.

SECTION 2: Location. The petition shall name the state, place or city and country in which the Court will be established. The petitioners shall secure a suitable meeting place, purchase the necessary paraphernalia, and ensure that the proposed location is appropriate for a healthy and reputable Court.

SECTION 3: Charter Fee. A sum, as stipulated by current Imperial Court policy, shall be paid for every dispensation to form a new Court and issue a charter.

SECTION 4: Reports. Courts under dispensation shall forward to the Imperial Recordress, on or before December 31, their annual Imperial Court Tax and Annual Returns which shall include a full and exact report of everything done by authority of the dispensation under which they have worked.

SECTION 5: Authority. Courts under dispensation are governed by the Bylaws of the Imperial Court.

SECTION 6: Organization. When the dispensation for a Court has been received by the Daughter named therein as its Illustrious Commandress, she shall notify all the Daughters named in the dispensation as members of the new Court, of the time and place of meeting to organize. At that time, any Daughter properly vouched for as a member of a Court may be present by invitation or permission of the Illustrious Commandress.

SECTION 7: Right to Visit. Daughters whose names are not in the dispensation as members of the new Court must satisfy the Illustrious Commandress that they are Daughters in good standing in a Constituent Court or wait to be admitted after proper investigation.

SECTION 8: Appointment of Officers. The Illustrious Commandress, having satisfied herself of the standing of all Daughters present will then read the dispensation or cause it to be read; and by virtue of the authority therein conferred on her, will temporarily appoint, from among those named in the dispensation, a Recordress, a Treasurer, and the other officers of the Court for the time being.

SECTION 9: Ritualistic Opening. The Illustrious Commandress, having taken her station, shall open the Court in due form.

SECTION 10: Recording of Dispensation. The first duty of the Illustrious Commandress after opening the Court, will be to order the Recordress, to copy the dispensation on the first page of her record book, which record the Illustrious Commandress will certify to be correct. No Court shall proceed to do any work or transact any business by virtue of such dispensation until the same be so recorded.

SECTION 11: Elections. A Court under dispensation cannot elect or install officers. The charter members of the Court are those named in the dispensation creating it.

SECTION 12: Bylaws. A Court making changes to its Bylaws following the guide lines established by the Imperial Court, must submit them to the Imperial Court Jurisprudence and Bylaws Committee not later than July 1 of the respective year.

SECTION 13: Reporting Dates. The report of the Annual Returns, will be submitted to the Imperial Recordress on or before January 20 of the following year.

SECTION 14: Additional Members. A Court under dispensation is authorized by its dispensation to admit members and to create petitioners; it cannot transfer or discipline a member, but if discipline becomes necessary, the charges must be referred to and tried at the discretion of the Imperial Commandress.

SECTION 15: Jurisdiction. The personal and territorial jurisdiction of a Court under dispensation shall be like that of a chartered Constituent Court, except for discipline.

SECTION 16: Past Illustrious Commandress. A Commandress of a Court (under dispensation) can be ranked as a Past Illustrious Commandress only after the Court has been chartered and she has been duly elected, installed and served one (1) year.

SECTION 17: Duties of Officers. The duties of officers of a Court under dispensation are such as are required of the officers of a chartered Court by the rules, regulations and laws of the Imperial Court, so far as the same do not conflict with these Bylaws.

SECTION 18: Representation. A Court under dispensation is only liable for dues for the fractional part of the year that it is in existence, in addition to the per capita tax on members created. Its Illustrious Commandress, or legal representative will be admitted to a seat in the Imperial Court sessions, but she will not be a member, nor will she be allowed to vote in the Imperial Court as a representative.

SECTION 19: Election of Officers. When the charter granted to a Court under dispensation is received by its Illustrious Commandress, she shall notify all members of the time for the election of officers; which election may be held at any meeting of the Court, not more than three (3) months after the date of the charter. If for any cause, such election cannot be held within the time required by these Bylaws, the Imperial Commandress, by dispensation, may authorize election of officers at some other time, of which timely due notice shall be given all members of the Court.

SECTION 20: Recording of Charter. At such meetings, after opening the Court, it shall be the first duty of the Illustrious Commandress to have the charter read to the Court and recorded in the record book on the page immediately following the last proceedings of the Court under dispensation. The only business conducted at this meeting shall be the election and installation of officers by the Imperial Commandress, the Imperial Deputy for the Desert, or the designee of the Imperial Commandress.

SECTION 21: All newly chartered and legally Constituted Courts, whose officers have been duly elected and installed, shall thereafter hold their annual election and make their reports to the Imperial Recordress in the same manner as other chartered Constituent Courts.

ARTICLE XI

DEFUNCT CONSTITUENT COURTS

Defunct Courts

SECTION 1: *When a Court shall be dissolved*, its members, property and assets will be under the control and authority of the Imperial Commandress. No Constituent Court shall complete its work except upon certificate from the Imperial Recordress as to the standing of the members and the consent of the Imperial Commandress.

SECTION 2: *In the event the charter of a Constituent Court is recalled*, revoked or set aside, for whatever cause, the Imperial Commandress, with the advice and consent of the Imperial Court Divan, shall establish rules for the continuation of membership in the Imperial Court for those Daughters who were members of such Constituent Court.

SECTION 3: Revocation of Charter. The charter of a Constituent Court under the jurisdiction of the Imperial Court may be revoked and the Constituent Court dissolved by the judgment of the Imperial Court for the commission of any of the following offenses:

- A. Holding meetings for works and ceremonies or creations in two separate halls at the same time. For violation of this section the Illustrious Commandress may be removed from office or the charter of the Constituent Court suspended by the Imperial Commandress.
- B. Insubordination to the authority of the Imperial Commandress, the Imperial Court or Imperial Potentate.
- C. Departure from the original plan of the Imperial Court.
- D. Disobedience or violation of the Constitution and General Laws, Edicts, Rules and Regulations of the Imperial Court.

SECTION 4: Transference of Property. The Illustrious Commandress or Lieutenant Commandresses of a Constituent Court that ceases to exist shall, within thirty (30) days,

transfer to the Imperial Recordress all books, papers, jewels, seals, funds or evidence thereof, along with the charter, providing the same has not been arrested or removed by order of the Imperial Commandress or the Imperial Court.

SECTION 5: Storage of Property. Upon the order of the Imperial Commandress, it shall be the duty of the Illustrious Commandress and Lieutenant Commandresses to see that the other property of the Constituent Court is stored in a safe place and receipted by a responsible party; such receipt shall be sent to the Imperial Recordress. Proceeds shall be accounted for as other funds paid to or received by the Imperial Court. Any funds received shall be earmarked.

SECTION 6: Member Status. When a Constituent Court has been dissolved, the Imperial Recordress shall, upon receipt, issue a certificate of the standing of any member thereof.

SECTION 7: Property Maintenance. Upon the dissolution of a Constituent Court, its property shall revert to the Imperial Court and shall be turned over to it by the officers of such Constituent Court or by the person having custody. Such property shall be held by the Imperial Court for a period of three (3) years or until such time as the Imperial Court shall deem fit. In such time, if the Court is revived and retains its charter from the Imperial Court, in such case the Imperial Court by and with consent of the Imperial Council, may restore such property to the revived Constituent Court. If the Court is not revived in three (3) years, or within the time set by the Imperial Court, the property shall become and be the absolute property of the Imperial Court.

ARTICLE XII

CHARITY DONATION FUND REGULATIONS

SECTION 1: Purpose. The purpose and aim of the Charity Donation Fund is to assist and aid the family of a deceased Daughter.

SECTION 2: Operating Procedures. Each Constituent Court shall, on or before January 20 of each year, pay to the Imperial Court, three dollars (\$3.00) for each Daughter on the roll of its Annual Returns, as a Charity Donation Fund contribution.

- A. Each Court, in addition to the payment required in Section 2 above, shall pay to the Imperial Court, as a Charity Donation Fund contribution, three dollars (\$3.00) for each newly created Daughter, and a like sum for each restored Daughter. Such payments shall be made within ten (10) days after such creation or restoration.
- B. Within fifteen (15) days after the receipt of any Charity Donation Fund contribution, the Imperial Recordress shall send these monies to the Imperial Treasurer, who shall deposit all such monies in a special bank account, designated as the Charity Donation Fund Account.

SECTION 3: Proof of Death. Whenever a member passes, the Recordress will notify the Imperial Recordress and Imperial Commandress on the Report of Death form for the

deceased member along with a legible copy of the death certificate or copy of the death notice from the newspaper showing a date to the Imperial Recordress. Checks will be written for payment from the Charity Donation Fund to the donee whose name is on record in the office of the Imperial Recordress. The Constituent Court must be in good financial standing for this procedure to be implemented.

- A. Upon the proper proof of death of a member of a Constituent Court, which has made the payments as set forth therein, and was submitted to the Imperial Court within one (1) year of date of death, the Imperial Court shall donate from this fund to the person heretofore designated by the deceased Daughter, immediate relief in the amount as stipulated by current Imperial Court policy. Said amount shall be paid within thirty (30) days after receipt of required documents. Nonpayment of constitutional fees for decedent will preclude issuance of the donation.
- B. Proper proof of death shall be by a legible copy of the official death certificate or copy of the death notice from the newspaper showing a date. The Imperial Court reserves the right to require the production of a death certificate from the proper authorities of the place where the Daughter died.

SECTION 4: Recipient of Donation. The donation shall be made to the donee named by the deceased Daughter as the same appears on the records of the Imperial Court. No charity donation shall be made to any Constituent Court unless the Constituent Court is named as the donee on the records of the Imperial Court. In the absence of a donee of record, or if the recorded donee is deceased, a person certifying in writing as having paid the funeral expenses shall receive the charity donation upon presentation through the Constituent Court of a notarized receipt.

SECTION 5: Limitations. The Constituent Court is responsible for the payment of the charity donation to the donee in a case where the Constituent Court failed to report new or reinstated members within the time allotted, and the new or reinstated member passes.

SECTION 6: Unclaimed Donations. Any monies that are not paid to a donee within one (1) year, or go unclaimed for one (1) year, shall be returned to the Charity Donation Fund.

SECTION 7: Distributions. All monies contributed as a Charity Donation Fund in any one (1) fiscal year shall be disposed of in the following manner, to wit:

- A. Twenty percent (20%) shall be paid into the General Fund as administrative costs.
- B. All Charity Donation Fund checks must be delivered to the persons named therein within sixty (60) days after receipt by the Constituent Court. Any Charity Donation Fund check not delivered shall be returned to the Imperial Recordress. All Charity Donation Fund checks shall be cashed within ninety (90) days after the date appearing thereon.

