

# *Imperial Court of Buffalo*



## *Protocol Manual*

*The Policies and Procedures of the  
Community Services Foundation, Inc  
d.b.a.*

*The Imperial Court of Buffalo*

*Revised 2009*

## Policies & Procedures, a.k.a. Protocol – INDEX

### **Article 1: Organization**

- Section 1. Name
- Section 2. Address
- Section 3. Policy & Procedures
- Section 4. Non-Discrimination Policy

### **Article 2: Definitions**

### **Article 3: Members**

- Section 1. Member Minimum Age Requirement
- Section 2. Member Residency Requirement
- Section 3. Member Application Requirement
- Section 4. Member Consideration for Election Requirement
- Section 5. Member – Application & Approval Process, Dues & Fees
- Section 6. Member in Good Standing Defined
- Section 7. Dress Code for Court Members
- Section 8. Member Conduct
- Section 9. Annual Meeting, notice, quorum and majority
- Section 10. Removal of Members

### **Article 4: Board of Directors**

- Section 1. Members ineligible to run for the Board of Directors or Monarch
- Section 2. Nominations
- Section 3. Candidate Review
- Section 4. Term Limitations
- Section 5. Number and Qualifications
- Section 6. Voting for members of the Board of Directors
- Section 7. Officers assume responsibilities
- Section 8. Relinquishing Corporate property and records
- Section 9. Regular Meetings
- Section 10. Guests attending meetings of the Board of Directors
- Section 11. Notice of Meetings
- Section 12. Quorum
- Section 13. Voting as members of the Board of Directors

### **Article 5: College of Monarchs**

- Section 1. Membership
- Section 2. Advisory function
- Section 3. Policy & Procedures responsibility
- Section 4. Operating year
- Section 5. Meetings
- Section 6. Co-Chairpersons eligibility, election and responsibilities
- Section 7. Minimum requirements of members
- Section 8. Protocol responsibility
- Section 9. Minimum requirements for continued eligibility determination
- Section 10. Forfeiture of voting rights and seat
- Section 11. Records for determining eligibility
- Section 12. Anniversary Walks
- Section 13. Monarch Candidate Review Board members
- Section 14. Monitoring reigning Monarch(s)
- Section 15. Guests to meetings
- Section 16. Entrance into membership by reigning Monarchs; not facing disciplinary action

- Section 17. Application for membership by Monarchs under disciplinary action
- Section 18. Suspension of voting rights for members submitting Monarch applications
- Section 19. Voting by one-person, one-vote
- Section 20. Suspension of seat and voting rights for Regent Monarchs
- Section 21. Quorum
- Section 22. Honorary status, residing outside the realm
- Section 23. Honorary status, residing in our realm
- Section 24. Fund-raising activities
- Section 25. Removal of members and honorary status
- Section 26. Reinstatement
- Section 27. Annual fund-raiser
- Section 28. Custodial responsibilities
- Section 29. Mediator responsibility

**Article 6: Monarch Candidate(s), Campaign & Elections**

- Section 1. Eligibility criteria statement
- Section 2. Residency requirements
- Section 3. Financial requirement
- Section 4. Activity requirement
- Section 5. International Court System awareness element
- Section 6. Coronation or Adornment attendance requirement
- Section 7. Other titles and obligation to the ICOB
- Section 8. Public element requirement
- Section 9. Agreement to serve requirement
- Section 10. Application documentation and transmission requirements
- Section 11. Notification of application acceptance or denial
- Section 12. Announcement of applicable dates
- Section 13. Candidate Review Board
- Section 14. Candidate Night
- Section 15. Election Campaign Committee
- Section 16. Candidate & Coronation Week Activities Announcement
- Section 17. ICOB Coronation Ball Event requirements

**Article 7: Monarch Election Procedures**

- Section 1. Minimum time to hold elections
- Section 2. Voter eligibility
- Section 3. Ballot format
- Section 4. Voting procedures
- Section 5. Absentee Ballots

