

# **The Imperial Court of All Oklahoma, Inc.**

## **Policies and Procedure Manual**



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## Section I – Policies and Procedures

- 1.1 The Imperial Court of All Oklahoma Inc. for the rest of the Policies and Procedures will be referred to here for as – I.C.A.O.
- A) The Policies and Procedures Manual will be referred to as - PNP's
- B) The Board of Directors will be referred to as - BOD.
- 1.2 The PNP's of the I.C.A.O. shall serve as rules, regulations, and guidance. Unless specifically stated within these Policies and Procedures, no power, duty, authority or responsibility for the members of the court, BOD or Monarchs is implied or given.
- 1.3 The I.C.A.O. shall provide a social and charitable non-profit organization for its members which shall not be party to candidates for political office or any partisan political organization; this does not include human rights issues, and which shall remain in the spirit of fun and unity. That nothing herein contained shall permit the I.C.A.O. to carry on any separate and independent trade, industry, or business, and the I.C.A.O. shall be carried without purpose of gain to any of its members, and that any surplus or any accretions of the I.C.A.O. shall be solely for the purposes of the I.C.A.O. and the promotion of its objectives.
- 1.4 When questions arise concerning Bylaws, PNP's or General Membership, the BOD shall be in charge of making the determination. The determination shall be made by the majority vote of the BOD at a regular or special meeting.
- 1.5 In Extreme circumstances the BOD has the ability to override the PNP's with a two-thirds (2/3) vote of the BOD.

## Section II – Names, Symbols and Colors

- 2.1 The symbol of the I.C.A.O. shall be the official seal.
- A)



- 2.2 The colors of the I.C.A.O. shall be - Black, Emerald, Gold and White. The reigning Emperor/Empress shall have the authority to choose their own reigning colors and display them accordingly.

### **Section III – Board of Director Officers and Officers Duties**

- 3.1** The Executive BOD of the I.C.A.O. shall consist of the following members: President, Vice President, Secretary and Treasurer. The BOD shall serve for a two (2) year term. The BOD shall be elected from the members of the I.C.A.O., in good standing at the first meeting following Coronation each year. A BOD member will be allowed two (2) excused absences in a row before losing his/her seat on the board, however he/she will retain membership rights only, or as long as he/she meets the requirements set forth in (4.6)
- A)** Elected officers shall be: President, Vice President, Treasurer and Secretary.
  - B)** Elections for President and Secretary will be even years: Vice President and Treasurer will be odd years.
- 3.2** Officers of the Court other than the Reigning Monarchs shall include both elected and appointed officers. All Court officers shall be subject to the pertinent provisions stated herein. All Court officers shall be elected at the first meeting of the new reign, should any Court officer not fulfill his/her duties, they shall automatically be considered in default of their duties with suspension procedures to begin immediately. All Court officers at the first meeting of the new reign must turn in all records, supplies and equipment over to their successors. All Court officers who resign or are expelled shall return ALL Court Property, supplies and equipment to the BOD at the first regular or special meeting after said resignation or expulsion.
- 3.3** At the end of an Officer or Directors term(s):
- A)** Nominations shall be accepted in writing during a combined meeting of the BOD and the General Membership at the last meeting before the annual Coronation. Nominations for these Officers/Directors will be accepted from any active dues paid member in good standing of the I.C.A.O.
  - B)** Persons nominated will be required to submit a resume and vision statement to the BOD within 10 days.
  - C)** At the first General Membership meeting after Coronation resumes and vision statements shall be read to the existing BOD and General Membership.
  - D)** The election will take place during the first combined meeting of the BOD and General Membership of the new Reign. BOD officers shall be elected by a majority vote of the membership in good standing present.
  - E)** If a vacancy should occur in the BOD, the ranking officer shall call a meeting, or at the next regular meeting nominations and election procedures outlined herein shall apply. General Membership will be given a thirty (30) notice of BOD elections. In the case that there is only four(4) months or less remaining in the Officer's term, the President or ranking Board member shall appoint an acting officer from the current Board with majority BOD approval. The newly elected/appointed BOD member shall serve the remaining term of the vacated position.
  - F)** Should any Officers of the BOD not fulfill any of his/her duties: they shall be automatically considered in default of their office, with suspension procedures to begin immediately.

## **Positions of the Executive Board**

### **3.4 Duties of the Elected President of the BOD shall be:**

- A) Be the primary spokesperson for the Corporation
- B) Preside over all official meetings of the Corporation
  - (a) Presides over the BOD General Membership
  - (b) Opens the meeting and gives the floor to the Reigning Monarchs
- C) Be responsible for appointing with BOD approval the following positions:
  - (a) Election Commissioner
  - (b) Chairperson for Standing Committees
- D) Be responsible for appointing with recommendation from the Reigning Monarchs and approval from the BOD
  - (a) Candidate Chairperson
- E) Have a general supervision, direction and control over the business and affairs of the I.C.A.O. and its officers, agents, and members
- F) Call for an election and vote to replace any BOD positions vacated or removed
- G) Will only vote to break a tie

### **3.5 Duties of the Elected Vice President of the BOD shall be:**

- A) Be responsible for presiding over the official meeting in the absence of the President
- B) Be responsible for public relations for the Corporation
- C) Oversee the flow and execution of all internal and external communications including seeking corporate sponsorship, providing guidance and strategic input to the committee on public relations, advertising, development, events and activities, membership drives and all other marketing related activities in support of the I.C.A.O.
- D) Chairperson of the Public Relations Committee (PR)
- E) Holds one vote

### **3.6 Duties of the Elected Treasurer of the BOD shall be:**

- A) To maintain in good order all the financial reports of the Court
- B) To provide a financial report in a format prescribed by the BOD including actual bank statements
- C) To provide quarterly, a written financial statement to the BOD
- D) To be one of two (2) authorized signers of the Court checks
  - (a) Treasurer
  - (b) President or Vice President
- E) To perform other appropriate duties as assigned by the BOD or Monarchs or stated herein these PNP's
- F) Holds one vote

### **3.7 Duties of the Elected Secretary of the BOD shall be:**

- A) To maintain in good, legible order - all minutes of the Court
- B) To present all correspondence of the Court and answer the same
- C) To maintain an accurate record of members and provide said record to the BOD quarterly
- D) To post or send a notice of regular and special meetings to the membership of the Court in good standing or designate another person for this responsibility

- E) To maintain a mailing list of other affiliated clubs, organizations, and individuals in and out of State
- F) To conduct roll call or produce an attendance sign in sheet at the start of each Court meeting
- G) To perform other appropriate duties as assigned by BOD or Monarchs or stated herein these PNP's
- H) Holds one Vote

### **Position of Non-Executive Board**

#### **3.8 Duties of the Elected Member at Large shall be:**

- A) Be a liaison between the BOD, Membership and Monarchs
- B) Help resolve issues or disagreements before they become a BOD discipline issues
- C) To help keep order at all regular Court meetings
- D) To distribute, collect and count ballots at regular and special Court meetings
- E) Elected to serve a two (2) year term, only one Member at Large per 50 Court members
- F) Holds one vote

#### **3.9 Duties of the Elected Dean of the College of Monarchs shall be:**

- A) Must be elected by a majority vote of the existing College of Monarchs with BOD approval
- B) To oversee and help the incoming elected Monarchs and the College in leadership, event planning, and execution of events.
- C) Create a required report quarterly by the BOD to the Reigning Monarchs and ICP's listing the requirements which have been fulfilled and those which still need to be met.
- D) Counsel with Reigning and past Monarchs on issues and help find solutions
- E) Help in the execution of disciplinary actions taken towards Reigning and past Monarchs
- F) Holds one vote

#### **3.10 Duties of the Elected Reigning Monarchs shall be: (refer to Monarch Section V)**

**3.11** Each Executive BOD and Non-Executive BOD member is required to attend ALL BOD meetings and give a report for the minutes. To be excused from attending a meeting - the BOD member must submit his/her request to the President in written form or by email 24 hours or more prior to the meeting date.

- A) All elected BOD members who do not attend three (3) consecutive BOD meetings without valid excuse (work, illness, funeral or Court related activity) given to the President of the BOD shall forfeit their seat on the BOD.
- B) In the event of a member holding two (2) seats on the BOD - he/she will have only one vote.
- C) No Member of the BOD shall participate in any discussion or vote on any matter which he/she or a member of his/her immediate family has potential conflict of interest due to having material involvement regarding the matter being discussed. When such a situation presents itself the director must announce his/her conflict, disqualify him/herself and be excused from the meeting until discussion is over. The Presiding Officer of the meeting is expected to make inquiry if such conflict appears to exist and the board member has not made it known.