SECTION 8: Other Distributions. All monies contributed to the Charity Donation Fund

in any one (1) fiscal year shall be disposed of in the following manner, to wit:

- A. When the yearly (annual) payments of the three dollars (\$3.00) to the Charity Donation Fund from the Daughters reaches the sum of fifteen thousand dollars (\$15,000.00), the Imperial Treasurer is authorized to and shall transfer all additional receipts to the Scholarship and Contingency Accounts of the Imperial Court, equitably to each account.
- B. Separate records shall be maintained for all charitable accounts.
- C. Interest earned shall be transferred annually to the General Fund.

SECTION 9: Investment of Funds. With the consent of the Imperial Commandress and notification of the Imperial Recordress, the Imperial Treasurer is authorized to invest the balance over fifty thousand dollars (\$50,000.00) of the charity donation fund reserve in stocks, bonds or evidence of indebtedness of the Government of the United States of America or such other funds, the principal and interest of which shall be guaranteed by the full faith and credit of the United States of America.

- A. To obtain growth of income, the allocation can be thirty percent (30%) in equities and seventy percent (70%) in treasury vehicles backed by the United States Government.
- B. The Imperial Treasurer shall send monthly reports to the Imperial Court Divan of what is coming due.
- C. A record of all such investments shall be kept by the Imperial Treasurer and made a part of her annual report.
- D. Twenty percent (20%) shall be paid into the General Fund as administrative costs.

SECTION 10: Amendments to the Bylaws. Amendments to the Bylaws relative to the Imperial Court, or the Bylaws relative to Constituent Courts, shall be made in the following manner:

- A. Each proposed amendment, together with a concise statement of the reasons thereof, shall be filed with the Imperial Recordress at least ninety (90) days prior to the Imperial Court session at which it is to be submitted. Notice, thereof, together with a copy of the same, shall be mailed by the Imperial Recordress to all Actual Past Imperial Commandresses, officers of the Imperial Court, and Illustrious Commandresses of all Constituent Courts, at least thirty (30) days prior to the beginning of such annual session. On the first (1st) day of such annual session, it shall be referred to the Jurisprudence and Bylaws Committee. As a part of the report of the committee, it shall be presented to the Imperial Court. When voted on, if it is carried by vote of two-thirds (2/3) of the Imperial Court, it shall be declared adopted.
- B. The Imperial Court may, without such previous procedure, by vote of three-fourths (3/4) of the members present at any annual session, revise, alter, or amend these Bylaws, if such revision, alteration, or amendment shall have been submitted at one

day's session, read, and laid over until the next day's session, otherwise no consideration can be had thereon.

PART IV UNIFORMED BYLAWS FOR CONSTITUENT COURTS

Uniformed Bylaws for Constituent Courts

ARTICLE I CONSTITUENT COURTS

Style, Title and Authority

SECTION 1: ***This Court*** shall be known and distinguished as _____ Court No. _____ a Constituent Court and integral part of the Imperial Court, an Auxiliary of the Ancient Egyptian Arabic Order Nobles Mystic Shrine of North and South America and Its Jurisdictions, Incorporated. This Constituent Court claims and possesses such authority as is conferred by said Imperial Court upon its chartered Courts, and claims and possesses no other or further authority. The Constitution, Rules and Enactments of the Imperial Court are the Supreme Law of this Constituent Court.

SECTION 2: ***This Constituent Court*** shall consist of an Illustrious Commandress, First Lieutenant Commandress, Second Lieutenant Commandress, High Priestess, Oriental Guide, Treasurer, Recordress, First Ceremonial Daughter, Second Ceremonial Daughter, Inside Spy, Outside Spy, Marshal, Assistant Recordress, and such other officers as its Bylaws may provide and as many members as may be convenient. Not less than six (6), in addition to the Illustrious Commandress or her legal representative shall constitute a quorum for ceremonies or for the transaction of business.

SECTION 3: ***This Constituent Court*** shall not engage in either ceremonies or business unless its Charter, the Holy Bible, Koran, and the Red Stone are present. Whenever the Charter of this Constituent Court shall, in any manner, be destroyed or shall become illegible so as to be unfit or shall be lost, the Imperial Commandress may order a duplicate Charter to be issued upon payment of a fee. A copy of the original charter of each Constituent Court shall be maintained in the office of the Imperial Court for documentary purposes.

SECTION 4: ***All property*** of every kind and nature, wherever located or situated, belonging to a Constituent Court of the Imperial Court is held in trust by the Constituent Court for the benefit of the members thereof, and for the furtherance of the objectives of the Order in the area of the Constituent Court. This property shall not be partitioned, divided or distributed among the members of the Constituent Court, nor conveyed nor transferred to the members of the Constituent Court or any other person, individually or collectively. Nothing in this section shall be so construed as to prevent the free transfer of the property of a Constituent

Court in the conduct of its regular and legitimate business without intent to evade the provisions of this section.

SECTION 5: *The rituals* are promulgated by the Imperial Court for use of the Constituent Courts in its jurisdiction. It will be adopted uniformly by every Constituent Court and no alterations or additions shall be made.

ARTICLE II

RIGHTS AND OBLIGATIONS OF A CONSTITUENT COURT

Rights and Obligations of a Constituent Court

SECTION 1: *The Imperial Court* declares a Constituent Court is duly chartered and constituted by its authority. It is an integral and constituent part of its supreme power and has certain inherent and corporate rights. A Constituent Court, by virtue of its inherent rights as defined by the traditions of the Imperial Court, has authority:

- A. To retain its charter until lawfully surrendered, suspended, or revoked.
- B. To meet and do all things traditionally done by a Constituent Court.
- C. To admit members and to reject any application for membership.
- D. To elect and install its officers.
- E. To exercise, subject to appeal, penal jurisdiction over its members pursuant to the Constitution and General Laws.
- F. To make Bylaws fixing the annual dues of its members and designate the time of its meetings. If the Bylaws of a Constituent Court conflict with the Constitution or Regulations of the Imperial Court, they are null and void.

SECTION 2: *The rights of a Constituent Court* are conferred by its charter and it is entitled:

- A. To representation in all sessions of the Imperial Court.
- B. To protection in the lawful exercise of its inherent rights; and to the enjoyment of all privileges and immunities, and the exercise of all authority conferred by the Imperial Court.

SECTION 3: *A Constituent Court* by its acceptance of a Charter and its officers and members by their several obligations are bound to obey the Imperial Court and to be governed by the Constitution, Regulations and Laws of the Imperial Court, and the edits of the Imperial Commandress.

SECTION 4: *A Constituent Court of the Imperial Court* may not incorporate under the laws of any State or Country.

SECTION 5: *To contribute from Court funds* such sums of money as may be voted by the members for the relief of distressed members, the widows and orphans of deceased members, and to any worthy charity.

SECTION 6: *No Constituent Court can obligate* or encumber the Imperial Court or the Imperial Council in any financial transaction or in any other transaction without the approval and consent of the Imperial Court and the Imperial Council. The Imperial Court and the Imperial Council reserve the right to approve or reject any transaction so prepared by any Constituent Court.

SECTION 7: *A Constituent Court cannot surrender its charter* without consent of the Imperial Court or the Imperial Commandress so long as there are twelve (12) members who desire to meet under its charter according to the regulations of the Order and the ancient traditions of the Imperial Court.

SECTION 8: *The remaining members* may transfer their membership to a Constituent Court of their choice, when accepted.

ARTICLE III DUTIES OF A CONSTITUENT COURT

Duties of a Constituent Court

SECTION 1: *It shall be the duty of a Constituent Court:*

- A. To observe and preserve the ancient traditions and customs of the Imperial Court.
- B. To obey the Constitution and Laws of the Imperial Court.
- C. To render the Imperial Commandress or her Deputy all due respect and obedience.
- D. To respectfully hear all official communications from the Imperial Court, the Imperial Commandress, or any officer acting by their authority.
- E. To be properly represented at the Annual Sessions of the Imperial Court.
- F. To provide itself with a proper seal upon which shall be the name of the Constituent Court and date of its charter; and the insignia of the Imperial Court, an impression of the seal shall be deposited with the Imperial Recordress.
- G. To furnish the several books required by these regulations for its Treasurer and Recordress and all necessary paraphernalia for its works.
- H. To provide the Imperial Court through its Recordress, its annual returns and all required reports of its activity and condition.

- I. To punctually pay all its obligations to the Imperial Court. If a Constituent Court has failed to pay the per capita tax for a Daughter in her Court, that Daughter will not be afforded a seat in the Imperial Court.

Conferring Creations

SECTION 1: Except by dispensation of the Imperial Commandress, no Constituent Court shall create a candidate at a regular or special meeting.

Penalties

SECTION 1: The Charter of a Constituent Court may be revoked or suspended for:

- A. A persistent and/or inexcusable neglect by the Constituent Court or its officers of any of the duties imposed by these Articles.
- B. Any deliberate violation of the obligations to the authority of the Imperial Court or the Imperial Commandress.
- C. Its failure for one (1) year to hold any meetings.
- D. Its failure for one (1) year to submit its annual returns or pay its annual per capita taxes, charity fund, Community Health Initiative (CHI), Insurance and any other authorized financial obligations.

ARTICLE IV CONSTITUENT COURT BYLAWS

Constituent Court Bylaws

SECTION 1: *The Uniform Bylaws* adopted by the Imperial Court shall prevail throughout the Domain.

SECTION 2: *Constituent Courts may adopt special rules* to govern purely local activities, which must be approved by the Imperial Divan following review by the Jurisprudence and Bylaws Committee.

SECTION 3: *The laws* of the Imperial Court are the Supreme Laws by which every Constituent Court is governed and the Constitution, Bylaws, Edicts, Rules, Regulations and Imperial Directives are binding upon the Constituent Court and the members thereof. A statement to this effect must be included in the Bylaws of every Constituent Court.

SECTION 4: *Three (3) copies of the proposed* Bylaws be sent by certified mail to the Imperial Directress of Jurisprudence and Bylaws Committee. They shall be dated and signed by the Illustrious Commandress, Recordress and the Constituent Court Bylaws Committee

over the seal of the Constituent Court. All Constituent Court Bylaws must follow the model (template).

SECTION 5: *Bylaws or amendments* shall not be valid or binding upon the Constituent Court until approved by the Imperial Court in annual session. When such approval has been made the Imperial Directress of Jurisprudence and Bylaws Committee shall ensure:

- A. A copy is given to the Imperial Court.
- B. The original is signed for by the Constituent Court Illustrious Commandress, or representative.