**Article 8: Imperial Family, Dowager & Past Monarchs**

- Section 1. Imperial Family
- Section 2. Responsibilities of the Dowager Monarchs
- Section 3. Dress Code for Dowager Monarchs
- Section 4. Conduct of the Dowager Monarchs
- Section 5. Joint determination of fulfillment for Dowager Monarchs
- Section 6. Dress Code for Past Monarchs
- Section 7. Conduct of Past Monarchs

**Article 9: Reigning Monarchs**

- Section 1. Responsibilities of the Reigning Monarch(s)
- Section 2. Dress Code for the Reigning Monarch(s)
- Section 3. State Regalia
- Section 4. Crowns, Coronets or Tiaras

- Section 5. Greeting
- Section 6. Conduct of the Monarch(s)

**Article 10: Imperial Crown Prince & Imperial Crown Princess (ICP(s))**

- Section 1. Responsibilities of the ICP(s)
- Section 1. Dress Code
- Section 2. Crowns, Tiaras & Coronets
- Section 3. Greeting
- Section 4. Conduct of the ICP(s)

**Article 11: Regent Monarchs**

- Section 1. Appointment of a Regent Monarch
- Section 2. Timeframe for appointment of a Regent Monarch
- Section 3. Eligibility criteria for Regent Monarch
- Section 4. Consideration for Monarch
- Section 5. Honorary Members ineligible to seek Regent Monarch
- Section 6. Selection process for a Regent Monarch
- Section 7. Regent Monarch titled, crowned, known as, pro-rated responsibilities, College of Monarchs voting privileges
- Section 8. Completion of reign without disciplinary action
- Section 9. Completion of reign *with* disciplinary action

**Article 12: General Conduct, Greeting, Crowns, Investiture, Events or Functions**

- Section 1. General Conduct
- Section 2. Greeting
- Section 3. Crowns, Tiaras & Coronets
- Section 4. Investiture
- Section 5. Events or Functions of the Court
- Section 6. Procedure & timetable for transmission of funds from events or functions

**Article 13: Titles**

- Section 1. Dynastic names
- Section 2. Life Titles
- Section 3. Titles and order
- Section 4. "Half" titles
- Section 5. Knighthood

**Article 14: Minister of Protocol**

- Section 1. Eligibility and selection
- Section 2. Duties and responsibilities
- Section 3. Protocol for Court Walks

**Article 15: Coronation**

- Section 1. Coronation overseer
- Section 2. Coronation Coordinator eligibility criteria
- Section 3. Persons ineligible to be Coronation Coordinator
- Section 4. Coronation Coordinator responsibilities
- Section 5. Date of Coronation
- Section 6. Minister of Protocol duties and responsibilities
- Section 7. Performances, music, guests and emcees
- Section 8. State Regalia at the Coronation Ball
- Section 9. Crowning Ceremony

**Article 16: Advertisement, Publicity & Internet**

- Section 1. Court logo use in publicity
- Section 2. Publicity approval
- Section 3. Court e-mail forwarding
- Section 4. Use of personal e-mail addresses in publicity
- Section 5. Sample of publicity

**Article 17: Proclamations & Reign History**

- Section 1. Opportunity
- Section 2. Written and deadline for submission for approval
- Section 3. Distribution to the membership in Article revision
- Section 4. Proclamations by Reign in ascending order
- Section 5. Historical Information

**Article 18: Policy & Procedures a.k.a. Protocol, Amending the Bylaws**

- Section 1. Responsibility
- Section 2. Procedure to amend Policy & Procedures
- Section 3. Review outside the standard review cycle
- Section 4. Voting
- Section 5. Amending the Bylaws

**Article 19: Forms**

- Section 1. Responsibility for selection, revision and maintenance of forms
- Section 2. Forms to be maintained
- Section 3. Electronic version

## ARTICLE ONE (1)

### Organization

#### **Section 1. Name**

The legal name of the organization shall be the Community Services Foundation, Inc., d.b.a. the Imperial Court of Buffalo. For purposes of the Policy & Procedures, a.k.a. Protocol, it shall be referred to as the ICOB.

