



# Standard Operating Procedures

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# ARTICLE I – Court Membership

## A. Power and Responsibilities of Membership

- a. Membership is annual and runs from Investiture of the current reign to Investiture of the next reign.
- b. Membership shall be open to any person residing in the State of Minnesota who is not less than eighteen (18) years of age.
- c. Upon payment of dues, all members will have access to the Bylaws, SOP's, and Code of Conduct online or by request and be considered a member in good standing. Code of Conduct will be agreed to by signing of an application, where it shall state the member agrees to uphold the Bylaws and SOPs of the Imperial Court of Minnesota
- d. Membership consists of the following:
  - i. A continuing/ongoing membership is one that has dues paid from reign to reign within 30 days of Investiture and may vote accordingly once the dues are paid
  - ii. Renewing Membership – a renewing membership is one that has paid dues to the Imperial Court of Minnesota in the past and is reactivating their membership and may vote after a thirty (30) probationary period following the renewal.
  - iii. New Membership – members joining for the first time and have never paid dues or a member who has officially resigned their membership and is rejoining under a sixty (60) day probationary period.
- e. Recruit new members for the organization
- f. The Court shall retain the power to elect 5 members to the following positions to the Board of Directors: Executive Chair, Executive Vice Chair, Executive Secretary, Executive Treasurer and Events Coordinator.
- g. Once a member officially resigns their membership in writing (text, e-mail, or social media) to a member of the Executive Board, in order to become a member in good standing again, their membership must be approved by a majority of the General Court at the General Court meeting following a sixty (60) day probation period.

## B. Meetings

- a. Meetings of the Court shall be held regularly and be presided over by the reigning monarchs
  - i. Notification of the date, time, and location for the regular meetings would need to be sent out to the membership by the Monarchs no later than 15 days prior to the meeting.
  - ii. Record of the attendance is required for every meeting and notated in the minutes by the secretary (See Article II 3 Executive Secretary)
  - iii. If being held concurrently with Board meetings than notification of date, time, and location defaults to Board Meeting requirements.
- b. The meeting held in September of each year shall be defined as the Annual Meeting of the Imperial Court of Minnesota. It is a combined meeting of the General Membership, Board of Directors, and the Imperial Council. This meeting is presided over by the Executive Chair
- c. Meetings will be conducted based on the guidelines of Robert's Rules of Order

and Parliamentary Procedure, with reference to these Standard Operating Procedures, Bylaws, and any applicable State and/or Federal laws regulating 501(C)3 organizations

C. Quorum

- a. A quorum shall consist of those individuals who are members in good standing, and who are present at the specified time and place of the duly scheduled meeting of the Court, regardless of their number.

D. Voting

- a. Voting is limited to members in good standing.
  - i. Unless otherwise required by Robert's Rules of Order, the results of any vote will be a simple majority of votes cast
  - ii. Abstentions do not count as a vote cast
  - iii. Prior to all voting, the meeting chair will announce how the vote will be calculated

E. Non-Violence Policy

- a. The Imperial Court of Minnesota has adopted a non-violence policy. "Whereas verbal and physical abuse are acts of violence and whereas the Imperial Court of Minnesota will not tolerate such acts. We, therefore, declare all official events and locations, at which they are being held, to me known as 'violence-free zones.' We, the Imperial Court of Minnesota, make a commitment to non-violent ways to deal with conflict, if, for any reason, this resolution is broken, the Board of Directors will handle any reported violations and determine if an investigation for misconduct is appropriate or necessary."

F. Code of Conduct

- a. Court will adopt a Code of Conduct that will state:
  - i. I will fulfill all duties I voluntarily accept, or I am assigned
  - ii. I will not speak in a derogatory or inflammatory manner about our organization, sister organization/court, venue, sponsor of ICOM, a Board Member, Monarch, Royale Family Member, or any other prominent person in our community via verbal, written and/or social media
  - iii. I will treat all fellow members of ICOM and other Courts with respect and courtesy
  - iv. I understand that ICOM has no tolerance for violence or theft
  - v. Inebriation will not be tolerated while as a representative of ICOM in any capacity i.e. during any event while wearing regalia or name tag, or representing in an official capacity during a non-ICOM event and also any official meeting of the organization, including but not limited to meetings of the General Court, Board of Directors, Imperial Council, Imperial Court hosted events etc.
  - vi. I understand that if a violation occurs, the following steps will be taken
    1. The witnessing or aggrieved party shall put in writing detailed information regarding the violation and give that written statement to any member of the Executive Board
    2. The Executive Chair of the Board of Directors shall present the alleged violation to the Board to determine its validity and convene

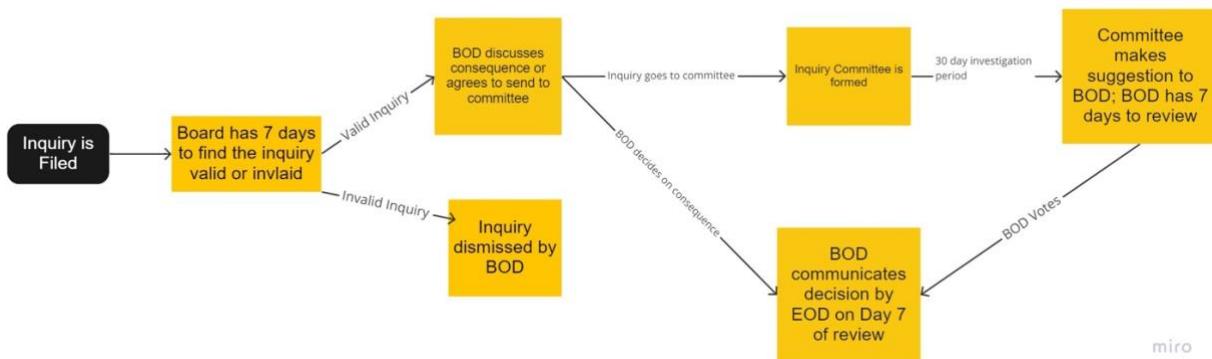
an Inquiry Committee, if necessary, per the Standard Operating Procedures of the Imperial Court of Minnesota

- vii. If a violation occurs that falls under any of the incidents, with or without a grievance or inquiry filed, it is automatic grounds for removal from the Board and/or Court Membership for one calendar year with 2/3 majority vote by the General Court. All titles and numbers will be on one calendar year suspension at which time, the Board will review whether the titles and numbers will be reinstated. This action follows the guidelines of the Non-Violence Policy under Article I Section E.
- viii. Incidents may include, but not limited, to State and Federal felonies and misdemeanors: Assault, battery, homicide, manslaughter, rape, robbery, sexual assault, arson, blackmail, bribery, burglary, embezzlement, extortion, fraud, larceny, bullying and indecent exposure
- ix. This agreement shall remain in force for the duration of the membership, including membership of the Imperial Council or until supplemented by an updated Code of Conduct. The Code of Conduct will be agreed to by the signing of an application where it shall state – that the member agrees to uphold the Bylaws and Standard Operating Procedures of the Imperial Court of Minnesota.

#### G. Misconduct

- a. Definitions and Procedures for any allegations of Misconduct
  - i. Misconduct would include, but is not limited to any financial impropriety, misappropriation of funds, acts of theft, bodily harm to another member, harassment, bullying and threats against a member(s), the organization, or a Code of Conduct violation.
  - ii. Any Person that believes another member has committed any act that could be construed as misconduct, as defined above, may submit a written request for inquiry to an Executive member of the Board of Directors, within seven (7) days of alleged misconduct. Any allegation must include detailed information and any supporting evidence or documentation. A non-refundable fee of \$25 should be paid to file the inquiry.
  - iii. An allegation of misconduct may affect the Imperial Court of Minnesota, as a whole, or an individual member and must be derived from actions performed at a sanctioned Court event and/or when serving in an official capacity for the Imperial Court of Minnesota.
  - iv. The Board of Directors will review the allegations in closed session. Following the BOD initial review, separate closed sessions with both the plaintiff(s) and defendant(s) will be held and the Board of Directors will determine if it warrants further investigation. If so, an inquiry committee will be assembled by the Executive Board for further investigation.
  - v. Once assembled, the Inquiry Committee shall contact the party or parties involved, in writing by any form necessary (postal mail, fax, or email) with the details of the allegation and inform them of the investigation, the possible need for additional information or documentation as it pertains and is limited to the initial inquiry as well as the possible need for a trial as defined in Robert's Rules of Order.

- vi. A current Board of Directors will be unable to overturn a previous Board of Directors
- b. Rights of the Aggrieved
  - i. All parties have the right to address the allegations being brought against them.
  - ii. All parties named in the allegation of misconduct have the right to counsel, not limited to an attorney
  - iii. All named parties involved have the right to produce witnesses
  - iv. Any party accused of misconduct that does not respond within 14 days will be subject to a default decision based on what evidence has been provided.
- c. Responsibilities and Powers of the Inquiry Committee
  - i. The Inquiry Committee must have the investigation and recommendations completed within sixty (60) days from when the inquiry was submitted to the Board
  - ii. All meetings of the Inquiry Committee, including trial, will be closed except to the parties involved
  - iii. Once the investigation has concluded, the Inquiry Committee Chair will report back to the Board the findings of their investigation. If the investigation results determine that the accused is guilty of misconduct, the committee will provide their recommendation on any disciplinary actions. This action may be up to, and including, removal from Office, Title and/or membership
  - iv. The Board of Directors will make the final decision and carry out any disciplinary action.
  - v. The Inquiry Committee may never make decisions or take actions that violate the Imperial Court of Minnesota's Bylaws, Standard Operating Procedures, or the local, State, Federal or Constitutional Law.
  - vi. Any disciplinary action made by the Board of Directors shall be announced by the Inquiry Committee Chair at the next General Court Meeting and shall be considered final.
- d. Inquiry Process and Timeline



- e. Composition of the Committee
  - i. Four (4) members in good standing
  - ii. Two (2) members of the Board of Directors, excluding the Executive

Chair

- iii. The committee shall be formed and presided over by the Executive Chair. The Vice Chair will form and preside over the Committee if the Executive Chair can not be a part of the Inquiry Committee

## **Article II – The Board of Directors**

The Board of Directors shall consist of the following positions: One (1) Executive Chair, one (1) Executive Vice Chair, one (1) Executive Secretary, one (1) Executive Treasurer, one (1) Imperial Council Chair, and one (1) Events Coordinator. The following will also sit on the Board of Directors: Two (2) chairs to be filled by the reigning monarchs and two (2) chairs to be filled by the immediate past monarchs. The two (2) Prince/Princess/Princet Royales shall also sit on the Board of Directors.

Duty of Care of the Members of the Board of Directors: These job descriptions are not intended to be all-inclusive. The Members of the Board of Directors shall also perform other reasonable duties as deemed appropriate by the Board of Directors.