ARTICLE V QUALIFICATIONS

Life Membership

SECTION 1: A Constituent Court, may upon a vote of two-thirds (2/3) of the members present, make any deserving Daughter a life member of said Constituent Court when she becomes incapacitated, or if she has given untiring meritorious service to the Constituent Court over a period of thirty (30) years. Her per capita tax must be paid to the Imperial Court with Annual Returns.

SECTION 2: Life membership may be of two (2) types:

- A. By vote of a Constituent Court, a member may be exempted from local dues and/or;
- B. Exempted from Imperial Court assessments. The latter to be paid to the Imperial Court by the Constituent Court conferring the life membership.

SECTION 3: This honor of life membership becomes null and void when the member transfers to another Constituent Court.

Associate Membership

SECTION 1: A Daughter may apply for Associate Member status in any Constituent Court. The request for Associate Membership must be presented in writing. The Constituent Court may grant a Daughter Associate Member status after verifying that the Daughter is financial in and charges are not pending in her home Court. A majority vote of the members present at a regular Constituent Court meeting is required to grant a Daughter Associate Membership. A Daughter holding Associate Membership in a Constituent Court has the following rights and or privileges:

- A. To chair and serve on committees.
- B. To become a member and participate with auxiliaries of the Constituent Court.

- C. To hold appointed office in the Constituent Court and may hold elected office in any auxiliaries of the Constituent Court.
- D. To recommend ladies for membership.
- E. Is not eligible to vote.

SECTION 2: The Daughter holding Associate Membership in a Constituent Court is responsible for maintaining her financial obligation with her home Court and will provide proof that her dues are current when requested by the Illustrious Commandress or the membership of the Constituent Court.

SECTION 3: Associate members will not be carried on the rolls of or reported to the Office of the Imperial Recordress by the associate Constituent Court. The associate Constituent Court will notify the home Court that one of its members has been accepted for associate membership. When an Associate Member withdraws or the Associate status no longer exists, the associate Constituent Court will notify the home Court.

SECTION 4: A Daughter holding Associate membership in a Constituent Court may withdraw such membership on written request. The Constituent Court will verify that the Daughter is free of obligation to the Constituent Court and the request for withdrawal will be accepted. No vote is required. If the Daughter is indebted to the Constituent Court she must first satisfy the debt before she can withdraw. A debt to an associate Constituent Court will be treated the same as a debt to a member's home Court. Failure to satisfy the debt can be grounds for charges for dishonorable conduct.

SECTION 5: No Constituent Court shall charge more than Twenty-Five dollars (\$25.00) per year for associate member dues. Associate members are not subject to assessments levied by the Constituent Court.

Healing

SECTION 1: A person belonging to a Non-Prince Hall Shrine Court who desires to become a member of the Imperial Court, can be healed. However, the individual must meet the membership requirements specified in Article II of the Constitution.

SECTION 2: After meeting the membership requirements specified in Article II of the Constitution, the Petitioner must then submit a petition for membership. Use of the regular petition insert the word "HEALING" in bold lettering on the top. The petition will be presented to the Constituent Court and the membership shall vote to accept or reject the petition. If the petition is rejected, the Recordress will notify the Petitioner and return any monies that accompanied the petition minus administrative costs. If the petition is accepted, it will be turned over to an investigation committee appointed by the Illustrious Commandress. The investigation committee shall report its findings to the Constituent Court, and if favorable, the petitioner will be balloted upon. A majority vote is required to accept the member. If the Petitioner is elected for membership, the Recordress will inform

her. If the Petitioner is rejected, the Recordress will inform her and any monies minus administrative costs submitted with the petition will be returned.

SECTION 3: The Petitioner will be required to take the Oath of Fidelity and the Oath of Obligation of the Imperial Court. The Illustrious Commandress will administer the Oath of Fidelity and the Oath of Obligation at the altar.

Oath of Fidelity

SECTION 1: The Oath of fidelity shall be taken and signed by every Daughter admitted from a Non-Prince Hall Shrine Court. Such Oath, in form shall be as follows: (Say I, state your name, and repeat after me...)

I, _____, do hereby promise on my word of honor, and swear true faith, allegiance and fidelity to the Imperial Court and I will support and abide by its Constitution and General Laws.

(Signature)

Capping Ceremony

SECTION 1: The second section of the creation procedure in the Ritual is waived and shall not be followed. The capping ceremony shall be carried out as set forth in the Imperial Court booklet entitled Capping Ceremony.

ARTICLE VI MEMBERSHIP IN A CONSTITUENT COURT

SECTION 1: *When a candidate is created* a Daughter, she thereby becomes a member of the Constituent Court creating her, provided that when a Constituent Court creates a Daughter at the request of another Constituent Court, her membership shall be in the Constituent Court requesting the work.

SECTION 2: *The elected officers of this* Constituent *Court* shall consist of:

- A. Illustrious Commandress
- B. First Lieutenant Commandress
- C. Second Lieutenant Commandress
- D. High Priestess
- E. Oriental Guide
- F. Treasurer

G. Recordress

H. First Ceremonial Daughter

I. Second Ceremonial Daughter

J. Inside Spy

K. Outside Spy

SECTION 3: *The Illustrious Commandress* may appoint such other officers as may from time to time be deemed necessary or essential to the orderly transaction of business. These officers may include, but not limited to Marshal, Assistant Recordress and Youth Chief Deputy.

Withdrawal

SECTION 1: Any member of this Constituent Court, against whom charges are not pending, and whose indebtedness to the Constituent Court is paid, may withdraw from membership by presenting a written application at a regular meeting.

SECTION 2: The Constituent Court shall, at the next regular meeting, unless the request is withdrawn, grant the request of the Daughter, by ordering her name stricken from the rolls, and her membership shall be terminated, and she shall no longer be a member of the Constituent Court unless restored.

SECTION 3: A Daughter thus dropped from the rolls of a Constituent Court shall be entitled to a certificate setting forth the fact, which certificate shall be issued by the Recordress of the Court over its seal. Such person may, at her request, be restored to membership at any regular meeting, by a majority vote after completing a background check and investigation.

Transfer of Membership

SECTION 1: A Daughter wishing to transfer membership from a Constituent Court to another Constituent Court may do so, if she is financial and has no legal or disciplinary matters pending. The transfer process begins with the receiving Court.

- A. She shall make a written request to the Constituent Court to which she wishes to transfer her membership on the administrative form prescribed by the Imperial Court.
- B. If her request for transfer into the Constituent Court to which she wishes to transfer is accepted by a majority vote, such acceptance shall be certified by the admitting Constituent Court in a prescribed transfer form to the Imperial Recordress. At that time the admitting Daughter shall become a member of the admitting Constituent Court.

SECTION 2: The Imperial Recordress, upon receipt of the Certificate of Admission from the admitting Court, shall acknowledge the transfer to both the transferring and admitting Constituent Courts, consummating the transfer.

SECTION 3: If the request for transfer of a Daughter is not accepted, or the Daughter fails to present her Certificate of Transfer from the transferring Constituent Court to the admitting Constituent Court within one hundred and twenty (120) days after its issuance, she shall remain a member of the Constituent Court from which she attempted to transfer.

ARTICLE VII MEETINGS

Meetings and Rules of Order

Regular/Virtual

SECTION 1: The regular/virtual meeting of this Constituent Court shall be held on the _____ day of each month at _____ A.M. /P.M., in the Constituent Court located at:

SECTION 2: All business of the Constituent Court must originate at a regular meeting. All ceremonies or creations shall be held at the regular meeting unless by dispensation of the Imperial Commandress.

Special Meetings

SECTION 1: Special meetings may be called by the Illustrious Commandress at any time other than the regular meetings, by giving due and timely notices to the entire membership. When the need arises, a special meeting may be called by the Illustrious Commandress upon securing a dispensation from the Imperial Commandress. A written notice specifying the time, date, place of meeting and the business to be transacted, shall be sent at least five (5) days prior to date of the stated meeting.

SECTION 2: Special meetings may be called for installation of officers, for lectures, for instruction, for the completion of unfinished trials, for charitable purposes and for no other purpose unless by dispensation of the Imperial Commandress.

SECTION 3: A special meeting shall be called by the Illustrious Commandress upon receiving notice from the Imperial Commandress that an officer of the Imperial Court will be making an official visit to the Constituent Court. The officer shall be extended all amenities and courtesies. The expense of the Imperial Officer, on official visits, are assumed by the Imperial Court.

SECTION 4: No business shall be transacted at a special meeting except that for which it shall have been called.

Rules of Order

SECTION 1: All notices emanating from the Constituent Courts of their officers shall be sent to members under sealed cover. No details of work to be done or transacted shall be made public via the Internet or otherwise.

SECTION 2: The record of the proceedings of a Constituent Court, after having been regularly approved, shall not be altered or any part thereof expunged at any subsequent meeting.

SECTION 3: When transacting business of the Constituent Court, the presiding officer shall not vote unless there is a tie, then she shall have the deciding vote. All votes are majority votes (50% plus one) of the members present at a regular meeting, unless otherwise specified.

SECTION 4: Any member may appeal an adverse decision of the Illustrious Commandress by using the grievance and appeals process.

SECTION 5: No Constituent Court or any member thereof shall resort to the civil courts to establish any right or redress any grievances arising out of the membership in the Constituent Court, or out of their connection with the Constituent Court, until it shall have first exhausted the remedies within the Constituent Court and in a manner so provided by the laws and regulations of the Imperial Court.

SECTION 6: A Constituent Court must apply for a dispensation from the Imperial Commandress to hold special meetings, special elections, ceremonials, special activities, emergency meetings, all fundraisers, and to appear in public in regalia.

ARTICLE VIII PLACE OF MEETINGS

Place of Meeting

SECTION 1: The Imperial Court will not change the location of a chartered Court without its consent and no Constituent Court shall change its place of meeting without one month's notice to its own members.

SECTION 2: A Constituent Court located in a village or city, by majority vote (50% plus one) of its members present at a regular meeting, and with the consent of the Imperial Commandress, may change its place of meeting from one building to another within the corporate limits of such village or city; provided, that notice of such proposed change shall have been given to its members at its last preceding regular meeting and the territorial jurisdiction of Constituent Courts is not affected.

