

ARTICLES OF INCORPORATION

Realm of Chivalry

1. ARTICLE I- Name of Organization

The name of the organization shall be: REALM OF CHIVALRY

2. ARTICLE II- Purpose

The Realm of Chivalry is organized exclusively for the historical, educational and charitable purposes, including for such purposes, for making of distributions to organizations under Section 501 (c)(3).

3. ARTICLE III- Limit of Power

No part of net earnings of the corporation shall be distributed to the benefit of, or be distributed to its members, trustees, directors, officers or other private persons, except that the corporation shall be authorized and be empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of Section 501 (c)(3) purposes. No substantial part of the activities of the corporation shall be carrying on of propaganda, or otherwise attempting to influence legislation and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of, or in opposition to, any candidate for public office.

Notwithstanding any other provision of the articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from Federal income tax under Section 501 (c)(3) of the Internal Revenue code, or (b) by a corporation, contributions to which are deductible under Section 170 (c)(2) if the Internal Revenue code (or corresponding section of any further Federal tax code).

4. ARTICLE IV- Statement of Objectives

The Realm of Chivalry is a not-for-profit, medieval social, historical, and educational organization, as defined in chapters 19 and 24 of the RCWS in the State of Washington and in the IRS 501 (c)(3) federal code, dedicated to the ideals and embodiment of the Legends of Chivalry and Valor of the Dark and middle Ages. Participants are encouraged to develop a persona, which could have existed within the years 350 AD through 1350 AD.

The Realm of Chivalry, as an organization, exists for the benefit of all of its members equally, The Realm of Chivalry is to provide a medieval setting wherein its members, guest and the general public may have fun attending social, historical, educational, and other activities as sponsored by the Realm of Chivalry of subordinate groups.

The Realm of Chivalry shall endeavor to establish a living medieval history to provide a setting for education, preservation and recreation.

Religion may be freely and privately practiced. If held in a public forum, the participants and the public will be informed of its contents prior to the event.

Interaction with other social groups or the public is to be handled strictly on a social, educational, or historical level, provided it does not pose a liability issue to The Realm, which will require the review and approval, by the Board of Directors.

Members of The Realm, interacting with any other social group shall abide by the rules and regulations governing the social group sponsoring the event.

Members of The Realm attending a public demonstration by more than one social group, but not sponsored by any one singular social group, must abide by the rules of the sponsoring public body.

No law may be appended to this document that conflicts with the above stated objectives, violates State and Federal law, nor in any way interferes with or abridges the rights of the members.

There shall be no discrimination with respect to race, color, creed, religion, gender, sexual orientation or ethnic origin within The Realm of Chivalry or its subordinate branches.

5. ARTICLE V- Compliance with Civil Ordinances

Members of The Realm of Chivalry will adhere to all civil and municipal ordinances while attending official and unofficial events sponsored by The Realm of Chivalry or its recognized subordinate groups.

Any adults or legal guardian of a minor attending an official or unofficial event sponsored by The Realm of Chivalry is responsible for said minor's adherence with all civil and municipal ordinances while attending said events and further responsible in all other respects.

Any minor child attending an official or unofficial event without a legal guardian or parent must have a minor waiver release form given to the proper authority prior to admittance.

Said form may be turned into the autocrat, a constable, or an adult gate attendant upon arrival at event.

If the adult or legal guardian is unable or unwilling to supervise said minor or prevent said minor from participating in illegal activity, the adult or legal guardian and minor will be immediately ejected from the event.

If the adult or legal guardian responsible for the minor in violation is physically unable or incapacitated (under the influence of intoxicating substances), then it becomes the responsibility of the sponsoring branch to provide safe transportation for the adult or legal guardian and minor child at the expense of the adult or legal guardian.

Underage drinking is strictly forbidden at all Realm events. There are no exceptions. Use of commercially prepared medicines that contain alcohol are exempted when used appropriately – but they MUST BE commercially prepared. There are no exceptions, regardless of who supplies the alcohol.

Likewise, ALL illegal drugs are likewise forbidden at all Realm events.

Any and all people consuming or using these substances in the forbidden matter and/or supplying them shall be asked to leave the event immediately. A cab will be called at their expense if they are impaired enough to be unsafe while driving.

