

POLICY AND PROCEDURE MANUAL

Article I. Membership

I. Membership

SECTION 1: Membership eligibility in this Corporation shall be limited to those persons interested in the purposes and objectives set forth in this Policy and Procedure Manual. Members shall be age twenty-one (21) or over with the exception of the Associate Members.

SECTION 2: Membership in the Corporation shall be determined without regard to sex, sexual orientation, gender, race, creed, color, or spiritual affiliation.

SECTION 3: Completed membership information form[s] shall be submitted to the Secretary of the Corporation. The applicant's name[s] shall be read at the next membership meeting. The Treasurer shall collect the membership due[s] from each member monthly, quarterly, semi-annually and/or annually.

SECTION 4: *There shall be four (4) classes of members:*

Subsection A: Resident members- Anyone meeting membership requirements whose legal residence falls within the boundaries of the Corporation, and is supportive of the established goals of the Corporation. Active members must be current with dues and special fee, which may be assessed by the Board of Directors. Active members who are in arrears as of September first [1 st] of the current reign shall be automatically dropped from membership in the Corporation. Reinstatement may occur upon the member becoming current with dues and any special fees, which may be assessed by the Board of Directors.

A4.01- Active members shall have the right[s] to full participation.

A4.02- Active members shall have the right to vote, make motions, and be elected to the Board of Directors.

A4.03- Dues may be assessed of the membership at a rate to be determined by the membership. These dues may be reviewed and revised periodically and shall be set forth in this Policy and Procedure Manual of the Corporation. The dues for a resident membership shall be forty dollars [\$40] annually. Payment of these dues is set forth in Part II of this Policy and Procedure Manual.

Subsection B: Senior Resident Members- Anyone meeting membership requirements whose legal residence falls within the boundaries of the Corporation, is 65 years of age or older and is supportive of the established goals of the Corporation. Active members must be current with dues and special fee, which may be assessed by the Board of Directors. Active members who are in arrears as of September first [1st] of the current reign shall be automatically dropped from membership in the Corporation. Reinstatement may occur upon the member becoming current with dues and any special fees, which may be assessed by the Board of Directors.

B4.01 – Active members shall have the right(s) to full participation.

B4.02 – Active members shall have the right to vote, make motions, and be elected to the Board of Directors.

B4.03 – Dues may be assessed of the membership at a rate to be determined by the membership. These dues may be reviewed and revised periodically and shall be set forth in this Policy and Procedure Manual of the Corporation. The dues for a resident senior membership shall be forty dollars [\$30] annually. Payment of these dues is set forth in Part II of this Policy and Procedure Manual.

Subsection C: Associate members- Anyone who wishes to be associated with the Corporation, has paid the monthly dues, and is supportive of the established goals of the Corporation. These members are those who meet any of the following criteria: under twenty-one (21) years of age, cannot be present at meetings, or live outside of the boundaries of the Corporation.

C4.01– Associate members have the right to participate in all State Functions and other Court Activities including monthly meetings.

C4.02– Associate members DO NOT have the right to vote, make motions, or be elected to the Board of Directors.

C4.03– Dues may be assessed at a rate to be determined by the membership. These dues may be reviewed and revised periodically and shall be set forth in this Policy and Procedure Manual of the Corporation. The dues for an associate membership shall be twenty dollars (\$20) annually. Payment of these dues is set forth in Part II of this Manual.

Subsection D: Honorary members- Any member made by joint appointment of the Emperor and Empress, or any groups or individuals who the Board of Directors feels have made significant contributions to the Corporation. The Board of Directors must approve all honorary members before they are given this membership status.

D4.01– Honorary members have the right to participate in all State Functions and other Court activities including monthly meetings.

D4.02– Honorary members DO NOT have the right to vote, make motions, or be elected to the Board of Directors.

D4.03– Honorary membership is extended to those persons having received a Citizen for Life distinction from a reigning monarch. Citizens For Life may vote only in the election for a new Emperor and/or Empress only in the event they are physically present at the balloting location.

Subsection E: Corporate or Business Members– This class of membership is open to all for profit and not for profit businesses and organizations.