## **Oath of Office**

- 3.12** All Executive and Non-Executive BOD members with a vote on the BOD must renew their Oath of Honor to follow the Bylaws and PNP's. This action shall take place at the first regular BOD meeting following the annual Coronation. The Oath shall be administered by the President.
- A) Oath of Honor shall be as follows: "I \_\_\_\_\_ as a member of the I.C.A.O. do hereby swear upon my honor to uphold and abide by the current I.C.A.O. Bylaws and Policies and Procedures for my term in office."

## **Other Officers of the Court Not Seated on the Board**

- 3.13 Duties of the appointed Lord/Lady Steward (Keeper of the Crown Jewels) shall be:**
- A) Serve as guardian to Court property
  - B) To manage the inventory and up keep of all Court equipment and supplies
  - C) To place in safe keeping and maintain the Crown Jewels, Sword, Scepter(s), Orb, Flags, Thrones, Banners, Pillows, Kneeling Bench, and make them available for Court functions upon request
  - D) To ensure the return of all said 'Crown Jewel' properties to safe keeping after the annual Coronation.
- 3.14 Duties of the appointed Minister of Protocol shall be:**
- A) To serve as final arbitrator on all matters of protocol
  - B) To keep a record of all appointed and elected titles during the Reign of the Monarchs he/she serves.
  - C) To prepare and collect protocol cards and lists for all Court functions
  - D) To serve a Master of Ceremonies when designated by the Monarchs
  - E) To determine and find solutions to - protocol questions
  - F) To recommend changes to protocol policy
  - G) To perform other appropriate duties as assigned by the membership or stated herein these PNP's
- 3.15 Duties of the appointed Lord/Lady Historian shall be:**
- A) Serve as documentarian of Court History for each Reign he/she serves
  - B) Be the principle photographer of the Court during the Reign he/she serves
  - C) Prepare and collect I.C.A.O. memorabilia and arrange it in a manner for permanent record for the Reign he/she serves
  - D) To perform other appropriate duties as assigned by the membership or stated herein these PNP's
- 3.16 Duties of the elected Member and/or Alternate Member of Parliament shall be:**
- A) Report on all Parliament issues
  - B) Election of Alternate Member of Parliament will be held each year. (At that time the current Alternate will move up to be the Member of Parliament.)



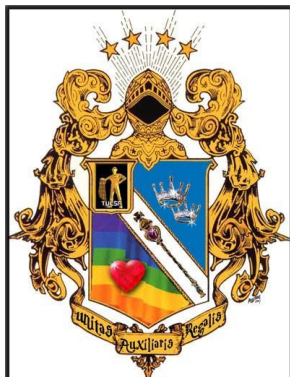
## Section IV - Membership

- 4.1** The Court shall be comprised of all persons within the realm, who owe no allegiance to any other ICS monarchical society. Members must be eighteen (18) years of age to vote in elections. For the purposes of new membership, this realm is defined geographically as follows: all counties in Oklahoma. Membership in the Court shall not be restricted on basis of sexual orientation, sexual affectation, race, age, religion, national origin, political affiliation, gender, gender identity, HIV status, or Disability.
- 4.2** The I.C.A.O. shall not limit the number of members of the Court body.
- 4.3** Members must submit a completed Application Form including Code of Conduct Form accompanied by membership fee to be signed by a member of the Executive Board of Directors (BOD). Membership fee are twenty-five dollars (\$25) annually, and to be decreased by five dollars (\$5) each quarter.
- 4.4** Annual Membership is based on the I.C.A.O. fiscal year - April 1st to March 31st.
- 4.5** Membership and titles in and of the I.C.A.O. are non-transferable.
- 4.6** A member in 'Good Standing' is defined as: a member that has attended two (2) consecutive general membership meetings, membership dues are current, under no form of disciplinary action and is on track to uphold any and all requirements of said bestowed titles. If a general member misses three (3) general membership meetings, with the exception of excused absences approved by the Reigning Monarchs, all voting rights will be suspended for a period of two (2) months. A member must attend two (2) consecutive general membership meetings following the meeting where voting rights were suspended to regain their voting rights.
- A)** All past Monarchs who complete their reign in good standing shall be considered a member in 'Good Standing' as long as they comply with the policy addressing a member in good standing.
- B)** Notwithstanding this stated provision, any member of the I.C.A.O. who shall become a member of another Court shall forfeit his/her membership within the I.C.A.O. This provision shall not include honorary titles, Emeritus titles, or ambassadorships granted by other Courts to members of the I.C.A.O.
- 4.7** Only members in good standing shall be entitled to vote at meetings. No member may vote by proxy at any meeting. Each member shall have one (1) vote at all General Membership meetings at which voting takes place.
- 4.8** Honorary membership may be held by individuals residing in or out of the State of Oklahoma. The Reigning Emperor and Empress together shall have the authority to bestow honorary memberships. Granting such memberships does not convey a privilege or status of regular Court membership. No voting rights shall be extended to those individuals.
- A)** No State Crown, Tiara or Medallion shall be provided. Crowns, Tiaras, or Medallions may be worn if they meet the criteria as set forth elsewhere in these PNP's, and if specified only by the Emperor, Empress who granted the title.
- B)** No person granted an honorary title of Emeritus, For Life, or...1/2 shall be automatically a member of the BOD.

- C) All person(s) granted honorary title of Founder, Emeritus, For Life, or...1/2, King Father, Queen Mother may walk immediately before the Imperial Crown Prince and Imperial Crown Princess.
  - D) All person(s) granted honorary title of Founder, Perpetual, Emeritus, For Life, or ... 1/2, King Father and/or Queen Mother may be part of the Crowning Ceremony at all I.C.A.O. Coronations.
- 4.9** Any member may resign at any time by delivering or mailing to a member of the BOD a written notice of resignation, effective upon receipt by said BOD member.
- 4.10** Members of the BOD who do not attend two (2) BOD meetings shall be considered members not in good standing.
- A) Any Monarch or member of the Royal Family who does not attend three (3) consecutive meetings or events, may at the discretion of the BOD be removed from office and forfeit their title, unless prior BOD notification has been made and the absence is excused. If a title is removed by the BOD - ALL – Court property must be returned to the BOD, upon request.
  - B) Any Monarch or Royal Family member who allows the lapse of membership dues will be ask to resign their position, at which point all Court property must be returned to the BOD.
- 4.11** A member of the Court, in good standing, upon receipt of notification in writing, shall be allowed to take a leave of absence for up to one (1) year without having to pay membership dues upon return. Members on a leave of absence shall not be considered in good standing with BOD approval.
- A) A person who wants to be a member, but has no means to pay the membership dues, may present a letter to the BOD requesting that their membership dues be waived. (Hardship Membership) This member must produce a fundraiser(s) of at least two hundred dollars (\$200) of positive monetary gain, upon approval of the BOD in lieu of Dues.

## Section V – Monarchs

- 5.1** The Royal Family shall consist of the Reigning Emperor and Empress, Imperial Crown Prince and Imperial Crown Princess, Prince/Princess Royale, The Queen Mother and the King Father.
- 5.2** The Heads of State of the I.C.A.O. are the Reigning Emperor and Empress.
- A) The Monarch seal is for use by the Monarchs only.



**B)** The Monarch(s) may choose to create their own personal crest and colors.

**5.3** The College of Monarchs shall consist of all past Emperors and Empresses who have successfully completed their reign. (Dean of the College and duties of the College will be further discussed by the College and a section created for it)

## **Protocol**

**5.4** The Minister of Protocol is responsible for creating and sending the Protocol to the Court being visited, after it is approved by the Reigning Monarchs.

**A)** At an out of state coronation the Court walk will be by succession - with Reigning Monarchs walking last. All others in attendance wishing to walk must have requested proper protocol according to their title.

**B)** At an out of state Prince and Princess Ball - The Reigning Crown Prince and Princess shall walk last.

## **Gifts**

**5.5** The standard step down gift for the I.C.A.O. to an out of state Emperor and Empress (and Imperial Crown Prince/ Princess when appropriate) will be at the discretion of the Reigning Monarchs- ICP's

## **Transfer of Power**

**5.6** After Coronation and before the first regular Court meeting, there will be a meeting of the immediate past and present newly elected Monarchs of the I.C.A.O. for the following:

**A)** Secure all Court property to be distributed to the New Monarchs and to selected people

**B)** A Status Quo report from past Monarchs of all unfinished business as of that date.

**C)** Official signatures to be recorded on all necessary legal documents.

## **Titles**

**5.7** All Emperors and Empresses that successfully complete their Reigns to the satisfaction of the BOD and as set forth by the PNP's will be awarded the honorary appellation of 'Imperial'. The title of Imperial Emperor and Empress received upon their step down, signifies that they have successfully fulfilled the requirements of the Reign according to the PNP's. Monarchs in Reign may not use the appellation 'Imperial' unless they have reigned previously and were awarded the title for that Reign. The use of the honorary titles in protocol shall be at the sole discretion of the monarchs upon whom they were conferred.