ARTICLE IX ELECTIONS

Elections, Eligibility, Procedures for Elections, Installations and Vacancies

Elections

SECTION 1: At the regular meeting in _____ of each year, the Constituent Court shall elect by ballot and by majority vote, an Illustrious Commandress, First Lieutenant Commandress, Second Lieutenant Commandress, High Priestess, Oriental Guide, Treasurer, Recordress, First Ceremonial Daughter, Second Ceremonial Daughter, Inside Spy and Outside Spy for the ensuing year and at the same time, all other officers required or permitted by these Bylaws shall be appointed by the Illustrious Commandress elect.

SECTION 2: Prior to holding an election the following processes **MUST** be completed:

- A. A final audit of all Court financial records must be conducted in November and presented in December.
- B. All officers should give the Constituent Court a written stewardship report of her activity in office for the year served. The Illustrious Commandress, First and Second Lieutenant Commandresses must read their reports to the Court. The reporting may begin in October.
- C. The Constituent Court Budget for the ensuing year must be presented in November and approved at either the November or December meeting.

SECTION 3: If this Constituent Court shall fail for good cause to elect any of its officers at the time required, the Imperial Commandress, in the exercise of her discretion, may grant to such Constituent Court a dispensation to hold its election at another time.

SECTION 4: All members in good standing shall be entitled to vote at all elections. Member must be present to vote (no proxy).

SECTION 5: No Daughter shall hold more than one (1) elected office, nor shall any Daughter be eligible for the office of Illustrious Commandress who has not been elected and installed as an elected officer of a Chartered Court, but anyone qualified to vote in the election of officers shall be eligible to any other office in the Constituent Court. In case of sickness, disability, or absence of any Elected Officer the Constituent Court may elect that individual (if the individual has submitted notification that if nominated they will accept and if elected they will serve). Elected Imperial Officer or Deputies for the Oasis/Desert are ineligible to hold an elected office in a Constituent Court.

SECTION 6: Within five (5) days after the annual election of officers, each Constituent Court shall report to the Imperial Recordress and Imperial Commandress the names of all officers elected and appointed; the report to be signed by the Illustrious Commandress and Recordress under the seal of the Court.

Eligibility

SECTION 1: Any Daughter in good standing shall be eligible to be elected to any position in the Constituent Court, except Illustrious Commandress. To be elected as Illustrious Commandress, a Daughter must have served as a First Lieutenant Commandress or Second Lieutenant Commandress, or be an Actual Past Commandress. An Honorary Past Commandress is eligible to be elected to the office of Illustrious Commandress providing she has served as First Lieutenant Commandress or Second Lieutenant Commandress.

SECTION 2: In the event of an emergency or where there is absence of qualified candidates for the office of Illustrious Commandress or other offices, the Imperial Commandress may grant a special dispensation to the Constituent Court to hold open elections. Any Daughter in good standing in the Constituent Court shall then become eligible to be elected to such office.

SECTION 3: A member whose name is placed in nomination must be current in her dues and assessments.

SECTION 4: A member whose name is placed in nomination must be present to give consent or must consent by a letter which is read to the Constituent Court before the election begins.

SECTION 5: In order to qualify for an elected office, a member must not have missed more than four (4) regularly scheduled meetings of the Constituent Court in the year of consideration. An excused absence may be granted by the Illustrious Commandress with the consent of the court. Excused absence will not count as a missed meeting. No more than one (1) excused absence is permitted. Any exception to that requirement must have a dispensation from the Imperial Commandress.

Procedures for Elections

SECTION 1: Each Constituent Court shall elect its officers by a written ballot or virtual balloting and by a majority vote in each case. Such elections shall take place at the annual meeting held in December of each year. Each elected officer shall be elected separately by secret ballot. In case of death, disability, disqualification or absence of the Illustrious Commandress, the Constituent Court shall petition the office of the Imperial Commandress for a dispensation to hold an emergency election.

SECTION 2: The Deputy for the Oasis shall conduct the election of officers. The Deputy for the Desert may be invited to conduct the election, should she be present.

SECTION 3: In the absence of the Deputy for the Oasis, an Actual Past Commandress may conduct the election.

SECTION 4: Offices are neither declared vacant nor are they vacated.

SECTION 5: Nominations shall be made from the floor and may include any member eligible to be elected in accordance with the Constitution and General Laws.

SECTION 6: The Election Officer shall appoint a Judge and two (2) Tellers who will take their places at the Altar. Their places are West at the Altar from North to South. Judge, Teller, Teller. Everyone votes at the Altar in an election. All voting shall be by secret ballot placed in a suitable receptacle, which has been placed on the Altar, not on the Bible, nor the Koran. The Tellers will poll the meeting room to determine the voting strength.

SECTION 7: The Election Officer requests nominations from the floor; after all nominations are made for an office, the Election Officer says three (3) times, "Are there any further nominations;" hearing no further nominations, she then says, "I declare the nominations closed at the sound of the gavel." Nominations are never seconded.

SECTION 8: The names of the nominees will be read by the Recordress and each nominee will stand for positive identification.

SECTION 9: Ballots will be passed out by the Tellers if more than one (1) candidate is nominated. If more than two (2) nominations are made and none receives a majority vote, the voting procedure shall be repeated between the two (2) candidates receiving the highest number of votes. In the event of a tie vote, voting will continue until a simple majority is determined.

SECTION 10: Votes shall be cast at the Altar beginning with the Election Officer, followed by the Illustrious Commandress, Divan and members, forming a line North of the Altar exiting by way of the South.

SECTION 11: When all members are seated, the Election Officer will ask if all members have voted, if so, she then declares the ballot box closed.

SECTION 12: One Teller will open the ballot box, remove a ballot, observe and pass it on to the next Teller, who observes and passes it to the Judge, who reads the name out loud. The Recordress will tally votes. Each ballot must be read by the Judge, if not clear or discernable, the Judge and Tellers must declare the ballot void. The voiding of a ballot must be unanimous in every instance or the Constituent Court must be called upon to decide the ballot.

SECTION 13: After all ballots have been announced, the Recordress will total the tally sheet seeing to it that the same corresponds with the number of ballots cast. The results of a virtual ballot will be announced by the Imperial Deputy for the Oasis or her designee. The Election Officer, noting the one who has received the majority vote, will declare the Daughter duly elected. This procedure is followed throughout the election of officers.

SECTION 14: When there is only one (1) member nominated for the office, the Election

Officer will ask the Recordress to cast one unanimous ballot for Daughter_____to be elected to the office of _____.The ballot will be cast by the Recordress. The same procedure is followed for all officers, except the office of Recordress, in which case the Assistant Recordress will tally the votes.

Installation and Terms

SECTION 1: The installation of officers will take place immediately after the election and shall be in accordance with the ceremony of installation prescribed by the Imperial Court Ritual. All officers shall be duly installed by the Deputy for the Oasis, a Past Commandress or by the Imperial Commandress or her Deputy. No officer shall perform any duty of the office to which she has been elected or appointed until she has been installed; all officers shall hold their respective offices until their successors shall have been duly elected, or appointed, and installed.

Vacancies

SECTION 1: In case a vacancy shall occur from any cause, or at any time, in the office of the Illustrious Commandress, the Imperial Commandress upon satisfactory proof of the necessity, may grant her dispensation for an election to fill such vacancy. But such dispensation shall be granted only upon an application of the Constituent Court, setting forth the reasons, to be approved by two-thirds (2/3) of the members present at a regular meeting and it shall be so certified by the Recordress; and of any special election which may be so ordered in any Constituent Court, the members shall have due notice.

SECTION 2: In case of any elected officer other than the Illustrious Commandress of a Constituent Court being permanently removed from or residing outside the jurisdiction of the Constituent Court and is unable to perform the duties of her office, the Constituent Court may declare the office vacant and then request a dispensation to proceed with the election of her successor.

SECTION 3: In case of the death, disability, or absence of the Illustrious Commandress, her duties shall be devolved first upon the First Lieutenant Commandress then Second Lieutenant Commandress, whichever is present and able to serve the office. When a vacancy occurs and a dispensation is requested for any reason, in the other elected offices of the Constituent Court, such vacancies are to be filled by the special election granted by the Imperial Commandress. All other non-elected vacancies shall be filled by appointment of the Illustrious Commandress.

ARTICLE X DIVAN DUTIES

Divan Duties

SECTION 1: *The Divan of a Constituent Court* shall consist of the first eleven (11) officers named in of these Bylaws.

SECTION 2: *The Illustrious Commandress:*

- A. She shall preside at all meetings of her Court.
- B. She shall confer the Creation of the Order in accordance with the ritual authorized by the Imperial Court.
- C. She shall superintend the official acts of all of the officers of her Court and see that their respective duties are properly performed.
- D. She shall guard against any infraction, by members of her Court of its own Bylaws, or the Constitution, Regulations, and other Laws of the Imperial Court and of the traditions of the Order. The Illustrious Commandress shall be the custodian of the bonds of the Treasurer and Recordress. She shall take full possession of the charter of her Constituent Court; it shall always be kept in her custody; it shall be present at all meetings of her Court and it must be turned over to her successor.
- E. The presiding officer of a Constituent Court, whether Illustrious Commandress or Lieutenant Commandress, shall not invite any visiting Daughter to preside over her Court. A Past Commandress of that Court will close the Court and no other business will be transacted.
- F. In all cases of a tie vote, except votes by ballot, the Illustrious Commandress may cast the deciding vote.
- G. Wear the Crown of the Illustrious Commandress at all official duties and activities during her administration in her Oasis, except at funerals and memorial services. Requests to wear the Crown outside of her Oasis must be addressed to the Imperial Commandress for dispensation.
- H. From the decisions of the Illustrious Commandress, there shall be no appeal to the Constituent Court but appeals from her decisions and complaints of her acts and conduct may be made to the Imperial Grievance and Appeals Committee. Violation of any duty imposed by the Constitution, Regulations, or Laws of the Imperial Court, by the Illustrious Commandress of a Constituent Court, she shall be subject to removal from office by the Imperial Commandress.
- I. In accordance with his duties, the Illustrious Potentate of each Temple within whose jurisdiction there shall be a Constituent Court, shall appoint an Advisor and an Assistant Advisor for such Court.
- J. In matters of great importance to the Constituent Court, the Illustrious Commandress shall have authority to summon all members of the Divan and any other member of the Constituent Court to advise and counsel with her.