#### **Section 2. Address**

The ICOB shall maintain an official address for the purpose of conducting business. The current official address is P.O. Box 244, Buffalo, New York 14213. **[02/09]**

#### **Section 3. Policy & Procedures**

A. The document contained in these Articles shall be known as the Policies and Procedures, a.k.a. Protocol, of the ICOB.

B. The Policies and Procedures of the ICOB shall be the sole property of the ICOB and shall not be reproduced in any form without the prior consent of the Board of Directors. The updates to the Policies and Procedures by the approved review process shall not require prior consent of the Board of Directors for publication to the members of the ICOB.

#### **Section 4. Non-Discrimination Policy [Corporate Bylaws, Article X, amended 07.15.2008]**

The Community Services Foundation, d.b.a. the Imperial Court of Buffalo does not discriminate on the basis of race, color, creed, gender or gender identity, religion, age, sex (including pregnancy), sexual orientation or associated preference, national or ethnic origin, disability or handicap, marital status or veteran status in any program, event or activity administered by the organization, participation by volunteers, or with regard to membership admission .

Sexual harassment is sex discrimination and shall not be tolerated.

The organization shall not condone any form of discrimination and allegations of discrimination leading to a conviction shall be cause for termination of membership in the organization.

## ARTICLE TWO (2)

### Definitions

<b>Adornment Ball:</b>	The annual fundraising celebration for the crowning of the new Monarch(s) upon successful completion of the current reign of a Barony.
<b>Board of Directors:</b>	The governing body of the Community Services Foundation, Inc., d.b.a. the Imperial Court of Buffalo, that directs the day-to-day business activities for the organization. The Board of Directors shall be elected by the membership and shall maintain a minimum of three (3) members and shall not exceed seven (7) members.
<b>Candidate Review Board:</b>	The committee that conducts Monarch candidate application review verification, candidate interviews, votes on applicants and notifies applicants of acceptance or rejection of application.
<b>Citation:</b>	The fundraising event of a Barony that celebrates the bestowing of titles upon barony members and other attendees.
<b>College of Monarchs</b>	The past Monarchs residing in the realm of the Imperial Court of Buffalo, who have successfully completed their reign and have maintained active participation in the organization <u>and</u> the College of Monarchs.
<b>Coronation Ball:</b>	The annual fundraising event for the crowning of the new Monarch(s) and celebration of the successful completion of the current reign of an Imperial Court or Ducal Court.
<b>Coronation Coordinator:</b>	The person selected by the reigning Monarch(s) that shall coordinate Coronation Activity Events.
<b>Corporation/ Organization:</b>	Community Services Foundation, Inc., d.b.a. the Imperial Court of Buffalo; referred to herein after as ICOB.
<b>Court:</b>	Imperial Court of Buffalo; referred herein after as ICOB.
<b>Court Address:</b>	PO Box 244, Buffalo, NY 14213. [02/09]
<b>Court Colors:</b>	Official colors of the ICOB; purple and gold.
<b>Court Logo:</b>	Official emblem of the ICOB with a buffalo in a triangle with crown over top and sabers on the sides.
<b>Courtier:</b>	A general term for a member of the Imperial Court of Buffalo.
<b>Dowager Monarchs:</b>	The immediately past reigning Monarch(s).
<b>Elected Positions:</b>	Positions that are elected by the general membership, ie.: Board of Directors and Monarch(s).
<b>E-Mail Address:</b>	<a href="mailto:info@ImperialCourtOfBuffalo.com">info@ImperialCourtOfBuffalo.com</a> [02/09]