SECTION 5: Suspension or Expulsion of a Member(s)

Subsection A:

The Board of Directors, by an affirmative vote of two-thirds (2/3) of the members thereof, may recommend the suspension or expulsion of a member for just causes.

Subsection B:

On written request signed by a former member and filed with the Secretary of the Corporation not less than thirty (30) days following the suspension or expulsion, the Board of Directors, by an affirmative vote of two thirds (2/3) of the members of the Board, may reinstate such former member to membership on such terms as the Board of Directors may deem appropriate.

SECTION 6: Any member may resign by filing a written resignation letter with the Secretary of the Corporation, but such resignation shall not relieve the member(s) of the obligation to pay any fees, assessments, or other charges accrued and unpaid.

Article II. Dues and Assessments

II. Dues and Assessments

SECTION 1. Dues shall be determined by a two-thirds (2/3) vote of the general membership of the Corporation.

Article III. Annual and Event Sponsorship Levels

III. Annual and Event Sponsorship Levels

Section 1- Annual Sponsorship Levels and Amounts

GOLD LEVEL SPONSORSHIP:	\$6,500 and up
SILVER LEVEL SPONSORSHIP:	\$5,500 to \$6,499
BRONZE LEVEL SPONSORSHIP:	\$4,500 to \$5,499
COPPER LEVEL SPONSORSHIP:	\$3,500 to \$4,499

Section 2- Event Sponsorship Levels and Amounts

GRAND CANYON SPONSORSHIP:	\$2,500 to \$3,499
MONUMENT VALLEY SPONSORSHIP:	\$1,500 to \$2,499
RED ROCK SPONSORSHIP:	\$1,000 to \$1,499
SONORAN DESERT SPONSORSHIP:	\$ 500 to \$ 999
CACTUS SPONSORSHIP:	\$ 250 to \$ 499
BUS SPONSORSHIP:	\$ 200 to \$ 249

Section 3- Benefits and Perks of the Sponsorship Levels

Annual Sponsorships:

GOLD LEVEL:	TBD
SILVER LEVEL:	TBD
BRONZE LEVEL:	TBD
COPPER LEVEL:	TBD

Event Sponsorships:

GRAND CANYON- Logos on all posters and banners at the Event Logos on the Event Page of the Website Inside Front or Back Cover of the Program (if applicable) 10 tickets to the Event (if applicable)

MONUMENT VALLEY- Logos on all posters and banners at the Event Logos on the Event Page of the Website Full Page Ad in the Program (if applicable) 6 tickets to the Event (if applicable)

RED ROCK- Logos on all posters and banners at the Event Logos on the Event Page of the Website Half Page Ad in the Program (if applicable) 4 tickets to the Event (if applicable)

SONORAN DESERT- Logos on all posters and banners at the Event Logos on the Event Page of the Website Quarter Page Ad in the Program (if applicable) 2 tickets to the Event (if applicable)

CACTUS- Logos on all posters and banners at the Event Logos on the Event Page of the Website

BUS- Bar/Club's Name on the Bus Tour Banners Bar/Club is a stop on the Bus Tour Bus Tour is part of Coronation Weekend Only

Article IV- Board of Directors

IV. Board of Directors:

SECTION I: Composition

The Board of Directors shall be composed of the President, Vice-President, Treasurer, Secretary, the reigning Monarchs and such other positions determined to be necessary by the Board of Directors.

SECTION 2: Life Time Board Members

The two (2) Co-Founders of the Imperial Court of Arizona, Inc. shall be members of the Board of Directors for Life. They may be elected to a Board office or, they may be just sitting members of the Board of Directors. This is to preserve the integrity and validity of the corporation/organization that bears their names with the State of Arizona and the Federal Government. Only their resignation, retirement death or removal due to charges of impeachment and/or felony.

SECTION 3: Eligibility

Active members of the corporation may be elected to fill a vacancy in the Corporation's Board of Directors after three (3) months of continuous membership. Members of the Board of Directors must maintain a continual domicile within the realm of the Corporation, as defined in the Bylaws of the Corporation, to retain the seat.