### **A. Officers and Composition of the Board with Duties**

- a. **Executive Chair**
  - i. Shall preside over all meetings of the Board of Directors or arrange for another member of the Executive Board to preside in the following order: Vice Chair, Secretary, Treasurer
  - ii. Call special meetings as necessary
  - iii. Prepare agenda for Board of Directors meetings 48 hours prior to meeting.
  - iv. Act as spokesperson for the organization
  - v. See that orders and resolutions of the Board of Directors are carried into effect
  - vi. Sign, in the name of the Imperial Court of Minnesota, contracts or other documents pertaining to the business of the Court. The Executive Chair is authorized to sign legal documents or contracts in the name of the Imperial Court of Minnesota
  - vii. Shall be elected by the General Membership at the September meeting of the general court of the “even” years to a term of two (2) years or may continue until his/her/their successor is elected or appointed by the Board of Directors
- b. **Executive Vice Chair**
  - i. Carry out special assignments as requested by the Executive Chair
  - ii. Understand the responsibilities of the Executive Chair and be able to perform such duties in the Executive Chair’s absence
  - iii. Shall preside over the meetings of the Board of Directors in the stead of the Executive Chair
  - iv. Shall oversee and manage the Bylaws and SOP Committee
  - v. Shall be elected by the General Membership at the September meeting of the general court of the “odd” years to a term of two (2) years or may continue until his/her/their successor is appointed by the Board of Directors
- c. **Executive Secretary**

- i. Shall keep all records of any actions of the General Court and Board of Directors accurately and ensure their safety
  - ii. Record the minutes of the meetings and attendance list of the Board of Directors and General Court and will distribute copies of the minutes to the members within seven (7) calendar days of the Board and General Court meetings
  - iii. Maintains Membership Roster for the entire organization and acts as the Master of Protocol
  - iv. Shall preside over the Board of Directors meeting in the absence of the Executive Chair and Executive Vice Chair
  - v. Shall direct members where to find governing documents online, upon inquiry or request.
  - vi. Shall be elected by the General Membership at the September meeting of the general court of the “even” years to a term of two (2) years or may continue until his/her/their successor is elected or appointed by the Board of Directors
- d. Executive Treasurer
  - i. Possesses basic accounting skills
  - ii. Shall be responsible for collecting funds at all Imperial Court of Minnesota events or recruit another Board Member to collect funds.
  - iii. Shall ensure that the Financial Handling guidelines as set forth by our Standard Operating Procedures are followed appropriately
  - iv. Ensure that all payments and budgets are pre-approved by the Board of Directors prior to issuance of payment
  - v. Provide the Board of Directors with a monthly electronic report and the General Court with a verbal monthly financial report. Will provide a detailed report upon request
  - vi. Log all transactions into financial spreadsheets or software
  - vii. Balance receipt and disbursement books with financial reports and bank statements
  - viii. Prepare quarterly and year-end financial reports and bank statements
  - ix. Prepare quarterly and year-end financial reports and Federal and State Tax Returns
  - x. Shall preside over the Board of Directors meeting in the absence of the Executive Chair, Executive Vice Chair and Executive Secretary
  - xi. Shall be elected by the General Membership at the September meeting of the general court of the “odd” years to a term of two (2) years or may continue until his/her/their successor is elected or appointed by the Board of Directors
- e. Events Coordinator
  - i. Review all Event Worksheets prior to presentation to the Board of Directors.
  - ii. Will know who is assigned to what duties at the event
  - iii. Will ensure the venue is comfortable with all aspects of the event
  - iv. The Event Coordinator (EC) will directly oversee all events they attend unless otherwise noted in BOD approval forms. If the EC will not be in

full attendance for an event another person approved by the BOD prior to the event date may fulfill the role. However, the EC is still responsible to make sure the approved person is well prepared and all other pre-event tasks are fulfilled.

- v. Promotes relationships with other organizations and businesses for events, both internal and external
- vi. Must possess excellent communication and writing skills
- vii. Shall be elected by the General Membership at the Annual meeting of every other year to a two (2) year term beginning the following March. There will be a “training/shadowing” period that will last until the March meeting. During this period, they will attend all BOD meetings and discussions, but will not be eligible to vote, or handle money at events.
- viii. Will officially assume the role at the March meeting, gaining the right to vote and handle money
- ix. Shall be the Candidate Coordinator to elect the new Emperor/Empress/Emprex

f. Imperial Council Chair

- i. Is responsible for communicating to the Imperial Council members all pertinent actions and proceedings
- ii. Shall hold at minimum quarterly meetings with the Imperial Council with meeting notification to be sent 30 days prior to the meeting.
- ii. Acts as a liaison between the Board of Directors and the Imperial Council
- iii. Chairs meetings of the Imperial Council
  - 1. Responsible to delegate who is taking minutes and attendance
  - 2. Responsible for getting minutes to the Executive Secretary to archive
- iv. Represents the Imperial Council members on the Board of Directors
- v. Present minutes from all Imperial Council meetings to the Board of Directors and General Court
- vi. Verify that the requirements of the Monarchs and PR's have been met prior to Coronation Meeting with the Imperial Council

g. Past Emperor/Empress/Emprex (Emeritus Term)

- i. Each immediate past Monarch will have their own vote on the Board of Directors

B. Qualifications/ Disqualifications for a Board Position

- a. Proposed applicant must be a member in good standing and may only serve one (1) position at a time on the Board of Directors. Individuals may not serve on the Board of Directors and Family Line concurrently.
- b. Individuals desiring Executive Chair or Executive Vice-Chair must be a member in good standing for one (1) year immediately preceding submission of their Letter of Intent.
- c. Attend all Board of Directors and General Court Meetings. If unable to attend, an update must be sent to the Executive Secretary 48 hours prior to the meeting, or in the absence of the Executive Secretary, the Executive Chair.
- d. Have knowledge of Court business, Bylaws, and SOP's

- e. Have general knowledge of Robert's Rules of Order and Procedures
- f. Have the ability to use and regular access to a personal computer with word processing, e-mail and spreadsheet programs
- g. Applicant must be at least twenty-one (21) years of age
- h. Persons desiring to be elected to the Board of Directors must submit a Letter of Intent in accordance with the Bylaws of the Imperial Court of Minnesota
- i. Procedures for filling a Board vacancy:
  - i. Vacancy for any open Board position will be announced at a General Court Meeting
  - ii. The Board of Directors will review the Letters of Intent in a closed meeting at a time and place set by the Executive Chair
  - iii. The Board will then announce the approved applicants at the next scheduled General Court meeting to be voted upon by the general membership in attendance via secret ballot.
  - iv. Abstentions do not count as a vote cast

C. Elections/Assumption of Office

- a. Voting shall be by secret ballot, with the results read aloud. The outcome will be determined by a simple majority
- b. The count of the votes and totals will be recorded into the minutes by the Executive Secretary
- c. The ballots will be held by the Executive Chair until the next scheduled General Court meeting. The ballots will be destroyed at the next scheduled General Court meeting
- d. Newly elected Board members shall assume office immediately upon election

D. Meeting/Quorum/Voting

- a. The Board of Directors shall meet no less than once monthly on a regularly scheduled date, time and place, to be determined and published in the minutes of the proceeding meeting of the Board of Directors. A quorum shall consist of a majority of the seated, voting Board of Directors
- b. All matters shall be decided upon by a simple majority vote
- c. In the case of a tie, the presiding Chair shall cast the deciding vote. The presiding Chair may also cast their vote in all secret ballot voting
- d. At the discretion of the Executive Chair or Executive Vice Chair, a telephone or electronic vote may be taken. The results will be reported at the next Board of Directors meeting to be included in the minutes.
- e. Members of the Board of Directors must contact one of the Executive Officers in advance if unable to attend a Board meeting. Three unexcused absences during your term may result in removal. An unexcused absence is a "No Call/No Show". Ongoing attendance issues, including failure to respond to e-motions, will be addressed individually

E. Powers and Responsibilities of the Board of Directors

- a. The power to purchase, receive, and disburse monies
- b. The Board of Directors may disqualify any applicant to the Board that does not meet the qualifications of the Standard Operating Procedures and/or Bylaws
- c. The power to approve or disapprove the candidates for Emperor, Empress, Emprex, Prince Royale, Princess Royale, and Princet Royale

- d. The power to approve all functions or benefits of the Imperial Court of Minnesota
- e. The responsibility to follow the Financial Handling Guidelines
- f. The Board of Directors shall meet in the first quarter of the year to discuss the Imperial Court of Minnesota's participation in Pride for that year's discussion can include any candidates for Monarch.
- g. Awards:
  - i. The Executive Chair of the Board of Directors may choose to present at Coronation an Award to an individual or organization at their discretion
  - ii. The Board of Directors may choose to present the Board of Directors Award to an individual or organization that has been a valued asset to the Imperial Court of Minnesota during the current reign
- h. The power to reprimand any member of the Imperial Court of Minnesota, including but not limited to Reigning Royalty, for any violation of the Code of Conduct, Financial Handling Guidelines, Non-Violence Resolution, or other infractions. (See Article 1.G.d Misconduct)
- i. Any vacancies on the Board of Directors for more than a three (3) month period may be filled "pro-temp" by vote of the Board of Directors
- j. Resignation/Removal from Office
  - i. A Board member may be asked by a majority of the seated Board of Directors to resign if not fulfilling their duties and responsibilities of their position or if found in violation the Attendance policy. This excludes issues covered in Article I.G – Misconduct
  - ii. A Board member may be removed from office by Board vote, if the individual, who has not fulfilled their duties and responsibilities of the position, refuses to resign.
  - iii. The removed individual will not qualify for any Board position for one (1) year after the removal date.

## **ARTICLE III – Reigning Royalty**

The Board of Directors shall govern the following titles of the current Reign: Emperor, Empress, Emprex, Prince Royale, Princess Royale and Princet Royale. There will be no sharing of titles and each title is to be held by one person at a time. The method of selection of persons to hold these titles shall be controlled by these Standard Operating Procedures.

### **A. Emperor/Empress/Emprex**

- a. Candidate Qualifications and Disqualifications
  - i. All applicants must be a resident of the State of Minnesota for a minimum of one (1) year prior to the date of application.
  - ii. All applicants must be twenty-one (21) years of age at the time of elevation to the position of Emperor/Empress/Emprex
  - iii. All applicants must be a current, dues paid member and have been active in the Imperial Court of Minnesota for at least nine (9) months immediately preceding his/her/their application for candidacy
  - iv. All applicants shall have attended a minimum of six (6) duly convened meetings during the current Reign immediately prior to application. This would be any combination of regularly scheduled meetings of the General Court and/or regularly scheduled meetings of the Board of Directors.

- v. Any person who has been publicly recognized as an Emperor/Empress/Emprex of the Imperial Court of Minnesota shall be eligible to run for election to the title of Emperor/Empress/Emprex of The Imperial Court of Minnesota after two (2) years have passed since they held such title.
- vi. A current elected member of the Board of Directors is not eligible to run for Monarch during their term of office, with the exception of Prince Royale, Princess Royale, and Princet Royale
- vii. All applicants must have hosted an official Imperial Court of Minnesota fundraiser within the current Reign of their application for candidacy.
- viii. All interested must complete and submit an application. Applications will be provided by the Executive Board upon request and are due at the Board Meeting 30 days prior to candidate announcements
- ix. Potential candidates will pay an application fee of \$100 (non-refundable) upon submission of the application which will include membership dues for the following reign.
- x. The Board of Directors will review, and approve/disapprove applications based upon meeting minimum qualifications
- xi. Withdrawal of candidacy must be submitted in writing to the Board of Directors and shall be irrevocable
- xii. The applicants will be interviewed by the Imperial Council following application approval by the Board of Directors. The BOD shall be invited to attend the interview as guests.
  - 1. The Imperial Council shall hold a vote to confirm official candidates for the following reign.
  - 2. Imperial Council Chair will present the results to the BOD, immediately following the vote through the secure board channels.
  - 3. Imperial Council Chair will notify the candidates of results of vote immediately following the vote. (Confirm or Denial of candidacy)

- b. Campaign Procedures for Emperor, Empress, Emprex
  - i. Campaigning shall commence after the official announcement event is held by the Imperial Court of Minnesota
  - ii. No distribution of campaign material prior to the official announcement is allowed. Campaign materials include, but are not limited to, e-mail, buttons, flyers, posters, and/or other forms of print or electronic advertising. Any prior campaigning may result in disqualification of the candidate
  - iii. All candidates shall include information concerning the polling place and voting eligibility in their campaign literature as soon as the information becomes available.
  - iv. Candidate must adhere to the Candidate Guidelines provided with the application. (See Candidate Guideline Attachment)
  - v. The campaign period will not be less than six (6) weeks
  - vi. Each Candidate will hold a candidate fundraiser during the campaign period; event can be, but is not required to be, held jointly if only two candidates are approved.