**5.8** Beginning with the first Reign all members of the Royal Family will hold the same number in their title. If for some reason the title is vacated, the person stepping up (if chosen) will continue with the same number so that all the Monarchs and Royal Family will have the same number for the Reign.

**5.9** Any Monarch or Royal Family member who allows a lapse of membership dues, will be ask to resign their position, at which point all Court property must be returned to the BOD. They may not walk or be recognized at any in or out of state function until dues are paid, and good standing is re-established.

## **Section VI – Authority and Responsibilities of the Royal Family**

- 6.1** There shall be no limit on the number of Proclamations made by the Reigning Monarchs during their Reign.
- 6.2** The Reigning Monarchs shall have sole authority to bestow all titles on Court members in and out of state, with the exception of the ICP's. All bestowed titles must meet the guidelines set forth by the College of Monarchs.
- A)** Reigning Monarchs shall have the sole authority to bestow honorary memberships on persons in and out of state. Granting such membership does not convey any privilege or status of regular Court memberships.
  - B)** Lifetime titles may be given by the Reigning Monarchs by Proclamation. All Proclamations must be approved by the BOD before being read. (Proclamations are covered in Section XVII)
  - C)** There shall be no limit on the honorary titles the Reigning Monarchs shall confer on Court members in and out of state, or friends of the Court. Monarchs are required to notify the BOD of such titles for PR purposes.
- 6.3** The Reigning Monarchs will do at least four (4) functions individually and a minimum of two (2) functions jointly of positive monetary value to the I.C.A.O. Event Proposal Form must be submitted six (6) weeks prior to proposed event date. Event advertising must be approved and posted at least thirty (30) prior to the event, both online and in hard copy at established venues. Any event outside stated guidelines may be completed with BOD approval.
- A)** An event of monetary value may consist of but not limited to: Entertainment, Sales and Auctions - with an income minimum of One Hundred (\$100) with extenuating circumstances to be taken into consideration by the BOD.
  - B)** All events, including the venues, budgets and advertising booked and held by Monarchs must be approved by the BOD.
  - C)** All events, including the venues, budgets and advertising booked and held by members must be approved by the BOD and Monarchs.
- 6.4** The Reigning Monarchs will each attend at least four (4) or more Out of State Functions during their Reign. These include but not limited too - Coronations, Investitures and Balls. A State Function is determined by the Court and Reigning Monarchs sponsoring the events.
- A)** Members of the Royal Family are required to make one (1) appearance per quarter (1/4) at a function other than ICS events. (i.e. Charitable Organizations, Pageantry, Social Organizations, etc.)
  - B)** Exercise appropriate dress for the event.
- 6.5** Obligations of the Reigning Monarchs must be met by the time the Screening Committee meets or approved by the BOD if obligations have not been met by that date.
- 6.6** The Reigning Imperial Crown Prince and Imperial Crown Princess will produce annually a minimum of two (2) functions individually, and a minimum of one (1) jointly, of positive monetary value to the I.C.A.O.
- 6.7** The Reigning Imperial Crown Prince and Imperial Crown Princess will attend at least three (3) Out of State Functions.

- 6.8** Obligations of the Reigning Imperial Crown Prince and Imperial Crown Princess must be met by the time the Screening Committee meets or approved by the BOD if obligations have not been met by that date.
- 6.9** Arrangements and projected expenses will be submitted by the Reigning Monarchs for the annual Coronation to the BOD and the Court six (6) months prior to the event. Expenditures made over and above approved budget without prior approval will be reimbursed to the Treasurer by the Reigning Monarchs or disciplinary action will be taken.
- 6.10** A maximum of six (6) tickets to the Coronation Ceremony will be given at the discretion of the Reigning Monarchs, but could only be given after BOD approval. This will be included in the Coronation Budget.
- 6.11** Special meetings of the BOD may be called by the President or the Reigning Monarchs.
- 6.12** The Imperial Crown Prince and Imperial Crown Princess will be named and crowned the night of Investitures unless prior approval is given by the BOD.
- 6.13** The Imperial Crown Prince and Princess will attend and participate in, all events planned by the Reigning Monarchs, unless otherwise excused by a Monarch.
- 6.14** The Reigning Monarchs, Imperial Crown Prince and Princess, will each attend all meetings and in state functions of the I.C.A.O. and the BOD, unless otherwise excused by a Board member.
- 6.15** A report will be presented at each Court meeting by the Reigning Monarchs for the purpose of updating the BOD and Membership, of their travels and upcoming calendar schedule.
- 6.16** It is a requirement that each Reign keep an updated copy of the PNP's at all times
- 6.17** The Reigning Monarchs will with the assistance of the Coronation Committee, College of Monarchs and Ball Coordinator plan, coordinate and present the annual Coronation including but not limited to: the In-Town-Show, Out-of-Town Show/Bus Tour, and Victory Brunch at the end of their Reign. This includes securing a venue for the Victory Show for the incoming Monarchs.
- 6.18** The Reigning Monarchs and Royal Family will adhere to and follow the ByLaws and PNP's of the I.C.A.O.
- 6.19** No Reigning Monarch shall campaign for any individual running for elective title sponsored by the Court. A past Head of State shall have the same privilege as any other Court member and shall not be barred from actively campaigning for a person(s) running for elective office sponsored by the Court.
- 6.20** All Regent Monarchs shall complete all obligations that apply to duly elected Monarchs.

- 6.21** No Reigning Monarch has any temporary or permanent control of nor shall they be the sole person counting any cash monies or checks belonging to, given to or earned by the I.C.A.O. This shall include but not be limited to door receipts, 50/50 raffles, Coronation or Ball ticket sales, gifts or reconciliations from any host establishment or sponsor(s) of any I.C.A.O. event.
- 6.22** Prince and Princess Royale's must travel to at least one (1) out of state "State Event". They must also produce annually at least one (1) fundraiser each and one (1) jointly, of positive monetary value to the I.C.A.O.
- 6.23** If a Dowager/past monarch vacates his/her seat due to reasons other than disciplinary action, his/her action shall have no effect on his/her title.

## **Section VII – College of Monarchs (revisit)**

- 7.1** The College of Monarchs is comprised of the Monarchs who have successfully completed their Reign according to the guidelines herein these PNP's.
- 7.2** Acceptance into the College of Monarchs is voted on by the Executive and Non-Executive BOD, until the time when the College becomes large enough to sustain itself as a voting body (revisit)
- 7.3** The Head of the College shall be the Dean of the College of Monarchs  
A) Other members of the College become an advisory committee to the Reigning Monarchs and Royal Family
- 7.4** The College is responsible to helping with the execution of events of the Reigning Monarchs, and Coronation weekend events.
- 7.5** The College shall serve as an advisory committee on matters concerning disciplinary actions towards Reigning and Past monarchs to the BOD.

## **Section VIII – Court Authority - Financial**

- 8.1** The BOD of the I.C.A.O. shall be the sole authorized financial body acting for the Court.
- 8.2** All bills for Court expenses shall be:  
A) Presented at a BOD meeting to the President and Treasurer  
B) Approved for payment by majority vote of the members present and a voting at a regular or special meeting of the Court.  
C) Authorized in writing for payment (Court minutes shall suffice)  
D) Reimbursement receipts may be presented to the President and Treasurer but approval must receive majority vote of BOD present before being given.
- 8.3** All expenditures by Officers of the BOD shall not exceed one hundred (\$100) without prior BOD approval and anything over five hundred dollars (\$500) must have prior membership approval. All Court expenses shall require approval of a majority vote of the BOD at a regular or special meeting of the BOD, before being presented to the Membership for approval.