SECTION 4: Duties:

The Board of Directors shall:

Subsection A: Manage the affairs of the Corporation

Subsection B: Approve expenditures

Subsection C: Develop operating policies and procedures

Subsection D: Enter into contracts with independent contractors and/or businesses

Subsection E: Establish a time line to fill any officer vacancy, which may occur

Subsection F: Establish special and/or Ad Hoc committees when needed

Subsection G: Disperse the funds raised by the previous reign in the event those monies have not been dispersed by July 1 following the reign's cessation

Subsection H: Perform other such duties as assigned by the membership in a duly called meeting of the Corporation

SECTION 5: Meetings

The Board of Directors shall meet a minimum of ten (10) times during a corporation fiscal year. A schedule of meetings will be presented to the Board at the first schedule meeting of each Corporation Fiscal year. The President may call special meetings. Reasonable effort to contact all members of the Board must be given for said special called meetings.

SECTION 6: Voting

A member of the board must be present in order to cast a vote. In an emergency situation, the President may conduct an electronic vote. An electronic vote may be conducted by telephone or e-mail. The results of the electronic vote must be ratified at the next meeting of the board.

SECTION 7: Absences

When a board member accumulates a third unexcused absence within their term from a regularly scheduled board meeting their seat shall be considered vacated. Unexcused absence is one that the board member did not contact an officer of the board with a valid reason for being absent from the regularly scheduled meeting.

SECTION 8: Royal/Imperial Board Members:

Subsection A:

Emperor and Empress- The Emperor and Empress are elected by a plurality vote of the residents of the counties of the State of Arizona. In the event there is one candidate for Emperor and/or Empress, they must receive a fifty (50) percent plus one (50% + 1) majority of all valid votes cast in order to obtain the office. In the event there is more than one candidate for the office of Emperor and/or Empress, a plurality of all-valid votes cast is required. The Emperor and Empress shall reign for not less than fifty (50) or more than fifty four (54) consecutive weeks. No Emperor or Empress may hold the title of Emperor or Empress for two (2) consecutive reigns.

The Emperor and Empress shall:

- A8.01-** Co-Chair all Court Meetings
- A8.02-** Appoint the Coronation Ball Coordinators
- A8.03-** Be responsible for bestowing titles and other recognition(s) as they deem fit. No bestowed title shall be high than or equal to that of Emperor or Empress.
- A8.04-** Appoint, with board approval, their respective Prince and Princess Royale(s) for the Empire.
- A8.05-** Appoint members of the Royal/imperial Family
- A8.06-** Attend minimum of four (4) out-of-town coronations
- A8.07-** Serve as a voting member of the Board of Directors for the Corporation for a period of one(1) Royal/imperial Reign
- A8.08-** Be the official liaison between the ISEA/ICA, Inc. and the International Court System
- A8.09-** Transmit the date and location for the Coronation Ball to the finance committee by June first (1st) of the year in which they have been elected
- A8.10-** Maintain a continual domicile within the realm of the Corporation, as defined in Article II, Section 1 to retain the position

A8.11- In the event the position of Emperor or Empress becomes vacant, the President and the College of Monarchs shall create a list of qualified previous Emperor(s) or Empress(s), in chronological order, most recent first. The college of Monarchs, by majority vote of valid votes cast, will fill the vacancy by one of the person(s) from the presented list. The person filling a Royal/imperial vacancy shall be deemed as Regent with all the responsibilities, duties and honors as if they were an elected Emperor or Empress. In the event no past Emperor or Empress qualifies or desires the vacated position, the Board of Directors shall take the necessary steps to fulfill the vacancy.

A8.12- Attendance by the Emperor and/or Empress at events within the boundaries of the Corporation shall take precedence over any conflicting events outside the Empire. The Emperor and/or Empress may delegate another court member to attend a function outside of the Empire as their representative. The Emperor and/or Empress are to draft a proclamation of regrets to be delivered by the designated representative.

A8.13- In the event a reigning Monarch passes away, the Board of Directors has the right to keep the position vacant for the remainder of the reign in honor and memory of the deceased.

SECTION 9: The following guidelines are for the Board of Directors meetings:

SECTION 10: The Board of Directors shall hold an annual Bylaws review, to be held no later than thirty (30) days after the Coronation. The board of Directors may elect at that time to revise the current Bylaws.