- c. The Election of the Emperor/Empress/Emprex
  - i. The Emperor, Empress, and Emprex shall be elected by the general public
  - ii. All voters must be at least eighteen (18) years of age
  - iii. When voting in person, all voters must have a valid Minnesota ID
  - iv. Absentee ballots must be requested. They may be sent to any resident of the state of Minnesota or any member of the Imperial Council.
  - v. The Imperial Council will send out Absentee Ballots by regular mail and include a stamped return envelope to any resident of the State of Minnesota and any member of the Imperial Council
  - vi. Absentee ballots must be in the ballot box at the close of voting
  - vii. Voting shall be by secret ballot
  - viii. The election shall be held one (1) week prior to Coronation and controlled by the Imperial Council, which shall determine the voting location and time
  - ix. Election judges will be comprised of three (3) Members – Imperial Council Chair, Events Chair and a voting member of the Imperial Council
  - x. The ballot box must be sealed in the presence of the Candidates and signed by two (2) witnesses and all candidates (if they so choose). The sealed box will be kept by the Imperial Council Chair until Coronation Day.
  - xi. The ballot box will be unsealed, counted, and totals recorded and sealed in an envelope the day of Coronation. The votes shall be counted by a non-court member, the Imperial Council Chair and the Events Chair. The Executive Chair or Executive Vice Chair will oversee the counting and tabulating of votes. The winners will be the two (2) candidates who received the most votes; in the event there are only two candidates each candidate must receive a majority “Yes” vote. The results will remain secret, known only to those appointed until made public at Coronation.
  - xii. The ballots will be held by the Imperial Council Chair. The results will be recorded and destroyed at the next General Meeting.
  - xiii. To prevent a tie vote
    - 1. The Imperial Council will meet after voting, but prior to Coronation, to cast secret ballots for Emperor/Empress/Emprex
    - 2. The ballots will be put into a sealed envelope and turned over to the Imperial Council Chair.
    - 3. The Imperial Council Ballots will only be opened and tallied in the event of a tie vote for Emperor/Empress/Emprex
    - 4. Ballots will be destroyed along with the general election ballots at the next General Meeting
- d. Duties and Privileges of the Emperor/Empress/Emprex
  - i. Represent the Imperial Court of Minnesota in Realm and out of Realm
  - ii. Be public relations agents of the Imperial Court of Minnesota, always maintaining the best possible public image
  - iii. Reign jointly and with equal authority while guiding and mentoring their line of succession
  - iv. Host the Investiture of the Royal Family within six (6) weeks after

### Coronation

- v. Host and attend at least three (3) separate functions for a charitable organization of their choice during the Reign. One (1) to be held jointly to be known as the Emperor/Empress/Emprex Ball, one (1) to be known as the Annual Emperor/Empress/Emprex Function and one (1) also known as the Annual Emperor/Empress/Emprex Function.
- vi. Shall attend or perform at least two (2) non-ICOM community-based events of their choosing. These can be any event of another charitable organization where said organization is raising money for another charitable cause (examples include, but not limited to, The Ladies of the Lakes, North Star Gay Rodeo Association, Minnesota Leather Pride, etc.).
- vii. Shall, with the help and involvement of the Reigning Prince/Princess/Princet Royale, contribute to at least one (1) non-performance-based community-service event. This could be, but not limited to, a community-based food/clothing drive, assist in serving meals at a shelter or The Aliveness Project, etc.
- viii. Shall travel to three (3) Out of Realm State Functions during their elected Reign (Coronations, PR Balls, E&E Balls, Investitures)
- ix. Serve as members of the Board of Directors during their Reign and the following Reign
- x. Reigning Monarchs shall not be required to pay suggested donations/entrance fees to any local Imperial Court of Minnesota function or Step-Down weekend
- xi. Regalia budget for the Reigning Monarchs or Reigning Regent Monarchs, and Prince/Princess/Princet Royales will be a total of \$1,000.00 per Reign, split between each Monarch's line. Receipts are required to be approved by the Board of Directors for reimbursement.
- xii. Should there be a need for an exception for attendance at any of these events, the Board shall discuss and decide in a closed session. Decisions will be made with a majority vote of Board members in attendance.
- xiii. Lifetime Titles and Awards
  - 1. The Prince/Princess/Princet Royale titles will be presented by the stepping down Monarchs at Coronation
  - 2. Stepping down Monarchs may grant Lifetime Titles at Coronation. Any other awards, family names, in-town awards etc., may be presented at the In-Town Show, Out-of-Town Show, or Brunch
  - 3. Those titles that are approved by the Board of Directors or Imperial Council, with the recommendation of the Monarchs, may be revoked by the Imperial Council. After achievement of their Lifetime Title, it will require a written request for inquiry for Misconduct as outlined in Article VI of the Standard Operating Procedures

### B. Prince/Princess/Princet Royale

- a. Prince/Princess/Princet Royale shall be nominated by the reigning Emperor/Empress/Emprex and be approved by the Board of Directors to take office at Victory Brunch.

- b. Nominees for the position must be a resident of the State of Minnesota for a minimum of one (1) year prior to the date of nomination
- c. Must be a member in good standing by time of nomination.
- d. The duties and responsibilities are:
  - i. Represent the Court in Realm and out of Realm
  - ii. Be public relations agents of the Court, always maintaining the best possible public image
  - iii. Host and attend at least three (3) separate functions during their reign for the charitable organizations of their choice. One (1) to be known as the Prince/Princess/Princet Function, one (1) to be known as the Prince/Princess/Princet Function, and one (1) to be known as a joint PR State Function
  - iv. Shall attend or perform in at least two (2) non-ICOM community-based events of their choosing. These can be any event of another charitable organization where said organization is raising money for another charitable cause (examples include, but not limited to, The Ladies of the Lakes, North Star Gay Rodeo Association, Minnesota Leather Pride, etc.).
  - v. Shall assist the Reigning Monarchs in contributing to at least one (1) non-performance community-service event. This could be a community-based food/clothing drive, assist in serving meals at a shelter or The Aliveness Project, etc.
  - vi. Shall travel to two (2) Out of Realm State Function (Coronation, PR Ball, E&E Ball, Investiture)
  - vii. The Prince/Princess/Princet Royale shall vote on the Board of Directors.
  - viii. Shall coordinate the Out-of-Town Show
  - ix. Should there be a need for an exception for attendance at any of these events, the Board shall discuss and decide in a closed session. Decisions will be made with a majority vote of Board members in attendance.
- e. In the event of removal, resignation, or death of a Prince/Princess/Princet Royale, the monarchs may nominate a successor with Board approval

#### C. Regent Monarch

- a. Appointment of a Regent Monarch Candidates
  - i. In the event of absence of a candidate, failure to elect, removal of, death, or resignation of a Monarch, The Imperial Council Chair shall contact all members meeting the eligibility requirements with consideration given first to the College of Monarchs. In the event no qualified candidates are found in the College of Monarchs, then consideration will be given to the College of Royales. If no qualified candidates are found and accept to serve, the position will remain vacant.
  - ii. The regent monarch search will begin the day after the monarch application has concluded and will end December 31.
  - iii. In the event of due to death, removal of, resignation of a Monarch,
    - 1. The Board of Director will discuss and decided if a Regent is required:
      - a. If the Board of Directors decides the Regent is required,

then Regent candidate process must happen within 30 days of the BODs decision.

- i. If no regent is found within 30 days, the process will be concluded, and the position will remain vacant.
  - b. If the Board of Directors decided the Regent is not required, the remaining Monarch and PR's will get the remaining travel fund divided evenly among them.
- b. Qualifications and Eligibility
  - i. Candidate must be a resident of the State of Minnesota
  - ii. Candidate must have held the title of Monarch or Prince/Princess/Princet Royale of the Imperial Court of Minnesota
  - iii. Candidates must be an active member in good standing
  - iv. Board members are not eligible for the Regent Monarch process
- c. Election for the regular Regent Process
  - i. Regent shall be elected by voting members of the Imperial Council.
  - ii. Absentee ballots may be requested.
  - iii. The Imperial Council Chair will send out Absentee Ballots by regular mail and include a stamped return envelope to any member of the Imperial Council
  - iv. Absentee ballots must be in the ballot box at the close of voting.
  - v. Voting shall be by secret ballot.
  - vi. The regent election shall be held at the regular candidate voting event, and votes shall be kept in a separate ballot box than the regular candidate ballot box.
  - vii. Election judges will be comprised of three (3) Members – Imperial Council Chair, Events Chair and a voting member of the Board of Directors
  - viii. The ballot box must be sealed in the presence of the Regent Candidates and signed by two (2) witnesses and all candidates (if they so choose). The sealed box will be kept by the Imperial Council Chair until Coronation Day
  - ix. The ballot box will be unsealed, counted, and totals recorded and sealed in an envelope the day of Coronation ONLY if a regent(s) is required. The votes shall be counted by a non-court member, the Imperial Council Chair and the Events Chair. The Executive Chair or Executive Vice Chair will oversee the counting and tabulating of votes. The winners will be the two (2) candidates who received the most votes; The results will remain secret, known only to those appointed until made public at Coronation.
  - x. If a regent is needed the Imperial Council Chair will notify that regent(s) prior to Coronation.
  - xi. The ballots will be held by the Imperial Council Chair.
  - xii. To prevent a tie vote
    1. The Board of Directors will meet after voting, but prior to Coronation, to cast secret ballots for Regent Monarch
    2. The ballots will be put into a sealed envelope and turned over to

the Imperial Council Chair.

3. The Board of Directors Ballots will only be opened and tallied in the event of a tie vote for Regent Monarch.
- xiii. Ballots will be destroyed along with the general election ballots at the next General Meeting
- xiv. Regent Candidate may only withdrawal from consideration prior to vote tabulation. Elections In the event the of death, removal of, resignation
- xv. After the 30-day Regent Candidate search period has concluded.
  1. The Imperial Council Chair much call an emergency Imperial Council meeting at which time a secret ballot vote shall be cast for the Regent Monarch(s).
  2. The newly appoint Regent Monarch(s) will be notified immediately following the vote and will begin their reign upon notification.
    - a. Regent Monarch(s) may be crowned if they so choose at the next ICOM event.

d. Duties and Responsibilities

- i. The Regent Monarch shall have the same duties and responsibilities as the elected Monarchs; exceptions shall be determined by the Imperial Council as necessary.
- ii. Regent Monarch(s) may choose to switch to Empress, Emperor, or Emprex regardless of previous title.

D. Out of State Travel Fund for Reigning Royalty

- a. Funds raised through auction items, donations from the Victory Brunch and the Victory Show following each Coronation, and/or special donations will be the Reigning Royalty's Travel Fund and will be divided in proportion to the associated travel requirements: Each Monarchs/Regents: 35 %; Each Prince/Princess/Princet Royale: 15%. Travel funds are released upon having the proper receipts, and paperwork filled out prior to submitting for reimbursement.
  - i. In the event there is one on either side of the royalty (Monarchs/PR's), the remainder of the travel fund will be divided equally between the Royalty.
- b. Proper expenses are defined as Out-of-State transportation, lodging expenses and Coronation weekend tickets
- c. A separate checking/savings account shall be maintained by the Ex. Treasurer for the Travel Fund. Funds deposited into the account, that remain unused by the regular BOD meeting the month of Coronation may be returned to the General Fund. However, the Reign may ask the BOD to use their allocated funds for another purpose e.g., Gluten Free foods at hospitality.
- d. In the event of a removal or resignation of Reigning Royalty, the remaining amount of that Royalty's Travel Fund shall be divided evenly amongst the remaining reigning royalty.
- e. Monarchs and PR's may hold one (1) event jointly within 90 days of the Victory Show to benefit the travel fund.
  - i. Must be approved no later than the March Board Meeting.

