



Imperial Sovereign Court of the Wild Rose

By-Laws and Rules of Order

As approved by Special Resolution, May 15, 2012

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SECTION 1 - NAME

The name of this chapter of the Imperial Court System shall be known as The Imperial Sovereign Court of the Wild Rose Social Association (ISCWRSA).

The Imperial Sovereign Court of the Wild Rose Social Association has not adopted a society seal.

SECTION 2 – MEMBERSHIP – DUTIES AND RIGHTS

1. Membership fee, if any shall be determined, from time to time, by the members at a general meeting. Any person, residing in Alberta and being of the full age of 18 years, may become a member by completing a membership registration and by a favourable vote passed by the majority of members at a regular meeting of the society, and upon payment of the fee. Such voting will be by ballot, unless the meeting by resolution decides otherwise.
2. Members have the rights to attend all meetings of the Society and are responsible for behaving in accordance with the bylaws and objectives of the society.
 - i. Members shall be considered in good standing and eligible to vote on all motions if they have attended 50% of the meetings held to date since the Annual General Membership meeting. This requirement may be waived with good and sufficient cause by the President of the Board. Such votes must be made in person and not by proxy or otherwise.
3. Any member wishing to withdraw from membership may do so upon a notice in writing to the Board through its Secretary. If any member is in arrears for fees or assessments for any year, such member shall be automatically suspended at the expiration of six months from the end of such year and shall thereafter be entitled to no membership privileges or powers in the society until reinstated. Any member upon a majority vote of all members of the society in good standing (in attendance), may be expelled from the membership for any cause which the society may deem reasonable.

SECTION 3 - MEMBERSHIP MEETINGS –REGULAR AND SPECIAL

1. Membership will be notified of general and special meetings through the electronic contact information provided by each member. Unless otherwise specified, this notification will be done through email and by posting on the regularly maintained website no less than 7 days prior to said meeting.
2. Regular membership meetings shall be held each month. If a statutory holiday intervenes the Executive Board shall provide notice of any change in the date of the regular meeting.
3. Special membership meetings may be ordered by the Executive Board or requested by petition identifying the reasons for calling such a meeting, by no fewer than 10 members in good standing. The President shall immediately call a special meeting when so ordered or requested and shall see that all members receive at least twenty-four (24) hours' notice at their contact information on file of the special meeting and the subject(s) to be discussed.



No business shall be transacted at the special meeting other than that for which the meeting is called and notice given.

4. A quorum for the transaction of business at any regular or special meeting shall be 5 members, including at least 50% of the Executive Board.
5. The order of business at regular membership meetings is as follows:
 - a. Roll call of Officers
 - b. Voting on new members and Initiation
 - c. Reading of Minutes (this may be waived in lieu of email to members and website posting)
 - d. Matters arising
 - e. Treasurer's report
 - f. Communications and bills
 - g. Executive Committee report
 - h. Reports of committees and delegates:
 - i. ANNUAL CHARITY BALL AND CORONATION COMMITTEE
 - ii. BYLAWS REVIEW COMMITTEE
 - iii. ACTIVITIES OF THE UPPER HOUSE
 - i. Nominations, Elections, or Installations
 - j. Unfinished business
 - k. New business
 - l. Good of the Court
 - m. Adjournment

SECTION 4 - VOTING OF FUNDS

1. Except for ordinary expenses and bills as approved at membership meetings, no sum over fifty dollars shall be voted for the purpose of a grant or contribution to a member or any cause outside ISCWR, except by a motion.
2. The funds of the Association, given for donation, shall require a two-thirds (2/3) majority vote of the general members, eligible to vote, who are present.
3. All properly authorized expenses incurred by the Association will be paid by cheque by the Treasurer.
4. For the purpose of carrying out its objectives, the society may not borrow money.



SECTION 5– OFFICERS OF THE BOARD

1. The ISCWRSA does not have any directors. The officers of the Local shall be the President, Vice-President, Secretary-Treasurer, Recording Secretary, one(1) College of Monarchs representative, one (1) communications officer, two (2) members at large and two (2) Trustees.
2. All officers shall be elected by the membership at the Annual General Membership meeting.
3. No officer shall receive remuneration for his/her services unless authorized at any meeting and after notice for same shall have been given.
4. Any officer, upon a majority vote of all members in good standing in attendance, may be removed from office for any cause which the society may deem reasonable.