Regarding allowing people CONVICTED of Sexual Crimes:

Any and all persons convicted of any sex crimes shall be permanently banished/prohibited from joining the Realm of Chivalry.

Regarding allowing people ACCUSED of Sexual Crimes:

When a member of the populace stands accused of a crime of a sexual nature, the Board of Directors, the Monarch, and the Seneschal shall meet with the accused. On a case by case basis, there shall be a majority vote to determine if there exists a substantial risk to the populace. If the majority votes that there is a risk to the population, the Monarch or a member of the Board shall request that the accused take a sabbatical from events until the case has been resolved.

6. ARTICLE VI- Administrative Board (Board of Directors)

The Board of Directors is responsible for the administration of business activities pursuant to the operation of The Realm of Chivalry. Membership on the Board of Directors does not imply any risk or title within the various subordinate groups of The Realm of Chivalry. They will strive to enhance education and chivalry. They will use their powers for the betterment of The Realm of Chivalry.

Personnel Structure

The initial number of Board members will be 5, this number will increase to 7 when the population of paid members equals or exceeds 500, and a need is recognized by the populace with a vote of a simple majority or the respondents.

The Board members will have a six-year term of service with the following exceptions

- a) All positions will be up for reelection in 2002

- b) The chairman and the Recording secretary positions will be for three year terms in this election, with another election taking place in 2005 for the start of a six year term(s).
- c) The Vice-chairman and the Treasurer will sit six-year terms with their next election-taking place in 2008. It is the hope that with the second election the Treasurer will be filled by a non-Realm member.
- d) The Secretary will be voted in to an indefinite term, to either leave on their own accord, or to be removed by a vote of no confidence.

The election for Board members will be held on the first available weekend in January following the 1st of January .

Powers and Duties – Functional Positions within the Board.

Chair Person: This person will oversee the Board and guide it through the meeting process to insure the maximum productivity of the Board. S/he will also conduct the meeting in a normal and constructive manner, reverting to Robert’s Rule of Order should the Chair Person deem it so necessary. S/he will be able to sign the checks for The Realm, which concerns the operating cost of the Board and the corporation – Realm of Chivalry. It is the Chair Person’s responsibility to control the meetings and oversee the functional positions. A non-Realm member should eventually fill this position.

The Chair person is the principal executive officer of The Realm of Chivalry and as such shall supervise and control all business and administrative affairs of The Realm of Chivalry, and may at his or her discretion delegate such responsibilities as he or she deems necessary to benefit The Realm of Chivalry.

The Chair person is the spokesperson for The Realm of Chivalry and may sign and authorize such instruments, as he or she deems appropriate to conduct proper business for The Realm of Chivalry. He or she may also delegate said responsibilities.

Vice Chair Person: The Vice Chair will assume the duties of any vacant seat on the Board. The Vice Chair shall serve as an election officer for elections to the Board of Directors. The Vice Chair will over see the internal and external public relations. The Vice Chair will be the emissary, to the kingdom and responsibilities. This person may sign checks for The Realm. This person will always be a member of The Realm, and will act as the Emissary to the Board from The Realm.

Treasurer: This person will handle the account and finances of the Board, and over see the finances of The Realm of Chivalry. It is his or her responsibility to maintain the records in a ledger that can be viewed on demand. The Treasurer is specifically not allowed to sign checks for The Realm. The Treasurer is specifically not allowed to sign checks for The Realm. The Treasurer will be responsible for the filling of all State and Federal Disclosure and tax forms, and keep copies of such forms available for inspection by the general public. A non-Realm member should eventually fill this position.

Secretary: This person will be the records keeper and clerk for the Board. They are responsible for the safe and accurate administrative history of the Board. The Secretary has the right to sign checks for the realm. The Secretary will be responsible for filling all State and Federal annual reports and amendments and keeping copies of such records available for inspection by the general public. The Secretary must be a member of The Realm, and will also be the Registered Agent for The Realm.

Recording Secretary: This person will be responsible for the taking and accumulating of the meeting minutes of the Board of Directors and providing it to the Secretary. This person may sign checks for The Realm. A non-Realm member should eventually fill this position.