## **ARTICLE IV – Additions and Revisions to the Standard Operating Procedures**

- A. Proposals and Notification of Proposed Additions and Revisions**
  - a. Any changes to the Standard Operating Procedures may only be done at the Annual Meeting. This does not pertain to forms and documents detailing procedures
  - b. Proposed changes shall be added to the agenda for the Annual Meeting
  - c. Members of the Imperial Court of Minnesota will be notified of the date, time and location of the meeting
- B. Approval of Changes to the Standard Operating Procedures**
  - a. A change to the Standard Operating Procedures shall be approved by a two-thirds (2/3) majority of the eligible voters in attendance at the Annual Meeting
  - b. Unless otherwise noted in the proposals or motions, all changes shall be effective immediately upon approval
  - c. All SOP revisions must be uploaded to the website and members notified within thirty (30) days of approved changes
  - d. Standard Operating Procedures may only be suspended by a 2/3 vote of the General Court members present at a meeting convened in accordance with these SOPs

## **ARTICLE V – The Imperial Council**

The Imperial Council shall consist of the King Father, Queen Mother, all past Monarchs, all past Prince/Princess/Princet Royales as well as Lifetime Title holders whose primary responsibility is to act as a support network for the Court.

- A. Differentiation within the Imperial Council**
  - a. Monarchs who have been awarded their permanent title and number shall belong to the body called the College of Monarchs. Members within this body have the right to vote in the Imperial Council
  - b. Prince/Princess/Princet Royales who have been awarded their permanent title and number shall belong to the body called the College of Royales. Members within this body have the right to vote in the Imperial Council.
  - c. Dues paid Monarchs and PRs (or equivalent title) from other Realms, who have moved to Minnesota, may be inducted into their respective College within the Imperial Council, with two letters of recommendation from their previous Realm's Executive Board, and have left in good standing with their previous Realm.
  - d. Lifetime Title Holders are non-voting members of the Imperial Council
  - e. King Father and Queen Mother of the Imperial Court of Minnesota are voting members of the Imperial Council
- B. Imperial Council Responsibilities**
  - a. Act as Court Historians
  - b. Voting Members of the Imperial Council shall convene the day of Coronation to verify that the Emperor, Empress, Emprex, Prince Royale, Princess Royale and

Princet Royale have fulfilled their duties as outlined by these Standard Operating Procedures. They will be allowed to address the Council if so desired. Members of the College of Monarchs and College of Royales will be given the time to discuss and weigh in on whether the Monarchs and PRs deserve and have earned the Permanent Title and Numbers, above and beyond the minimum requirements. Current Monarchs and PR's who have previous permanent titles will not be eligible to vote in this Imperial Council vote as their title have been suspended until completion of their step down. A secret ballot vote will be held to determine if the Monarchs and PRs receive their permanent Lifetime Titles and Numbers. The word "Regent" will be dropped from their title when they receive their permanent Lifetime Title and Number. Results to be read out loud and reported at Victory Brunch

- c. The Imperial Council may present a court-paid award to an Imperial Court of Minnesota General Member in good standing that does not belong to the Imperial Council that has been an outstanding member during the current Reign
- d. The Imperial Council will meet within one (1) month after Coronation to elect a new Chair, who will serve on the Board of Directors. Any member of the Imperial Council not already serving on the Board of Directors may stand for election. The Imperial Council member receiving the second most votes in this election will become the Vice Chair and vote in the stead of the Imperial Council Chair on the Board of Directors.
- e. Implements the Regent process as directed by the Standard Operating Procedures
- f. Will vote in case of a tie for the positions of Emperor, Empress and/or Emprex

#### C. Elevation of the King Father and Queen Mother

- a. In the event of the death, step-down, or removal of the King Father and/or Queen Mother, the Imperial Council Chair will appoint someone to find all eligible candidates, who are willing to accept the position
- b. Potential Candidate Qualifications
  - i. Must be a member of the Imperial Council serving as a past Monarch or Prince/Princess/Princet Royale
  - ii. Live in the Realm
  - iii. Notice of candidates and the election will be sent to eligible members of the Imperial Council one (1) month prior to the election
  - iv. Election will be held at an Imperial Council Meeting
  - v. The candidate (s) with the majority vote shall assume the position immediately and be elevated at the next State Function.

## ARTICLE VI – Coronation

This article describes the roles and responsibilities of those involved with coronation.

#### A. Monarchs

- a. Monarchs are entrusted to find emcees for all events throughout the weekend (In & Out of town Show, Coronation, Victory Show)
- b. Monarchs will select Emcees, Dais guests, Commands, dais attendants, flag bearers, and tip attendants no later than January's BOD meeting.
- c. Monarchs will be in charge of the set list and music for the in-town show

- d. Awards will be ordered two (2) months prior to Coronation. They will be presented for in-realm members will be presented at the in-town show, out of town awards will be presented at Out-of-Town Show and Victory brunch and the Lifetime title will be presented at Coronation.
- e. Monarchs will work in conjunction with Events Coordinator and IC Chair to ensure all committees have leads by the annual meeting and will ensure the approved BOD budget for coronation is being followed.
- f. Monarchs will be responsible for advertising Ad space in the program and creating any additional pages they would like included in the Coronation Program
- g. Monarchs will have step down pins (or whatever equivalent the Monarchs choose) ordered by January BOD meeting

B. Events Coordinator (EC)

- a. EC will act as liaison for the candidates throughout coronation weekend
- b. EC will assist candidates in preparing for the Victory Show
- c. EC will be in charge of the backstage area during Coronation
- d. EC will work with the monarchs and Ballroom Coordinator to create the set list for coronation
- e. EC will ensure the Set Design and Ballroom coordinator have the ballroom prepared for Coronation in a timely manner
- f. EC will work in conjunction with the monarchs and IC chair to ensure all committees have leads by the annual meeting and will ensure the approved BOD budget for coronation is being followed.
- g. EC will be the primary liaison between the Committee leads and the venues utilized throughout coronation weekend (excluding the hotel).
- h. EC will work with the BOD to select BOD Award and ensure award is purchased two (2) months prior to Coronation.

C. Board Chair

- a. EBC will work with the BOD to ensure that the BOD award is selected and purchased two (2) months prior to Coronation.
- b. EBC will work with IC Chair to get IC Award selected and purchased two (2) months prior to Coronation.
- c. EBC will let stepping-down Monarchs know at the end of Coronation if they will receive their Lifetime Title.
- d. EBC will be in charge of all contracts (DJ, Hotel, Venues, etc.)
- e. EBC will be in charge of ordering tickets/wrist bands to be used for Coronation Weekend

D. IC Chair

- a. IC Chair will be in charge of organizing and hosting Victory Brunch
- b. IC Chair will work in conjunction with the monarchs and EC to ensure all committees have leads by the annual meeting and will ensure the approved BOD budget for coronation is being followed.
- c. IC Chair will be the liaison between the Monarchs and the College of Monarchs and College of Royales to encourage attendance

- d. IC Chair will lead the IC Meeting to take place the day of Coronation
- e. IC Chair will be point of contact for any vendors that will vend during Coronation weekend
- f. IC Chair will work with BOD to ensure that a Board member is available at each event to sell tickets and distribute pre-purchased packages.

E. Prince/Princess/Princet Royale (PRs)

- a. PRs will be in charge of collecting music for the out-of-town show in Hospitality on Friday Afternoon and will then create the set list. Set list will give priority to reigning monarchs, then reigning PRs, then previous monarchs, then previous PRs, and if time permits other individuals from visiting realms.

F. Hospitality Chair (HC)

- a. Hospitality Chair will be selected by the IC Chair, Monarchs or EC and will be selected by the annual meeting
- b. HC will work with the Monarchs to select food that will be served throughout the weekend at coronation.
- c. HC will work with businesses in the community to try to find sponsorship for food & beverages for the weekend
- d. HC is responsible for acquiring all food and beverage items prior to coronation weekend and getting them to the hotel.
- e. HC will be required to find a bar manager for the weekend. The Bar manager will need to ensure proper staffing of the bar throughout the weekend.
- f. HC will ensure there are volunteers lined up to assist in hospitality throughout the weekend. Volunteers will assist with set-up prior to hospitality opening, maintaining a cleaned and stocked hospitality while open, and after hospitality closes will ensure the area is clean and things are put away.
- g. HC will work with IC Chair, Monarchs, EBC, and EC to ensure to stay within the budget approved by the BOD.
- h. Will work with Ballroom coordinator to ensure transportation of all hospitality items to and from storage.

G. Set Design Chair (SDC)

- a. The set design Chair will work with the monarchs to design and create the décor for the dais as well as centerpieces for the tables.
- b. SDC will be selected by the Monarchs, IC Chair, or EC by the annual meeting
- c. SDC will be in charge of acquiring supplies, creating the design, and transporting the supplies to the Ballroom
- d. SDC will be in charge of any volunteers needed to construct, transport, and place any décor needed for the Ballroom
- e. SDC will work with the Monarchs, IC Chair, and EC to ensure to stay within the budget approved by the BOD.
- f. SDC will assist HC and Ballroom Coordinator in returning all items to storage the day following Coronation.

H. Ballroom Coordinator (BC)

- a. Ballroom coordinator will be selected by the Monarchs, IC Chair, or EC by the annual meeting
- b. BC will ensure that set lists are displayed in Hospitality before it opens the day of coronation and in the Green Room
- c. BC will ensure there are volunteers to assist with security
- d. BC will ensure that coronation is running on time and be the liaison between the EC and Emcees
- e. BC will work with the Executive Treasurer to ensure that someone is assigned to sell tickets at the door prior to coronation
- f. BC will work with Monarchs, IC Chair, and EC to ensure any vendors are properly placed and set up prior to coronation
- g. BC will assist SDC in Ballroom set up
- h. BC will lead the family line in ballroom strike at the end of coronation
- i. BC will oversee presentation of the flags
- j. BC will be in charge of putting together the Emcees book; this is done day of Coronation so a laptop and printer will be required
- k. BC will be in charge of hiring and being the liaison for the DJ for Coronation, including collecting music and providing to the DJ
- l. BC will work with HC to ensure transportation of all coronation items to & from storage.

## **ARTICLE VII – Financial Handling Guidelines**

- A. All income from any source must be deposited into ICOM's accounts within five (5) business days of receipt of funds.
- B. All payments in the form of a check must be mailed or hand-delivered to payee within five (5) business days of approval and issuance.
- C. All payouts to charities from fundraisers must be completed within sixty (60) days of event.
- D. A member of the Imperial Court of Minnesota's Board of Directors must handle and collect funds. A 2nd ICOM member must verify total amounts of money collected from any and all fundraisers.
- E. There must be three (3) authorized board signers on all bank and/or deposit accounts.
- F. If a check is payable to an authorized signer, that individual must not be a signatory on that check.
- G. An internal audit must be completed by the audit Committee for the previous fiscal year within one hundred twenty (120) days of the end of that fiscal year. The Audit Committee will consist of at least three (3) individuals: An Executive member of the Board of Directors, excluding the Treasurer, a general member and an individual who is not a member of the Imperial Court of Minnesota.
- H. Upon completion of the annual internal audit, a written report will be submitted to the Board of Directors and Court by the Audit Committee at the next regularly scheduled meeting(s).
- I. Electronic financial records must be backed up at the end of each calendar month and

retained by the Treasurer and at least one (1) other member of the Executive Board.