SECTION 6 - EXECUTIVE BOARD

1. The Executive Board shall be comprised of: President, Vice-President, Secretary-Treasurer, Recording Secretary, one (1) College of Monarchs representative, one (1) communications officer, two (2) members at large. All members of the Executive Board are entitled to voice and one vote.
2. The Executive Committee shall be comprised of the President, Vice-President, Secretary-Treasurer and Recording Secretary and will deal with emergent matters when the Executive Board is not available.
3. The Board shall meet at least once every month, in addition to the general membership meeting, at a date and time determined by the Board. General members may be in attendance and will have voice but no vote at the Board meetings.
4. The attendance of 50% of the Board, including one signing officer, constitutes a quorum.
5. The Executive officers shall hold title to any real estate of the chapter as trustees for the chapter. They shall have no right to sell, convey, or encumber any real estate without first giving notice and then submitting the proposition to a membership meeting and having it approved.
6. The Board shall do the work delegated to it by the membership and shall be held responsible for the proper and effective functioning of all committees.
7. All charges against members or officers must be made in writing and dealt with in accordance with the provisions of the Bylaws.
8. Should any Board member fail to answer the roll call for 50% of regular membership meetings or 50% of regular Board meetings since assuming office without having submitted good reasons for those failures, his office shall be declared vacant and shall be filled by an election at the following membership meeting.
9. At least one (1) board member shall be in attendance at all approved Court functions.



SECTION 7 - DUTIES OF OFFICERS

1. The President shall:
 - a. enforce these bylaws;
 - b. preside at all membership and Executive Board meetings and preserve order;
 - c. decide all points of order and procedure (subject always to appeal to the membership);
 - d. have a vote on all matters (except appeals against his rulings) and in case of a tie vote in any matter, including elections, have the right to cast an additional vote to break the tie;
 - e. ensure that all officers perform their assigned duties;
 - f. fill committee vacancies where elections are not provided for;
 - g. introduce new members and conduct them through the initiation ceremony;
 - h. be one of three (3) signing authorities and ensure that the Local's funds are used only as authorized or directed by the bylaws, or vote of the membership;
 - i. be an ex-officio member of all committees

2. The Vice-President shall:
 - a. if the President is absent or incapacitated, perform all duties of the President;
 - b. if the office of President falls vacant, be Acting President until a new President is elected;
 - c. act as the Board liaison to the Ball Coordinator and the Ball Coordinating Committee
 - d. render assistance to any member of the Board as directed by the Board.
 - e. be one of three (3) signing authorities and ensure that the Local's funds are used only as authorized or directed by the Constitution, bylaws, or vote of the membership
 - f. be responsible for the sponsorship program / grants and applications

3. The Recording Secretary shall:
 - a. keep full, accurate and impartial account of the proceedings of all regular or special membership and Board meetings, including record of attendance, ensuring that these records include a copy of the full financial report presented by the Secretary-Treasurer;
 - b. record all alterations in the bylaws;
 - c. notify the local, National and International community of the Annual Charity Ball.