Other Realm Positions

The Realm High Marshal and Principle Herald, being the only officers above the level of the Kingdom hierarchy, must meet the same requirements for holding office as membership on the board in addition to any specific requirements of their office as outlined in the appropriate supporting documentation. (These positions do not indicate that the person is a member of the Board of Directors as they are not allowed to hold said positions.)

Indemnification

To the fullest extent provided by law, The Realm of Chivalry, will indemnify the Board of Directors, any Kingdom Officers, The Crowns, and its members against all expenses, judgments, fines, settlements, and other amounts acting or participating in or on behalf of The Realm of Chivalry or a subordinate group.

Areas of Concern: The areas of concern in which the Board will commit its energies are as follows:

Membership, used as only a data collection source.

Financial as pertaining to operating cost of the Board and the corporation- Realm of Chivalry.

Monitoring the Guide for Armored Combat with respect to compliance for insurance, legality and liability to The Realm only.

Monitoring the Guide for Light Un-Armored combat with respect to compliance for insurance, legality and liability to The Realm only.

Insurance requirements for the realm and subordinate groups.

Collection of financial data for the purpose of reporting activities to civil authority as required by law. (IRS, State Business Office, etc.)

Financially records, meeting minutes, and voting record of the Board of Directors shall be provided to all Board members, subordinate branches and/or adult paid members upon written request to the Board of Directors.

Monitoring of Kingdom Treasurers for compliance with civil and tax law based on submitted reports and public records.

In the event that the Board Treasurer discovers a discrepancy in a Kingdom financial report the following actions will occur.

- a. The Board Treasurer will work with the Kingdom Treasurer to resolve the discrepancy.
- b. Resolution will be reported to the Monarch of the Kingdom and reported to the Board of Directors in a time limit set by the Board.
- c. In the event that the Board Treasurer verifies malfeasance of funds, the following actions must occur:
 - i. The Monarch of the Kingdom shall be notified in writing within 30 days.
 - ii. The chairperson of the Board of Directors shall be notified in writing within 30 days
 - iii. A independent accounting of the Financial Records of the Kingdom shall be undertaken at the expense of The Realm of Chivalry.
 - iv. Results of the independent accounting shall be reported in writing the Monarch and each Member of the Board of Directors.
 - v. Need for civil or criminal litigation shall be determined by the Board of Directors acting in conjunction with the Monarch. I the even that one or more of the Monarchs or officers of the Kingdom are in violation of civil or criminal law, the Board of Directors shall hold a special meeting to discuss the ramifications. The meeting shall be held at a public location, at a time announced to be no closer than 15 days from the date of the Board Treasurer's report. The membership of the Kingdom shall be notified of the meeting in writing and encouraged to attend.
 - vi. An audit of the finances and activities of the Board of Directors may be requested by the adult paid membership in the same manner as a

Vote of Confidence. If the Vote of the Membership of The Realm indicates that an audit is in order, an independent accounting of the records of the Board shall be undertaken at the expense of The Realm. Any discrepancies found in the financial records of the Board shall be corrected and reported in writing to the members of the Board of Directors, Monarchs, subordinate branches and adult paid membership of The Realm.

- vii. If the independent accounting discloses malfeasance of funds by one or more members of the Board of Directors the following shall occur:
- viii. An immediate Vote of Confidence shall be undertaken.
- ix. Necessity for criminal or civil action shall be determined by the reconstructed Board of Directors as their first item of business.

The Board of Directions will also respond to the populace as stated in the Laws of Government.

The Board will provide interpretation of the By Laws and all other documents of The Realm, as to content and intent.

Any request for interpretation of the By Laws shall be requested in writing to the Board of Directors prior to their next scheduled meeting where and when practical.

If a situation exists that requires immediate attention (e.g. at an event, etc.) an emergency session of the Board of Directors may be requested subject to approval of a majority of the Board. An emergency session may be denied, based on the vote.

The emergency session must include a minimum of 3 Board Members present and be held in a public forum. All members of the populace must be informed of the meeting and allowed to attend.