- J. All Financial Documents and Forms submitted to the Treasurer (Check Request form, Money Intake, Bank statements, reimbursement requests, PayPal downloaded history, etc.) should be uploaded to the Google Drive Archive no later than 7 days after submission.
- K. No member of the Imperial Court of Minnesota shall make any purchase in the name of the Imperial Court of Minnesota without written permission from the Board of Directors.
- L. Membership forms and funds will be given to the Treasurer for verification that funds match the number of applications. Once verified, the funds will be deposited into the checking account for ICOM. The membership forms will be retained by the Executive Secretary for accountability and to update the membership roster.
- M. Debit Cards will be held by the Treasurer, Executive Chair or Vice Chair, and will only be authorized for use for pre-approved purchases by the Board of Directors. Any misuse of the card, regardless of the amount, will be subject to immediate discipline by the Imperial Court of Minnesota and may be subject to be prosecuted by the fullest extent of the law.
- N. Board members who are provided with Credit Card Reader are responsible for that device. If the card reader is lost or broken, that Board member is responsible for all costs for the replacement of that reader.
- O. The following check policy will apply to all members:
- P. In the first event that a check is returned to ICOM for any reason, ICOM will assess a \$25.00 fee, in addition to any fees the bank charges, to the original amount of the check. Member will be considered in good standing only when the debt is paid in full.
- Q. In the second event that a check is returned to ICOM for any reason, ICOM will assess a \$25.00 fee, in addition to any fees the bank charges, to the original amount of the check. Checks from the member will not be accepted for six months after the date that the debt has been paid in full. Member will be considered in good standing only when the debt is paid in full.
- R. In the third event that a check is returned to ICOM for any reason, ICOM will assess a \$25.00 fee, in addition to any fees the bank charges, to the original amount of the check. Checks written by the member will not be accepted, without exceptions. Member will be considered in good standing only when the debt is paid in full.
- S. Check request form is required for all payment requests (check, PayPal, etc.). For ongoing deductions, one check request form can be filled out at the beginning of each reign. If the amount changes, + or – a dollar, a new check request form must be completed. All check request forms require 3 signatures (Treasurer, and two additional board members).

## **Attachment to these Standard Operating Procedures**

The following attachments shall be considered part of these Standard Operating Procedures. The attachments of the SOPs can be changed at any time outside of the Annual Meeting.

1. Candidate Guidelines for Emperor/Empress/Emprex
2. Event/Fundraiser Hosting Procedures
3. Events Fundraising Worksheet
4. Event Money Intake Form
5. BOD Expense Report
6. BOD Check Request form
7. Membership Form
8. ICOM Attendance Form (To be used at all scheduled meetings)
9. ICOM Event Set Form
10. Protocol
11. Membership Directory Guidelines
12. Candidate Application for Emperor/Empress
13. Oath of Office (Board, Monarchs, PRs, etc.)
14. Coronation
15. Coronation Checklist
16. Definitions

SOP ATTACHMENT 1

## **Imperial Court of Minnesota**

### **Campaign Guidelines for Candidates for Emperor/Empress/Emprex**

1. No campaigning will be tolerated before the official announcement of the candidates.
2. Co-campaigning in printed or electronic materials is not allowed.
3. Each candidate is responsible for all aspects of their campaign.
4. Candidates are financially responsible for their own campaign. The Court has no financial responsibility for campaigns. A candidate may solicit individual or corporate sponsorships.
5. Court accounts or debit card may not be used for campaign materials.
6. The Court Post Office box may not be used for any campaign mail.
7. Slander or libel will not be tolerated. Campaigning should be a fun public awareness activity to continue to build a positive image of the Court in the community. A spirit of fair play and cooperation is vital.
8. Each candidate will draw a number. Candidates will be announced, perform and appear on the ballot in numerical order as drawn. This number will also provide the order of selection for the date of candidate fundraiser events.
9. Each candidate must be offered time to speak and/or perform at the other candidates' functions.
10. Each candidate may be present for a maximum of 15 minutes at any time during the designated voting hours. This may be 5 minutes at opening, 5 minutes to vote and 5 minutes at the close of voting.
11. Candidates may have 1 representative, and not more than 2, to be present for the duration of voting.
12. All candidate campaign material (ads, flyers, posters, buttons, emails, etc.) must be approved by the Events

Director prior to disbursement.

13. Candidates will put all titles on hold from campaign start until the conclusion of voting. These previous titles may not be used in any campaign material or when introduced at an ICOM function. This is to level the playing field and to ensure fairness.

14. Campaigning or distributing campaign materials at voting is not allowed.

Any infraction of these guidelines may result in disciplinary action, this action may be a written or verbal warning and up to, and including, being eliminated as a candidate. A revocation of a candidate's being removed from the election must be an action issued by the Board of Directors.

I understand and agree to abide by these guidelines.

Candidate Name (Printed)	Candidate Signature	Date
Candidate Coordinator Name (Printed)	Candidate Coordinator Signature	Date

## **Imperial Court of Minnesota Procedures for Events and/or Fundraisers**

Anyone wishing to hold an event and/or fundraiser to benefit the Imperial Court of Minnesota, or a beneficiary of the Imperial Court of Minnesota, must first:

1. Secure event date, location and time in coordination with the Events Coordinator.
2. Present completed Event/Fundraising Worksheet (online or in person) to the Board of Directors for approval.
3. Events requiring a budget in excess of two hundred fifty dollars (\$250) must be submitted for approval with a detailed budget breakdown and must be approved at least sixty (60) days in advance of the event.
4. If the expenses of an event exceed the income of that event, the loss will be the personal responsibility of the host or event organizer and not ICOM, excluding Coronation.
5. All publicity, including but not limited to flyers, posters, email communication, and/or website postings, must be approved by the Events Coordinator prior to distribution.
6. If there will not be time for approval of an event at a regular scheduled Board of Directors meeting, the individual may request that the Board vote to approve the event electronically.
- 7 The beneficiary must approve accepting the event funds from ICOM. All beneficiaries must be registered with the State of Minnesota as a non-profit organization and hold a 501(c)3 with the IRS.
8. Admission charged at any event is to be paid by everyone attending that event unless specified otherwise in the SOPs or agreed to at the time of the event approval by the Board.
9. The proceeds of all fundraisers/events are to be 75% to the beneficiary and 25% to ICOM unless a different split is requested at the time of the approval of the event.

**Imperial Court of Minnesota**  
**Event/Fundraiser Worksheet to be submitted to all BOD members.**

Date Submitted: \_\_\_\_\_ Date Approved: \_\_\_\_\_ Date of Event: \_\_\_\_\_

**Event Name:** \_\_\_\_\_

Event Description:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Board Members Accepting Funds: \_\_\_\_\_ Credit Card reader needed?  Yes  No

**Event Details:** (Please check all that apply)

Cover Charge (Amount: \_\_\_\_\_)  18+ Allowed  Silent Auction or Drawing  Beer Bust  No Alcohol

Food  State Function  Protocol  Theme \_\_\_\_\_  Other: \_\_\_\_\_

Formal Dress (Tux, Gowns, Crowns)  Semi Formal (khakis/suits collar)  Casual (Jeans/T-shirts)

Performers are waived from paying admission fee, but not special drink specials.

Hosted By: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Event Location: \_\_\_\_\_ Time: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Beneficiary:**

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Web Site: \_\_\_\_\_

Will Beneficiary provide representation/printed materials at the event?  Yes  No

Potential Sponsors: \_\_\_\_\_

Will the Sponsors be present?  Yes  No Advertising / Media: \_\_\_\_\_

---

**Total Budget/Costs \$** \_\_\_\_\_

Advertising: \$

Prizes: \$

Set: \$

Facility Use: \$

Food: \$

Other: \$

## Imperial Court of Minnesota Money Intake Worksheet

<b>BILLS</b>	<b>Qty</b>	<b>Amount</b>
<b>Hundreds</b>		
<b>Fifties</b>		
<b>Twenties</b>		
<b>Tens</b>		
<b>Fives</b>		
<b>Ones</b>		
<b>\$1 Bundle (\$25.00)</b>		
<b>Bills TOTAL</b>		
<b>CHECKS TOTAL</b>		
<b>Bank Deposit Total</b> <i>(Add Bills + Checks)</i>		
<b>Electronic Totals</b>		
<b>Event Subtotal</b> <i>(add Bank + Electronic)</i>		
<b>Subtract Payments</b> <i>(Food/Keg etc..)</i>		
<b>Event Grand Total</b>		

<b>Electronic Transactions</b>
<b>GoPayments (cards swiped)</b>
<b>Go Payment Fees</b> <i>(Subtract)</i>
<b>PayPal / Web donations</b>
<b>PayPal Fees</b> <i>(subtract)</i>
<b>Electronic Totals</b>

<b>CHECKS</b>	<b>Last name on Numbers</b>	<b>Amount</b>
<b>CHECKS subtotal</b>		

Counted and verified by: *(Must be signed by 2 members of the Board of Directors)*

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

General Admission  
Collected

Admission w/ Beer Bust

Shots

Tips

Donations (from web/or extra made at door)

Silent Auction (list items and how much it went for)

Membership

---

Imperial Court of Minnesota

---

## Expense Report

---

Date:	Description of Expense:	Category:	Amount:

---

**Total:**

---

I certify that the information provided above is an accurate record of expenses incurred by me.

Approved by:

---

Signature of Reimbursed

Signature of Executive BOD

\* \* \* Receipts must be attached to be reimbursed \* \* \*

---

## Imperial Court of Minnesota Check Request Form

Pay to: \_\_\_\_\_

Amount: \_\_\_\_\_ Check # \_\_\_\_\_

Account Name: \_\_\_\_\_

Date of Request: \_\_\_\_\_ Check Needed By: \_\_\_\_\_

Date BOD approved: \_\_\_\_\_ Date Check Cut: \_\_\_\_\_

Notes:  
\_\_\_\_\_

**Approval: (must be signed by 3 members of the Board of Directors, 2 of which are not signers on the bank account):**

---

Executive Treasurer Signature

---

Date

---

Board of Directors Signature

---

Date

---

Board of Directors Signature

---

Date

For Internal Use Only

Fundraiser Total: \$ \_\_\_\_\_ Date Mailed: \_\_\_\_\_

Charity: \$ \_\_\_\_\_ % \_\_\_\_\_ ICOM: \$ \_\_\_\_\_ % \_\_\_\_\_ Date Cleared: \_\_\_\_\_

Acknowledged: \_\_\_\_\_

# IMPERIAL COURT OF MINNESOTA

**\$25.00 Renewing \_\_\_\_\_ New Member**

**Reign \_\_\_\_\_**

**Please write**

Legal Name: \_\_\_\_\_

Stage Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

E-Mail: \_\_\_\_\_

E-Mail \_\_\_\_\_ Phone \_\_\_\_\_ Mailing Address \_\_\_\_\_ Facebook/Facebook Messenger

*Please note that if you change your e-mail, phone number, and/or address, you are responsible for notifying the Executive Secretary of the change(s).*



My signature below signifies that I am a resident of the State of Minnesota, and that I am at least eighteen years of age. Also, by signing this, I hereby agree to abide by the Bylaws, Standard Operational Procedures, and Code of Conduct of the Imperial Court of Minnesota.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_

Submitted to: \_\_\_\_\_ or turn into any Executive BOD

Make checks payable to the "Imperial Court of Minnesota"

**FOR OFFICE USE:**

**CASH \_\_\_\_\_ CHECK # \_\_\_\_\_**

**CC \_\_\_\_\_**

**DATE PAID \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_**

**MAIL COMPLETED FORM TO:**  
Imperial Court of Minnesota  
Attn: Secretary / Treasurer  
P.O. Box 582601  
Minneapolis, MN 554578

**Imperial Court of Minnesota**  
**Meeting Attendance Form**

MEETING: \_\_\_\_\_ DATE: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

NAME	BOARD	GC	IC	GUEST
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
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23				
24				
25				
26				

**Imperial Court of Minnesota**  
**Performers Set List Format**

	<b>NAME</b>	<b>TITLE</b>	<b>SET</b>	<b>TRK</b>
1				
2				
3				
4				
5				
6				
7				
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## **Imperial Court of Minnesota & International Court System Protocol Guidelines**

This manual and its contents are not meant be the “be all” and “end all” for every Court within the International Court System. It is a living and breathing document that is amended and revised by each Court to reflect its own status and individuality. Please use this to the fullest you can and for the remaining information; they will be guidelines to you and your courtiers within your realm.