<b>Emperor &amp; Empress:</b>	Titles conferred upon a member following election or appointment.
<b>Fiscal/Operating Year: College of Monarchs:</b>	The year from the Monday following the Coronation Ball until the Monday following the succeeding Coronation Ball.
<b>Corporate:</b>	The year marked from June 1 to the following May 31.
<b>Monarch Reign:</b>	The year marked from titlement or coronation until step down at the succeeding Coronation Ball.
<b>Formal State Function:</b>	An event produced by the ICOB or the College of Monarchs that shall be so designated in the publicity and at which appropriate <b>formal</b> attire shall be required. (i.e.: Investiture, Coronation Ball)
<b>Fundraiser:</b>	Any event that is OFFICIALLY sanctioned by the Board of Directors to raise funds for the ICOB.
<b>Imperial Crown Prince &amp; Imperial Crown Princess:</b>	Titles given a member appointed by the reigning Monarch(s) that shall serve at the discretion and will of the Monarch(s) and shall be considered part of the Imperial Family; herein after referred to as ICP or the ICP(s).
<b>Imperial Family:</b>	The reigning Monarch(s), reigning ICP(s) and Dowager Monarch(s).
<b>Investiture:</b>	The fundraising event of an Imperial Court or Ducal Court that celebrates the bestowing of titles upon court members and other attendees.
<b>Majority:</b>	More than one-half (1/2) of the total. (i.e.: If 50 votes are the base, then one-half equals 25, and 26 or more represent a majority.)
<b>Member:</b>	Any person who meets the eligibility requirements for membership and maintains current dues.
<b>Official State Regalia:</b>	Ceremonial articles such as, but not limited to, crowns, scepter, sword that are provided by the College of Monarchs for use by the reigning Imperial Family and are considered Court property.
<b>Order of St. Thomas the Doubter</b>	Scholarship fundraising group established by Reign 17; with 18 members designed by Emperor 17, Thom Branscum. Scholarships provide worthy youth with financial means to attend educational or related events that promote the gay, lesbian, and transgendered community.
<b>Out of Town Function:</b>	Functions conducted outside the realm of the jurisdiction of the ICOB.

<b>Plurality:</b>	The number of votes in an election that the leading candidate obtains over the next highest candidate. (i.e.: A total of 140 votes; candidate vote distribution is: "A" 65, "B" 40, "C" 35; then "A" has a plurality, but not a majority [ $140/2 = 70 + 1 = 71$ or a majority].)
<b>Policy &amp; Procedures:</b>	The guidelines for action and responsibility for the ICOB; a.k.a. Protocol.
<b>Policy &amp; Procedures Review Committee:</b>	The committee that reviews the guidelines for action and responsibility of the ICOB. The committee is comprised of members of the College of Monarchs, in good standing, and members of the Board of Directors; each with equal votes. Reigning Monarch(s) are invited, non-voting, guests.
<b>Quorum:</b>	
<b>Board of Directors:</b>	A majority of the entire Board of Directors members. [reference: Bylaws, Article 5, Section 5]
<b>Members:</b>	Not less than one-tenth (1/10) total of votes entitled to cast a ballot. [reference: Bylaws, Article 3, Section 5]
<b>Regent Monarch:</b>	The title bestowed upon a Monarch that has been appointed by the College of Monarchs to fulfill the position of Emperor or Empress.
<b>Standing Committee:</b>	A committee that continues to function from year-to-year.
<b>State Function:</b>	An event produced by the ICOB or the College of Monarchs that shall be so designated in the publicity and at which appropriate attire shall be required. (i.e.: ICOB Boat Cruise, Spaghetti Dinner, ICOB Honors and Holiday Dinner)
<b>Website:</b>	
<b>Buffalo:</b>	<a href="http://www.ImperialCourtOfBuffalo.com">www.ImperialCourtOfBuffalo.com</a> [02/09]
<b>International Court System:</b>	<a href="http://www.impcourt.org">www.impcourt.org</a>

## ARTICLE THREE (3)

### Members

**Section 1. Member Minimum Age Requirement.**

A member shall be a minimum of twenty-one (21) years of age.