Interpretations rendered by the vote of the Board of Directors shall apply only to the articles of Incorporation, By Laws and the Laws of Government, not any other attached documents such as the Guide to Armored Combat, etc. unless requested by the Kingdom.

The interpretation rendered by the vote of the Board of Directors shall be considered the ruling guide and enforceable as such.

Enforcement of the By Laws and the Laws of Government

When the Board of Directors has determined that an infraction has occurred, the Secretary of the Board at the direction of the Board, shall inform the person(s) in writing of said violation of the By Laws, or The Laws of Government. The intent of this notification is to rectify the situation and seek an amiable solution.

In the event that a solution may not be reached within 30 days the following process shall be adhered to:

At the next scheduled meeting of the Board of Directors, the issue will be placed as an item on the agenda and all concerned parties notified in writing by the Secretary of the Board.

Corrective action, if required beyond written notification, will be taken by the Board of Directors as deemed appropriate by a vote of the Board. Actions may include, but are not limited to:

- a. Nullification of the actions taken that was in direct violation of the By Laws, or the Laws of Government.
- b. Probation for repeated offenses. Said probation must include the specific restriction(s) and penalty for violation.
- c. Failure of probation may result in further action by the Board of Directors with banishment from The Realm of Chivalry as the extreme measure and can only be applied at a unanimous vote of the board.
- d. Only the Board of Directors may impose permanent banishment from The Realm of Chivalry. Permanent banishment is a permanent revocation of membership, and may only be done for felonious acts.

Applicants for Position on the Board.

Applicant must have reached the age of majority, defined as being 21 years of age.

Applicants must submit a resume with a list of qualification for the position(s) they are applying for.

Applicants will be accepted between the 1st of August and the 1st of October of each applicable calendar year.

Applicants must state which position(s) they are applying for.

Applicants must state in their resumes their qualifications for the positions they are applying for.

Applicants must disclose membership on other Board of Directors, or the holding of an office in another group of a similar nature.

Applicants must be willing to submit to a background check.

Failure to fully and truthfully disclose membership on other Boards, or in similar organizations on the application for membership in the Board of Directors will result in either the inability to run for a position or the removal of said person from the Board.

The Procedure for Selection of Board Members

The Vice Chair will act as an applicant –voting officer. This person will not be up for vote during the time of the election. It is this officer's responsibility to:

Announce to the Kingdoms the Formal Acceptance of Applicants for the Board.

Adhere to all the rules and time limitations concerning the procedures of the election.

Insure all records of the election are kept safe and in proper order for public viewing.

At the end of the election to insure the records are given to the Board secretary for proper storage in the Board files.

The Applicant/Voting Officer will initiate the procedure for election following these guidelines.

- a. The Voting Officer will announce to the Kingdoms the acceptance of applications for the upcoming elections.
- b. The Announcement will include the following:
 - b.1. The date that applications will be accepted is August 1st to October 1st.
 - b.2. The person and place that the applications must be sent to, this can be both mailed, faxed or hand delivered, to any member of the Board or Realm.

The Board will screen the applicants to insure all applicants meet the minimum requirements for the position.

The Voting officer will post a list of the applicants with their credentials and endorsements to the Kingdoms of the Realm within 30 days after the closing date for acceptance.

After the applicants have been posted, the paid adult members will be allowed to vote for their choices for the seats available. Voting will take place at the meeting the 1st weekend in January after January 1st. Votes may be made in person, or by written proxy to be received by the start of the meeting.

In the event of a tie in the number of votes received by an applicant for the board the following procedure shall apply.

- a. The applicants will be given the choice of settling the tie by one or the other withdrawing from the election or some other mutually accepted method of resolving the tie. (e.g. coin toss, etc.)
- b. If the applicants cannot or will not come to an agreement, then another ballot shall be cast containing only the names of the tying applicants in accordance with normal voting procedure with one vote per member allowed. If the second ballot results in a tie then the vacancy shall be filled by a random method selected by the Board of Directors.

Election. The selection of the functional positions on the Board.

The third signatory of checks for The Realm shall be determined at this time as well.

If a Board member is removed and a functional position becomes vacant, electing a new officer for that position will become the first priority of the Board for the next meeting.