SECTION II: Absent members of the Board must be notified ten (10) days in advance as to the location, time, and date set for the next meeting: except for necessary special (emergency) meetings.

SECTION 12: Special (emergency) meetings: All members of the Board of Directors must be notified with as much time as possible in view of the unusual circumstances.

Subsection A: The President will instruct the Secretary to contact ALL Board members and conduct an electronic vote, by phone or e-mail, in case of an emergency matter.

SECTION 13: The Corporate Fiscal Year for the Board shall be from June 1st through May 31st

Article VII-OFFICERS

VII: Officers

Section 1: Elected Officers

Subsection A: The elected officers of the Corporation shall consist of: President, Vice-President, Secretary, and Treasurer, all whom shall be voting members of the Board of Directors.

Subsection B: Officers are elected from by the Board of Directors after their election from the general membership. Officers must meet and maintain the same criteria as a member being elected to the Board of Directors.

Subsection C: Members may hold the same office for no more than two (2) consecutive terms. Terms of the officers are based on the office and elected either in odd or even years. A member may seek and hold any office after a one (1) year hiatus.

Section 2: Officers, Duties, Terms and Vacancies

Subsection A:

President- The president shall be the chief executive officer of the Corporation and main spokesperson. The president shall be elected by a majority vote of the membership casting a vote in a duly called election. The office of President is a two (2) year term. The term of office begins upon the conclusion of the general membership meeting following the Adornment Celebration in **odd** numbered years. A member elected to the office of the President shall continue to serve until a successor is elected. If the office of President becomes vacant, the Vice-President shall, at the next meeting of the Court, announce the vacancy. The Board of Directors shall at their next meeting elect a qualified member to fulfill the remainder of the vacated term. Said successor shall serve until the vacated term is completed.

The President shall:

- A2.01** - Represent the Corporation as a spokesperson on matters of policy or, at his/her discretion, assigns such responsibility to the Vice President or other member(s) of the Board of Directors.
- A2.02** - Coordinating with the Secretary, schedule and prepare agendas for the Board of Director's meetings
- A2.03**- Appoint chairpersons of special and Ad Hoc committees
- A2.04** - Sign checks jointly with the Vice-President, Secretary and/or Treasurer
- A2.05** - Preside at all meetings of the corporations.
- A2.06** - Be an e)(-officio member of all committees.
- A2.07** - Arrange for the election of officers, members of the Board of Directors, and the incoming Emperor and Empress
- A2.08** - Create special and Ad Hoc committees as necessary
- A2.09** - Provide introductory comments at Coronation
- A2.10** - Conduct the swearing in for the new Monarch(s) at appropriate time
- A2.11** - Place on the agenda for the Board of Directors meeting in September, a six (6) month evaluation of the current reigning monarchs
- A2.12** - In the event of the absence of the President the order of succession is as follows: Vice-President, Secretary, Treasurer, Emperor and Empress

Subsection B:

Vice President- The Vice-President shall be elected by a majority vote of the membership casting a vote in a duly called election. The office of Vice-President is a two (2) year term. The term of office begins upon the conclusion of the general membership meeting following the Coronation Celebration in **even** numbered years. A member elected to the office of Vice-President shall continue to serve until a successor is elected. If the office of Vice-President becomes vacant the President shall, at the next meeting of the Barony/Court, announce the vacancy. The Board of Directors shall at their next meeting elect a qualified member to fulfill the remainder of the vacated term. Said successor shall serve until the vacated term is completed.

The Vice-President shall:

- B2.01** - Act for and on behalf of the President when he/she is unable to perform the duties of that office.
- B2.02** - Be a voting member of the Board of Directors
- B2.03** - Sign checks jointly with the President, Secretary and/or Treasurer
- B2.04** - Perform such duties as assigned by the President and/or Board of Directors
- B2.05** - Be responsible for and keep possession of the keys) for the corporate storage unit
- B2.06** - Be responsible for creating and keeping a complete inventory of court property and location of said property.