**Section 2. Member Residency Requirement.**

A member shall be a legal resident of New York State within the boundary of the ICOB's jurisdiction.

**Section 3. Member Application Requirement.**

A member shall complete, sign and transmit an Official Membership Application that shall be approved or denied by the Board of Directors.

**Section 4. Member Consideration for Election Requirement.**

A member shall be considered for only one (1) elected position per fiscal year. (e.g. Officer or member of the Board of Directors or Monarch)

**Section 5, Membership Application & Approval Process, Dues & Fees [REV 1/05 by Policy of BOD]**

A. Membership Application & Approval Process

1. Prospective New Member Applicants shall be allowed to attend a General Membership Meeting of the ICOB. A New Member Application shall be supplied to the prospective new member and shall be completed by the applicant and either conducted to the President or Treasurer of the BOD at said meeting or mailed to the official ICOB mailing address along with a check or money order in an amount to cover current dues, initiation and any other applicable fees that may be established from time to time by the BOD. If conducted at the meeting, identification (valid NYS Driver's License or Sheriff's identification) must be provided so that the BOD member can verify information. If application is mailed, then it must also include a photocopy of identification (valid NYS Driver's License or governmental issued picture identification with date of birth [DOB]).
2. The ICOB Treasurer shall provide a list of Prospective New Member Applicants at the next regular meeting of the BOD that follows the receipt of application for membership. A copy of the application shall be provided for review.
3. Following a review of the New Member Applications by the members of the BOD, the President of the BOD shall entertain a motion to accept as submitted, accept pending receipt of specific information or reject applications for membership in the ICOB.
4. The name(s) of those New Member Applicants accepted into membership shall be included in the report of the President of the BOD to the general membership at the next regularly scheduled meeting of the membership.
5. The ICOB Secretary shall transmit a letter of congratulations to the New Member Applicant(s) accepted into membership under the name of the President of the BOD and shall provide copies to the ICOB Treasurer for inclusion in the list of Paid Members and also to the College of Monarchs Co-Chairperson(s) for distribution of a copy of the P&P Manual. The P&P Manual shall include a page that shall act as the confirmation that the member has received the P&P Manual, shall be signed by the recipient and a copy forwarded to the Secretary of the BOD for inclusion with the Membership Application records for the member.

The ICOB Secretary, or designee, shall maintain & administer a 'New Member Packet' that shall be presented to each new member & shall include: **[Reign 18 Proclamation]**

- a. A laminated 'Welcome Letter'.
- b. A synopsis & summary of the ICOB history.
- c. A synopsis of the history of the ICS.
- d. A listing that shall include the current Royal Family & a current 'Membership' list.
- e. A name badge with full name & some type of designation or lifetime title or 'ICOB' or other appropriate designation; final design & composition shall be coordinated between the monarchs of Reign 18 and the ICOB Board of Directors.

## B. Member Dues & Fees

1. New Member Applicants shall include an amount equal to the annual dues and an initiation fee with their applications. The remittance amount is currently set at \$35.00 (\$25 dues & \$10 initiation fee). Dues for the first "fiscal year" of membership shall not be pro-rated.

2. Member dues invoices shall be rendered on or about May 1 of each year and shall be due on or before June 1. Dues are currently \$25.00 per year and are due and payable no later than the first day of the fiscal year, June 1 (fiscal year is June 1 – May 31 per Bylaws, Article IX, Corporate Finance, Section 2, Fiscal Year). Dues invoices shall include:

- a. Amount of dues
- b. Invoice Date of May 1
- c. Due Date of June 1
- d. Voting privilege suspension statement if not paid by July 1.  
"Members that have not paid dues by July 1 shall have their voting privileges suspended."
- e. Removal from membership rolls for non-payment of dues statement, Aug 1.  
"Members that have not paid their dues by August 1 shall be removed from the membership rolls for non-payment of dues."
- f. Reinstatement to membership rolls statement, Aug 1 through Sept 30.  
"Members removed from the membership rolls for non-payment of dues may request reinstatement during the year in which their name was removed during the period August 1 through September 30 and shall incur a reinstatement fee (\$10) in addition to the annual dues (\$25)."
- g. Service Charge statement for payments made by check returned by the bank.  
"Payments returned by a financial institution for any reason shall incur a minimum additional penalty charge of \$25."
- h. Non-refundable, non-assignable statement.  
"Dues and fees paid are non-refundable and non-assignable."

3. Members that have not paid the current fiscal year dues by July 1, shall have their voting privileges suspended for non-payment of dues.

4. Members that have not paid the current fiscal year dues by August 1 shall be removed from the membership rolls for non-payment of dues.

5. Persons removed from the membership rolls for non-payment of dues may apply for reinstatement from August 1 through September 30 of the fiscal year in which they were removed and shall be subject to a reinstatement fee; currently set at \$10.00.
6. Members that request the General Membership Meeting Minutes be transmitted by mail shall compensate for the mailing and/or reproduction cost, the BOD shall set such rate from time to time; the current rate is \$5.00 per year. Members shall provide a written request to the Board of Directors – Secretary for mailing of minutes of the General Membership Meetings.
7. Payments returned by the bank for any reason shall incur a minimum \$25.00 fee in addition to the amount of the check; said fees shall be payable by money order or cash only.

**Section 6. Member in Good Standing Defined [REV 1/05 by Policy of BOD]**

- A. Members shall have an awareness and working knowledge of the Bylaws of the Community Services Foundation Inc., d.b.a. the Imperial Court of Buffalo and of the Policies and Procedures Manual, a.k.a. Protocol.
- B. Members shall actively participate within the organization. Active participation shall include, but not be limited to, participation in fundraising activities or attendance at General Membership meetings.
  1. Participation at four (4) activities shall fulfill qualification to be eligible to vote provided membership has been in effect for a minimum of six (6) months prior to election day.
  2. The Secretary and Vice president, or their designated representatives, shall initiate, retain and review attendance records or other means for determining participation or attendance in Court activities.
  3. Leave of Absence for a specified time shall be granted upon written request by a member to the Board of Directors. The initial request for Leave of Absence shall be made no later than thirty (30) days from the actual leave. The Leave of Absence may be extended by an additional written request of the member to the Board of Directors.
- C. Membership dues and applicable fees shall be paid and current. Current shall be defined as paid no later than June 30.
- D. A person shall be a member in good standing for six (6) months in order to exercise voting privilege.

**Section 7. Dress Code for Court Members.**

The dress code policy for Court Members shall be as follows:

- A. Members of the ICOB, other than Past Monarchs, shall dress in appropriate attire according to their title (i.e.: male title holders shall dress in male attire and female titleholders shall dress in female attire). Exception to this guideline shall be granted when walking or performing “In-Theme” at a Coronation or Adornment Ball.
- B. The current standard of formal attire (i.e.: tuxedo or business suit for male and full length gown for female) shall be appropriate attire for a Coronation or Adornment Ball, Investiture or other Formal State Function. Exceptions from formal attire shall be when walking “In-Theme” at a Coronation or Adornment

Ball or attendance dressed in-theme at a “theme” event. When attending a Coronation or Adornment Ball and “In-Theme” attire has been worn for the Court Walk it shall be expected that either the “In-Theme” attire shall be worn the entire evening or a change shall be made into the current standard of formal attire.

C. White or Black gloves for men and Opera gloves for women shall be optional. However, at a Coronation or Adornment Ball when participating in a Court Walk in the presence of the founder of the International Court System, Jose the Widow Norton, it is strongly recommended that white or black gloves be worn by men and opera gloves be worn by women when wearing short sleeved or sleeveless gowns.