- 8.4** The General Membership shall approve of all use of Court Property by other organizations and determine rental if any of the property.
- 8.5** The Monarchs must approve all Court events for functions to be held by a Reigning or past Monarch or member prior to being declared an I.C.A.O. event or production. At the point of approval - ALL promotional posters/flyers must include the Court Seal. All funds raised and owed to charities will be approved, written and dispersed to said charity within 30 days of the event with BOD approval.
- 8.6** The BOD shall receive quarterly from each Province (when applicable) the required financial records, minutes and other business records as outlined elsewhere herein these PNP's.
- 8.7** All bills for the previous Reign must be presented to the Treasurer by the end of the fiscal year (March 31st) or they will not be honored.
- 8.8** All Court expenditures will be by invoice, receipt or purchase only.
- 8.9** The Reigning Monarchs may never authorize expenditures by declaration or proclamation that does not carry the approval and authorization of the Court.
- 8.10** Checks made out to the I.C.A.O. must have a current address, phone number, of the person issuing the check. There will be a Twenty-five (\$25) dollar return check fee, plus Bank fees accrued.
- 8.11** No funds shall be removed from door receipts at a Court function except by prior approval made by majority vote or the BOD.
- 8.12** The I.C.A.O. and Tax I.D. number cannot be used, or otherwise encumbered or obligated in any way without written permission of the BOD.
- 8.13** All debit card transactions and checks written on the I.C.A.O. checking account must have the authorization of two (2) signers; however, only one signature will be required for each transaction. The President, Vice President and Treasurer shall all be the authorized signers on the checking account unless otherwise determined by the BOD. No two (2) signers shall reside in the same household. The Treasurer will be required to provide a copy of the Bank Statement at each Board, Membership or Combined Meeting.
- 8.14** The amount of three thousand dollars (\$3000) in the Treasury at the end of the fiscal year will carry over to the Coronation Fund Any monies in excess will be dispersed at the discretion of the BOD with recommendation from the College of Monarchs.
- 8.15** Dedicated Funds for the I.C.A.O, shall include but not limited to the following funds set herein these PNP's according to section pertaining to them.
- A)** Charity Fund
  - B)** 'Clogger ' Bill Francisco Legacy Endowment Fund
  - C)** Coronation Fund
  - D)** General Fund (operating expenses)

All Court functions / events approved, sanctioned and recognized by the Court that are advertised as such for the purpose of raising specific funds will include a split of 75% for the Fund and 25% for the General Fund and will be instituted unless otherwise approved by the BOD. The Legacy Endowment Fund receives 100% of funds from events specified for it - as per the agreement with namesake - 'Clogger' Bill Francisco.

## **Section IX – Court Meetings**

- 9.1** Meetings of the BOD/General Membership shall be the 1st Saturday of each month, or as changed by a vote of the BOD. Members will be notified by email, telephone or in writing two (2) weeks in advance. Notice may also be made at the preceding meeting. General Membership meetings may be by notice in the local bar/venue and or organizations. A second BOD meeting shall be held in the month preceding the annual Coronation to deal with Coronation issues and other agenda items at the discretion of the BOD.
- 9.2** In the event of a conflict of a meeting date, the meeting will be determined by the BOD at a previous meeting.
- 9.3** A record of actions taken at each meeting will be kept in the form of minutes. Copies of these minutes will be presented to the BOD or membership upon request.
- A)** BOD minutes will be taken by the elected Secretary of the Court. Minutes from this meeting are approved by the BOD through emails and then posted to the website within five (5) days after the meeting.
- B)** General Membership minutes will be taken by the Reign Secretary. Minutes from this meeting are approved at the next following General Membership meeting and posted to the website within five (5) days after the approval.
- 9.4** All meetings of the BOD will be open, unless otherwise requested from a BOD member. Members or visitors wishing to discuss matters not on the agenda must ask permission following discussion of new business or ask to be put on the agenda for the next meeting. All persons wishing to speak at a Court meeting who are not Court members must ask to be placed on the following month Court meeting agenda. If there is time during the new business segment, the individual or group may address the BOD.
- A)** All BOD meetings will be limited to two (2) hours in length unless a majority of eligible BOD members present vote to extend it, for further discussion of business at hand.
- 9.5** Special meetings may be called at any time by the BOD Member. A member in good standing may call for a special meeting with at least two-thirds (2/3) or more of the voting members. Notice of all special meetings shall be given forty eight (48) hours in advance stating the time, place and general purpose thereof.
- A)** In the case of a meeting being called for the purpose of an Executive Session - Executive BOD members only - will be allowed. Unless otherwise approved by the Executive Board. Executive Sessions are confidential, and members of the BOD shall not discuss the confidential matter(s) with ANYONE outside the BOD. Discussion of said business may and can result in removal from the BOD and/or Court.



**9.6** The Reigning Monarchs shall select the time of day and place of the General Membership meeting, keeping them in the State of Oklahoma during their Reign.

**9.7** The Court Financial year shall commence on April 1st and end on March 31st. Regular meetings will be scheduled according to the year.

### **Quorums**

**9.8** A Quorum shall consist of 50%+1 (fifty percent plus one) of the membership in good standing of the Court present, including at least one (1) BOD member.

### **Voting and Decorum**

**9.9** Only members in good standing shall be entitled to vote at meetings. No member may vote by proxy at any meeting of the general membership. Each member shall have one (1) vote at all meetings at which voting takes place - except BOD meetings and Executive BOD meetings - on items pertaining to the BOD.

**9.10** Each meeting of the Court shall be conducted according to the Bylaws, PNP's and "Robert's Rules of Order Revised".

### **Section X - Discipline**

**10.1** The BOD shall be responsible for disciplining the general conduct of Officers, members, and Monarchs of the Court. Any member guilty of flagrant bad conduct may be censured upon two-thirds (2/3) vote of the BOD members present and a voting at a regular or special meeting of the BOD. Length and conditions of the suspension shall be determined by the BOD. The General Membership must approve the recommendations of the BOD in this measure by a two-thirds (2/3) vote of Members present in good standing at the Court meeting dealing with the measure. The censured member shall be notified in writing of the action taken within fifteen (15) days. The member in question shall not have a vote on this issue. The General Membership must approve of the recommendation of the BOD in this measure by a two-thirds (2/3) majority of members in good standing voting at a Court meeting dealing with the measure.

- A)** Upon removal from office, all responsibilities and authorities are taken away from the individual and the office declared vacant.
- B)** Expulsion from membership shall cause the individual to forfeit all rights of membership. The individual may seek to rejoin the Court after six (6) months from the time of removal. At this time the BOD shall meet to determine if the charges constitute sufficient grounds to deny the individual the right of membership in the Court.
- C)** If a Reigning Monarch or Past Monarch or member of the Royal Family is removed from office or membership, he/she shall be publically stripped of the rank and title to which he/she was elected or appointed. If a Reigning Monarch is removed, the vacant seat may be filled with BOD approval, or remain vacant until the next annual Coronation at the BOD's discretion.

**Flagrant Bad Conduct explained as, but not limited to the following:**

- A)** Embezzlement and/or Misappropriation of Court funds
  - B)** Harassment and/or Bullying in any form
  - C)** Negative or Derogatory posts on Social Media
  - D)** Use, sale or possession of illegal substances at any Court function
  - E)** Physical violence at any Court function
  - F)** Abuse of alcohol by any member at any Court function
  - G)** Inappropriate sexual behavior at any Court function
  - H)** Any other activity considered illegal by State or Federal Law(s) at any Court function
- 10.2** Any Member in good standing of the Court may bring charges against another member by specifying the name of the individual and the specified charges against that person in writing to the a member of the BOD.
- A)** The Judiciary Committee must review the charges filed and determine whether the charges are sufficient to warrant BOD action/discipline.
  - B)** If the charges filed are deemed sufficient by the two-thirds (2/3) vote of the BOD, or voting at the regular or special BOD meeting, the President shall give notice of writing within fifteen (15) days to the individual charged of a hearing.
  - C)** The notice will specify the date, time and place (at least fifteen (15) day notice must be given) at which time a subsequent hearing of charges will be held.
  - D)** Judiciary Committee - refer to Appendix (A).
- 10.3** Any individual charged - must return all Court property to the BOD for safe keeping until charges are resolved.
- 10.4** At the hearing the individual charged shall be provided an opportunity to explain, refute or present evidence that he/she feels has a bearing on the charges.
- 10.5** Following the hearing, the BOD members shall vote first, whether to uphold or to dismiss the charges against the individual and second in the event that the charges are upheld:
- A)** To Censure the individual - The BOD will be closely watching for further misbehavior behavior and conduct.
  - B)** To Suspend the individual - disciplinary action is: no use of title during suspension, and not allowed to take part in Court walks at any in or out State Function.
  - C)** To ex-spell the individual from membership, and/or office or title. - No use of titles period.
  - D)** In case of theft, or any illegal activity, law enforcement must be notified and charges filed.
- 10.6** In the event a any member is subject to a disciplinary hearing, he/she shall be disqualified from voting and shall not have his/her vote used to compute a two-thirds (2/3) vote. Any action taken following the hearing shall be by majority vote of those in attendance - in good standing.
- A)** Any member may be expelled upon majority vote of the members of the BOD present and voting at a regular or special meeting of the BOD. The General Membership must approve of the recommendations of the BOD in this measure by two-thirds (2/3) majority vote of the Membership in good standing at a court meeting dealing with the measure. The expelled member shall be notified in writing of the action taken within fifteen (15) days.