SECTION 3: *First and Second Lieutenant Commandresses:*

- A. It shall be the duty of the Lieutenant Commandresses to assist the Illustrious Commandress in the performance of her duties and to discharge all other duties that the ancient traditions and customs of the Order require of them.
- B. In the absence of the Illustrious Commandress, her duties devolve upon the First Lieutenant Commandress, and if the Illustrious Commandress and First Lieutenant Commandress both are absent, the Second Lieutenant Commandress succeeds to the duties of the Illustrious Commandress.
- C. The Illustrious Commandress cannot deputize anyone to open the Constituent Court in her absence to the exclusion of a regular Lieutenant Commandress being present.
- D. A Lieutenant Commandress cannot call a special meeting of the Constituent Court while her official superior is within the territorial jurisdiction and able to authorize a call.
- E. If the Illustrious Commandress and Lieutenant Commandresses are absent, the Constituent Court cannot be opened unless by dispensation of the Imperial Commandress.
- F. They perform other such duties and functions as may be prescribed by the Imperial Court, and/or the Constituent Court.

SECTION 4: *Treasurer:*

- A. She shall receive and safely keep all money and property of every kind which shall be placed in her hands by the Recordress or by the order of the Constituent Court and to give proper receipts and promptly deposit same in the bank designated by and in the name of the Constituent Court within two business days.
- B. She shall disburse or transfer funds upon the vote of the Constituent Court. In case of an emergency, the Illustrious Commandress may authorize an expenditure up to _____Dollars.
- C. She shall keep books which shall contain a correct statement of her receipts and disbursements on account of the Constituent Court.
- D. She shall make to the Constituent Court, as its Bylaws may require, annual and such other reports of its receipts, disbursements, and financial conditions.
- E. She shall be bonded in such sums and sureties as the Constituent Court may direct.
- F. She shall perform such other duties appertaining to her office as the Bylaws may require or the Constituent Court may at any time direct.

- G. She shall perform such duties and functions as may be prescribed by the Imperial Court, and/or the Constituent Court.
- H. She shall file the annual Internal Revenue Service (IRS) forms, as required.
- I. She shall notify the Recordress, as soon as possible, of all direct deposit receipts, and approved electronic funds transfers.
- J. For the faithful performance of her duties, the Treasurer may be exempt from dues and receive a stipend from the Constituent Court of not less than \$_____ annually.

SECTION 5: Recordress:

- A. She shall record all proceedings of the Constituent Court proper to be written including payment of dues and other current receipts; and to submit such record to the Constituent Court no later than the next scheduled meeting for approval or corrections and to the Illustrious Commandress. All receipts and disbursements shall be read at the end of each meeting.
- B. She shall prepare and transmit a copy of such record or any part to the Imperial Court, when required.
- C. She shall collect and receive annual dues for the Constituent Court, issuing to each member such receipt as may be authorized by the Imperial Court. She shall issue receipts for all direct deposits reported by the Treasurer.
- D. She shall collect and provide a receipt for all other monies due to the Constituent Court and pay the same promptly to the Treasurer taking her receipt.
- E. She shall make to the Constituent Court annually and otherwise as its Bylaws may direct, a report of its works and the condition of its accounts with its officers and members and all other matters relating to its finances or business that may be under her charge.
- F. She shall keep the Seal of the Court and affix the same with her signature to all papers issued under her authority or in obedience to the requirements of the Constitution, Regulations and Laws of the Imperial Court.
- G. She shall transmit to the Imperial Recordress and Imperial Commandress immediately after each election in the Constituent Court, a certificate in the manner and form prescribed by the Imperial Court.
- H. She shall transmit to the Imperial Recordress the Annual Returns of the condition of the Constituent Court as required by the Imperial Court.

- I. She shall report promptly to the Imperial Recordress, the name of each person created, rejected, expelled, suspended, or restored by her Constituent Court.
- J. She shall keep the following books of the Constituent Court in such form as may be provided:
 - 1. The roll of membership for the signature of the members.
 - 2. A bound minute book.
 - 3. A file in which she shall record alphabetically indexed, by last names of all members of the Court, the date of their creation or affiliation, the name and location of the Constituent Court of which those affiliated were last members, the ages and occupations of all members, the dates of withdrawal, expulsion, suspension, transfers, restoration or death, and the unified bookkeeping system as approved by the Imperial Court.
 - 4. A book in which she shall record upon pages alphabetically arranged, the names of all candidates rejected by the Constituent Court and in like manner, the names of those rejected, expelled, or suspended, by other Constituent Courts of which she shall have received proper notice.
 - 5. A register in which each visitor shall record her name; the name, number and location of her Constituent Court.
 - 6. She shall preserve the Bylaws of the Constituent Court and the Constitution, Regulations and Laws of the Order, which may from time to time be published, together with all the printed proceedings as promulgated by the Imperial Court. The books, accounts, and records of the Constituent Court shall cover and include the calendar year from January 1 to December 31; and it shall be the duty of the Recordress of each Constituent Court to make an Annual Report to the Imperial Recordress before January 20 of each year, of each Daughter who is in good and regular standing in the Constituent Court as of December 31 of the preceding year; and a duplicate copy of this report sent to the Imperial Commandress.
- K. On or before January 20 of each year the Recordress of each Court shall make her annual report to the Imperial Recordress, which report shall contain a list of those created, affiliated, transferred, restored, deaths, removed, reactivated, dropped out, life members, expulsions, rejections and withdrawals, with the respective dates opposite each name, also an alphabetical list of all members and a financial statement of the preceding fiscal year of the Court showing a summary of receipts, disbursements, assets and liabilities; this annual report to be signed by the Illustrious Commandress and Recordress and the seal of the Court attached. A duplicate copy of this report must be sent to the Imperial Commandress.
- L. She shall perform duties and functions as may be prescribed by the Imperial Court, and/or the Constituent Court.
- M. She shall perform such other duties appertaining to her office as the Bylaws may require or the Constituent Court may at any time direct.
- N. She shall be bonded in such sums and sureties as the Constituent Court may direct.

- O. For the faithful performance of her duties, the Recordress shall be exempt from dues and receive a stipend from the Constituent Court of not less than \$_____ annually.

SECTION 6: Assistant Recordress:

- A. There shall be one or more Assistant Recordresses whose duties shall be to assist the Recordress in recording the proceedings of her Constituent Court and shall perform such other acts appertaining to her office as may be required of her.

SECTION 7: Other Officers:

- A. All other officers provided or permitted by these Bylaws shall perform such duties agreeable to the ancient traditions and customs of the Order and appertaining to their respective offices and in conformity with the Bylaws of the Constituent Court as directed by the Illustrious Commandress.

ARTICLE XI FEES AND DUES

Fees and Dues

SECTION 1: A Constituent Court will not include assessments as part of the annual membership dues.

SECTION 2: The dues of this Constituent Court shall be \$_____ annually, payable in advance (no later than December 31st for the ensuing year).

SECTION 3: Any Daughter who shall neglect to pay dues when payable shall be suspended from all rights and privileges of the Order.

- A. The names of Daughters that have not paid their annual dues in full must be read by the Recordress at the December meeting.
- B. The Constituent Court is to vote to suspend said Daughter(s) (the vote may be taken collectively).
- C. A majority vote of members present is required for suspension.
- D. Daughters suspended for “Non-Payment of Dues” may be reinstated without penalty if the monies are paid in full by January 20th and that amount sent with the Annual Return to the Imperial Recordress.

SECTION 4: No Constituent Court will create a candidate for less than one hundred dollars (\$100.00) without special dispensation from the office of the Imperial Commandress. Within ten (10) days after any creation or ceremonial, each Constituent Court shall report to the Imperial Recordress and Imperial Commandress over the signature of the Illustrious Commandress and Recordress, with the seal of the Constituent Court attached, the name of each person created and shall transmit with such report to the

Imperial Recordress the required fee of no less than one hundred dollars (\$ 100.00) for each candidate created.

SECTION 5: *Fines and How Assessed:* Failure to submit the required reports to the office of the Imperial Recordress on the date and in the format specified may result in the Constituent Court being assessed a late fee of one hundred and fifty dollars (\$150.00) or one dollar (\$1.00) times the number of members on the roll (i.e. \$1.00 times 450 members equals \$450.00), whichever is greater. This late fee is applicable to annual return reports, payment of per capita taxes. All other reports not made in a timely manner as required, the penalty shall be one hundred dollars (\$100.00).

SECTION 6: Insufficient Fund Check Fee: The Imperial Court will assess any Constituent Court or Daughter a fee for any insufficient fund check issued to the Imperial Court. Any Constituent Court that does not pay the processing fee will be carried as un-financial on the rolls of the Imperial Court, until the indebtedness is satisfied. Any Daughter who does not pay the processing fee will be subject to disciplinary action by the Imperial Commandress.

SECTION 7: The transfer or admission fee shall be as prescribed by the Imperial Court.

SECTION 8: A member may obtain an extension for payment of dues for sixty (60) days, providing a reasonable excuse is given, such as sickness of the member or sickness or death in her family, rendering her financially unable to pay her dues; or an act of God or the State. In any event, evidence of such inability to pay must be presented satisfactorily to the Constituent Court.

SECTION 9: All books, accounts, and records of the Constituent Court shall cover and include the calendar year from the first (1st) day of January to the thirty-first (31st) day of December of each year.

SECTION 10: All Imperial Court assessments shall be paid by each member in advance and in accordance with the Constitution and General Laws of the Imperial Court.

ARTICLE XII

PETITIONS FOR CREATION AND INVESTIGATING COMMITTEE DUTIES

Petition for Creation and Investigating Committee Duties

SECTION 1: Petitions to this Constituent Court shall be as follows:

- A. Every petition shall be made in accordance with the form prescribed by the Imperial Court and this Constituent Court shall not receive a petition unless the petitioner shall have the qualifications set forth in these Bylaws.
- B. It shall be signed by the petitioner with her name in full and recommended by at least two members in good standing in this Constituent Court.

- C. It shall be presented at a regular meeting of this Constituent Court and shall be accompanied by a fee of \$_____.
- D. It shall be referred at the same meeting, to an Investigating Committee to be appointed by the Illustrious Commandress.
- E. It shall then lie over for consideration until the next stated meeting or until reported upon by the Investigating Committee.
- F. It becomes, when received and referred, the property of the Constituent Court and cannot be withdrawn without unanimous consent of all members at a regular meeting.
- G. The petitioner is to be investigated at her home. The procedure for processing a petition for creation should take no more than ninety (90) days.
- H. If the petition is for creation, a background check is required and the committee will investigate in accordance with the Petition for Creation.
- I. The report of the Investigating Committee shall be in accordance with the form prescribed by the Imperial Court, and shall be signed by not less than a majority of the members of the committee, and shall be made at a regular meeting of the Constituent Court, but not until a month shall have elapsed since the presentation and reference of the petition providing the Constituent Court by majority vote of those present may allow the committee further time. The report of the committee when made shall be read to the Constituent Court and placed on file.
- J. The right to vote upon the petition for conferring the creation, for admission to membership and upon charges, belongs only to the members of the Constituent Court.
- K. Except as otherwise provided, no Constituent Court shall ballot upon the petition until it has laid over not less than one month and it shall not vote upon a petition until after it has been referred to, and reported by an Investigating Committee; neither shall a Constituent Court ballot upon a petition at a special meeting except by dispensation of the Imperial Commandress.
- L. When the petition is for creation or membership, each petition shall be acted upon separately.
- M. No petitioner can be elected for creation or membership unless she received a majority vote by ballot.
- N. When a petitioner is rejected, the Recordress shall forthwith notify her and upon the order of the Illustrious Commandress, return the fee minus any administrative charges.

