

## Imperial Court of Arizona

### Policy and Procedure to the Bylaws of the Corporation

#### **ARTICLE I: Name and Authorization for Governance, Ownership**

Section 1: The official name of the organization shall be The Imperial Court of Arizona, Inc. (Corporation)

*Pnp: No further notation is needed*

Section 2: The social branch of the Corporation shall also be known as The Imperial Court of Arizona. (Court)

This organization has the prestige and honor of being recognized throughout the United States and internationally as being the only court in the State of Arizona. (Empire)

*Pnp: No further notation is needed*

Section 3: The Articles of Incorporation, Bylaws, Policies and Procedures, Imperial Proclamations, and such other actions as the Board of Directors (Board) and/or membership may make, shall govern the Corporation.

*Pnp: No further notation is needed*

Section 4: Ownership of tangible, intangible and intellectual property by The Imperial Court of Arizona, Inc. shall include, but not limited to the following.

Subsection A: Trade Names and Trademarks

A1 – All use of trade names and trademarks belonging to the Imperial Court of Arizona must be approved by a majority vote of the Board.

Subsection B: The Court Seal

B1 - The Official Seal of The Imperial Court of Arizona, Inc. is not to be altered except by a two-thirds majority vote of the membership of the Corporation present at the monthly meeting.

B2 - Use of the Official Seal is limited to the official court business and the Emperor and/or Empress. The seal

may also be used by the Corporation/ Court for promotional purposes. The Board of Directors shall govern all other uses of the Seal.

Pnp: No further notation is needed

**ARTICLE II: Location and Boundary**

Section 1: The Corporation shall serve the geographical area known as the State of Arizona.

Pnp: No further notation is needed

Section 2: The Corporation shall have jurisdiction over only that area covered by Article II, Section 1.

Pnp: No further notation is needed

Section 3: The Corporation shall execute its duties and purposes on a worldwide basis with no boundaries whatsoever to impede it.

Pnp: No further notation is needed

**ARTICLE III: Purpose of the Corporation**

Section 1: The Corporation shall have as one of its principal goals, the betterment of relations within the communities of Arizona, with particular emphasis between organizations and community. The Corporation has another principal goal, that being the betterment of public relations between the Gay, Lesbian, Transgender, Bisexual and Heterosexual communities.

Section 2: The Corporation shall also work toward the promotion of the Court as a Court of great beauty and opportunity, emphasizing Arizona's entertainment, recreational, business, and other attributes.

Subsection A: To conduct activities for the express benefit and/or pleasure and entertainment of the community.

Subsection B: To conduct activities for the good of and education of the community.

Subsection C: To conduct activities for the benefit of charities.

Subsection D: To conduct activities to raise funds for the Corporation.

Section 3: The Corporation shall engage in any activity which does not violate or interfere with either the federal, state, county and/or local laws or ordinances.

Pnp: No further notation is needed

#### **ARTICLE IV: Board of Directors**

Section 1: Composition – The Board of Directors shall be composed of nine (9) permanent positions and such other positions from time to time as determined by the Board of Directors as needed for the benefit of the Corporation.

Subsection A: The Officers of the Corporation shall be: President, Vice President, Secretary and Treasurer.

Pnp:

1. The Corporate fiscal year for the Board shall be from June 1<sup>st</sup> to May 31<sup>st</sup>.
2. Officers
  - a. The elected officers of the Corporation shall be voting members of Board. Officers shall be voted to their respective roles by a simple majority of the membership.
  - b. Officers shall be reelected in odd or even years with the Treasurer and Vice President voted upon in even years and the President and Secretary voted upon in odd years
  - c. Unless otherwise stated in these policies, a Board term is for two years
  - d. Board members, if reelected to another term, may hold that Board position for no more than two consecutive terms. A member may rerun for a Board position after completing a one year hiatus from the Board
  - e. Board positions shall commence with the first Board/Membership meeting following Coronation.
  - f. If the position of the Board President should vacate, the Board shall meet and appoint an interim President until the membership can vote in a new President.
  - g. Vacated terms shall be filled for the remainder of the original term

Subsection B: The Monarch(s) to be known as the Emperor and Empress shall automatically be on the Board for the year of their reign.

Subsection C: All other Board Members shall be Members at Large.

Subsection D: 1 Member at Large Board Position shall be reserved for the Dean of the College of Monarchs.

D1 – This Member at Large position shall adhere to the Bylaws and Pnps set forth in Article IV: Board of Directors and Article VIII: The College of Monarchs.

**Pnp:**

1. The President
  - a. Represents the Corporation as a spokesman on matters of policy or shall assign such responsibility to the Vice President or other Board member
  - b. Coordinate with the Secretary to schedule and prepare agendas for meetings
  - c. Appoint chairpersons of special and ad hoc committees. The President is a member of all Corporation committees.
    - i. Corporate Committees
      1. Bylaw, Policy and Procedure
      2. Corporate Sponsorship
      3. Public Relations
      4. Protocol
      5. Audit and Finance
    - ii. All committees shall submit their reports to the President
  - d. Sign checks of the Corporation. (If the President cannot sign, the Vice President or Secretary shall sign checks).
  - e. Preside at meetings of the Corporation
  - f. Provide introductory comments at Coronation
2. Vice President
  - a. Act for and on behalf of the President when he/she is unable to perform Presidential duties. (The exception shall be if the office of the President is vacated).
  - b. Perform such duties as assigned by the President and/or the Board
  - c. Be responsible for and keep possession of the keys to the storage unit
  - d. Be responsible for creating and keeping a complete inventory and location of all court property.
3. Secretary
  - a. Is the officer in charge of correspondence
  - b. Keep a record of all proceedings at Corporate meetings
  - c. Maintain a file of all committee meetings
  - d. Maintain record of all Bylaws, policy and procedure
  - e. Deliver to his/her successor of the Corporate records
  - f. Be in possession of the Corporate Seal
  - g. Create standing Corporate forms (i.e. – monarch applications, membership applications, attendance sheets