- B)** A Officer of the BOD be removed from office by the affirmation vote of two-thirds (2/3) of the voting members of the BOD at any scheduled or special meeting called for that purpose or by the affirmation vote of two-thirds (2/3) of the members in good standing of the I.C.A.O. at any regular or special meeting called for that purpose.
- 10.7** A vote by the BOD and the Membership to censure an individual shall cause that person to be placed on two (2) months' probation. At the end of the two (2) months' period, the BOD shall meet to determine whether to move for removal of the individual from membership and/or office. The General Membership must approve of the recommendations of the BOD in this measure by a two-thirds (2/3) of the Membership present in good standing voting at a Court meeting dealing with the measure. Should 'required action' of the original censure take place after two (2) months', nothing is herein implied as to an end to the original censure until a positive motion by the BOD and the Membership on one of the three herein described actions that result in the termination of the original censure action: two (2) months' shall mean not less than sixty (60) days.
- 10.8** An individual who has been removed from office may or may not be removed from the membership in the Court at the discretion of the General Membership in good standing - upon recommendation of the BOD.
- 10.9** During the course of the Court fiscal year, the President shall maintain a disciplinary file that shall be closed to all save the Executive BOD at regular and special meetings and the individual(s) subject to the charges in so far as his/her own record is concerned.
- 10.10** The President shall destroy all records of changes made, censures issued, and removals from office taken in accordance with the 501(c)3 Code and the Laws of the State of Oklahoma at the end of each fiscal year.
- 10.11** In the event that a Reigning or Past Monarch is removed from office, a permanent statement shall be recorded in the minutes of the BOD meeting stating that as a result of the procedure specified above, the BOD and General Membership took action to remove him/her from office or title. A letter containing the above information from the BOD shall also be posted to ImpCourt.
- 10.12** Decisions of the BOD and General Membership regarding disciplinary action shall not be altered or overruled by declaration or Proclamation.
- 10.13** Any individual Court member, Officer, BOD member, Reigning Monarch or Past Monarch who has been removed from the membership shall not use their Court title(s)
- A)** In the event a Reigning or Past Monarch is removed from the I.C.A.O. and their title is removed, a Certified Letter shall be sent by the President to the International Court Council and posted to ImpCourt.

## **Section XI – Provinces**

- 11.1** The Administration and authority for the provinces as outline within these PNP's shall remain with the BOD of the I.C.A.O.

- 11.2** The government of the Central Province shall remain in Tulsa and within the direct control of the Reigning Monarchs and the BOD as outlined elsewhere herein.
- 11.3** In the event a Reigning Monarch(s) is elected from a Province other than the Central Province, a special BOD meeting will be called within two (2) weeks after Coronation to deal with any issue(s) that might present.
- 11.4** In the event that a BOD member or Reigning Monarch is elected outside the Central Province, he/she may attend BOD/General Meetings via, Phone or Internet in compliance with the ICS regulations.
- 11.5** For the purposes of administration, the State of Oklahoma shall be divided into four (4) geographical regions known as Provinces. (These will be mapped out and documented when Provinces are established).
- 11.6** The Provinces shall each have one person appointed by the Reigning Monarchs who shall be known as Archduke/Archduchess of the Province. This person must be a member in good standing and approved by the BOD. This person will also serve as a liaison to the BOD and the Reigning Monarchs for their respective province. The Reigning Monarchs will appoint the office of Archduke/Archduchess annually and they shall serve as Crown head of their Province. They may be appointed to serve more than one term. These positions will be announced during the annual Investitures.
- 11.7** The rank of Arch Duke/Arch Duchess of the Provinces shall fall directly after the Prince and Princess Royale.
- 11.8** All current and past Archduke/Archduchess and all other Provincial members in good standing may walk and be recognized with their titles at any and all Coronations and other official occasions both in and out of state, according to the protocol of the area visited.
- 11.9** Elected and/or appointed I.C.A.O. titles are Primary titles for protocol purposes and are to be listed first.
- 11.10** The Arch Duke/Arch Duchess and all other Provincial members in good standing who may also have honorary or courtesy titles granted by other Courts, may retain those titles and may use them as secondary titles for official protocol purposes.
- 11.11** Other positions may be elected or appointed locally as needed or wanted, with the approval of the Reigning Monarchs and the BOD.

## **Section XII – Court Property**

- 12.1** All Court property shall be kept in locations designated by the BOD. This is excluding the Crown Jewels.
- 12.2** The 'Crown Jewel' Crown was first and only worn by Czar Philip, and is dedicated in his name to the Court. Its principle and only use is for Coronation as the ceremonial crown held above the newly elected Monarchs as they are sworn in. It is never to be worn by another Monarch.

- 12.3** The State Crown for the Emperor, Empress, Imperial Crown Prince, Imperial Crown Princess shall remain the same design until which time they are voted to change by the BOD and General Membership or are no longer made by the manufacturer. They shall be worn at all State Functions. The State Crowns will be returned to the Lord/Lady Steward at the end of their Reign at Coronation where the State Crowns will then be placed on the heads of the new Monarchs.
- 12.4** Court Property - may include stage lighting and/or sound equipment. Only Court supporting organizations may upon request and approval of the BOD, borrow or rent Court Property. This request has to be submitted in writing to the BOD of the I.C.A.O.
- 12.5** Any organizations, candidates, past Monarchs shall be required to sign a promissory note requiring each to pay for any damage to or loss or theft of Court Property.
- 12.6** All Monarchs upon stepping up will have to sign a promissory note stating if there is any damage to the Crown Jewels, State Crown(s), Medallion(s), Scepter(s), Orb, Flags, Thrones, Banners, Pillows, Kneeling Bench, Robe(s), in their possession while in or out of town, they will be responsible to pay for the replacement or repair of the item.

### **Section XIII - Coronation**

- 13.1** The date of the annual Coronation will be the 2<sup>nd</sup> Saturday of April each year, unless circumstances require change of date by discretion of the BOD. The following shall be Coronation events which may include but not be limited to: Hospitality (5 segments), In-Town-Show, Vendors, Out-of-Town Show, Bus Tour (when financially practical), Coronation, Victory Brunch, Victory Shot Party, and Victory Show.
- 13.2** After BOD approval, the Reigning Monarchs with the help of the College of Monarchs, Coronation Committee and Ball Coordinator, will plan/coordinate and present the Coronation events:
- A)** 5 segments of Hospitality usually ran by Individuals designated by the BOD will be:  
Friday - day and late night, Saturday - breakfast, lunch and late night.
  - B)** The In-Town-Show - In state performers who have helped out during the Reign - tips may be kept.
  - C)** The Out-of-Town Show - Out of State Court Current Reigning Emperor and Empresses first, then ICP's and the Past Monarchs as time allows.
  - D)** Bus Tour - Candidates are placed in charge of respective Emperor and Empress Busses, ensure all guests are safe, and make it back to the Host Hotel.
  - E)** Coronation Ceremony evening.
  - F)** Victory Brunch - Sunday morning.
  - G)** They will also secure a suitable venue to the Victory Show.
- 13.3** The Reigning Monarchs are required to present a Coronation Budget broken down per event, to the BOD by August 15th or six (6) months prior to Coronation each year.

## Crowns

- 13.4** The Ceremonial Crown Jewels - of Philip the 1st will be used only during the swearing in of new Monarchs
- A) The Emperor/ Empress State Crown will be passed from Reign to Reign
  - B) No Emperor Reigning or Past may have a crown exceeding a height of 6 inches - excluding the Emperor Emeritus.
  - C) No Empress Reigning or Past may have a crown exceeding a height of 10 inches - excluding the Empress Emeritus.
- 13.5** The State Crowns of the Imperial Crown Prince and Princess will be passed from Reign to Reign. Crowning of the Imperial Crown Prince and Princess will take place at Investitures unless otherwise approved by the BOD.
- 13.6** Reigning and Past Monarchs may purchase a step down crown of their choice to be re-crowned with during the Coronation Ceremony. The personal crown much following the guidelines for crowns set forth herein.