- d. answer correspondence and fulfill other secretarial duties as directed by the Board;
 - e. file a copy of all letters sent out and keep on file all communications;
 - f. prepare and distribute all circulars and notices to members;
 - g. have all records ready on reasonable notice for auditors and Trustees;
 - h. preside over membership and Board meetings in the absence of both the President and the Vice-President;
 - i. be empowered, with the approval of the membership, to employ necessary stenographic or other assistance to be paid for out of the Chapter funds;
 - j. make available to the general membership, these records upon request and with reasonable notice;
 - k. on termination of office, surrender all books, seals and other properties of the Local to his successor.
4. The Secretary-Treasurer shall:
- a. be one of three (3) signing authorities and ensure that the Local's funds are used only as authorized or directed by the Constitution, bylaws, or vote of the membership;
 - b. receive all revenue, initiation fees, dues, and assessments, keeping a record of each member's payments, and deposit promptly all money with a bank or credit union;
 - c. throughout his/her term, and on behalf of the Local Chapter membership, be responsible for maintaining, organizing, safeguarding and keeping on file all supporting documents, authorizations, invoices and/or vouchers for every disbursement made, receipts for all money sent, as well as records and supporting documents for all income received by the Local Chapter
 - d. record all financial transactions in a manner acceptable to the Board and in accordance with good accounting practices;
 - e. make a full financial report to meetings of the Chapter's Executive Board, as well as a written financial report to each regular membership meeting, detailing all income and expenditures for the period;
 - f. pay no money unless supported by a voucher/receipt duly signed by any two members of the Board,
 - g. make all books available for inspection by the auditors and/or Trustees on reasonable notice, and have the books audited at least once each calendar year and within a reasonable time, respond in writing to any recommendations and concerns raised by the Trustees; and in a similar manner make available to the general membership these records upon request and with reasonable notice.
 - h. provide the Trustees with any information they may need to complete the audit report



- i. be empowered, with the approval of the membership, to employ necessary clerical assistance to be paid for out of the Chapter's funds;
 - j. on termination of office, surrender all books, records and other properties of the Local to his successor.
5. The Communications Officer shall:
- a. Be responsible for publications and print media and newsletter, either directly or by supervision
 - b. Message and oversee electronic media, advertising and communication including social media and webpage
6. The Trustees shall:
- a. act as an auditing committee on behalf of the members and audit the books and accounts of the Secretary-Treasurer, the Recording Secretary and the Standing Committees at least once every calendar year;
 - b. make a written report of their findings to the first membership meeting following the completion of each audit;
 - c. submit in writing to the President and Secretary-Treasurer any recommendations and/or concerns they feel should be reviewed in order to ensure that the Chapter's funds, records, and accounts are being maintained by the Secretary-Treasurer in an organized, correct and proper manner;
 - d. be responsible to ensure that monies are not paid out without proper bylaw or membership authorization;
 - e. ensure that proper financial reports are made to the membership;
 - f. audit the record of attendance;
 - g. inspect at least once a year any stocks, bonds, securities, office furniture and equipment, and titles or deeds to property that may at any time be owned by the Local, and report their findings to the membership;
 - h. have voice but are non-voting members of the executive.
7. Members at Large: Missed items to be added at next review of By-Laws
- a. Voting members of the executive 8. College of Monarchs Representative
 - a. Voting member of the executive

SECTION 8 - OUT-OF-POCKET EXPENSES

- 1. Any expenses for approved functions sponsored by the ISCWR and properly handed in with receipts shall be paid by the treasurer.
- 2. Any title holders owing money to the ISCWR for any reason shall immediately have their title suspended until all money is paid to the court.
- 3. Any title holder failing to pay monies to the court within a reasonable time, as set by the Board, shall first be given the opportunity to abdicate and failing this will have their title removed.

Section 8.4 All monies and receipts raised at an event must be turned in to the treasurer within 30 days of that event. Failure to do so would result in automatic suspension of membership with the possibility of further action being taken.

SECTION 9 - FEES, DUES, and ASSESSMENTS

1. Each application for membership in the ISCWR shall be directed to the Secretary-Treasurer and shall be accompanied by a membership fee in the amount of five dollars (\$5.00), or as established by a general meeting.
2. Membership fee shall be waived for monarchs who are members of the college with 10 years standing or more.
3. The Secretary-Treasurer or designate shall issue a receipt. If the application is rejected the fee shall be returned.
4. Membership purchased within 3 months of the expiry date of the next AGM will automatically be extended to the following AGM.

SECTION 10 - NOMINATION, ELECTION, INSTALLATION AND BY-ELECTION OF OFFICERS

1. Nomination

- a. Nominations shall be received at the Annual General Membership meeting. To be eligible for nomination a member shall have attended at least fifty percent of the membership meetings held in the previous twelve months, unless a valid reason, acceptable to the ISCWR, is given for non-attendance. No nomination shall be accepted unless the member is in attendance at the meeting or has allowed to be filed at the meeting his consent in writing, duly witnessed by another member.