4. Treasurer
  - a. Is the chief financial officer for the Corporation
  - b. Shall maintain all financial records
  - c. Hold the funds of the Corporation in the corporate account and disburse such upon authorization of the Board
  - d. Submit a financial report to the Board at scheduled meetings
  - e. Chair the finance Committee
  - f. Deposit Corporate money as designated by the Board within five business days of receiving said funds
  - g. Verify and keep record of all Tax ID's for beneficiaries
5. Member at large: Dean Position
  - a. This position is not elected by the membership
  - b. This position shall be held by the Dean of the College as long as they are Dean.
  - c. Upon the step down, resignation or removal from the office of Dean, they shall vacate the Member at Large Board Position.
  - d. Once a new Dean is appointed they shall resume the Member at Large position for the remainder of the term.
  - e. This shall take affect during the next Board Election in June 2018 or if a Member at Large seat becomes vacant before the Election in June 2018.
6. The officers of the Board shall be stated in the Bylaws to satisfy legal reporting requirements for such entities (but not limited to) as the Arizona Corporation Commission, Arizona Department of Revenue, and the US Internal Revenue Service
7. These officers by themselves shall not make decisions for the Court. Such decisions shall be completed by a majority of the entire Board.

Section 2: Members of the Board of Directors may only be removed by:

Subsection A: Any member of the Board may resign his/her position at any time by submitting his/her resignation in writing to the Secretary of the Board

Subsection B: Any member of the Board who is judged unfit by a two-thirds majority vote of the membership, following any accusation proven by a Board investigation or a recommendation by the Grievance Committee, when presented by any person(s) or organization.

Subsection C: Any board member who compiles more than three (3) unexcused absences at regular meetings or state

events in any fiscal year will be considered as having voluntarily resigned.

**Pnp:**

1. Documentation to the unfit ability of a Board member, must be documented by at least one Board officer, presented to the entire Board, and voted in accord to the Bylaws/Policies
2. All documentation to an accusation must be presented to the entire Board. Such documentation shall be held for a minimum of five years or as designated by Arizona State Retention Laws and Regulations.

Section 3: Life Time Board Member – The Founder of The Imperial Court of Arizona, Inc. shall be an honorary member of the Board for life, without voting privileges. This is to preserve the integrity and validity of the Corporation/Court, true to its founding principles. Only his resignation, retirement, death or actions spelled out in Section 2 above can remove him.

**Pnp:**

1. Honorary Board members shall not have a vote. An honorary Board member, who is elected to the Board shall have one vote, as does any other Board member

Section 4: The Corporation and they alone shall be the highest court in the land with reference to all internal matters.

**Pnp: No further notation is needed**

Section 5: The Board is required to have at least ten (10) called meetings during the Corporation's Fiscal Year.

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

**Pnp:**

1. Special meetings shall be called at the discretion of a Board Officer.
2. Online voting shall be monitored by the Secretary
3. The Secretary, upon receipt of Special meeting notification shall send out an emergency motion to each member of the current Board
4. The Secretary shall wait for a second to the motion and such second is from another Board member
5. Upon receipt of a 2<sup>nd</sup> notification, the Secretary shall notify the Board that discussion is to commence. Discussion can last up to 48 hours
  - a. The discussion is halted when a Board member notifies the Secretary to "Call the Vote".
  - b. After the "Call", the Secretary shall ask for a second.

- c. As soon as The Secretary receives a second a vote will immediately take place to end debate and discussion.
  - d. The motion to "Call the Vote" cannot be discussed or debated.
  - e. If 2/3 (two-thirds) of the Board are in favor for ending debate and discussion a vote for the motion will immediately follow.
  - f. If a 2/3 (two-thirds) vote was not met, discussion will continue until "Call the Vote" is requested again.
  - g. The Secretary shall make the vote contact by the most convenient method (i.e., email, text message, phone call).
  - h. After 48 hours the Secretary shall "Call the Vote" without having needing the 2/3 (two-thirds) vote to end debate and discussion. Voting will immediately follow this proceeding.
6. The Secretary shall notify the Board when and if a quorum has been reached
  7. The Secretary shall notify the President of how each Board member voted
  8. The Emergency vote results shall be read at the next Corporate meeting
  9. The Secretary shall hold and maintain all emergency voting documentation for five years or as required by State law

## Section 6: Voting and Quorum

Subsection A: A quorum of the Board of Directors is two-thirds (2/3) of the active members.

Subsection B: A simple majority (50% +1) of the Board is required for a Board motion to pass unless otherwise noted in these Bylaws.

Subsection C: The President of the Board shall not have a vote except to act as a tiebreaker.

Subsection D: The President of the Board shall not make nor second any motions. They will only make suggestions for motions to be made.

### Pnp:

1. Motions can be made by any active Member of the Court.
2. Motions will only be considered "active" when a second is heard by the President of the Board.
3. The President shall read back the motion on the floor before opening up discussion and debate to Membership.
4. The discussion is halted when any Member is recognized and requests to "Call the Vote".
5. After the "Call", the President shall ask for a second.

6. As soon as The President receives a second a vote will immediately take place to end debate and discussion.
7. The motion to "Call the Vote" cannot be discussed or debated.
8. If 2/3 (two-thirds) of the Membership are in favor for ending debate and discussion a vote for the motion will immediately follow.
9. If a 2/3 (two-thirds) vote was not met, discussion will continue until "Call the Vote" is requested again.

## Section 7: Grievances

Subsection A: A grievance is an act, omission or occurrence which a Community Member feels is wrong, based on factual information.

Pnp:

1. A formal grievance MUST be filed within 20 calendar days following the date the court member learns of the problem. Every effort should be made to informally resolve the grievance during this 20-day period.
2. The grievance form MUST be complete fully to start the grievance process.
3. The time limit for filing a grievance may be extended if both parties agree.
4. The course of action for the grievance procedure is as follows:
  1. File a grievance with the Grievance Committee Head
  2. The Grievance Committee Head will attempt to resolve the matter.
  3. If not resolved, the full Grievance Committee will discuss the matter and attempt to resolve it.
  4. If a resolution is still not met, the Grievance Committee Head will bring it to the Board of Directors.