D. The wearing of sashes shall only be permitted to Pageant title holders whose title came with a sash inscribed with the bearer’s title; sash shall be permitted to be worn during the reign of the titleholder.

E. The wearing of denim or sneakers to a Coronation or Adornment Ball, Investiture or other Formal State Function shall be considered inappropriate attire for members of the ICOB except when said attire shall be in accordance with an “In-Theme” Court Walk at a Coronation or Adornment Ball.

F. When court members act as performers they shall dress in attire appropriate to the event theme or their song choice. (Keeping in mind that the image of the organization is judged by what is worn. Since we are “entertainers”, it is suggested that “showy” or “costume” type articles of clothing be worn.) The wearing of denim, sneakers, sandals, tank tops, shorts, plain sweaters or articles of clothing that would be worn on a day-to-day basis shall be prohibited, except when such clothing shall be part of the “costume” and fits the number that shall be performed.

G. Members of the ICOB shall wear appropriate business attire when conducting business on behalf of the ICOB.

H. Questions concerning appropriate dress code shall be directed in ranking order to the Co-Chairperson(s) of the College of Monarchs, the Minister of Protocol, and the reigning Monarchs.

**Section 8. Member Conduct.**

All members should take note that behavior will reflect on our court, our community, our city, and us.

A. A member in violation of Robert’s Rules of Order at a General Membership Meeting shall be expelled from said meeting.

B. Members shall show respect to reigning Monarch(s), Past Monarchs, and members from other courts; member behavior is a reflection on the ICOB. A member found to be in violation of the Policies and Procedures, a.k.a. Protocol, shall be subject to removal from membership in the ICOB.

C. A member whose behavior is deemed harmful to the ICOB shall be subject to removal from the organization.

D. A member shall be removed provided a formal written complaint that outlines the events and persons involved shall have been submitted to the Board of Directors for review and subsequent action to remove from membership by the Board of Directors.

**Section 9. Annual Meeting, notice, quorum and majority. [REV 3/04]**

A. The Annual Meeting of the members of the ICOB shall be the July meeting. [reference Bylaws, Article 3, Meetings of Members; Section 1, Annual Meeting]

B. Meetings of the members of the ICOB shall be upon appropriate notice of said meeting. Written notice of each meeting of the members shall be given, personally or by mail or by any other means including, but not limited to, telephone, telegraph, facsimile or internet e-mail, not less than ten (10) or more than fifty (50) days before the date of the meeting, to each member. If mailed, such notice shall be deposited in the U.S. mail, with first-class postage thereon prepaid, directed to the member at his or her address as it appears on the record of members. [reference Bylaws, Article 3, Meetings of Members; Section 3, Notice of Meetings]

C. A quorum for the transaction of business for meetings of the members of the ICOB shall consist of not less than one-tenth (1/10) of the total number of votes entitled to be cast. [reference Bylaws, Article 3, Meetings of Members; Section 5, Quorum]

D. All corporate action requiring a vote of the membership, except voting for members of the Board of Directors (as specified in the corporate Bylaws), shall be determined by a majority of the votes cast (reference Bylaws, Article 3, meetings of members, Section 7, Voting).

**Section 10. Removal of Members.**

The Board of Directors of the ICOB shall have the sole and exclusive right to terminate the membership of any member. Membership may be terminated by a two-thirds (2/3) vote of the entire Board of Directors for failure to meet the requirements of membership or for just cause. For purposes of this section "cause" shall be deemed to mean: a willful breach by the member of the Bylaws or the Policies & Procedures; gross negligence or willful misconduct; dishonesty, or conviction of a crime that may bring disrepute upon the corporation and its other members. [reference Bylaws, Article 2, Members; Section 4 Removal]

## ARTICLE FOUR (4)

### Board of Directors

(PLEASE NOTE: See By-Laws for Board of Directors responsibilities).