2. Election

- a. At a membership meeting the President shall, subject to the approval of the members present, appoint an Elections Committee consisting of a Returning Officer and assistant(s). The committee shall include members of the Chapter who are neither officers nor candidates for office. It shall have full responsibility for voting arrangements and shall treat information submitted to it in connection with its responsibilities as confidential.
- b. The Executive Board shall determine the form of the ballot and ensure that sufficient quantities are made available in good time to the Returning Officer.
- c. The Returning Officer shall be responsible for issuing, collecting, and counting ballots. He must be fair and impartial and see that all arrangements are unquestionably democratic.
- d. The voting shall take place at the Annual General Membership meeting. The vote shall be by secret ballot.
- e. Voting to fill one office shall be conducted and completed, and recounts dealt with, before balloting may begin to fill another office.
- f. A majority of votes cast shall be required before any candidate can be declared elected, and second and subsequent ballots shall be taken, if necessary, to obtain a majority. On the second and subsequent ballots the candidate receiving the lowest number of votes in the previous ballot shall be dropped.
- g. When two or more nominees are to be elected to any office by ballot, each member voting shall be required to vote for at least one candidate to be elected or the member's ballot will be declared spoiled.



- h. Any member may request a recount of the votes for any election and a recount shall be conducted if the request is supported, in a vote, by at least the number of members equal to the quorum for a membership meeting.

3. **Installation**

- a. The terms of office for President, Recording Secretary, the College of Monarchs' member and One Member at Large and one Trustee shall be elected in odd numbered years.
- b. The terms of office for Vice President, Secretary Treasurer, Communications Officer and one member at large and one Trustee shall be elected in even numbered years.
- c. All duly elected officers shall be installed at the meeting at which elections are held and shall continue in office for 2 years or until a successor has been elected and installed.

4. **By-Election**

- a. Should an office fall vacant pursuant to Section 6.8 of these bylaws or for any other reason, the resulting by-election should be conducted as closely as possible in conformity with this Section.

SECTION 11 - COMMITTEES

The Board may at any time appoint Committees, members of which may be Board members of the Association and/or, persons from the community-at-large. These committees shall report directly to the Board.

1. **Special Committees**

- a. A special ad hoc committee may be established for a specified purpose and period by the membership at a meeting. The members shall be elected at the same or another membership meeting or may, by specific authorization of the membership, be appointed by the President or the Executive Board. Two members of the Board may sit on any special committee as ex-officio members.

2. **Standing Committees**

- a. Standing Committees are established to carry out functions related to the Aims and Objectives of the Association and continue to function from year to year, though the membership may change from time to time.
- b. The Chairperson of each standing committee shall be elected by the members at a membership meeting. The Chairperson and the Executive Board may, with the concurrence of the membership, jointly appoint other members to serve on a committee. The President shall be a member, ex-officio, of each committee.
- c. The Board, at their first regular meeting after installation, shall review the purposes of each Standing Committee, the membership and budget requirements of each Committee.
- d. The Standing Committees shall be:
 - i. **ANNUAL CHARITY BALL AND CORONATION COMMITTEE**
 - ii. **BYLAWS REVIEW COMMITTEE**



SECTION 12 - RULES OF ORDER

1. All meetings of the ISCWR shall be conducted in accordance with the basic principles of Canadian parliamentary procedure. Some of the more important rules to ensure free and fair debate are appended to these bylaws as Appendix "A". These rules shall be considered as an integral part of the bylaws and may be amended only by the same procedure used to amend the bylaws.
2. In situations not covered by Appendix "A", Bourinot's Rules of Order shall be consulted and applied.

SECTION 13 - AMENDMENT

These bylaws shall not be amended, added to, or suspended except by "Special Resolution" upon a 75% majority vote of those members in good standing present and voting at a regular or special membership meeting following a minimum of twenty-one days' notice through the memberships' identified contact information (email and website publication, unless otherwise noted).