5. The Grievance Committee Head will contact the grievant with the determination

## **ARTICLE V: Finances**

### Section 1: Administration of Funds

- Subsection A: The Corporation shall be empowered to accept and acknowledge any and all donations.
- Subsection B: 100% of all funds raised at a Court event shall go to the approved designated beneficiary(s).
- Subsection C: The Corporation shall have the power to engage in any activities that are within the scope of these Bylaws and may set an appropriate fee for participation in said activities.
- Subsection D: The Corporation shall maintain a checking account at a FDIC or NCUA-insured financial institution. The Board shall determine the location and name of the bank.
- Subsection E: The Corporation shall require one (1) signature on all disbursements of Corporation Funds, after another non-signer writes the check. Signature cannot be that of the payee. Those signatures shall be that of the President, Vice President or Secretary of the Board.
- Subsection F: The Board shall instruct the Treasurer to maintain proper and complete financial records detailing all income and expenditures, following a cash accounting procedure.

F1 – The Treasurer shall not sign checks.

F2 – The three remaining officers of the corporation shall be signatories on the Corporation bank account.

F3 – The Board Secretary shall be the primary contact on the bank account

F4 – If the Treasurer resides with another Corporate Officer, that Officer forfeits their signature rights for the duration of the Treasurers term.

Subsection G: The Corporation shall maintain an open book policy and any Court/Corporation Member and/or the public may request to review the financial records of the Corporation.

Pnp:

1. Funds collected during an event shall be held by at least one Board member. A second Board member or approved Court member shall verify the funds collected. The Board member shall use a tally sheet and verify the total funds collected. The Board member counting the funds shall advise the Treasurer of the total funds collected.
2. The Board member shall deposit the funds into the ICoA bank account and shall report the deposit to the Board at the next corporate meeting. All deposits shall be reconciled by the treasurer.
3. The Monarchs can suggest an appropriate fee or donation for any ICoA event that is not Coronation

Section 2: Expenditures and Disbursement of Funds

Subsection A: The Board, current Imperial Court titleholders and members shall be required to submit an itemized budget proposal for any expenditure to the Board for approval prior to the execution of the expenditure.

A1 -- Any prospective disbursements over five hundred dollars (\$500.00) shall be voted on by a simple majority of the membership, other than scholarship, burial, travel or event disbursements.

A2 -- In the event of an emergency, the Board of Directors shall follow the Policies and Procedures

Subsection B: Due to unforeseen occurrences in regard to disbursement of funds, the President of the Corporation shall be allowed to commit funds not to exceed one hundred dollars (\$100).

B1 – Any funds distributed by the President shall be read and entered into the minutes during the next general membership meeting.

B2 – Any disbursements in excess of the one hundred dollar (\$100) limit may become the personal responsibility of said President.

Subsection C: All funds collected in the name of the Corporation must be first routed into the Corporation checking account.

Fund collection at any ICoA sanctioned event, shall be handled by at least one Board member. The selected Board member may be assisted by a court member who is in good standing with Corporation.

Subsection D: All funds raised at a benefit shall be disbursed to the beneficiary of choice for that event once the beneficiary's tax ID has been acquired and verified.

Subsection E: All funds raised at a fundraiser for the Corporation shall be deposited and may be allocated to any area of the Corporation's general ledger system.

**Pnp:**

1. Checks written directly to the beneficiary by a third party will be recorded under the current reign total, but not recorded for tax purposes of the ICoA
2. Any and all events that are advertised as a "State Event" or an established "State Event", ie: Investiture, PR Ball, Emperor and Empress Balls, etc, monies raised shall go into the general account.
3. Any and all monies raised during a Court sanctioned event shall be tallied and recorded for said event.
4. If a Charity or Benefactor wishes to participate in any Court Event or Function they are to turn in all donated monies from that event or function to be recorded by the Treasurer.

5. Any Charity or Benefactor that refuses to turn over funds may be denied future fundraising services by the Court.
6. If a denied Charity or Benefactor wishes to appeal this decision they may do so by going through the Grievance Committee.
7. An event worksheet must be filled out completely and turned into the Treasurer or President so the Tax ID can be verified before a check can be issued.

### Section 3: Misappropriation of Funds

Subsection A: Any member (Monarch or not) found guilty of misappropriation of funds shall be permanently removed from the Court and all titles, rights and privileges shall be removed permanently, upon completion of an investigation and two-thirds Board vote.

#### **Pnp:**

1. The Board Investigation shall include a police report
2. Removal of any title under this Article shall be reported to the ICS. This will prevent the disqualified member from involvement and possible illegal or inappropriate activity in any Court associated with the ICS

## **ARTICLE VI: The Imperial Monarch(s) and the Court**

Section 1: The official titles of the chief public representatives of the Court shall be the Emperor of the Imperial Court of Arizona and/or the Empress of the Imperial Court of Arizona.

#### **Pnp:**

1. The monarchs are required to distribute all life titles, awards by proclamation, and all current proclamations during the Coronation ceremony.
2. Community Awards
  - a. Individual of the Year
    - i. Mutually agreed upon by the Monarchs. This honors one individual who has gone above and beyond for the Court and Community
  - b. Organization of the Year
    - i. Mutually agreed upon by the Monarchs. This honors an organization for their work with the Court during the past reign/year