Subsection C:

Secretary- The Secretary is the officer in charge of correspondence. The Secretary shall be elected by a majority vote of the membership casting a vote in a duly called election. The office of Secretary is a two(2) year term. The term of office begins upon the conclusion of the general membership meeting following the Coronation Celebration in **odd** numbered years. A member elected to the office of Secretary shall continue to serve until a successor is elected. If the office of Secretary becomes vacant the President shall, at the next meeting of the Court, announce the vacancy. The Board of Directors shall at their next meeting elect a qualified member to fulfill the remainder of the vacated term. Said successor shall serve until the vacated term is completed.

The Secretary shall:

- C2.01** - Keep a record of all proceedings of the Corporation's governance meetings
- C2.02** - Sign official and legal documents as required
- C2.03** - Maintain an official membership roll of the Corporation
- C2.04** - Maintain a file of reports from all committees
- C2.05** - Maintain record book(s) in which Bylaws, Policies and Procedures and Chronicles are kept
- C2.06** - Receive and respond to correspondence directed to the Corporation
- C2.07** - Sign checks jointly with the President, Vice President and/or Treasurer
- C2.08** - Deliver to his/her successor all Corporation records

C2.09 - Perform such duties as assigned by the President and/or Board of Directors

C2.10 - Be in possession of the Corporate Seal

C2.11 - Create the standing forms: Monarch Application, Membership Application, Attendance Sheets, etc.

Subsection D:

Treasurer- The Treasurer is the chief financial officer of the Corporation and shall maintain all financial records. The Treasurer shall be elected by a majority vote of the membership casting a vote in a duly called election. The office of Treasurer is a two (2) year term. The term of office begins upon the conclusion of the general membership meeting following the Coronation Celebration in **even** numbered years. A member elected to the office of Treasurer shall continue to serve until a successor is elected. If the office of Treasurer becomes vacant the President shall, at the next meeting of the Court, announce the vacancy. The Board of Directors shall at their next meeting elect a qualified member to fulfill the remainder of the vacated term. Said successor shall serve until the vacated term is completed.

The Treasurer Shall:

D2.01 - Hold the funds of the Corporation in the Corporate account and disburse them upon authorization of the Board of Directors

D2.02 - Submit a financial report to the Board of Directors at their regularly scheduled meetings

D2.03 - Assist the President in preparation of annual budgets

D2.04 - Sign checks jointly with the President, Vice President and/or Secretary

D2.05 - Be the chairperson of the finance committee

D2.06 - Perform such duties as assigned by the President and/or Board of Directors

D2.07 - Deposit all monies and other valuable depositories as may be designated by the Board of Directors.

Section 13: Any active board member that meets all of the qualifications may be nominated for a corporate office. Nominations shall take place during the May Board of Director's meeting.

Section 14: Election of Corporate Officers shall occur during the June Board of Director's meeting. Offices having a single nomination shall be declared filled upon the closing of open nominations.

Section 15: Impeachment: Officers may be removed from office by a two-third vote of the Board of Directors

Article VI- Committees

VI- Committees

Section 1: The standing committees of the corporation are as follows:

Subsection A - Bylaws/Policies and Procedures (Corporate Parliamentarian is the Chair of this Committee)

Subsection B – Corporate Sponsorship Annual and Event Standing Committee (Vice President shall be the Chair of this Committee)

Subsection C – Public Relations Standing Committee (Member At Large shall be the Chair of this Committee)

Subsection D – Protocol Standing Committee (Secretary and/or Master of Protocol shall Chair this Committee)

Subsection E – Audit and Financial Standing Committee (Treasurer shall be the Chair of this Committee)

Section 2: All standing committees shall submit monthly written reports to the Board of Directors.

Section 3: Committee chairs will submit a list of committee members to the President. The Coronation Ball Committee Chair shall submit a list of potential committee members to the Emperor and/or Empress for their approval.

Article VIII- Attendance

VIII- Attendance

SECTION 1: Monthly Meetings

1. All active court members are encouraged to attend all monthly General Membership meetings.
2. All active line members are required to attend all monthly General Membership meetings.
3. Notice of non-attendance shall be given no less than 24 hours in advance to be excused from any General Membership meeting or court function.
4. All meetings are open to the general public unless otherwise specified.