APPENDIX "A"

To the Bylaws of the Imperial Sovereign Court of the Wild Rose

RULES OF ORDER

1. The President or, in his absence, the Vice-President, shall take the chair at all membership meetings. In the absence of both the President and Vice-President, the Recording Secretary shall act as President, and in his absence a President pro-tem shall be chosen by the Chapter.
2. No member, except the Chairperson of a committee making a report or the mover of a resolution, shall speak more than five minutes, or more than once on the same question without the consent of the meeting or until all who wish to speak have had an opportunity. Chairpersons and movers of a resolution shall be limited to fifteen minutes, except with the consent of the meeting.
3. The President shall state every question coming before the Chapter, and before allowing debate thereon, and again immediately before putting it to a vote, shall ask: "Is the Chapter ready for the question?" Should no member rise to speak, the question shall then be put.
4. A motion to be entertained by the presiding officer must be moved and seconded; both mover and seconder must rise and be recognized by the chair.
5. A motion to amend, or to amend an amendment, shall be in order, but no motion to amend an amendment to an amendment shall be permitted. No amendment, or amendment to an amendment, which is a direct negative of the resolution shall be in order.
6. On motion, the regular order of business may be suspended by a two-thirds vote of those present, to deal with any urgent business.
7. All resolutions and motions other than those named in Rule 17, or those to accept or adopt the report of a committee, shall, if requested by the presiding officer, be presented in writing before being put to the Chapter.
8. At the request of any member, and upon a majority vote of those present, a question may be divided when the sense will admit of it.
9. Any member having made a motion can withdraw it with the consent of the seconder, except that any motion, once debated, cannot be withdrawn except by a majority vote of those present.
10. When a member wishes to speak on a question or to make a motion, he shall rise in his place or raise his hand and respectfully address the presiding officer, but, except to state that he rises to a point of order or on a question of privilege, he shall not proceed further until recognized by the chair.
11. When two or more members rise to speak at the same time, the presiding officer shall decide which one is entitled to the floor.
12. Every member, while speaking, shall adhere to the question under debate and avoid all personal, indecorous, or offensive language, as well as any poor reflection on the Chapter or member thereof.
13. If a member, while speaking, is called to order, he shall cease speaking until the point is determined; if it is decided he is in order, he may again proceed.



14. No religious discussion shall be permitted.
15. The President shall take no part in debate while presiding, but may yield the chair to the Vice-President in order to speak on any question before the chapter, or to introduce a new question. He may not regain the chair until debate on the subject is finished.
16. The presiding officer shall have the same rights as other members to vote on any question. In case of a tie, he may in addition give a casting vote, or, if he chooses, refrain from breaking the tie, in which case the motion is lost.
17. When a motion is before the chapter, no other motion shall be in order except (1) to adjourn (2) to put the previous question (3) to lay on the table (4) to postpone for a definite time (5) to refer (6) to divide or amend, which motions shall have precedence in the order named. The first three of these shall be decided without debate.
18. A motion for the previous question, when regularly moved and seconded, shall be put in this form: "Shall the main question be now put?" If it is adopted, the President shall proceed to take the vote on the resolution and amendments thereto (if any) according to their priority. If an amendment or an amendment to an amendment is adopted, the original resolution, as amended, shall be put to the chapter.
19. A motion to adjourn is in order except (1) when a member has the floor, and (2) when members are voting.
20. A motion to adjourn, having been put and lost, shall not be in order again, if there is further business before the chapter, until fifteen minutes have elapsed.
21. After the presiding officer declares the vote on a question, and before the chapter proceeds to another order of business, any member may ask for a division. A standing vote shall then be taken and the Secretary shall count same.
22. If any member wishes to challenge (appeal) a decision of the chair, he must do so at the time the decision is made. If the challenge is seconded, the member shall be asked to state briefly the basis for his challenge. The Chairperson may then state briefly the basis for his decision, following which the Chairperson shall immediately and without debate put the question: "Shall the decision of the chair be sustained?" A majority vote shall decide except that in the event of a tie the chair is sustained.
23. After a question has been decided, any two members who have voted in the majority may, at the same or next meeting, move reconsideration thereof.
24. No member shall enter or leave a meeting during the taking of a vote.