- c. Court Member of the Year Award
  - i. Voted by the Board
- d. Best Male Line Member
  - i. Voted by the general membership
- e. Best Female Line Member
  - i. Voted by the general membership
- 3. Proclamations and Awards by Proclamation
  - a. Awards by Proclamation will be given by the original monarch who authored the award – unless otherwise discussed with the stepping down monarchs
  - b. Reign I: Emperor Steve LaFata Proclaimed himself as Emperor Emeritus.
  - c. Reign I: Proclaimed Kris Kringle as King Father Christmas of all Arizona.
  - d. Reign II: Creation of the Golden Sapphire Scorpion Scholarship Fund. Changed to the Bryon Wiley Memorial Scholarship fund.
  - e. Reign II: Desert Rose Fundraiser for Breast Cancer Awareness
  - f. Reign II: Emperor II and Empress II shall always be known as Arizona's First Royal Imperial Couple for life.
  - g. Reign III: Crowns for a Cause
  - h. Reign III: Courts of Phoenix and Tucson
    - i. Recognizing and absorbing Courts of Phoenix and Tucson
  - i. Reign III: FOO-manitarian Award
    - i. Mutually agreed upon by the current Monarchs. This award can go to either an individual or corporation who has supported the Court throughout the reign
  - j. Reign IV: Proclaimed each Emperor and Empress shall name a ½ Emperor and Empress.
  - k. Reign IV: Creation of the Burial Fund
    - i. Disbursements from the burial fund are to be decided and agreed upon by the Dean of the College and Empress IV.
  - l. Reign V: One extra college event to go to hospitality
  - m. Reign V: All past, Present, and Future Prince and Princess Royals lifetime titles.
  - n. Reign VI: Lady Christian Angelic Hope Award
    - i. Chosen by the Empress. This award given to a female or male illusionist within the Phoenix drag community and has gone above and beyond to help the Court during the reign
  - o. Reign VI: Leather Knight Community Award
    - i. Chosen by the Emperor. This award goes out to an individual within the Leather community that has gone above and beyond for the Court and throughout the year
  - p. Reign VI: Creation of the Book of Secrets.
  - q. Reign VII: Creation of the monarch to past monarch in state award.

- r. Reign VII: Empress VII shall do 4 Jell-O shot fundraisers per reign and be known as the Jell-O Shot Queen.
- s. Reign VII: Induct a person into the society of love each reign who showed loyalty, opportunity, visibility and excellence.
- t. Reign VIII: Rockin Robin Service Award
  - i. To be selected by combination of reigning Emperor and Emperor VIII.
  - ii. To be given to a living or deceased individual that has been of service to the community for a minimum of 25 years.
- u. Reign VIII: Empress Charity Command
  - i. All out of town Empresses will be asked at the Out of Town show to participate in a fundraiser to compete for a command at the evening's Coronation.
  - ii. The reigning Empress will select the charity to receive the funds raised.
- v. Reign VIII: Home Away From Home Award
  - i. Presented by the reigning Monarchs to the out of state Court that they felt the most hospitality during their reign.
- w. Reign IX: Creation of the title "Absolute" to be added to their current moniker after completing their reign.
- x. Reign IX: Copper Cowboy Award.
  - i. To be given by the Monarchs in recognition of any member of the IGRA system that has shown outstanding support of the current reign.
- y. Reign IX: Princess and Prince Royale will carry one line moniker. Prince Royale shall end with "in defender of the crown." Princess Royale shall end with "in hope of the crown."
- z. Reign XI: Moonstone Moogle Award
  - i. Given by the Reigning Emperor, at their sole discretion, to any performer, outside the Court, who identifies as male, is bio male or King for outstanding performance and going above and beyond during the current reign.
- aa. Reign XI: TRANSformative Leadership Award
  - i. To be awarded to a person or organization actively working for and/or with the transgender community of Arizona to create and foster positive change, and other supportive matters.
  - ii. If awarded to a person they can be transgender identified or an ally to the transgender community. If an awarded to an organization, the organization must have programming/events directly impacting the transgender community.
  - iii. Future recipients of this award are to be selected by the reigning monarchs.

- bb. Reign XI: See Article VI, Section 6, PnP 15
4. Ball Coordinator
    - a. The reigning monarchs shall appoint a ball coordinator who shall be responsible for planning and directing Coronation. Such planning shall begin in January of each calendar year
      - i. Ball Coordinator Duties
        1. Plan and schedule all meetings for Coronation
        2. Set up committees and assign chairs to each committee
        3. Create meeting agendas and facilitate each meeting
        4. Manage and coordinate Coronation activities with each committee chair
  5. Coronation Committee
    - a. This committee must include the Dean, the President, the Treasurer, and the reigning Monarchs. The committee meetings shall be open to all current court members
  6. Hotel contract
    - a. The hotel contract must be voted and approved by the Board. This approval shall occur before January 31 of the year to the upcoming Coronation
  7. Hospitality
    - a. Hospitality must be coordinated and operated by the previous year's monarchs
      - i. It is recommended that these monarchs hold at least two fundraisers each reign year to help with the cost of Hospitality (i.e., cups, plates, napkins, sodas, juice, food, etc.).
      - ii. Hospitality is only open to attendees who have purchased Coronation packets. Organizations who have donated supplies or volunteers may also participate in Hospitality Services
  8. Coronation Set
    - a. The Coronation set, program, bus tour arrangements, and budget must be voted on and approved by the current Board. Such approval shall be accomplished no later than March 31 of the year of the Coronation
  9. Guest to the Dais
    - a. Each Monarch is allowed a total of nine guests to the dais, with three per set. No more than six seated and combined guests are allowed on the dais at any one time
  10. Attendant
    - a. Each reigning monarchs are allowed one attendant, per set, during the Coronation ceremony
  11. Command Performance

- a. The reigning monarchs are each allowed one command performance during the Coronation ceremony (one each for the Emperor and Empress) and once joint command
  - b. A Command Performer who attends the entire Coronation shall pay for a Coronation ticket
12. Coronation Emcee
- a. The reigning Monarchs are to decide who will emcee each set, with no more than two emcees per set. The emcees shall receive "comp" tickets to the Coronation ceremony. Their names must be submitted to the Treasurer prior to Coronation. The emcees are required to be at protocol from 11 am to 1 pm on the Saturday of the Coronation
13. Coronation Out of Town Show/ Bus Tour Emcee
- a. The reigning Monarchs are to decide who will emcee Out of Town Show/ Bus Tour, with no more than two emcees. The emcees shall receive "comp" tickets to the Out of Town Show/ Bus Tour. Their names must be submitted to the Treasurer no later than the week prior to Coronation.
14. Scholarship Recipients
- a. The Scholarship Recipients shall receive 2 "comp" tickets for the Coronation event. One ticket for the recipient and the other ticket for a guest/ guardian.
  - b. A table shall be reserved for the Scholarship Recipients and their guest/ guardian.
  - c. Michael G. or Scholarship Committee Head shall give the Ball Coordinator the names of the recipients and their guest/ guardian.