Specific Rules

Board members cannot be married, partners, or significant others, or from the same immediate family. Platonic roommates may sit on the Board at the same time.

Board members are responsible for their own personal experiences when traveling to or from and while attending Board meetings, but may be reimbursed for travel expenses over \$20.00.

The Board will meet quarterly. This meeting will be announced in advance and published in the Kingdom's newsletters and/or websites.

The meeting location, date and time shall be announced as the last item of business at a Board meeting.

The Board shall always meet at a public meeting location. The Board will never meet in secret or hold closed sessions, nor will the Board meet in a location that is not conducive to permitting the maximum number of participants from the paid membership. (e.g. meeting at a small restaurant or an exclusive club).

The meeting location shall be within the geographic boundary of a Kingdom of The Realm.

The Realm of Chivalry shall pay the cost of a meeting site and necessary supplies. All other expenses are the responsibility of members of the Board.

Business attire (not medieval garb) is appropriate for meetings of the Board.

Members of the Board shall not be addressed by nor shall they imply any rank or titles earned within The Realm. Said titles do not carry rank within the Board.

The Board members will conduct in a professional and courteous manner at all times.

The Board members will understand before taking office that they are responsible for all their actions. There is no training time to get adjusted. If a person is unable to perform the job then they should not apply as this will take up time, which can be devoted to positive actions for The Realm. *The Board members will be responsible to have a working knowledge of the By Laws and maintain a current copy.*

Board member may send a proxy of their vote on specific agenda items to the Secretary of the Board in the event that they are unable to attend in person. Proxy votes must be in writing.

The Secretary of the Board shall send the proposed agenda for the next scheduled meeting to all Board members and subordinate groups no later than 30 days prior to the next scheduled meeting.

Teleconferencing. Video conferencing, etc. for members unable to physically attend a meeting of the Board is allowed at the expense of the Realm.

The base state for The Realm of Chivalry is the State of Washington, regardless of the state of incorporation.

Emergency Situations and Contingency Plans.

An emergency situation may arise as to the make up of the Board. This situation may take the form in one of the following:

- A. A death of a Board member
- B. A Board member resigns
- C. A Board member is voted out of or removed from office before normal term is ended.
- D. During an election they are not enough people to fill the seats.
- E. Board member's membership lapsed for 30 days.

If the above-mentioned situations occur then the Board will have the right to announce an emergency election to obtain a qualified person to fill the vacancies. The

Board will recruit applicants on a volunteer basis. The applicants will still have to be voted in by the populace using an emergency time line established by the Board.

The Board may not continue with less than 5 members for more than 3 months.

Removal of a Board Member.

The removal of a Board member may be based on many factors. The Board itself may decide that a member is unfit to accomplish his or her duties due to personal, social, or other factors. The populace may decide that the person is no longer acting in the best interest of The Realm and they can initiate the procedure for removal.

The procedure for removal is as follows:

A petition of a 66.6% of the adult membership can enact a vote of confidence from the entire adult membership.

The Board can initiate a silent vote to determine if a vote of confidence should be initiated to remove a member of The Board. A majority vote (3 of 5 or 5 of 7) is required to initiate the vote of confidence proceedings.

A member of The Board found to have falsified information on the Application for Membership shall be removed from The Board.

Notice of said removal for cause must be sent in writing to the various Kingdoms and subordinate branches of The Realm for publication.

If any Board member resigns or is removed from office before their term is completed, s/he is barred from applying to The Board for a period of three (3) years.

Vote of Confidence.

The Chair Person of The Board (or acting Chair in the event of the removal of the Chair Person) formally announces that a Vote of Confidence has been called regarding one of more members of The Board to the Board.

A ballot, indicating the source of the Vote and the members of The Board that are in question is sent to the paid adult membership of The Realm within 30 days by the Secretary of The Board (or member designated by the Chair Person should the Secretary be under question.)

The Secretary of The Board or designated Board member tabulates ballots. Ballots must be received no later than two weeks prior to the next stated meeting of the Board of Directors. Ballots received after that date will not be tabulated.

It takes a 66.6% majority of the voting – paid adult membership to remove a member of the Board of Directors.