- O. The Fez must be acquired within three (3) months. Cost of the Fez should not be included in the creation fee. This also applies to Daughters transferring from another Constituent Court.
- P. Within ten (10) days after any creation, each Constituent Court shall send to the office of the Imperial Recordress, all required paperwork, the official ballot summary and the proper fee. The signatures of the Illustrious Commandress, Recordress and Seal of the Constituent Court shall be affixed. Other signatures, as indicated on the forms, must be affixed (Deputy for the Oasis, candidate, Captain of the Team, Doctor, vouchers, and Investigating Committee). Each newly created Daughter shall affix her signature next to her typed or printed name on the "Creation Report".

ARTICLE XIII FISCAL YEAR

Fiscal Year

SECTION 1: The books, accounts, and records of the Constituent Court shall cover and include the calendar year from January 1 to December 31, and it shall be the duty of the Recordress of each Constituent Court to make an Annual report to the Imperial Recordress before January 20 of each Daughter who is in good standing in the Constituent Court as of December 31 of the preceding year.

ARTICLE XIV REINSTATEMENT

Reinstatement

SECTION 1: When a Daughter has been suspended for non-payment of dues, she may be reinstated upon the payment of a fee as assessed by the Imperial Court (if applicable) and satisfactory completion of a background check. In addition, a Constituent Court may charge an amount not to exceed the yearly dues of said Court. No other financial obligations are required of the Daughter being restored.

SECTION 2: When a Daughter has been suspended for non-payment of dues for forty-six (46) days or more, she may be reinstated upon the payment of a fee as assessed by the Imperial Court (if applicable). In addition, a Constituent Court may charge an amount not to exceed the yearly dues of the said Court. She will be required to undergo another background check at her expense.

SECTION 3: Within ten (10) days after a Daughter is reinstated, a report shall be made to the Imperial Recordress and the Imperial Commandress by the Constituent Court and the Court shall transmit with such report to the Imperial Recordress with the required fee.

ARTICLE XV RIGHT TO VISIT

Right to Visit

SECTION 1: Any Imperial Council Divan Member, Imperial Court Divan Member, the Imperial Advisor or the Imperial Assistant Advisor and any Daughter in good standing is entitled to visit any Constituent Court.

SECTION 2: No visitor shall be admitted to the Constituent Court until her qualifications have been ascertained by examination of her current dues card; the result of such examination shall be reported in open meeting before the visitor is introduced.

ARTICLE XVI RITUAL

Thanksgiving Service and Feast

SECTION 1: The Imperial Court requires attendance at both the Annual Thanksgiving Service and Feast of every Daughter on the third Sunday in May, as required by the Imperial Court. This public service may be held in a church, or an acceptable hall. The complete Thanksgiving Service, as set forth in the Ritual, must be followed.

SECTION 2: Daughters not attending without a legitimate excuse will be fined. Legitimate excuses are: illness, death of family members, employment and out of town. A written note concerning the absence must be received by the Illustrious Commandress before the attendance day(s). For each event missed, a fine of not more than an amount stipulated by current Imperial Court policy shall be payable to the Constituent Court within sixty (60) days. Failure to pay after notification shall result in suspension of membership. The amount of the fine and legitimate excuses must be included in the Constituent Court's Bylaws.

SECTION 3: The food served to all attending the Feast shall include figs, raisins, grapes, beef, lamb, wine and other foods as desired. The public Feast may be held on the same day as the Thanksgiving Service or the following Monday, without a dispensation.

Funerals

SECTION 1: The burial tribute adopted by the Imperial Court for the use of the Daughters shall be faithfully followed by a Constituent Court; and any deviation is strictly forbidden.

ARTICLE XVII EMBLEMS, JEWELS AND REGALIA

Emblems, Jewels and Regalia

SECTION 1: *Regalia:*

- A. The headdress, emblems and jewels of the Constituent Court shall be such as adopted by the Imperial Court. Only the Constituent Court name and number should be affixed to the front of the Fez. No embellishment should be placed on the back of the Fez. The Fez is to be worn only with full official Daughter's regalia. There is no substitute for the official headdress of the Daughters, which is the Fez.
- B. The official attire of the Daughters (which is meeting attire) shall be white dress, white lingerie, all white shoes (Lucite and mesh shoes are permissible), white stockings, white bag, white gloves (no fingerless gloves) and regulation Fez. White jewelry only may be worn (white ankle bracelets are acceptable). Flowers (corsages) should be all white no green foliage. No silver or gold jewelry (including ankle bracelets) shall be worn with regalia, except as allowed by the Imperial Court.
- C. The formal attire of the Daughters shall be white, formal length to the top of the shoe, dress (no tea length, no bodycon, no mermaid attire), white lingerie, all-white shoes, white stockings, crystal or rhinestone jewelry, white handbag, white gloves (no fingerless gloves) and regulation Fez. Long gloves are required with sleeveless or strapless gowns. A strapless gown must be worn with a non-revealing and large enough formal jacket or shawl covering the upper body. White sequins and rhinestones should not reflect color. Splits in gowns shall be no higher than the knee and no gowns with trains, as it presents a safety hazard to the wearer and others as well. Silver or gold jewelry is not worn with regalia as allowed by the Imperial Court.
- D. Exceptions to the limitations shall be: watches, rings, medic alert bracelets, small gold official pins, Past Illustrious Commandress pins and Pillar pendants (on a fine gold chain).
- E. The wearing of improper regalia shall result in a fine in an amount as stipulated by current Imperial Court policy and payable to the Constituent Court. Failure to pay the fine within sixty (60) days after notification in writing from the Illustrious Commandress shall result in suspension of membership until there is compliance.
- F. Convention badges may be worn on street clothing.
- G. The wearing of official Daughters' regalia in parades, which is formal attire, shall be restricted to when one is riding in a bus, car, tram, carriage, float, or other multi-passenger vehicle.

ARTICLE XVIII SETTLEMENT OF CONTROVERSIES

Settlement of Controversies

SECTION 1: No Constituent Court or any member shall resort to the civil courts to establish any right or redress any grievance arising out of the membership in the Order, or out of their connection with the Order, until it or she shall have first exhausted the remedies within the Order and in a manner as provided by the Laws and Regulations of the Order.

ARTICLE XIX AMENDMENTS

Amendments

SECTION 1: The accepted method of receiving and deposing of amendments are as follows:

- A. The proposed amendment shall be submitted in writing to the Constituent Court at a regularly scheduled meeting; and unless it is approved by a majority of the members present on a call of yeas and nays, it shall not receive any further consideration; but if it is so approved, the proposed amendment shall be entered upon the records together with the proceedings, and three notices (one per month) of the pending vote on the proposed amendment shall be sent to all members (via Postal Services) by the Recordress.
- B. The notification of the pending vote must include a copy of the original language proposed to be changed, proposed amendment, rationale for change, and the date the vote shall take place.
- C. The proposed amendment may be approved at the regular meeting by a two-thirds (2/3) vote of the members present.

SECTION 2: The proposed amendments to these Uniform Bylaws shall be submitted in writing through the Imperial Legal Directress for approval/disapproval by the Imperial Court.

SECTION 3: Every Constituent Court may adopt special rules (which does not exceed one-page in length) to govern purely local activities which must be reviewed by the Jurisprudence and Bylaws Committee and approved by the Imperial Court Divan.

ARTICLE XX CLAUSES, REPEALING AND SAVING

SECTION 1: **Repealing Clause.** All prior Constitutions, Regulations, Bylaws and Laws Relative to Misconduct and provisions thereof, inconsistent with or repugnant to the provisions herein contained are hereby expressly repealed.

SECTION 2: **Ex Post Facto.** These Constitutions, Bylaws, Regulations and Laws Relative to Misconduct shall not dispel or affect any act done prior to the adoption of these laws by a Daughter or a Constituent Court.

PART V
UNIFORMED BYLAWS FOR DESERTS
DESERT CONFERENCE
OF
CONSTITUENT COURTS

UNIFORM BYLAWS

ARTICLE I
NAME

SECTION 1: The Conference shall be known as the (*Desert Name*) _____
Desert Conference of Constituent Courts, of the Imperial Court.

ARTICLE II
COMPOSITION

SECTION 1: The Desert Conference shall be composed of all Constituent Courts within
the Desert of _____ chartered by the Imperial Court.

ARTICLE III
MEETINGS

SECTION 1: The Desert Conference shall meet in person or virtually in each year at such
time and place as may be determined by the Imperial Deputy of the Desert.

SECTION 2: Special meetings may be requested by the Imperial Deputy for the Desert,
with approval of the Imperial Deputy of the Desert, in cases where the welfare of the Desert
requires the meeting, provided that due notice of the time, place and notice of such meeting
is sent by registered mail to the Illustrious Commandress and Recordress of each Constituent
Court in the Desert.

SECTION 3: The Desert Conference shall be opened according to usage and customs of the
Imperial Court.

ARTICLE IV
QUORUM

SECTION 1: The quorum shall be _____, all of whom shall represent Constituent Courts within the Desert, financial with the Imperial Court and the Desert Conference, for the transaction of business.

SECTION 2: Any Daughter in her Desert, in good standing in her Constituent Court, is a member of the Desert Conference and is entitled to a vote at all sessions in which she is present.

ARTICLE V OFFICERS AND DUTIES

SECTION 1: The Imperial Deputy for the Desert, whose authority and duties are established by the Imperial Court, or such other person she may designate, shall preside at all meetings.