Section 2: These representatives shall be selected in accordance with the rules in this article.

Subsection A: The Board of Directors shall cause an election to take place each year on the weekend prior to the annual Coronation Ball.

Subsection B: Voting is open to all Arizona residents showing a valid/current State of Arizona issued driver's license, Arizona ID card, or proof of Arizona residency. Proof of Arizona residency may include a utility bill or



government letter mailed of said address with the courtier's name and address upon it.

Subsection C: Voting stations shall be set up in the state, or on the internet, as the need and interest arises. Said voting stations shall be secured and approved only by the Board.

Subsection D: The selection of the Monarch(s) shall be determined by a majority popular vote unless running unopposed which then requires a 50% + 1 vote

**Pnp:**

1. Any voting station established of these Articles must have at least one board member at the station at all times
2. No voting station, including an open computer access, set up for the use of multiple people, shall not be set up without a board member present at that location
3. Confirmation of voting shall be done by an accounting entity outside of the Court and by someone who is not a member of the Court
4. Ballot boxes shall have two keys, one held by the Treasurer or President and the other by the accountant. Ballot boxes are not to be opened outside of the accountant's office. No Board or Court member shall see or have any contact with the ballots themselves. The accountant shall deliver the vote total to the Board President in a sealed envelope. Such envelope shall not be opened until the night of Coronation. The contents of the envelope shall be verified by each Board member and the College
5. Reigning monarch should remain impartial during the campaign period
6. No Court member shall engage in negative campaign during the campaign period

Section 3: Purpose of the Imperial Sovereign Monarch(s).

Subsection A: The offices of the Emperor and/or Empress are expressly created to serve as the official representatives of the Court, executing the expressed goals of the Corporation already set forth.

Subsection B: The term of the Imperial Sovereign Monarch(s) shall be for approximately one (1) year beginning the moment following the crowning and ending the moment of the crowning of the successor(s) on the date of the following Coronation.

Subsection C: Furthermore, they are to serve the entire community in whatever way possible and to the best of their abilities; as long as those activities are not in violation or do not interfere with either federal, state, county and/or local laws or ordinances.

Subsection D: The Emperor and/or Empress must reside in the State of Arizona during their Reign.

Subsection E: Prince Royale, Princess Royale and all line titles given during a reign shall continue their terms until investiture of the next reign.

***Pnp: No further notation is needed***

#### Section 4: Vacancies to the Monarchy/Regencies

Subsection A: In the event only one Monarch is elected, the College will determine if the vacancy needs to be filled. The Legendary Firebird College of Monarchs (College) may then select a potential Regent Monarch to submit to the Board for approval/ratification.

***Pnp: No further notation is needed***

#### Section 5: Line Titles

Subsection A: The Emperor and/or Empress shall select all members of their Line and Imperial Family without further ratification or approval of their choices except as stated below:

A1 – The chosen court member(s) for Prince Royale, Princess Royale, King Father, and Queen Mother must be approved by the Board and College prior to being invested.

Subsection B: This Empire does not recognize self-appointed court titles.

Subsection C: Any member of the Line judged to be unfit or negligent in their duties by the Monarch(s) can be removed from the Line and be stripped of their Title. (With the exception of the titles of Prince Royale, Princess Royale, King Father and Queen Mother.)

***Pnp:***

## Monarchs

1. Monarchs must conduct themselves in the highest regard, while in public, representing the crown. This includes all in-state and out-of-state functions. This includes but is not limited to: severe public intoxication, exposing of one's genitals, public acts of sex, verbal or physical altercations, etc. Simply put, if it needs to happen, please do it in private
2. Monarchs must be present at all State functions held by the ICoA. This includes but is not limited to Investiture, Emperor and Empress Balls, PR Ball, and Coronation
3. The Monarchy must be represented at every monthly meeting
4. Once elected, the new monarchs gain a voting seat on the Board and hold that seat until the end of their reign
5. Monarchs are allowed to handle or take funds raised at functions. Monarchs are allowed to hand deliver or mail checks to organizations.
6. Monarchs are required to participate in the Phoenix Pride Parade. They are also responsible for coordinating volunteers and scheduling with Phoenix Pride for the Pride Festival weekend (if applicable). Monarchs are also responsible for attending the Festival. They are encouraged to attend Tucson, Flagstaff, Bisbee, Sedona, and Casa Grande Prides
7. Monarchs are required to attend a six-month review to be administered by the Dean of College. The Board of Directors will meet each year after the November General Meeting to confirm with the Monarchs their requirements for stepping down and entry to the College of Monarchs. This meeting is to be administered by the President under the direction of the Dean of the College.
8. Monarchs are required to participate in Candidate Interviews
9. Monarchs are responsible for all line members and the handling of their actions. The placement or removal of line titles are at the will of the Monarchs. The placement or removal of the Prince and Princess Royals, Queen Mother, and King Father, must be approved by the Board. Monarchs may place any paid member of the organization in good standing on their line. Monarchs must notify the Board of any line changes.
10. Monarchs are to assure that all functions done by themselves or line members have a completed an event worksheet
11. Monarchs are required to be represented at all Coronation planning meetings. At least one Monarch shall be in attendance
12. Monarchs must successfully complete their reign in order to be inducted into the College. The Secretary will confirm 80% attendance rules and the Board will confirm the Monarchs have met the reign requirements. The President will relay this information to the Dean and the College will vote to induct the Monarchs into the College. This induction ceremony will take place at Investiture.