## Ceremony and Activities

- 13.7** The Opening Order of the evening of Coronation shall be as follows:
- A) Welcome to all by the President
  - B) Introduction of M.C.s
  - C) Presentation of Flags (Colors)
  - D) National Anthems of 1st - Mexico, 2nd - Canada, 3rd - United States
  - E) Invocation
  - F) Introduction of Empress Nicole the Great - if in attendance
  - G) Introduction of the BOD, College of Monarchs, King Father and Queen Mother, King Grandfather and Queen Grandmother
  - H) Introduction of Reigning Monarchs
- 13.8** During each the Coronation Ceremony evening, the Reigning Monarchs and BOD will present the following awards included in the Coronation Budget.
- A) Coronation evening:
    - 1) **The 'James Murray' Community Spirit Award** - presented by the Court to a member/organization for outstanding service to the LGBTS community during the reign.
    - 2) **The Pride Award** - presented to a member/organization for outstanding Gay Pride in leadership and community commitment through education and awareness.
    - 3) **The Male & Female Court Member of the Year Award** - chosen by the Reigning Monarchs from the Court Membership for dedication to the growth and wellbeing of the Court and its members.
    - 4) **The Lifetime Achievement Award** to be chosen by the Reigning Monarchs for a person/organization whose dedication and persistent positive efforts within the Court merit recognition.
    - 5) **The Founder's Award** - chosen by the Founder and be presented to a person/organization that has the vision, leadership, commitment, education - needed to remain strong in the diverse surrounding community and world we live in.

- 6) **The President's Award** - given by the President to be chosen at his/her discretion to a member, individual, organization, or business that has most supported the goals and mission of the I.C.A.O.
  - 7) **The Empress Shoulder Award** - chosen by the Reigning Empress and presented to anyone in or out of the I.C.A.O. that the Empress feels has helped her personally fulfill her duties and her Reign. (Include in budget?)
  - 8) **Royal Leather Guard** - A member of the Leather Community chosen by the Monarch(s) that has be helpful Court during the Reign.
    - (a) For the induction the Royal Leather Guard Oath is given by the Monarch(s) with the Sword and all present Leather Guard Members.
    - (b) 'Would the Guard Members present please come forward, form a line(s) to either side (Military style). Would \_\_\_\_\_ (Inductee) please come forward and kneel in front of the Monarch(s) Members. Please close line behind him/her - Monarch(s) administers the Oath:
    - (c) "Do you \_\_\_\_\_ pledge to keep Integrity, Honor, and Strength, while working for the unification of the community through education and charity?" From here on out be known as a Member of the Royal Leather Guard of The Imperial Court of All Oklahoma.
- B) Awards given at Coronation or Victory Brunch by the stepping down Monarchs:**
- 1) **The Reigning to Reigning Monarch(s) from Out of State** - given to a Monarch who has been helpful during the Reign.
  - 2) **The Reigning to Past Monarch(s) from in or out of State** - who has been helpful during the Reign.
  - 3) **Emperor/Empress 1/2** - presented to a Monarch(s) from in or out of state that has shown commitment and leadership to the newly crowned Monarch(s)
  - 4) **The Ball Chairpersons Award** - presented by the Coronation Ball Chairperson to an individual who has been most helpful and supportive to the Coronation.
  - 5) **Entertainer of the Year** - This award is voted on at Coronation by Membership from a list of individuals who have performed during the Reign. It is presented during Victory Brunch.
- C) Awards presented by Past Monarchs - NOT included in the Coronation Budget:**
- 1) **The Beacon of Light Award** - Presented by Emperor Emeritus Philip "Scrappy" Saint Johns- This is a person of his choice whom he believes shows the best qualities of a Court member, in leadership, education, and commitment.
  - 2) **The White Dove - Peace Keeper Award** - Presented by Empress Emeritus Kris Kohl - This is a person of her choice whom she believes to process the most willingness and dedication to keep peace in the LGBTs Community.

## Crowning Ceremony

- 13.9** The Candidates will be brought to honor the Monarchs during their Step downs, then be sequestered by the Member at Large to remain outside the Ballroom until the Sealed Ballot results have been seen and agreed on by BOD, College of Monarchs and the Reigning Monarchs.

- 13.10** By Proclamation of Absolute Emperor II - Adrian - In keeping with the Regal and Imperial nature of Coronation and the I.C.A.O. tradition set by the first Reign - All members of the I.C.A.O. on stage for the Crowning: including Newly Elected Monarchs, BOD members, and Stepping Down Monarchs shall be dressed in White, trimmed with the colors of the I.C.A.O. (Emerald Green, Black, White, Gold)
- A) All Males are asked to wear White Gloves, Females may do so if they chose.
- 13.11** Presentation of the Crown Jewels: Carried by the BOD and College
- A) The Oath of Office Book and certificates  
B) The Sword  
C) Green Velvet pillow bearing the Medallions  
D) Robes (when created)  
E) Orb (when created)  
F) Green Velvet pillows bearing the State Crowns (Emperor and Empress)  
G) Green Velvet pillow bearing the Crown of Philip the 1st
- 13.12** After all the BOD, Reigning Monarchs and College are present on the stage, The Dean of the College of Monarchs will call for the vote tabulator who will present the sealed results to the Dean who then presents them to the President of the BOD, who will then open and present them to the Reigning Monarchs first then the BOD and College of Monarchs. It is then presented to the King Father, Queen Mother, King Grandfather and Queen Grandmother. After all have seen the results the Reigning Monarchs are release to retrieve the newly elected Monarchs. (In the case of a tie - refer to Voting Procedures 15.21)
- 13.13** Once the results have been read and accepted, the call will be made to bring in the newly elected Monarchs.
- A) The Reigning Empress will Escort the New Emperor and the Reigning Emperor will escort the New Empress.
- 13.14** The Crowning of the newly elected Emperor and Empress shall be:
- A) Newly elected will be ask to kneel  
B) The Oaths of Office will be read by the Dean of the College or the President of the BOD  
C) The Crown of Philip the 1st will be held over each Monarch's head will the Oath is read  
1) The newly elected Monarchs will answer their Oath of Office: (see 13.16)  
D) New Monarchs sign the Reign certificates  
E) After accepting the Oath the State Crowns will be placed in the heads of the New Monarchs  
F) Monarchs receive scepters  
G) Monarchs receive Robes (when created)  
H) Monarchs are asked to rise and greet their Realm and Guests.
- 13.15** If approved by the BOD the New Emperor and Empress may appoint the Imperial Crown Prince and Princess at Victory Brunch or they may wait to announce and crown them at Investitures.



## Oaths of Office – Monarchs

### 13.16 The Oath of Office for the EMPEROR/EMPRESS shall be:

In keeping with the tradition set forth by the ICS - all titles are considered camp in nature and hold no real power, only that of raising money to help your community and the people of this great state of Oklahoma.

Do you (name) accept the position of Emperor/Empress? (answer)

Will you swear to uphold the Bylaws and Policies and Procedures of The Imperial Court of All Oklahoma? (answer)

Will you reign and not rule with an open heart and open mind? (answer)

I (We - ones crowning) do hereby dub you (sword) - (left shoulder) From the Heart - (right shoulder) Thru the Court - (head)

To the Community - May you Reign with an Open Heart and Mind.

## Section XIV – Investitures

14.1 Investitures is a State Event. The newly elected Monarchs shall with the help of the Dowagers, plan, coordinate and present Investitures within six (6) weeks immediately following Coronation.

- A) The Royal Family, line and Ambassadors will be dubbed at Investitures.
- B) Events for Investitures may include but not be limited to: The Ceremony, Special Guests, Food and Show.
- C) The Show included during Investitures must be designated to the Charity Fund.

## Section XV – Campaigning, Voting Rules, Regulations for Monarchs

### Application and Qualifications

15.1 Applications shall be made available the second Saturday of January every year and must be submitted to a member of the BOD by midnight the second Saturday of February every year.

15.2 Applicants must meet all requirements as of January 31. Interviews are to be scheduled no later than February 28th. Any Application and Qualification requirement may be waived if extenuating circumstances exist beyond the applicant's control, with a two-third (2/3) vote of the BOD.

- A) Applicants must be at least Twenty one (21) years of age.
- B) Applicants will have been a continuous member from July 1 of the current reign and be members in good standing at date of application availability. Applicant must have actually attended 75% of the meetings (combined or membership) during the current reign through January 31.
- C) Applicants must have attended and participated in 75% of all ICAO events during the current reign through January 31.
- D) Application and interview dates may be changed by a majority vote of the BOD.
- E) Applicants must be able to prove they can afford in both time and finances the position they seek.