SECTION 2: The elected officers of the Desert Conference shall be as follows:

- A. Desert First Lieutenant Commandress
- B. Desert Second Lieutenant Commandress
- C. Desert High Priestess
- D. Desert Oriental Guide
- E. Desert Treasurer
- F. Desert Recordress
- G. Desert First Ceremonial Daughter
- H. Desert Second Ceremonial Daughter
- I. Desert Inside Spy
- J. Desert Outside Spy

SECTION 3: A committee of three (3) auditors shall also be elected. At the initial election, one (1) will be elected for a three (3) year term, one (1) for a two (2) year term and one (1) for a one (1) year term. Each year thereafter, one (1) auditor will be elected for a three (3) year term.

SECTION 4: The election to Desert office shall not be interpreted to bestow upon such office holders any new additional rights and privileges in the Imperial Court.

SECTION 5: The appointed officers of this Desert Conference may be:

- A. Desert Convention Directress
- B. Desert Legal Directress

- C. Desert Marshal
- D. Desert Deputy Marshal
- E. Desert Assistant Recordress(s)
- F. All other officers as the Imperial Deputy for the Desert may appoint.

ARTICLE VI ELECTION, VOTING AND INSTALLATION OF DESERT OFFICERS

Elections

SECTION 1: Election of Desert Officers shall be by majority vote (50% plus one). Any member eligible to vote is eligible to be nominated for election.

Voting

SECTION 1: The usual method of voting, except as otherwise specified, shall be by show of hands.

Installation of Officers

SECTION 1: Installation of Officers shall immediately follow the election. All officers shall serve one year or until the successor is elected or appointed and installed.

ARTICLE VII AUTHORITY OF THE DESERT CONFERENCE

SECTION 1: The Desert Conference shall have and exercise such authority as has not been reserved by the Imperial Court and the Imperial Commandress may enact such legislation for its government and regulation as it may deem necessary and as prescribed by the Constitution and General Laws of the Imperial Court.

ARTICLE VIII DESERT OFFICER'S DUTIES

Desert Lieutenant Commandresses

SECTION 1: The Desert Lieutenant Commandresses shall assist the Imperial Deputy for the Desert in the Desert Conference sessions as she may direct, ordinarily by performing the duties pertaining to the respective offices and stations.

Desert Treasurer

SECTION 1: The Desert Treasurer shall have charge of all funds and vouchers of the Desert Conference. She shall be bonded in such sum and with such sureties as shall be approved. The Imperial Deputy for the Desert shall be the custodian of her bond.

SECTION 2: The Desert Treasurer keep funds on deposit at a bank approved by the Imperial Deputy for the Desert, and in such manner as will render the account payable to the order of the Desert of _____.

SECTION 3: She shall perform all other duties traditionally consistent with her station and office within the Order and shall make a full and complete report of her stewardship at the regular annual session of the Desert Conference.

Desert Recordress

SECTION 1: The Desert Recordress shall attend all regular and special sessions of the Desert Conference and duly record its proceedings.

SECTION 2: She shall receive and accurately account for and promptly pay or deliver over to the Desert Treasurer, all funds and property of the Desert Conference received by her, from whatever source, taking her receipt for the same.

SECTION 3: She shall not pay over any money or deliver property of the Desert Conference to the Desert Treasurer, until notified by the Imperial Deputy for the Desert that the Treasurer-elect had given the approved bond required.

SECTION 4: She shall perform such other duties as are traditionally consistent with her station and office within the order, and she shall give bond in such sum and sureties, as the Conference shall establish.

ARTICLE IX DUTIES OF OTHER DESERT OFFICERS

SECTION 1: All other Desert Officers shall perform such duties as are traditionally consistent with their station and office within the order, and such other duties as may be assigned by the Imperial Deputy for the Desert.

ARTICLE X ORDER OF BUSINESS

SECTION 1: After the opening of the Desert Conference, the order of business shall be as follows:

- A. Calling the roll of Officers
- B. Calling the roll of Constituent Courts
- C. Determination of Quorum

- D. Sickness and Distress
- E. Reading of the Minutes
- F. Appointment of Committees
- G. Report of Imperial Deputy for the Desert
- H. Report of Treasurer
- I. Report of Recordress
- J. Report of Auditors
- K. Reports of Committees
- L. Unfinished business
- M. New business
- N. Election and Installations of Officers
- O. Adjournment

SECTION 2: This order of business may, at any time, be suspended or changed by majority vote.

SECTION 3: At special sessions, the order of business shall be such as the Imperial Deputy for the Desert may direct.

ARTICLE XI DESERT DIVAN

SECTION 1: The Divan of the Desert shall consist of the Imperial Deputy for the Desert, elected officers of the Desert, the Desert Legal Directress, all of whom shall be the Desert Divan for the Imperial Court.

SECTION 2: The Desert Divan shall meet at such time and place, as may be determined by the Imperial Deputy for the Desert.

SECTION 3: Due notice of meetings of the Desert Divan shall be given to members.

SECTION 4: A majority of the Desert Divan shall constitute a quorum for the transaction of business and all questions shall be decided by majority of all members present.

SECTION 5: An accurate written record of all Desert Divan meetings shall be kept by the Desert Recordress or such other person to whom such duty is assigned by the presiding officer.

ARTICLE XII DUTIES AND LIMITATIONS

SECTION 1: The interim business between sessions of the Desert Conference shall be performed and transacted by the Desert Divan, provided that the Desert Divan shall not enter into any transactions which will obligate the Desert Conference without its prior approval or the approval of the Imperial Court, or the Imperial Commandress.

SECTION 2: The Desert Divan shall report to and make recommendations to the Desert Conference, whatever it may deem conducive to the welfare and good of the Daughters; particularly those matters relating to the business, the budget and financial affairs of the Desert Conference.

SECTION 3: The Desert Recordress shall make and transmit a report of each meeting of the Desert Divan to each Constituent Court, within thirty (30) days following such meeting.

SECTION 4: The members of the Desert Divan shall receive such reimbursement for expenses incurred in attendance of meetings as may be fixed from time to time by action of the Desert Conference in regular session.

ARTICLE XIII STANDING COMMITTEES

SECTION 1: The standing committees of the Desert shall be:

- A. Jurisprudence and Bylaws
- B. Audit
- C. Budget and Finance
- D. Credentials, if applicable
- E. Necrology
- F. Program, Publicity and Public Relations

SECTION 2: The Standing Committees shall be appointed immediately after the installation of officers at the regular annual session. The duties of these committees shall be consistent with their traditional function within the order.

ARTICLE XIV COMPENSATION

SECTION 1: All officers of the Desert shall serve without pay and/or shall receive only such stipend and reimbursement of expenses as may be fixed from time to time by the Desert Conference in regular session.

ARTICLE XV DESERT TAX

SECTION 1: Annual Desert Tax will be no less than Ten Dollars (\$10.00) per Daughter payable to the Desert, no later than March 30 each year. Payment must include all Daughters reported on the Constituent Court Annual Returns to the Imperial Court as of the previous December 31. Annual Desert Tax on a Daughter that reinstates or created is paid to the Desert immediately. Annual Desert Tax can only be raised by majority vote of all members present during the Annual Desert Conference.

ARTICLE XVI DESERT RULES OF ORDER

SECTION 1: The rules of order for the regular annual session of the Desert Conference shall be as follows:

- A. The roll of Officers and Constituent Courts shall be called at the opening of each day's meeting of the annual session and no business shall be transacted, unless a quorum is present.
- B. All resolutions shall be submitted in writing before there shall be any debate upon them. All matters in the Desert Conference are to be decided by vote, each member having one vote only, unless the question is taken by ballot. The Imperial Deputy for the Desert shall be entitled to one vote on all questions and may also give the deciding vote whenever there shall be any equal division, except when the vote is by ballot.
- C. Each member shall vote on all questions except when she is personally interested, unless specially excused by the Imperial Deputy for the Desert.
- D. No member shall speak more than twice on the same question, unless in explanation, without the permission of the Imperial Deputy for the Desert.
- E. Each member who speaks shall rise and remain standing, addressing herself to the Imperial Deputy for the Desert. No member shall presume to interrupt a speaker, except on a point of order.
- F. When a question is under debate, no motion shall be received, except to commit, amend or lay on the table.

- G. A motion to amend, until decided, shall preclude all other amendments of the main question.
- H. Any member may call for a division of the question when the same will permit it.
- I. No motion, which totally changes the subject matter on which the original motion was intended to operate, shall be admitted under the color of an amendment, or as a substitute for the motion under debate.
- J. No member, except one voting in the majority that decided upon the question, shall be allowed to move for reconsideration.
- K. After a motion is stated by the Imperial Deputy for the Desert, it shall be deemed to be in possession of the Desert Conference, and may not be withdrawn by the mover at any time before decision or amendment.
- L. There shall be no debate upon any question, after the Imperial Deputy for the Desert has stated the motion.

ARTICLE XVII EFFECTIVE DATE

Effective Date

SECTION 1: This Constitution and Bylaws shall become effective upon approval of the several Constituent Courts in the Desert and the Imperial Court.

ARTICLE XVIII AMENDMENTS

Amendments

SECTION 1: This Uniform Bylaws may be altered or amended in the following manner:

- A. The proposed amendment shall be submitted in writing to the Desert Conference at an annual session; and unless it is approved by a majority of the Desert Conference on a call of yeas and nays, it shall not receive any further consideration; but if it is so approved, the proposed amendment shall be entered upon the records together with the proceedings, and within three months a copy of it shall be sent, properly certified by the Desert Recordress, to each Constituent Court in the Desert for approval or rejection by it.
- B. The action of each Constituent Court shall be certified to the Desert Recordress, by its Illustrious Commandress and Recordress over the seal of the Constituent Court.
- C. If it is found, at the next succeeding annual session of the Desert Conference, that a two-thirds (2/3) majority of the Constituent Courts responding have so certified their

approval of the proposed amendment, it shall be declared by the Imperial Deputy for the Desert a part of this Bylaws pending approval of the Imperial Jurisprudence and Bylaws Committee.

- D. The Desert Conference shall determine by majority vote when the same shall become operative.

SECTION 2: The proposed amendments to these Uniform Bylaws shall be submitted in writing by July 1 to the Imperial Recordress to be forwarded to the Imperial Jurisprudence and Bylaws Committee for approval/disapproval by the Imperial Court.

APPENDIX

DEFINITIONS

Actual Past Commandress - An Illustrious Commandresses who have been duly elected, installed by their Constituent Court and served one (1) year and have received the Actual Past Commandress Exaltation and shall be recognized by one (1) embroidered gold sun on the bottom center front of the Fez.

Annual Report Due Date - The report of the Annual Returns, will be submitted to the Imperial Recordress on or before January 20 of the following year.