13. Monarchs are required to visit the realms of four other court organizations during their reign. This requirement is to attend the Coronation ceremony only
14. Monarchs are required to pay for their own travel expenses. They are allotted the travel fund raised for their reign to use agreed upon by the reigning Monarchs
15. Monarchs, per proclamation of Reign 6 are required to complete a letter at the end of their reign. These letters are to be added to the Book of Secrets. They will then hand this book over to the newly elected Monarchs.
16. Reigning Monarchs are allowed to spend up to \$100 for out of realm coronation ads without Board approval, if said funds are available

## Section 6: Candidacy rules for Emperor and/or Empress

### Subsection A: **Requirements to Apply**

- Must have resided in Arizona for at least twelve (12) months prior to applying.
- Must have been a good standing member of the Court for at least one (1) year.
- Must be at least twenty-one (21) years of age.
- Imperial Court Titles are open to both male and female applicants for either position.
- A candidate with a felony conviction must be approved by the Board and College.
- No two (2) persons shall be allowed to apply for one single title. (i.e. Co-Emperors or Co-Empresses).
- No person will be allowed to run for both the offices of Emperor and Empress within the same year.

### Subsection B: **Applicants for Candidacy**

- Persons denied by the Board and College in any one year may re-apply any following year.
- Any Board member that is accepted as a candidate for Emperor or Empress shall relinquish their voting privileges on the Board pending the outcome of the Coronation weekend.
- Any Monarch who is removed from office by the Board will not be accepted as a candidate for the title of Emperor and/or Empress. The Board and College may re-evaluate this removal should this Monarch express desire to be a candidate in a future monarchical election.

- A past or present Monarch from outside the Empire may run for the title of Emperor/Empress if they have served this Corporation for (1) consecutive year or at the discretion and approval of the Board. The Monarch(s) shall relinquish usage of any and all prior Imperial Title(s) for the period of their reign. Upon approval of the Board and College, said Monarch(s) may represent their past Imperial Title(s) only when attending the origin of said Imperial Title.
- A Past Monarch of the Imperial Court of Arizona who chooses to run for a second term of office, after waiting a (3) year period following their step-down, may do so if the Board and College approves his/her candidacy.

**Pnp:**

1. Candidates are required to submit a completed application along with a \$100 filing fee to the Board President by March 1 of each calendar year. This \$100 fee will reserve a Coronation package for the candidate.
2. A Candidate must be a Resident Member or Senior member, with application and dues paid in full, following Coronation and as of Investiture for the year that they wish to run.
3. Candidates are required to attend Candidate Interviews
4. Candidates must present at interviews in the gender that they choose to represent during their reign
5. Candidates are not allowed to publically acknowledge their Candidacy until they are officially announced at the Monarch's Roast.
6. Candidates are required to attend the Monarch's Roast and Candidacy Announcements
7. Candidates are required to provide their own sash. The sash must state the following: Candidate for Emperor/Empress for Reign \_\_\_\_\_. Candidates are not allowed to use the court seal on their sash unless all candidates agree to use it at the time of interviews. Colors and artifacts added to the sash are at the discretion of the candidates
8. Candidates are required to wear their sash at any and all functions in which they are campaigning or representing the ICoA. Candidates are not required to wear their sash during their working hours. Candidates are highly encouraged to wear their sash as much as possible during the campaign season.
9. Candidates may create campaign materials to hand out, but must be approved by the Candidate Coordinators prior to advertising. Flyers and posters may NOT be distributed prior to candidate announcements and must be removed 1 week after Coronation. Flyers must have Board approval prior to using a Court seal. The intent to use the Court seal must be made known to the President and Dean at the time of interview

10. Candidates are required to participate in the Phoenix Pride Parade and Festival. Candidates are required to volunteer at the festival and for the ICoA. If the ICoA is not participating in any volunteer work, the candidates are required to be in attendance. Candidates are required to be representative of the title they seek, with sash at all times while in attendance
11. Candidates are not allowed to campaign at the polling booth the day of voting. All signs of support, including t-shirts are prohibited within 20 feet of the polling place. Candidates are prohibited from setting up satellite polling places at ANY establishment. Any violations of this order will result in termination of candidacy as voted on by the Board
12. Candidates are not allowed to run as a team
13. Candidates must conduct themselves in the highest regard, while in public, representing the Court. This includes all in-state and out-of-state functions. Candidates must remember that at all times their actions are representative of the ICoA. This includes but is not limited to: severe public intoxication, exposing on one's genitals, public acts of sex, verbal or physical altercations, etc.). Simply put, if it needs to happen, please do it in private
14. King Father and Queen Mother of all Arizona will be assigned to assist candidates with all questions and concerns during their campaign.
15. By Reign XI Proclamation Candidates will be required to put on a fundraising event or fundraiser, once announced, to benefit the Coronation found. With the following requirements:
  - I. Each Candidate is required to put on an event or fundraiser, no matter how many candidates are approved.
  - II. After interviews each candidate needs to secure a place for their event or fundraiser, but not release the details. Except to Queen Mother and King Father of Arizona.
  - III. Each Candidate must plan, organize and Emcee their event or fundraiser to show their ability to the organization and community.
  - IV. Events or fundraiser cannot be at the same time allowing members to show support to all candidates.
  - V. Details of the event or fundraiser need to be complete and ready for release at the Monarchs Roast when Candidates are announced.
  - VI. The King Father and Queen Mother of Arizona will inform the Board President and Dean of the College that each candidate has completed this requirement prior to voting.
  - VII. If a Candidate does not complete this requirement prior to voting they may, by the power of the board, be removed as candidates.

Section 7: Removal of any Court Member including: an Emperor and/or Empress (Past or Present) Executive Officer/Board Member, Founder and any Court Title holder for just cause.

Subsection A: The Board shall have the right and the responsibility of removing from office any member of the corporation charged with violation of these bylaws and/or laws or for just cause.

Subsection B: Any person, persons, or organizations may present accusations against any member of the Corporation. The Board is then charged with the duty of investigation on the facts. If said facts appear to justify the charges against the individual in question, then formal charges shall be set in writing and sent to the accused.

Subsection C: A letter shall be addressed to the accused and shall be delivered by registered mail with a return receipt. An alternative delivery method may be by an in-person delivery of the letter by two members of the Board. The accused will have 30 days to respond and/or appear at the stated Board meeting to dispute the charges. If the accused fails to respond or appear, the Board can opt to suspend or remove their title.