Remember that the titles and protocol that we all follow and strive to achieve is but camp in nature. Let's not forget the fundamental reasons that over 40 years ago Jose I, The Window Norton began this wonderful journey and now legacy, to raise funds for those that are less fortunate than we are.

### **TABLE OF CONTENTS:**

- Greetings and Salutations
- Line of Succession and Courtiers
- Imperial Family
- Bow/Curtsy
- State Functions
- Crown Jewels
- Resignation/Abdication of Titles
- Position/Office of Master/Mistress of Protocol
- Exhibits
- Flag Protocol

## **Imperial Court Protocol Manual**

### **SECTION A: GREETINGS AND SALUTATIONS**

Greetings & Salutations – the word or phrase of words used when greeting a person(s) of higher title than you (ex. His/her Royal Highness). Phrases used are, “Your Majesty, Your Highness”, denote respect. These salutations/greetings can also denote honor, reverence and/or admiration.

When and When Not to Use – The majority of the time when and when not to use a formal greeting/salutation will be up to the court and/or the individual. Rule of thumb would be using a proper greeting/salutation when attending all court functions including in state and out of state functions such as coronations and investitures. It is up to the individual and/or court whether to use these formal greetings/salutations outside the court and state functions.

### **SECTION B: LINE TITLES (Past and Present) AND ORDER OF PRESENTATION TO THE DAIS**

Courtiers and Non-Royals – This group is made of all court members that are not Line Titles from Lords and Ladies, Squires and Ladies in Waiting and Consorts. These people will be presented at Coronations and other State Functions first.

Board Members – This group is made up of Board members who do not have a previous Reign title. This group will be presented at Coronations and other State Functions second.

Lifetime Title Holders – This group is made of those people that have been given a Lifetime Title in the court. These people include King Fathers and Queen Mothers for Life, Advisors for Life and Citizens for Life to name a few. This group will be presenting at Coronations and other State Functions third.

Past Reign Line Titles – This group are those people that have a Line Title from a prior or past reign. This group is presented fourth at a Coronation or other State Functions.

Past Monarchs – This group is made up of the past monarchs that make up the College of Monarchs. This group is presented fifth at Coronations or other State Functions.

Current Reign Line Titles – This group is made up of the Line Titles in the current reign. These people are presented sixth or just before the reigning monarchs of the court at Coronations or other State Functions.

Reigning Monarchs – The reigning Emperor and Empress are always presented last at Coronations or other State Functions.

WALK – You Walk with your highest title. Your first title of the highest title is considered your highest. (i.e. Emperor 3, Emperor 8, and Emperor 23 – Emperor 3 would be your highest.)

#### **SECTION C: IMPERIAL FAMILY (Also may be known as Imperial or Royal House)**

What is it? – First, let's look at the definition of "imperial". According to the Cambridge Dictionary, it is an adjective, belonging or relating to an empire or the person or country that rules it. Thus, the Imperial Family is made up of the relatives of the Emperor/Empress that rule over the empire during a particular period of time.

Who is in it? – In our International Court System, the family would/could consist of friends, family, line titles and even those from other empires that have been given a title, lifetime title or the family name. In most courts the Imperial Family, also known as Royal Family, is made up of the Emperor/Empress, Line Titles for that Reign, Lifetime Titles and College of Monarchs. Some empires also have "Houses" which are those members that have been given or bestowed a family name. These can be totally separate from the Imperial Family or sometimes can they be one in the same. Each court will decide how their Imperial/Royal Family and Houses will be treated.

Who must give recognition? – Again, this is at the discretion of the individual court and/or person. In theory any person that is a non-royal or a courtier should give recognition to anyone that has a higher title and in the Imperial Family. This also shows honor, respect and admiration for that person and the position they hold and have been given.

#### **SECTION D: BOWING AND CURTSYING (Not always needed or required)**

Men Bow.... Women Curtsy – It is always proper and right to remember what gender line a courtier affiliates themselves with, so this will dictate whether one bows or curtsies.

When is it appropriate? – It is always appropriate to bow or curtsy when in the presence of an Imperial/Royal line member or family member whose title is higher than that of you own

When is it not appropriate? – It is not appropriate to bow or curtsy to a title lower than your own or to someone that is not in the Imperial/Royal Line and/or Family

Individual Preference – Sometimes Line and Family members might not care whether you bow or curtsy to them and that is their preference. They will tell you if you don't need to bow or curtsy to them. To be in the right and correct always give respect by a bow or curtsy to a higher title unless you are asked not to bow or curtsy.

#### **SECTION E: STATE FUNCTIONS**

Investiture – To be held with 6 weeks after Coronation Ball – To be held within 9 months of elevation.

E&E Ball – To be held within 9 months of elevation.

PR's Ball – Held within 9 months of the PR's elevation at Investiture

Coronation – Held during the month of February each year.

#### **SECTION F: CROWN JEWELS**

What are the Crown Jewels – The Cambridge Dictionary tells us the following - the crown and other jewels worn at important official ceremonies by the king or queen. In the International Court System, it would be the Emperor or Empress. Most often these jewels consist of the State Crown, Scepter, Staff, Orb, Sword and Mantle. Each court will determine what will make up their Crown Jewels. ICOM's Crown/State Jewels consist of the Empress Crown, the Empress Crown, and the Emperor's Medallion.

When do they get used – The Crown Jewels are only worn at Coronations, Investitures and other State Functions both in town and out of town as determined by each individual courts and their Board of Directors.

Guardian of the Crown Jewels – This usually is assigned to either the Emperor/Empress, Vice President of the Board of Directors and sometimes even the Sergeant at Arms (if the court has one). In some cases, a court may name or bestow the title of Protector of the Crown Jewels. This person would be the one charged with keeping and caring for the Crown Jewels of the Empire.

#### **SECTION G: RESIGNATION/ABDICTION OF A TITLE**

Though most courts may or may not have formal provisions in place for the resignation/abdication of a person's title, this is a situation that every court will have to face at some point in time.

If a monarch, line title or member of the imperial family wishes to resign/abdicate their title/position then it would be proper for that person to inform in writing the Board of Directors, College of Monarchs, Imperial Family and then all the courtiers.

Once a formal request to resign/abdicate a title, the Board of Directors are charged to either accept or reject the request. If accepted by the Board of Directors, then a replacement will be sought out to fill the title for the remainder of the reign.

In the case of a Lifetime Title, then the Board of Directors can either leave that title vacant or the Emperor/Empress that gave said Lifetime Title can appoint someone else to fill that position.

#### **SECTION H: POSITION/OFFICE OF MASTER/MISTRESS OF PROTOCOL**

Master/Mistress of Protocol, also known in some Monarchies in Europe as the Lord Chamberlain, is an appointed position. This position usually crosses Reigns and serves multiple Emperors/Empresses along with Imperial Families.

Master/Mistress of Protocol is the person in charge of all Protocol for the Court and usually is the one person that knows the proper formalities for all court events and State Functions.

Master/Mistress of Protocol will be the final word in matters surrounding the proper presentation to foreign courts and within the Imperial Court of Minnesota.

#### **SECTION I: EXHIBITS**

##### **Line Titles and Salutations for Reigning Royale Family**

Male Line

Female Line

Emperor – His Most Imperial Sovereign Majesty

Empress – Her Most Imperial Sovereign Majesty

Prince Royale – His Most Royal Highness  
Crown Prince – His Imperial Highness  
Prince – His Royal Highness  
Grand Duke – His Most Imperial Grace  
Duke – His Royal Grace  
Baron – His Most Imperial Right Honorable  
Marquis – His Royal Right Honorable  
Count – His Royal Excellency  
Knight – His Imperial Noble

Princess Royale – Her Most Royal Highness  
Crown Princess – Her Imperial Highness  
Princess – Her Royal Highness  
Grand Duchess – Her Most Imperial Grace  
Duchess – Her Royal Grace  
Baroness – Her Most Imperial Right Honorable  
Marquessa – Her Royal Right Honorable  
Countess – Her Royal Excellency  
Dame – Her Imperial Noble

Emprex Line  
Emprex – Their Most Imperial Sovereign Majesty  
Princet Royale – Their Most Royal Highness  
Crown Princet – Their Imperial Highness  
Princet – Their Royal Highness  
Grand Duket – Their Most Imperial Grace  
Duket – Their Royal Grace  
Baronet – Their Most Imperial Right Honorable

#### **SECTION J: FLAG PROTOCOL**

Official Proclamation and Edict to all American Courts from the Queen Mother of the Americas, Empress Nicole the Great Given on July 4, 2007

##### **Official Flag and National Anthem Protocol:**

National Flags are NEVER dipped. You can do as you please with other flags. Traditionally, the flags of the Armed Forces of the United States are dipped during the playing of the Star-Spangled Banner.

When the flag is displayed in a manner other than by being flown from a staff, it should be displayed flat, whether indoors or out. When displayed either horizontally or vertically against a wall, the union should be uppermost and to the flag's own right, that is, to the observer's left.

When displayed in a window it should be displayed in the same way that is with the union or blue field to the left of the observer in the street. When festoons, rosettes or draping are desired, bunting of blue, white and red should be used, but never the flag.

That the flag, when carried in a procession with another flag, or flags, should be either on the marching right; that is, the flag's own right, or, if there is a line of other flags, in front of the center of that line.

The flag of the United States of America should be at the center and at the highest point of the group when a number of flags of States or localities or pennants of societies are grouped and displayed from staffs.

When flags of two or more nations are displayed, they are to be flown from separate staffs of the same height. The flags should be of approximately equal size. International usage forbids the display of the flag of one nation above that of another nation in time of peace. The order of precedence for flags generally is National flags (US first, then others in alphabetical order in English), State (host state first, then others in the order of admission) and territories (Washington DC, Puerto Rico, etc.), Military (Army, Marine Corps, Navy, Air Force, Coast Guard), then other.

Canadian and Mexican Flags. Flags of other nations are displayed in alphabetical order. Thus, the Canadian flag is to the immediate left (United States flag's left/right when viewed from the audience) of the United States flag.

Mexico's flag is the farthest left (United States flag's left/right when viewed from the audience). After the national flags, the Gay Pride Flag, State Flags, etc. are displayed in descending order of priority out to the United States flag's left (audience's right).

In a single file line, the flag of the United States is in the front, followed by the flag of Canada and then the flag of Mexico. Then others by above listing.

National Anthems: the national anthems are played in reverse order of precedence: first – Mexico, second – Canada, and last – United States of America

## **ICOM MEMBERSHIP DIRECTORY USER GUIDELINES – 2009**

### **(IN REFERENCE TO PHONE, MAIL AND EMAIL COMMUNICATION)**

Members in good standing may request the official Membership Directory at any time from the Secretary of the Board of Directors. The Membership Directory is to be used for Official Court Communication only and shall be ruled and defined as listed below.

Examples of Official Court Business may include:

- Communications from Members in Good Standing Only
- Event / Fundraiser announcements
- Board / Imperial Council / General Court Meeting Information
- Announcements of Events within the different Chapters of the ICS
- Announcements of birthdays, passing of loved ones, health issues, etc.