Assessment- An amount a person is officially required to pay, such as a tax.

Associate Member Voting - An Associate Member are not eligible to vote.

Background Check - A satisfactory background check is required before creation, healing and reinstatement.

Budget Dissemination -The Imperial Court Budget will be sent out under a protected copy emailed the week before opening of the Imperial Session.

Bylaws - There are several levels of Bylaws and you must insure that you are using the right ones, such as, Imperial Court Bylaws, Constituent Court Bylaws, or Desert Conference Bylaws.

Bylaws Changes - Must be submitted to the Imperial Court Jurisprudence and Bylaws Committee not later than July 1 of the respective year.

Charity Donation Fund - The purpose and aim of the Charity Donation Fund is to assist and aid the relatives and family of a deceased Daughter.

Collars for Past Elected Committee Members - The collar for a Past Elected Committee Member is the designated collar. A Past Elected Committee Member who has served as an Actual Past Commandress may wear the earned suns and the appropriate collar. A Past

Elected Committee Member may wear the designated color and no suns on the Fez, if she has not been elected as an Illustrious Commandress, has not served nor been exalted as a Past Commandress. Currently serving Elected Committee Members may continue to wear the suns and designated collar while serving.

Constituent Court - A Constituent Court is an integral part of the Imperial Court, and the Auxiliary of the Ancient Egyptian Arabic Order Nobles Mystic Shrine of North and South America and Its Jurisdictions, Incorporated.

Consultant - One who is responsible to the Imperial Court Divan for assisting committees with solving and attaining their goals. A Consultant can be a Daughter or an outside entity.

Court Representatives - The Illustrious Commandress, First Lieutenant Commandress, Second Lieutenant Commandress or Proxy.

Defunct Court - When a Court shall be dissolved, its members, property and assets will be under the control and authority of the Imperial Commandress. No Constituent Court shall complete its work except upon certificate from the Imperial Recordress as to the standing of the members and the consent of the Imperial Commandress.

Designated Collar - A collar for Past Elected Committee Members.

Emeritus- This status can be bestowed by the Imperial Court upon an Elected Imperial Court Officer and Elected Committee Members who have given ten (10) years of meritorious service in an elected position to the Imperial Court.

Fiscal Reports - After the termination of each fiscal year, the Imperial Treasurer and Imperial Recordress shall make their financial reports to the Imperial Commandress and the Imperial Court Divan for the fiscal year just closed.

Fiscal Year - 1 January through 31 December.

General/Common Consent Motion - A motion that can be stated and agreed upon without voting.

Grievance and Appeals Committee Recommendations - They either affirm or reverse the decision rendered. A Daughter may appeal that decision to the Imperial Court, if need be

Healing - A person belonging to a Non-Prince Hall Shrine Court who desires to become a member of a Constituent Court, can be healed.

Holding Court - Al Muhaymin (the protector) Constituent Court No. 300 is hereby officially established as a Holding Constituent Court for the Imperial Court.

Legal Advisor - A lawyer hired by the Imperial Court Divan to handle legal issues.

Legal Directress - Shall be responsible to the Imperial Court Divan for rendering legal

opinions on matters presented by the Imperial Court Divan.

Meritorious Service - That service which is deserving of praise or reward.

Proxy - A proxy is a Constituent Court Representative and may come from a different Constituent Court when a Past Commandress is not available. All proxies shall have the same authority, rights and privileges as the constitutional representatives. No Daughter, however, can be a proxy for more than one (1) Constituent Court. In the event the proxy is a Past Illustrious Commandress, she shall cast the three (3) votes of the Constituent Court for which she is proxy, as well as her own vote.

Transfer of Membership - A Daughter wishing to transfer membership from a Constituent Court to another Constituent Court may do so, if she is financial and has no legal or disciplinary matters pending.

Virtual Meeting - A meeting that happens on line rather than physically and are authorized, when called.

REVISIONS

Revision Committee 1992 - 1993

P.I.C. Dorothy P. Shelton, No. 62, Chairperson

P.I.C. Phyllis McKoy, No. 74, Secretary

P.I.C. Wilhelmina L. Means, No. 32

P.I.C. Annie M. Bolden, No. 95

P.I.C. Gwendolyn C. Thompson, No. 130

P.I.C. Jewel R. Lang, No. 35

Dt. Eva Ray Allen, No. 40

Dt. Artemisia J. Junier, No. 110

Dt. Daisy L. Thompson, No. 139

Adopted in the Imperial Court Session August 1992

Dt. Margaret P. Warren, Imperial Commandress

Dt. Natalie H. Hunt, Imperial Recordress

Dt. Sylvia X. Allen, Imperial Legal Advisor

Approved by the Imperial Council, A.E.A.O.N.M.S., Inc. January 1993

Noble Arthur T. Shack, Imperial Potentate

Noble William A. McClain, Imperial Legal Advisor

Noble Carl L. Wilson, Imperial Advisor

Revision Committee 1994 - 1995

P.I.C. Dorothy P. Shelton, No. 62, Chairperson

P.I.C. Annie M. Bolden, No. 95

P.I.C. Phyllis McKoy, No. 74

P.I.C. Gwendolyn C. Thompson, No. 130

P.I.C. Wilhelmina L. Means, No. 32

P.I.C. Jewel R. Lang, No. 35
P.I.C. Eva Ray Allen, No. 40
Dt. Gloria B. Ramsey, No.116, Administrator

Adopted by the Imperial Court August 1994 and 1995
Dt. Mildred T. Crosby, Imperial Commandress
Dt. Natalie H. Hunt, Imperial Recordress

Approved by the Imperial Council, A.E.A.O.N.M.S., Inc. August 1995
Noble William T. Pratt, Imperial Potentate
Noble Ralph H. Richardson, Imperial Legal Advisor
Noble Carl L. Wilson, Imperial Advisor

Revision Committee 1998 -1999

Dt. Teena S. Delgado, No.94, Chairperson
P.I.C. Dt. Dorothy P. Shelton, No. 62
Dt. Bettie S. Hollowell, No. 22
Dt. Jettie N. Lights, No. 94
Adopted by the Imperial Court August 19,1999
Dt. Artemisia J. Junier, Imperial Commandress
Dt. Natalie H. Hunt, Imperial Recordress

Approved by the Imperial Council, A.E.A.O.N.M.S., Inc. June 26, 2000
Noble James E. Poe, Imperial Potentate
Noble Richard B. Millspaugh, Imperial Legal Advisor
Noble Eric Myers, Imperial Legal Staff
Noble Carl L. Wilson, Imperial Advisor

Revision Committee 2004 -2005

Dt. Carolyn Pugh No.16, Imperial Directress
Dt. Almeta Dunlap No. 104
Dt. Altomease Gibson No. 1
Dt. Delores B. Jackson No. 54
Dt. Barbara Petty No. 95
Dt. Charlie P. Albury No. 117, Administrator

Adopted by Imperial Court August 16, 2005
Dt. Ernestine H. Buck, Imperial Commandress
Dt. Ruby L. Rogers, Imperial Recordress
Dt. Freddie M. Springfield, Imperial Legal Advisor

Approved by the Imperial Council, A.E.A.O.N.M.S., Inc. October 2005
Noble Ralph Slaughter, Imperial Potentate
Noble Kenneth E. Lewis, Imperial Advisor

Revision Committee 2009-2011

Dt. Barbara M. Turner, H.P.I.C. (73) Imperial Directress
Dt. Maler Goddard, P.C. (47) Deputy Imperial Directress
Dt. Danielle Shockley, P.C. (73) Deputy Imperial Directress
Dt. Iris L. Moore (114) Past Imperial Commandress
Dt. Charlesena H. Smith (73) Imperial Commandress

Adopted by Imperial Court August 15, 2011
Dt. Charlesena H. Smith (73), Imperial Commandress
Dt. Ruby L. Rogers (105), Imperial Recordress
Dt. Freddie Springfield (205), Imperial Legal Advisor

Approved by the Imperial Council
A.E.A.O.N.M.S., Inc., September 16, 2011
Noble Donald R. Parks (103), Imperial Potentate
Noble Kenneth E. Lewis (53), Imperial Advisor

Revision Committee 2013 - 2014

Noble Rochelle J. Julian, (3), Deputy Imperial Potentate
Noble Carl D. Parker (212), Imperial Chief Rabban
Noble Charles W. Davenport (125), Imperial Assistant Rabban
Noble Andre F. Samuels, Sr. (122), Imperial Treasurer
Noble Ronald Dickens (213), Imperial Recorder
Noble Dr. Corey H. Thomas (103), Imperial Captain of the Guard
Noble Virgil L. Moore (3), Imperial Deputy of the Oasis

Approved by the Imperial Council, A.E.A.O.N.M.S., Inc. – August 17, 2014
Noble Homer L. Buchanan (107), Imperial Potentate
Noble Kenneth E. Lewis (53), Imperial Advisor

Revision Committee 2016 - 2017

Dt. Alicia J. Chisolm, (43), Imperial Commandress
Dt. Denise King, (43), Office Manager
Dt. Ada I. Dawson, (125), Deputy Imperial Commandress
Dt. Josephine Stokes-Wheat (15), Imperial First Lieutenant Commandress
Dt. Teena S. Delgado, (94), Past Imperial Commandress
Dt. Barbara M. Turner (73), Imperial Directress
Dt. Maggie J. Parks, (65), Imperial Directress
Noble Carl D. Parker, (212), Imperial Potentate
Noble Charles W. Davenport, (125), Deputy Imperial Potentate
Approved by the Imperial Council, A.E.A.O.N.M.S., Inc., August 24, 2017
Noble Carl D. Parker (212), Imperial Potentate
Noble Kenneth E. Lewis (53), Imperial Advisor

Revision Committee 2021 – 2022

Dt. Paulette Brown (21), 49th Imperial Commandress

Dt. Gwendolyn Moore (1), Deputy Imperial Commandress

Dt. Karen Wright-Chisolm (128), Imperial First Lieutenant Commandress

Dt. Jacqueline Arradondo (22), Past Imperial Commandress

Noble John T. Chapman (1), Imperial Potentate

Noble Eric R. Myers, ESQ (23), Deputy Imperial Potentate

Noble Donald R. Parks (103), Past Imperial Potentate

Noble Carl D. Parker (212), Past Imperial Potentate

Noble John Goss (1), Imperial Advisor

Approved by the Imperial Council, A.E.A.O.N.M.S., Inc., December 01, 2021

Noble John T. Chapman (1), 44th Imperial Potentate

Noble John P. Goss (1), Imperial Advisor