Subsection D: This process is not to be used if the member is found guilty of misappropriation of funds, as set forth in Article V, Section 3. Instead, the process found there will govern.

*Pnp: No further notation is needed*

## **Article VII: Membership**

Subsection A: The Corporation shall expect any member who has been convicted of a felony, including a sexual crime, to notify the Board of their status. The Board shall consider the nature of the felony and the level of involvement that said member can be in.

Members who are convicted of crimes against children will be removed from membership in the ICoA.

Subsection B: The Imperial Court of Arizona shall not accept any membership application from any person(s) that have been convicted of sexual assault, sexual misconduct with a minor, sexual abuse with or against a minor and/or rape of any nature.

**Pnp:**

1. Any line member failing to attend at least one out of every three monthly court meetings is subject to not walking with their title at the next Coronation in any Empire. This is subject to the decision of the Emperor and/or Empress.
1. Membership in the Corporation shall be determined without regard to sex, sexual orientation, gender, race, creed, color, or spiritual affiliation
2. Members must meet residential requirements as set forth in the Bylaws
3. Active members must be current with their annual dues
4. Senior Resident members are members who are 55 years of age or older and have paid the Senior Resident member fee. They retain their voting privileges.
5. Associate members are members who have paid the Associate member fee but do not have voting privileges. At any point during the fiscal year Associate Members may pay the remaining balance to become a Resident Member or Senior Member( if applicable)
6. A new application must be filled out at the start of the fiscal year.
7. Applications are valid through the current fiscal year.

**Article VIII: The College of Monarchs**

Section 1: The official name for the College of Monarchs shall be known as the Legendary Firebird College of Monarchs.

Section 2: The composition of the College shall be: all duly inducted former Emperors and Empresses of the Court.

**Pnp:**

Dean

1. The Dean of the College is responsible for oversight of each college committee and shall report to the Board. The Dean shall provide a monthly report of the proceedings of the College, including executive sessions. This monthly report shall be given at each monthly Corporate meeting



2. The College Secretary will take the roll as recording secretary and take the minutes of all College meetings. Once approved by the College members, the Dean will submit a copy to the Board Secretary
3. The Dean may resign or be dismissed anytime by a majority vote of the College. The Dean who intends to resign shall give 30 day written notice to the College members and the Board
4. The Dean shall be elected in EVEN years and hold term for 2 years.
5. The Dean, if reelected to another term, may hold the Dean position for no more than two consecutive terms. A College Member may rerun for the Dean position after completing a one year hiatus.

### Pnp:

#### College

1. Official name: The College of Monarchs shall be known as the Legendary Firebird College of Monarchs
2. Composition: The College shall be all duly inducted Emperors and Empresses of the Court
3. Regent Monarchs: If the reigning Monarch positions are not filled during election or vacated during the reign, the title may be assumed by a duly inducted Monarch, appointed and approved by the College
4. Meetings: The College shall meet at all appropriate times to fulfill their responsibilities as set forth. Meetings of the College are open to the general membership. However, the Dean shall have the power to call a closed meeting for confidential matters.
5. Responsibilities and Privileges of the Members of the College
  - a. Coronation (crowning)
  - b. Monarch's Review
  - c. Candidate Announcements
  - d. Candidate Interviews
6. The College is responsible for 3 annual events for each reign
  - a. Investitures ( to assume an advisory role, ensure a smooth operation, and to induct the step down Monarchs into the College)
  - b. Closest Ball/ Imperial Pride
  - c. Monarch's Roast (previous year Monarchs to provide dinner to reigning Monarchs)
7. It is the responsibility of any and all College members to inform the reigning Monarchs of your travel and if protocol is needed to inform the Minister and/or Mistress of Protocol in an adequate time
8. College members will have all the rights of voting when their yearly dues are paid in full. Without dues paid, they will be considered as "Honorary Members", but with NO voting rights
9. The Dean will call a vote of the College to induct the stepping down Monarchs into the College if the Monarchs have met the requirement of their reign. The result will be announced each year at Investitures

10. Conduct unbecoming of the Reigning Monarchs and or any member of the college will be discussed with the members of the College. The Dean will submit any and all reprimands, in writing, to the Grievance Committee and to the Board. This submission is to give recommendation to the Board of any and all disciplinary actions.

## **ARTICLE IX: Corporate Sponsorships: Annual Event and Imperial Pledge**

Section 1: The Corporation shall set forth in their Policies and Procedures the levels of sponsorship by individuals, businesses and other organizations that wish to support the mission of the Corporation.

Section 2: The Board will establish these levels of sponsorships along with annual and event levels by a two-thirds vote of the Board.

Section 3: These sponsorship levels will be reviewed from time to time for additions and adjustments by a committee appointed by the Board.

### **Pnp:**

#### 1. Annual Corporate & Events Sponsorships

- a. Saguaro \$4000 and up
- b. Grand Canyon \$3000 - \$3999
- c. Monument Valley \$2000 - \$2999
- d. Red Rock \$1000 - \$1999
- e. Sonoran Desert \$500 - \$999
- f. Cactus \$499 and below

#### 2. Annual Corporate Sponsorship Perks

- a. Saguaro
  - i. Logos on all posters and banners for all events
  - ii. Logos on the events page of the website link with their business listed
  - iii. Full page color ad either inside of the front or back cover of the Coronation Program (if applicable)
  - iv. 10 tickets to the event (if applicable)
- b. Grand Canyon
  - i. Logos on all posters and banners for all events
  - ii. Logos on the events page of the website link with their business listed
  - iii. Full page black and white ad in the Program (if applicable)
  - iv. 8 tickets to the event (if applicable)
- c. Monument Valley
  - i. Logos on all posters for all events