The following are the guidelines for electronic correspondence when using the ICOM Membership Directory, as they may apply:

1. Photos, images or attachments are to be in JPEG or GIF format only, limiting file to 100K.
2. There will be NO questionable or inappropriate photos allowed.
3. If you have a photo that may be of questionable taste, or considered "X" rated, that you would like to share, DO NOT do a general posting to the entire list. Some subscribers receive their e-mail at work and may share an office and/or PC with coworkers. State that you have photos to share and ask that you be contacted privately to receive the pictures.
4. Group messages should be of general interest. Messages intended for specific people should be sent to them, and not the entire list.
5. Postings to [www.impcourtmn.com](http://www.impcourtmn.com) and communications utilizing the ICOM Membership Directory on behalf of non-members of the International Court System or its Chapters will not be permitted without the express written consent of the Public Relations Director.
6. Postings of non-International Court System events may not be submitted without the express written consent of the Public Relations Director.
7. Subscribers may not harass, threaten, embarrass or cause discomfort upon other subscribers.
8. Subscribers may not impersonate another subscriber. In the event more than one person shares the same e-mail address, each person must sign his/her own name.
9. In the event more than one person shares the same e-mail address, each person must be accredited or a member in good standing within their Chapter.
10. Each email sent must contain the subscribers name at the close of the message.
11. The ICOM Membership Directory may not be used for any illegal purpose.
12. Bigotry, racism, hate messages, threats, (implied or otherwise) and the like will not be tolerated, and will result in the termination of the offenders' membership.
13. If you are an ICOM member, and messages begin to bounce back from your e-mail address for more than 5 consecutive days, the e-mail address will be removed from the ICOM list. Upon rectifying the problem, the account owner may request to be re-subscribed to the distribution list by contacting the Executive Secretary.
14. In the event more than one person shares the same e-mail address, and one of those persons violates the terms of the Guidelines, that e-mail address may be removed from the List(s), even if the owner of the account was not the person violating the Guidelines.

15. By requesting and receiving a copy of the official ICOM Membership Directory you agree to abide by these terms and conditions.

**Imperial Court of Minnesota  
Candidate Application for  
Emperor / Empress / Emprex**

Please return the completed application to the Executive Chair of the Board of Directors. You must include a cash or money order in the amount of **\$100.00** (non-refundable) fee, payable to ICOM.

Position of Candidacy: Emperor \_\_\_\_\_ Empress \_\_\_\_\_ Emprex \_\_\_\_\_

Name: \_\_\_\_\_

Stage Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

1. Are you a resident of the State of Minnesota? Yes,  NO
2. Will you be 21 or older at the time of election/elevation? Yes,  NO
3. Are you currently a paid member "In Good Standing?" Yes  NO
4. Have you attended the minimum of 6 meetings during the past 12 months? Yes  NO   
(This will be verified against meeting attendance sheets)
5. Have you hosted an Official ICOM Fundraiser during the current Reign? Yes  NO

If yes, please give Name/Date of Fundraiser. \_\_\_\_\_

If you have answered **'no'** to any of the above, you will be disqualified for not meeting all the qualifications and the \$100 fee is non-refundable.

X  
Signature

Date

By your signature above you state that you have met all the qualifications for Candidacy and agree to abide by the Campaign Guideline as called out in ICOM's Standard Operating Procedures, Article III. Any infractions of the campaign guidelines and Code of Conduct may result in disciplinary action, up to disqualification of candidacy.

Also, by signing this I hereby agree to abide by the Bylaws and SOPs and the Code of Conduct of the Imperial Court of Minnesota

**Imperial Court of Minnesota**  
**Oath of Office**

I, \_\_\_\_\_, do hereby solemnly swear  
in the presence of this Imperial gathering, to uphold and abide by the By-Laws and Standard Operation Procedures  
and Code of Conduct of the Imperial Court of Minnesota and to represent the people of the great state of  
Minnesota as

\_\_\_\_\_

On this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**So let it be said, so let it be written, so let it be done.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

I also do hereby allow the use of my image to promote the Imperial Court of Minnesota in any respectful way the  
Board of Directors deems appropriate.

Witnesses: \_\_\_\_\_

\_\_\_\_\_

Board President \_\_\_\_\_

Imperial Council Chair \_\_\_\_\_

## Coronation

1. As called out in these SOPs, a Coronation Manager will be appointed 7 months out of the date Coronation will be held. Committee Chairs as called out in these SOPs will be appointed 7 months out of the date Coronation will be held.

2. Coronation Manager will meet with the Monarchs and Committee Chairs within the 1st month after appointment. This meeting is to determine the overall Budget and the individual budgets. They are as follows.

Ballroom Coordinator  
Program Book  
Stepdown Pins and Awards (court awards)  
Set (Centerpieces, Backdrop, etc....)  
Sound and Lights  
Hospitality - Food & Beverage (Soda, Liquor, etc....)  
Victory Brunch  
Advertising & Tickets (Board responsibility)  
Master of ICOM's Protocol (Executive Secretary)  
Master/Mistress of Protocol/Ceremony (Deals with out of Realm Protocols and announcements)

3. When meeting with Monarchs the Coronation Coordinator, they will come up with ticket prices for each event (Out-of-Town Show, Coronation and Victory Brunch).

4. Coronation Manager will present the overall Coronation budget and ticket prices to the Board of Directors for approval.

5. Once the budget/budgets are approved, purchases can be made. If the Court's Credit Card is to be used. The purchases must be approved by the board first. Money spent cannot exceed the approved budget.

6. Coronation Manager will be responsible for a Postcard that will have all Coronation information on it and sent to all Out-of-Realm Courts. The information would include Theme of the Ball, ticket prices, locations of events, Ad information and Host Hotel information.

7. Coronation Manager will make sure that Pin Design is completed, approved by the BOD and submitted to vendor 2 months out of the date that Coronation is to be held.

8. Coronation Manager will make sure that any Awards that the Board, Imperial Council and Ex. Chair have chosen to be given out at Coronation are ordered and purchased 1 month out of the date Coronation is to be held.

9. Coronation Manager will communicate with the stepping down Monarchs to make sure that they are completing their duties going into Coronation weekend, for example, the E&Es have their commands confirmed, E&Es have their awards, all stepdown letters done and submitted to the Program Coordinator (this would include Anniversary Monarchs, PRs and Ex. Chair, etc...)

10. Coronation Ball Coordinator will oversee that there is security for Coronation Night.

11. Coronation Ball Coordinator, along with the Monarchs will see to that there are flag barriers and each of National Anthems are done proper order.

12. Coronation Ball Coordinator will arrange for Sound and Lights for Coronation night.

13. Coronation Manager will secure venue where Victory Brunch will be held. And arrange for the food to be served at Brunch.

14. At Victory Brunch the Imperial Council Chair will be responsible the introductions of.

Stepping up 20-year Anniversary Monarchs

Stepping up 10-year Anniversary Monarchs

Stepped Down PRs

Stepped Down E&Es

Newly Crowned E&Es

15. Coronation Manager along with Executive Treasurer will compile a report, detailing the result of Coronation Weekend for the following regularly scheduled meeting. This would include things like; were we within the budget, what was the money intake, the attendance of each event and summary of ticket sales (packages and ticket sales)



# CORONATION CHECKLIST



REIGN \_\_\_\_\_ THEME \_\_\_\_\_

IN TOWN SHOW (OPTIONAL): Approved \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Booked \_\_\_\_ / \_\_\_\_ / \_\_\_\_

DATE \_\_\_\_ / \_\_\_\_ / \_\_\_\_ LOCATION: \_\_\_\_\_ TIME: \_\_\_\_ : \_\_\_\_ - \_\_\_\_ : \_\_\_\_ PM

OUT OF TOWN SHOW: Approved \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Booked \_\_\_\_ / \_\_\_\_ / \_\_\_\_

DATE \_\_\_\_ / \_\_\_\_ / \_\_\_\_ LOCATION: \_\_\_\_\_ TIME: \_\_\_\_ : \_\_\_\_ - \_\_\_\_ : \_\_\_\_ PM

CORONATION NIGHT: Approved \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Booked \_\_\_\_ / \_\_\_\_ / \_\_\_\_

DATE \_\_\_\_ / \_\_\_\_ / \_\_\_\_ LOCATION: \_\_\_\_\_ TIME: \_\_\_\_ : \_\_\_\_ - \_\_\_\_ : \_\_\_\_ PM

VICTORY BRUNCH: Approved \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Booked \_\_\_\_ / \_\_\_\_ / \_\_\_\_

DATE \_\_\_\_ / \_\_\_\_ / \_\_\_\_ LOCATION: \_\_\_\_\_ TIME: \_\_\_\_ : \_\_\_\_ - \_\_\_\_ : \_\_\_\_ AM

VICTORY SHOW (OPTIONAL): Approved \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Booked \_\_\_\_ / \_\_\_\_ / \_\_\_\_

DATE \_\_\_\_ / \_\_\_\_ / \_\_\_\_ LOCATION: \_\_\_\_\_ TIME: \_\_\_\_ : \_\_\_\_ - \_\_\_\_ : \_\_\_\_ PM

## 10 Year Anniversary Monarchs:

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## 20 Year Anniversary Monarchs:

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**CORONATION AD ~**  Jpg  Postcards Deadline:  /  /

Completed  /  /

**BUDGET SHEET: ATTACH SPREADSHEET/DOCUMENT TO THIS CHECKLIST.**

**DEADLINE FOR BOARD APPROVAL:**  /  /

**APPROVED BY BOARD:**  /  /

**BOARD OF DIRECTORS RESPONSIBILITIES:**

Send and accept Host Hotel Bids DEADLINE to send out Bids:  /  /

BOOK Host Hotel / Sign Contract:  /  /

Set ticket prices  Print tickets  wrist bands  Establish Security responsibilities

Approve Coronation Dates  Approve Coronation Locations

Approve Ads  Put together Candidate application and info packet

Set Timeline and Deadline for E&E Candidates Applications

Candidate (s) Applications available  /  /

Candidate(s) Applications due  /  /

**EMPRESS CANDIDATE:**

Verified qualifications Y N

Verified qualifications Y N

Verified qualifications Y N

Verified qualifications Y N

**EMPEROR CANDIDATE:**

Verified qualifications Y N

Verified qualifications Y N

Verified qualifications Y N

Verified qualifications Y N

EMPREX CANDIDATE:

Verified qualifications Y N

Verified qualifications Y N

Verified qualifications Y N

Verified qualifications Y N

Candidate(s) Approved by the Board: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Set up Meet & Greets  Approve Pin design: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ / Received \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Approve Coronation Candidate Events  Candidate ballots  Absentee ballots

Ballot Box  clear packing tape  pens  permanent markers

Board Awards ~ Award Company: \_\_\_\_\_

Order placed: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Received \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Board and IC select recipients for Court Awards and Titles

**Treasurer** ~ Financial records and receipts  **Secretary** ~ ICOM Protocol and Walk

**Treasurer** ~ bills are paid in a timely manner  **BOD & IC** ~ Recruit volunteers for tasks

Board Member(s) Assigned to collect money at Hospitality for Tickets

Board Member(s) Assigned to collect money at Out-of-Town Show

Board Member(s) Assigned to collect money at Coronation

Board Member(s) Assigned to collect money at Victory Brunch

Victory Brunch location booked \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**CORONATION COORDINATOR:** \_\_\_\_\_

**Approved by the Board on:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Responsible for Coronation Postcards

Verify Coronation info (Theme, dates, times, locations, ad info, host hotel) \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Mail out Coronation Postcards to all Out of Realm Courts \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Communicate with Monarchs ~  Commands  Pins  Awards  
 Step-down letters Received  /  /