15.3 Applicants for the office of Monarch must submit a fifty dollar (\$50) non-refundable fee with their application. The Entry fee shall be in the form of cash, certified check or money order. The entry fee shall include admission to Coronation Ceremony if the applicant is accepted as a candidate.

- 15.4** The only exception to the Non-refundable fee is if the applicant does not pass screening committee.

### **Pre-Campaigning and/or Termination of a Candidate**

- 15.5** Any member in good standing with thoughts or aspirations of becoming a Candidate for a Monarch position may NOT state that he/she 'is running', 'will run', or 'will be the next' - Emperor/Empress, before the Screening Committee has approved the Member as a Candidate and public announcement has been made. Doing so constitutes 'pre-campaigning' which may give unfair advantage to the person in the election due to having swayed the public's consideration prior to being approved. Those considering running for monarch may seek advice or counsel from a reigning monarch or members of the College of Monarchs, which will not be considered pre-campaigning. Any person who is known to be pre-campaigning will not be allowed to become a candidate for that year's election. Candidates may NOT run on a joint ticket - meaning run as a team. Each Candidate must stand on his/her own platform when appearing before the Screening Committee and while campaigning. Reasons for being Terminated/Disqualified as a Candidate may include but not limited to:
- A)** Evidence of prior campaigning
  - B)** Evidence of joint campaigning
  - C)** Breach of I.C.A.O. ByLaws and/or PNP's
  - D)** Candidate does not raise the amount of money needed by the time of the election.
- 15.6** Any Member of the Executive BOD who becomes an approved Candidate, upon being elected - must resign his/her position on the BOD. A letter of resignation must be submitted to a BOD Member at the time they are informed of winning. If elected they may sit on the BOD as a Reigning Monarch in a Non-Executive position.
- A)** This policy may only be changed in the case of an Executive BOD position being vacated, by a two-thirds (2/3) vote of the BOD and General Membership in good standing.

### **Screening Committee**

- 15.7** All Applicants meeting requirements of office being sought will appear for an interview before the Screening Committee.
- 15.8** The College of Monarchs will take on the duties of the Screening Committee.
- 15.9** The Screening Committee shall meet prior to the candidates screening to set up a standard set of questions for all applicants. Each Candidate will be scored in five divisions that will include the follow criteria:
- A)** Explain how they can afford in both time and finances the position they seek.
  - B)** Personality/Representation (should be dressed for a job interview)
  - C)** Goals for their Reign - should they win (present ideas for ways to get new members, events, and travel)
  - D)** Creative Fundraising - ideas of events.
  - E)** Knowledge of PNP's and Bylaws
- On the day of candidate interviews, after all the standard questions are asked, each member of the Screening Committee will be allowed to ask additional questions of their choice.

- 15.10** A scoring system shall be implemented to judge the answers to the general questions by each member of the Screening Committee with the exception of the Moderator. Each division will be scored as 'PASS' or 'NO PASS". The Candidate must receive a majority of 'PASS" scores from the members of the Committee to be eligible to run.
- 15.11** The Moderator shall ensure fairness to all candidates and shall be empowered to keep order and ask all questions approved by the screening committee.
- 15.12** Each applicant will be informed privately of the Screening Committee decision within 24 hours at which time the decision becomes final. In the event that applicants do not passed the interview and are not accepted as candidates the Screening Committee minutes shall reflect the decision. If no candidates are accepted for a position of Emperor or Empress the BOD will be contacted and the the option of selecting Regents will be discussed.
- A) In the event there are no candidates for election of a Monarch, or should a 50% plus one (1) NO votes for a single candidate for office occur then:
- 1) ALL past Monarchs in good standing still residing in the State of Oklahoma will be considered for the Regent position and appointed by a two-thirds (2/3) vote of the BOD.
  - 2) Should there be no approved past monarch, then the Regent position may be offered to a current Reigning Monarch with a two-thirds (2/3) vote of the BOD.
  - 3) Regent positions will consist of at least one (1) Emperor or Empress, or both.
  - 4) If accepted, the Regent would be known as the Regent position number and receive full Emperor or Empress status at the end of the completed Reign as set forth herein.
  - 5) If no acceptable Regent can be found then the position will remain vacant.
- 15.13** Failure of an applicant to show up at the designated time for the interview with the Screening Committee shall cause the candidate to receive a 'NO PASS', and entry fee will be kept and forfeited.

### **Campaigning Time - Fundraisers and Failure to Comply**

- 15.14** Candidates shall have a minimum of four (4) weeks in which to Campaign throughout the State of Oklahoma.
- 15.15** Each approved candidate must have at least one (1) fundraising event prior to elections with minimum proceeds of one hundred dollars (\$100), all of which must be turned over to the Treasure by midnight, prior to voting day. Each fundraiser must be approved by the BOD prior to the event with at least one Board member present to handle funds.
- 15.16** Candidates may use only designated areas in any available venue in which to hang one display candidate poster/ flyer/ picture - which may be left up through Coronation. The size of the display will be determined by the number of candidates. Campaigning propaganda may be handed out by the candidates with prior approval of the venue owners. Table tents or banners may be used for candidate fundraisers only, with the venue owners' discretion.
- 15.17** Failure of the applicant/candidate to comply with these stated rules and regulations shall render the application ineligible and action by the BOD will be taken.

- 15.18** No persons may run to succeed themselves in office except BOD members. However in the event a candidate receives a majority NO vote during the election, the BOD will have an emergency meeting to place a Regent, who may be the Current Reigning Monarch.
- 15.19** The Reigning Monarchs will organize a candidate's forum to be held in moderator format for the general public if the candidates so choose. The date of this forum shall be no less than one weekend prior to voting. Each candidate will be allowed a three (3) minute opening statement and a two (2) minute closing statement. The purpose of the forum is for the public to ask questions of the candidates and get to know who is campaigning.

### **Who is Entitled to Vote**

**15.20** The Voting day(s) and time(s) will be established by the BOD.

- A) In all fairness to the whole Oklahoma LBGTS community - voting will be held in multiple locations to allow all member of the community to vote. Voting will take place in bar and non-bar locations.
- B) Voting shall be open to ALL residents of the State of Oklahoma eighteen (18) years of age and older An Oklahoma State ID and proof of residency will be required, and must be shown to the Voter Register.
- C) Voters will be required to sign a Voters Register - with their last name only and date of birth.

### **Voting Procedures**

**15.21** Voting shall be done secretly in a Court voting booth. Any attempt at coaching in a designated area shall cause the ballot to be dropped from tabulation.

- A) The BOD shall elect the Voting Register(s) to oversee the ballot box and voting, and shall receive the report of the Voting Register(s) as to any indiscretions in voting.
- B) Candidates will be allowed in the polling place or venue to vote, and must leave. They will be escorted in and out of voting by a BOD member.
- C) The I.C.A.O. will under no circumstances recognize or allow write-in-candidates. A ballot with a write-in-candidate will not be tabulated.
- D) Ballots will have the names of each candidate for each office, and a YES or NO space - voters will be instructed to only vote for one (1) Emperor and one (1) Empress candidate by circling or checking the word YES or NO.

**15.22** There will be NO absentee ballots - period.

**15.23** As each member of the BOD votes, they will self-identify to the Voting Register. They will then be given a second ballot. This second ballot will be filled out and placed in a sealed envelope. The Closure of this envelope will carry the initials of both poll watchers. The front of the envelope will only show is the person was a Member at Large or a BOD member.

- A) In the event of an election tie - The President will open the Member at Large envelope first, if tie is broken - it is ended, if it is still not the 50% plus one (1) not be achieve in this method, then the BOD envelopes will be opened and tallied.

**15.24** No ballot will not contain any number or any other designation whatsoever after the ballot has been issued which can indicate who cast the ballot. Should ballots contain numbers for control of the ballots, said ballots numbers will be clipped from the ballots prior to inclusion of said ballot into the ballot box.

- 15.25** The Ballot box and voting shall be conducted and overseen by a person(s) elected by the BOD. Candidates may also select a person(s) to watch the Voting Register(s) if they so choose. Should there be any doubt that voting is not following these rules and regulations, the Voting Register shall report to the BOD any and all indiscretions. The BOD shall then immediately begin disciplinary action.
- 15.26** The Dean of the College of Monarchs will hold one set of keys to the ballot box and the CPA, Lawyer or Notary Public shall hold the other. In no event will anyone hold a key and the ballot box at the same time simultaneously, save the person tabulating the ballots. The tabulator will be given a copy of the PNP's. The voting register will be placed in the ballot box at the conclusion of voting for records of how many persons voted where. The results will be kept secret.
- 15.27** The ballots shall be counted by a CPA, Notary Public or Lawyer and the results of the votes Notarized, or in the event none of the above are available to tabulate - counting will be done by three(3) persons approved by the BOD.