SECTION 2: State Functions

1. 5 – Emperor's Ball, Empress' Ball, PR Ball, Coronation and Investitures
2. All active court members are encouraged to attend as many State Functions as possible.
3. All active line members are required to attend all State Functions unless otherwise excused (see Section I, sub-section c above).

SECTION 3: Benefit Events

1. Each line couple are required to sponsor, produce and/or host at least one benefit per reign.
2. All general members are strongly encouraged to attend all scheduled benefit functions.
3. All line members must attend all scheduled benefits and are expected to assist where needed.
4. Notice of non-attendance shall be given no less than 24 hours in advance to be excused from any court function.

SECTION 4: Fundraising Events

1. All court members are strongly encouraged to sponsor, produce and/or host fundraising events in addition to those already scheduled to help raise funds for the Imperial, Sovereign Empire of Arizona and other 501 ©3 organizations.

SECTION 5: Non-Court Events

1. All court members and monarchs are encouraged to attend non-court events. To show support for other community events, also to bring about awareness of the Imperial Sovereign Empire of Arizona, and to encourage new membership in the Imperial Sovereign Empire of Arizona.

SECTION 6: Imperial Meetings

1. Imperial meetings will be called at the discretion of the reigning monarch(s) in addition to regularly scheduled general membership meetings.
2. Notice of Imperial meetings shall be given no less than two (2) weeks in advance.

SECTION 7: Absences

1. The current reigning Heads of State shall have the power to revoke a members' right to vote due to poor attendance and/or poor participation in court functions including benefits.
2. Any line members missing more than 25% of all court functions throughout the current reign shall not be considered for any line title the following reign.
3. Any line members missing more than 50% of all court functions are subject to having said title revoked and/or suspension from the current reign.

SECTION 8: Suspension of Voting Privileges

1. All members are encouraged to attend regular monthly meetings and to vote on required motions.
2. The current Reigning Heads of State shall have the power to revoke a member's right to vote due to poor attendance and/or in Court functions including benefits.

Article IX- Court Titles

IX- Court Titles

SECTION 1: Court Titles

1. All court titles (line and camp) are given by the reigning monarchs each year at Investiture. All titles can be removed at anytime at the discretion and review of the reigning monarchs and the Board of Directors.
2. The "Imperial Family" consists of the Line Titles down to Count and Countess, past monarchs, all life time title holders and the Reigning Monarchs.
3. Line titles shall consist of Prince/Princess Royale (upon board approval), Prince/Princess, Grand Duke/Duchess, Duke/Duchess, Baron/Baroness, Marques/Marquesa and Lord/Lady of the Realm.
4. All title holders but be in good standing (dues paid in full), from Investiture to Investiture in accordance with attendance policies.
5. All "Imperial Family" members (excluding past and present reigning monarchs) and line title holders are required but not limited to produce one annual court fundraiser per reign year.
6. All court members are to support the reigning monarchs.
7. The Prince/Princess Royale will represent the reigning monarchs in their absence at any court or non-court function where their presence is needed or requested.
8. All line members are responsible for representing the ISEA in a positive manner not detrimental to the court, and to help promote the mission of the ISEA.
9. All dues payed members will be eligible to be considered for specific line titles. Consideration shall include but not limited to attendance, participation and overall support of the reigning monarchs and the ISEA.
10. Duties of each line member shall include but not limited to attendance, active participation, positive representation of the ISEA at all times.

Article X- LIFE TIME TITLES

X- LIFE TIME TITLES

SECTION 1: Eligibility, Titles Approved to Use and Board Approval

Subsection A. Lifetime titles are granted at the end of the Reign and are a reward for exemplary service during the reign.

Subsection B. These titles may be used by the recipients at any court function; however, they may only reflect functional responsibilities at the request of the reigning Heads of State and and with the consent of the particular title holder.

Subsection C. The Heads of State may bestow one lifetime title each at the end of their reign, however, they, must have a majority approval of the Board of Directors.

Article XI: PROCLAMATIONS

XI: PROCLAMATIONS

SECTION 1: Number of Annual Proclamations

Subsection A. Total number of Proclamations to be given out annually at each Coronation upon Board of Directors approval shall be three(3); one for the Reigning Emperor, one for the Reigning Empress and one combined proclamation.