Communicate with PRs ~  Step-down letters Received  /  /

Communicate with Anniversary Monarchs ~  Step-down letters Received  /  /

Communicate with Ex. Chair ~  Step-down letters Received  /  /

Assigning/asking/hiring Security: Who? \_\_\_\_\_  
\_\_\_\_\_

Assigning/asking/hiring DJ: Who? \_\_\_\_\_

Cost: \$ \_\_\_\_\_ Board Approved  /  /

Assigning/asking/hiring Lights: Who? \_\_\_\_\_

Cost: \$ \_\_\_\_\_ Board Approved  /  /

Set-up Green Room ~  tables  mirror  clothes hanging rack

Set deadline for Protocol and Walks

Verify Acts, Walks, Commands with stepping down Monarchs

Sort and collate Greetings, Protocol from all Courts, and other announcements

Collect music from Ball Coordinator/DJ in Hospitality

Coordinate with IC Chair and IC VC to get Crown Jewels, Regalia, and Flags from Storage

Volunteer(s) to bring Crown Jewels back to storage  
\_\_\_\_\_

Volunteer(s) to bring flags back to storage  
\_\_\_\_\_

**PROGRAM BOOK:** \_\_\_\_\_

Approved by the Board on:  /  /

**DEADLINE TO CREATE AD POSTER:**  /  /

Work with E & E and board to set ad prices

full page = \$ \_\_\_\_\_ ICOM discount \$ \_\_\_\_\_  
 half page = \$ \_\_\_\_\_ ICOM discount \$ \_\_\_\_\_  
 1/4 page = \$ \_\_\_\_\_ ICOM discount \$ \_\_\_\_\_  
 center = \$ \_\_\_\_\_ ICOM discount \$ \_\_\_\_\_  
 back = \$ \_\_\_\_\_ ICOM discount \$ \_\_\_\_\_  
 inside front/back = \$ \_\_\_\_\_ ICOM discount \$ \_\_\_\_\_

Arrange Program Printing company: WHO? \_\_\_\_\_  
 Cost of program books = \$ \_\_\_\_\_ Discount \$ for bulk \$ \_\_\_\_\_  
 Deadline for ads \_\_\_\_ / \_\_\_\_ / \_\_\_\_ DPI: \_\_\_\_ PDF/JPG/GIF? \_\_\_\_\_  
 Coordinate with Social Media, E & Es, and Board to set announcements  
 Collect/Received stepdown letters from Monarchs  
 Collect/Received stepdown letters from PRs  
 Collect/Received stepdown letters from Anniversary Monarchs  
 Collect/Received stepdown letters from Executive Chair  
 Collect/Received ads from Out of Realm Courts and Sister Courts  
 Verify payment with Treasurer  
 Collect/Received ads from businesses and non-profits  
 Verify payment with Treasurer  
 Collect/Received ads from ICOM members  
 Verify payment with Treasurer

**HOSPITALITY (FOOD):** \_\_\_\_\_

Storage Unit Volunteers with vehicles:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Set up Volunteers  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approved by the Board on: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

plates  forks, spoons, knives  storage food container  aluminum foil  
 saran wrap  condiments  table clothes  coffee makers  ladles  
 serving spoons  napkins  serving dishware  crock pots  
 coffee creamer  salt & pepper  snack food  snack clips  
 Ziploc bags  toothpicks  towels  wash cloths  
 disinfecting wipes  colander/strainer  thermometer  potholders  
 hard alcohol  beer  soda/pop  water  straws  cups  
 napkins  Ice  drink mixes  toothpicks  chafing dishes  
 sterno fluid  
 drink condiments (olives, asparagus, lemons, limes, cherries, etc.)  
 towels  wash cloths  disinfecting wipes  bottle spouts  shot glasses  
 jigger  martini mixer

Friday Afternoon Hours of Operation \_\_\_\_ : \_\_\_\_ a - \_\_\_\_ : \_\_\_\_ p or \_\_\_\_ : \_\_\_\_ - \_\_\_\_ : \_\_\_\_ p

Food: \_\_\_\_\_

Bartender(s) \_\_\_\_\_ & \_\_\_\_\_

Friday Evening Hours of Operation \_\_\_\_ : \_\_\_\_ p - \_\_\_\_ : \_\_\_\_ a

Food: \_\_\_\_\_

Bartender(s) \_\_\_\_\_ & \_\_\_\_\_

Saturday Morning Hours of Operation \_\_\_\_ : \_\_\_\_ - \_\_\_\_ : \_\_\_\_ a

Food: \_\_\_\_\_

Saturday Afternoon Hours of Operation \_\_\_\_ : \_\_\_\_ a - \_\_\_\_ : \_\_\_\_ p

Food: \_\_\_\_\_

Bartender(s) \_\_\_\_\_ & \_\_\_\_\_

Saturday Evening Hours of Operation \_\_\_\_ : \_\_\_\_ p - \_\_\_\_ : \_\_\_\_ a

Food: \_\_\_\_\_

Bartender(s) \_\_\_\_\_ & \_\_\_\_\_

Tear down Volunteers \_\_\_\_\_

\_\_\_\_\_ Storage Unit Volunteers with vehicles: \_\_\_\_\_

**BALL COORDINATOR:** \_\_\_\_\_

\_\_\_\_\_ **Approved by the Board:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

\_\_\_\_\_ Get Ballroom floorplan from stepping down Monarchs

\_\_\_\_\_ Verify # of Acts with stepping down Monarchs

\_\_\_\_\_ Hold long for breaks in between acts

\_\_\_\_\_ **EMCEES** ACT 1 \_\_\_\_\_ & \_\_\_\_\_

ACT 2 \_\_\_\_\_ & \_\_\_\_\_

ACT 3 \_\_\_\_\_ & \_\_\_\_\_

ACT 4 \_\_\_\_\_ & \_\_\_\_\_

**PEOPLE UNDER CORONATION BALL COORDINATOR:**

\_\_\_\_\_ **Set Design and Stage Set-up:** \_\_\_\_\_

\_\_\_\_\_ **Approved by the Board on:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

\_\_\_\_\_ Centerpieces (work with E & E) Assigned to: \_\_\_\_\_

\_\_\_\_\_ Set ~ get floor plan from stepping down Monarchs

**ITEMS TO BUILD/COMPLETE SET DESIGN:**

\_\_\_\_\_ thrones, cushions \_\_\_\_\_ Backdrop (work with E & E)

\_\_\_\_\_ cloth / raw materials \_\_\_\_\_ tools \_\_\_\_\_ glue \_\_\_\_\_ nails

\_\_\_\_\_ 2-3 hammers 2-3 electric drills (have batteries fully charged) \_\_\_\_\_ screws

\_\_\_\_\_ 2-3 staple guns and staples \_\_\_\_\_ steamer / iron \_\_\_\_\_ extension cords

\_\_\_\_\_ indoor holiday lights \_\_\_\_\_ batteries (AA, AAA, D, C, 9volt)

\_\_\_\_\_ table between thrones \_\_\_\_\_ hotel cart / table for step-down gifts

\_\_\_\_\_ basket(s) (hold pins / awards) \_\_\_\_\_ First AID Kit (just in case)

DJ: \_\_\_\_\_  Table(s) for DJ  Verify stage set-up with Hotel  surge protector(s)

Commands' music       Stepping Down Monarchs' music

Anniversary Monarchs' music     National Anthems: Mexico, Canada, USA

Incidental/Walk music  microphones (at one microphone is cordless)

batteries (AA, AAA, D, C, 9volt)

## LIGHTS:

Cost: \$ \_\_\_\_\_ Board Approved \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Volunteers to run the lights (verify with Ball Coordinator)

FLAGS: USA \_\_\_\_\_ CAN \_\_\_\_\_ MEX \_\_\_\_\_

ICOM \_\_\_\_\_ MN \_\_\_\_\_ PRIDE \_\_\_\_\_  
LEATHER \_\_\_\_\_ BEAR \_\_\_\_\_ TRANS \_\_\_\_\_  
\*BI (opt) \_\_\_\_\_ •DRAG QUEEN \_\_\_\_\_

**\*Flags and/or harnesses for ICOM to purchase**

Tear down Volunteers\*\*  
(\*\* stepping down family line)


## STEPPING-DOWN MONARCHS:

Coronation Theme     Coronation pin design ~ Approved by BOD     Coronation ACTS

Budget Sheet ~ TBA by BOD     Lifetime Titles     Step down Letter     Step down Numbers

Gift(s) for Dias (opt)     Gift(s) for Commands     Gift(s) for Emcees

## Performance order sheet

## Optional awards:

Emperor to Emperor In-Town       Emperor to Empress In-Town

Emperor to Emperor Out of-Town       Emperor to Empress Out of Town

Emperor to Emperor In-Town      Emperor to Empress In-Town

Emperor to Emperor Out of Town       Emperor to Empress Out of Town

Awards for 1/2 and 1/4 Out of State/In State Monarchs

**PRs:**

Step down Letter       Step down Numbers       Performance order sheet

**VICTORY BRUNCH COORDINATOR:** \_\_\_\_\_

     **Approved by the Board on:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

Food Vendor \_\_\_\_\_

     **Approved by the Board on:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

Servers (if applicable) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**10 Year Anniversary Monarchs:**  
\_\_\_\_\_  
\_\_\_\_\_

**20 Year Anniversary Monarchs:**  
\_\_\_\_\_  
\_\_\_\_\_

Step down Monarch Awards & Titles

Elected Monarchs' Reign Theme       Elected Monarchs' Titles

Date for Investiture            **Approved by the Board on:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

Master / Mistress of Protocol: \_\_\_\_\_

## Definitions

1. Probation
  - a. Term to be served for no longer than 60 calendar days
  - b. May be administered by a majority vote by either the Board of Directors or General Court
  - c. Conditions for behavior during the term may be set
  - d. If conditions were not satisfactorily completed, the term may be extended for up to 60 additional calendar days
  - e. Individuals may attend and perform at Imperial Court of Minnesota sponsored functions during the probationary period
  - f. Individuals may host an Imperial Court of Minnesota function during the probationary period
  - g. Maintains to be a Member In Good Standing
2. Suspension
  - a. Term to be served for no less than 60 days and not more than 1 year
  - b. May be administered by a 2/3 vote by the General Court
  - c. Conditions for behavior during the term may be set
  - d. If conditions were not satisfactorily completed, the term may be extended for up to 1 additional year
  - e. May include membership and/or titles
  - f. Name and title will not be removed from any printed or digital Imperial Court of Minnesota materials
  - g. Individuals may attend and perform at Imperial Court of Minnesota sponsored functions during the suspension period
  - h. Individuals may not host an Imperial Court of Minnesota function during the suspension period
  - i. Member Not in Good Standing
3. Revocation
  - a. Removal of all Imperial Court of Minnesota titles for life
  - b. Name and title will be removed from all printed and digital Imperial Court of Minnesota materials
  - c. May be administered by a majority vote of the General Court
  - d. Individuals may attend and perform at Imperial Court of Minnesota sponsored functions
4. Member In Good Standing
  - a. Dues have been paid for the current Reign
  - b. Full voting rights for all applicable titles and memberships
  - c. Eligible to be a current line member, serve on the Board of Directors, run for a position on the Board of Directors or run for the titles of Emperor, Empress, Emprex, Prince Royale, Princess Royale or Princet Royale
5. Member Not in Good Standing
  - a. Membership has been temporarily or permanently revoked
  - b. No-voting rights
  - c. Not eligible to be a current line member, serve on the Board of Directors, run for a position on the Board of Directors or run for the titles of Emperor, Empress, Emprex, Prince Royale, Princess Royale or Princet Royale