### **Determination of Winner(s)**

- 15.28** The Winner(s) shall be determined in the following manner:
- A)** If there is more than one (1) candidate, the Winner MUST win by at least one (1) 'YES' vote
  - B)** If there is only one (1) candidate for the office, the total number of 'YES' votes must be 50% plus one (1) vote.
- 15.29** A recount of tabulated votes may be requested upon reasonable doubt. The individual requesting the recount shall pay all expenses incurred in said recount. Said request shall be in writing and presented to the President (if unavailable, the Vice President of the BOD) within three (3) days after the function. The Grand Chancellor and member of the BOD will recount.
- 15.30** Any questions of voting and the counting of ballots can be directed to the President of the BOD.
- 15.31** If extenuating circumstances exist the BOD may elect to change the requirements for the voting outcome by a two-third (2/3) vote of the BOD.

### **Section XVI – Leave of Absence – Vacancies**

- 16.1** In the event a Reigning Monarch vacated their office voluntarily, providing all their obligations: (i.e. travel and fundraisers) are fulfilled; their titles shall remain in effect for a period not to exceed six (6) months. This vacancy shall be considered a leave of absence with the understanding that the vacating individual shall return for the annual Coronation and step down of their Reign. The request for a leave of absence must be approved by the BOD and two-thirds (2/3) vote of the Membership.
- A)** Leave of absence may be work, health, or personal related.
  - B)** The BOD shall give their approval to all leave of absences for Reigning Monarchs with the two-thirds (2/3) approval of the General Membership.

- 16.2** In the event any Reigning Monarch or Invested title holder is removed or resigns from office, the insignia (Crown, Medallion, or Tiara) must be surrendered to the BOD to be held for their successor.
- 16.3** If any vacancies occur in the BOD caused by death, resignation, retirement, disqualification or removal from office, the highest ranking officer may fill the position within the succession of offices for the unexpired term. Nominations and applications will be accepted and the remaining vacated position will be filled by election from the General Membership in good standing.

## **Section XVII – Proclamations**

- 17.1** The Reigning Monarchs shall have exclusive power to issue Proclamations.
- A)** There is no limit to the number of Proclamations made by a Monarch
  - B)** Proclamations may be made together or separate by the Reigning Monarchs
  - C)** All Proclamations must be in written form and presented to and approved by the BOD by a majority vote, before being publically read.
  - D)** Proclamations must be signed by the issuing Reigning Monarch(s)
  - E)** Proclamations become effective upon their reading.
- 17.2** Proclamations will not alter the Articles of Incorporation or the Rules of Operation set forth in the Federal Bylaws. No Proclamation will alter a prior Proclamation unless the change is agreed to in writing by the issuing Monarch who issued the First Proclamation, and there is a two-thirds (2/3) vote of the Executive BOD. In the case the issuing Monarch is deceased then the vote must be taken by the BOD.
- 17.3** The BOD shall approve by majority vote all Proclamations made by the Emperor and Empress.
- 17.4** The BOD shall approve a Proclamation in the event of Regents, that they be raised to full title upon completion of the reign according to the PNP's
- 17.5** The BOD may vote to resend a prior Proclamation if deemed necessary.

## **Section XVIII – Legacy Endowment Fund**

- 18.1** The I.C.A.O.'s Scholarship Fund that has been named after Bill Francisco (The 'Clogger' Bill Francisco Youth Scholarship Fund) will from now on be known as the as The 'Clogger' Bill Francisco Legacy Endowment Fund.
- A)** Awards will be given for different areas of growth to a community youth organization in Oklahoma - centered on furthering the education in the Arts / Sciences and Community Growth of youth ages 4–25 years of age.
  - B)** 100% of all proceeds raised at the annual Empreses Black and White Ball and the annual ICP Ball, go towards The 'Clogger' Bill Francisco Legacy Endowment Fund.
  - C)** Award amounts will depend on the amount raised each reign.
- 18.2** A Selection Committee will be formed by the College of Monarchs to approve a list of possible recipients at the beginning of each reign and then approve the amounts to awarded at the close of each reign.

- 18.3** Each reign up to 4 Legacy Endowments will be awarded with the balance of The 'Clogger' Bill Francisco Legacy Endowment Fund retaining at least one hundred dollars (\$100).
- 18.4** The process for the Award Presentation(s) will be determined by the Selection Committee each reign with approval by the BOD and allowing Bill Francisco to be present as long as he is able.

## **Section XIX - Policy and Procedure Revisions**

- 19.1** The Policies and Procedures Manual may only be changed by a two-thirds (2/3) vote of the BOD with said PNP's presented to the Board in advance in writing. Issues of procedure not governed by the Bylaws and/or the procedures manual shall be governed by Roberts Rules of Order (with membership revisions - approved by the BOD, then presented to the membership who must approve by a two-thirds (2/3) vote).

## Appendix

### A. Judiciary Committee:

Purpose - To serve as a liaison and/or moderator for the BOD and individual(s) filing said complaint(s) and/or grievance(s).

- 1) Duties: To investigate any and all complaint(s) and/or grievance(s) filed on any member of the I.C.A.O. Not to exclude Reigning Monarchs, Past Monarchs, Board of Directors, General Membership. If said complaint(s) and/or grievance(s) are found to be true and valid, they will be referred to the BOD for review. At the time the BOD will determine what form of disciplinary action(s) should and will be taken.
- 2) Committee members will consist of the following:
  - One (1) Member of the Executive BOD
  - One (1) Member of the BOD, excluding the Executive BOD
  - One (1) Member of the College of Monarchs (May also be a member of the BOD)
  - Two (2) Members of the General Membership

Each Committee member will be elected to the Judiciary Committee by their respective classification of membership. Each member will effectively and respectively represent their elect group of the membership of the I.C.A.O. If at any time it is found that there is a conflict of interest between a member of the Judiciary Committee and individual(s) that said complaint(s) and/or grievance(s) is to be filed upon that committee member will not be allowed to participate in the investigation. At no time will the committee make a recommendation based upon the findings, for any form of disciplinary action. All Disciplinary actions and proceedings are the responsibility of the BOD, and shall not reflect upon a member of the Judiciary Committee.

### B. Code of Conduct:

New Members and/or Renewing Members are required to sign a copy of this information as part of the Membership Application at the start of each reign.

Membership in The Imperial Court of All Oklahoma, Inc. (the Court) carries with it certain responsibilities. These responsibilities include, but are not limited to the following:

- 1) Members have an obligation to:
  - a. Adhere to the Bylaws and the Policy and Procedure Manual of the I.C.A.O.
  - b. Treat all fellow Court members with respect.
  - c. Behave in a professional and responsible manner at all Court functions.
  - d. Ensure that the guest(s) of Court members attending any court function behave in such a manner as to not embarrass the Court or reflect adversely on the Court.
  - e. Support all Court functions to the best of your ability.
  - f. Ask permission from the Board of Directors to use the nonprofit status and the tax ID number of the I.C.A.O. before soliciting donations on behalf of the organization.
- 2) Members will not establish a social media account (Facebook, Twitter, etc.) or Email address (eg: [impcourtok@anydomain.org](mailto:impcourtok@anydomain.org)) that is intended to appear as an official I.C.A.O. entity without documented (minutes, Email, memo, etc.) permission from the Board of Directors.
- 3) Members will not establish a business account or enter into a business agreement on behalf of the I.C.A.O. without documented (minutes, Email, memo, etc.) permission from the Board of Directors.



- 4) If a Court Member has a disagreement with any policy, procedure or directive of the Reigning Monarch(s), the Board of Directors or General Membership of the Court, they have an obligation to follow appropriate Court procedures as outlined in the Bylaws and the Policy and Procedures Manual to express disagreement or to attempt to change any such policy, procedure or directive.
- 5) The Reigning Monarch(s) of the Court have an obligation at all times to behave in a professional and responsible manner that will not embarrass the Court or reflect adversely on the Court.

Any Court member not adhering to this CODE OF CONDUCT shall be subject to disciplinary action by the Board of Directors according to the discipline section of the PNP's.

## **Addendum**

- A.** All policies related to two (2) meeting times (one (1) for Board and one (1) for General Membership), will be ignored until such time that the I.C.A.O. is large enough to require the two (2) meetings. The I.C.A.O. Monthly Meeting will now be a combined Board / General Membership Meeting that is open to the public. All Board Executive Sessions will continue as stated in the PNP's.

*Board of Directors  
Imperial Court of All Oklahoma, Inc.*