If one or more members of The Board are shown to have no confidence of the membership, the Chair Person (or acting Chair in the event of the removal of the Chair Person) will declare the position vacant and begin election procedures as outlined in these by laws.

7. ARTICLE VII- Amendments To The By Laws and The Articles of Incorporation

The board of Directors will govern the legal and financial needs of the organization and conduct business as needed to insure the continuance of The Realm of Chivalry.

The Board will keep the Articles of Incorporation and the By Laws current and make changes as needed, with a simple majority vote of The Board. The Board will file the appropriate documents and make the revisions available to the members of the organization within 30 days of said revisions.

If at any time the Articles of Incorporation or the By Laws need immediate revision to comply with State or Federal laws The Board of Directors will make said changes with a simple majority vote. The Board will file the appropriate documents and make the revisions available to the members of the organization with in 30 days of said revision.

8. ARTICLE VIII- Members

There will be two classes of membership in the organization.
Adult paid members over the age of 18.
A minor child of a paid adult member

9. ARTICLE VIII- Funds

The Funds are listed in 5 categories

Membership- These funds will be collected and sent directly to The Board and placed in the general fund. Each month by each Kingdom meeting, the Board of Directors will turn over ½ off the collected membership funds to the appropriate Kingdom's Treasurer(s), for each new or renewal membership for the associated Kingdom from the PRIOR month.

Events – These funds will be collected by the sponsoring Keep, Barony, Duchy, Principality, of Kingdom, and will be placed in the sponsoring entities account and in the Boards General fund as designated in the Laws of Government.

Publications – These funds will be collected and placed into the General fund. The Kingdom Treasurer will see that the Kingdom Publishing staff has \$250.00 to use for

publishing supplies and to mail materials and newsletters. The staff will account for monies of the 20th day of each month, and the Treasurer will review the accounting and replace spent monies to the sum total of the \$250.00 by the 1st of the following month. Said monies may be petty cash or an account.

Fund-raisers – These funds will be collected by the sponsoring Keep, Barony, Duchy, Principality, or Kingdom, and will be placed in the sponsoring entities account and in The Boards General fund as designated in the Laws of Government.

Donations- Keeps, Baronies, Duchy, Principalities, Kingdoms, and The Board may accept these funds.

These funds when collected by a Keep, Barony, Duchy, Principality, or Kingdom, or The Board will be placed in the collecting entities account and in the Boards General fund as designated in the laws of Government.

Maximum funds allowed held outside The Board.

A. Keep	\$1,000.00
B. Barony	\$1,500.00
C. Duchy	\$2,000.00
D. Principality	\$2,500.00
E. Kingdom	\$5,000.00

All amounts collected or received above the cap limits will be reverted to the general fund held by The Board.

The treasurer of the each of the above entities will report financial statement to The Board of Directors on a quarterly basis.

At the end of each fiscal year The Board will determine the amount of funding if any available to dedicate for an educational and or historical use. The members of the organization will then decide by discussion and then a majority of vote on the educational or historical project or program they wish to sponsor. The funds will be made available by The Board when appropriate.

10. ARTICLE X- Dissolution

Upon dissolution of The Realm of Chivalry, assets shall be distributed for one or more exempt purposes within the meaning of Section 501 (c)(3) of the Internal Revenue code, or corresponding section of any further Federal tax code, or shall be distributed to the Federal Government, or to a state or local government for a public purpose.

11. ARTICLE XI- Attachments

The following attachments are the statements of structure for the organization and will be set and voted on by the populace of The Realm of Chivalry, or the order representing them.

The Laws of Government (LOG)

The Guide to Armored Combat (GAC)

The Guide to Light Unarmored Combat (GLUC)

Realm College of Arms Rules for Heraldic Submission (RFHS)

11.5 Code of Conduct for the Orders of Chivalry (COC)

11.6 If there is a dispute or interpretation needed of the above stated manuals and or any other manual created by the populace that cannot be resolved at the Kingdom level, The Board of Directors will do so with a simple majority vote.

Revised 23 October 2009

State of Washington
UBI # 602 079 553
(AKA) ROC REALM

THE REALM OF CHIVALRY

S/
Cameron King, Secretary