- ii. Logos on the event page of the website link with their business listed
    - iii. Full page black and white ad in the Program (if applicable)
    - iv. 6 tickets to the event(if applicable)
  - d. Red Rock
    - i. Logos on all posters for all events
    - ii. Logos on the event page of the website link with their business listed
    - iii. Half page ad black and white ad in the Program (if applicable)
    - iv. 4 tickets to the event (if applicable)
  - e. Sonoran Desert
    - i. Logos on all posters for all events
    - ii. Logos on the event page of the website link with their business listed
    - iii. Quarter page black and white ad in the Program (if applicable)
    - iv. 2 tickets to the event (if applicable)
  - f. Cactus
    - i. Logos on all posters for all events
    - ii. Logos on the event page of the website link with their business listed
    - iii. Quarter page black and white ad in the Program (if applicable)
    - iv. 2 tickets to the event (if applicable)
- 3. Imperial Pledge
  - a. Pledge subscriptions to the Imperial Court of Arizona
  - b. Billed monthly via PayPal from the Imperial Court of Arizona website
  - c. 100% of the proceeds are to be divided evenly between 4 Non Profit 501c3 organizations.
  - d. The 1<sup>st</sup> beneficiary of the Pledge will be the Imperial Court of Arizona
  - e. The remaining 75% of the proceeds will be distributed to 3 other charities that meet the Non Profit 501c3 status
  - f. Nominations for eligible charities will be taken in May at the first Membership Meeting.
  - g. The Membership will vote for 3 of the charities nominated. The 3 charities with the highest number of votes will be selected as pledge recipients for the year.
  - h. In the event that there is a tie between the 3<sup>rd</sup> and 4<sup>th</sup> highest charities a second vote will take place to determine the outcome for the remaining Pledge spot.
- 4. Imperial Pledge Sponsorship

- a. Gold-monthly commitment of \$100
  - b. Silver-monthly commitment of \$50
  - c. Bronze-monthly commitment of \$25
  - d. Partner-monthly commitment of \$10
  - e. Single donation-any amount 1 time billing
5. Sam Garner Memorial Pledge Sponsorship Perks
- a. Gold
    - i. Logos on all posters if applicable
    - ii. Logos on the events page of the website with link to their business. As well as being listed as a Gold Pledge Member if applicable
    - iii. Full page color ad in the Coronation Program (if applicable)
    - iv. 2 tickets to the event (if applicable)
  - b. Silver
    - i. Logos on all posters if applicable
    - ii. Logos on the events page of the website with link to their business. As well as being listed as a Silver Pledge Member if applicable
    - iii. Half page color ad in the Coronation Program (if applicable)
    - iv. 1 ticket to the event(if applicable)
  - c. Bronze
    - i. Logos on the events page of the website with link to their business. As well as being listed as a Bronze Pledge Member if applicable
  - d. Partner
    - i. Listed as a Partner Pledge Member on the website.
6. Upon request at the end of each calendar year Pledges may request a donation certificate from the Imperial Court of Arizona, Inc for tax purposes
7. Gold and Silver Pledge benefits for Coronation ad's and tickets will be available only after the successful completion of the pledge amount or paid in full prior to April's Membership Meeting of the current Pledge year.
8. If outstanding, pledge amounts carryover to next year, you will be afforded that benefit at the next Coronation provided you have meet the criteria for successful completion of the Pledge.
9. Individual Event Sponsorships
- a. These will be done on a case by case basis for each even if there is a sponsor for that event. This will be up to the Monarchs or line couple that is putting on the event, with approval of the current Monarchs. The sponsor's logo will appear on the poster as a sponsor for that event and mentioned throughout the evening
10. Bar/Club name on the Bus Tour banners.

- a. Bar/Club is a stop on the Bus Tour part of the Coronation weekend only

#### **ARTICLE X: Contractual Obligations**

Section 1: The Officers of the Corporation may enter into contracts with independent contractors and/or businesses as they deem appropriate to carry out the business of the Corporation, when the Corporation cannot provide the particular service within their own ranks.

Pnp: No further notation is needed

#### **ARTICLE XI: Amendment of Bylaws**

Section 1: These Bylaws may be amended by a two-thirds vote of the active members present at the appointed monthly membership meeting. **This is different for conducting regular business of the membership at a monthly meeting, which requires a simple majority vote of the members present.**

Pnp: No further notation is needed

Section 2: The Board shall hold an annual Bylaws review, to be completed no later than the 31<sup>st</sup> day of August. The Bylaws Committee Chairman will present recommendations to the Board. The Board shall vote on presenting the recommended revisions to the General Membership for a final vote or return the Bylaws back to the Bylaws Committee for further revision.

Pnp: No further notation is needed

Section 3: The general membership shall vote yes or no to ratify the revised By-laws. The Bylaws shall immediately become effective upon successful completion of the ratification process.

Pnp: No further notation is needed

#### **ARTICLE XII: Affiliation**

Section 1: The Corporation is affiliated with the International Imperial Court System.

Pnp: No further notation is needed

#### **ARTICLE XIII: Indemnification**

Section 1: Officers, directors, employees and agents of the Corporation shall be indemnified for any costs, expenses or liabilities necessarily incurred in connection with the defense of any action, suit or proceedings in which they are made a party by reason of being or having been a member serving in an elective or an appointed capacity. No member or employee shall be indemnified when adjudged in the action or suit to be liable for negligence or misconduct in the performance of duty.

*Pnp: No further notation is needed*

#### **ARTICLE XIV: Parliamentary Authority**

Section 1: The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Corporation in all cases to which they are not consistent with these Bylaws and any special rules or order the Corporation may adopt.

*Pnp: No further notation is needed*

#### **ARTICLE XV: Dissolution**

Section 1: The Corporation may be dissolved by a three-fourths (3/4) vote of the Board at a duly-called monthly meeting. In the event of dissolution, the Board, after reconciling all debts, will distribute the remaining assets to the local charities as named by the Corporation and current reigning monarchs.

*Pnp: No further notation is needed*

#### **ARTICLE XVI: Ratification**

These Bylaws were ratified at a properly noticed meeting of the membership of the Imperial Court of Arizona, Inc. on the date of 17 March 2018 in Phoenix, Arizona.

*Pnp: No further notation is needed*