#### **Section 1. Members ineligible to run for the Board of Directors or Monarch. [REV 5/05]**

A. Members of the current Board of Directors of the ICOB shall not be eligible to pursue a Monarch position.

B. A member of the reigning Imperial Family shall not be eligible to pursue a Board of Directors position in the ICOB, until the reign shall have been completed. Imperial Family: Monarchs, ICPs, Dowager Monarchs.

#### **Section 2. Nominations.**

A. Nominations to the Board of Directors of the ICOB shall be held at the June General Membership meeting.

B. Individuals that are nominated for positions on the Board of Directors of the ICOB shall be present at the June General Membership Meeting to accept the nomination or shall provide written documentation no latter than the start of the June General Membership Meeting that shall indicate:

1. Their willingness to stand for election if nominated; **and**,
2. The reason why they are unable to attend the June General Membership Meeting.

#### **Section 3. Candidate Review.**

A. Board of Director candidates for the ICOB shall be present at the July Annual Membership Meeting.

B. Candidate presentations and voting for members of the Board of Directors shall take place at the July General Membership Meeting that shall also be considered the Annual Membership Meeting.

C. Candidates for the Board of Directors shall have the *option* of presenting a candidate presentation that shall be a maximum of five (5) minutes. Candidates shall transmit a written copy of their presentation to the Board of Directors for reference.

D. Candidates for the Board of Directors shall be subject to a question and answer period. The Co-Chairperson(s) of the College of Monarchs, or their designated representative, shall be the moderators for the question and answer period.

#### **Section 4. Term Limitations.**

No member of the corporation shall be permitted to serve as a Director of the corporation for more than six (6) consecutive annual terms. [reference Bylaws, Article 4, Board of Directors; Section 3, Election and Term of Office, changed 06/2007]

#### **Section 5. Number and Qualifications.**

The Board of Directors of the ICOB shall consist of not less than three (3) nor more than seven (7) members, who shall be elected by the members at the Annual Meeting of the members. Each of the Directors shall be a member of the corporation. The Directors may increase or decrease the number of Directors of the corporation by a vote of the majority of the entire Board, but the number of Directors constituting the entire Board shall at no time be less than three (3). No decrease in the number of Directors shall shorten the term of an incumbent Director. All Directors shall be a minimum of twenty-one (21) years of age. [reference Bylaws, Article 4, Board of Directors; Section 2, Number and Qualifications]

**Section 6. Voting for members of the Board of Directors. [REV 5/05, 5/06 & 03/08]**

- A. Eligible voters shall be members in good standing, as per Member Article, that have been a member for a minimum of six (6) months prior to Election Day.
- B. The Co-Chairperson(s) of the College of Monarchs shall supervise the voting process for the Board of Directors elections.
- C. "Voting for Members of the Board of Directors" and "Voting for Officers of the Board of Directors" shall be the last items of business on the agenda for the Annual General Membership Meeting. [5/06]
- D. Providing there are eight (8) or more eligible candidates to stand for election to the Board of Directors, then the Directors and Officers shall be elected by a majority of the eligible votes cast. However, when there are seven (7) or fewer candidates for the Board of Directors, each candidate must receive a positive vote of two-thirds (2/3) of the eligible votes cast to be elected. [reference Bylaws, Article 3, Meetings of Members, Section 7, Voting] [03/08]

**Section 7. Officers assume responsibilities.**

Newly elected officers and directors of the Board of Directors shall assume responsibilities following their election [reference Bylaws, Article 4, Board of Directors; Section 3, Election and Term of Office, and Article 7, Officers; Section 2, Term of Office]

**Section 8. Relinquishing Corporate property and records.**

Board of Directors members of the ICOB, shall relinquish all corporate property and records to the succeeding Board of Directors members, upon termination, resignation or completion of term.

**Section 9. Regular Meetings.**

Regular meetings of the Board of Directors of the corporation, for the transaction of such business as may be set forth in the notice of the meeting, shall be held each month at such time and place as shall be determined by the Board of Directors and the notice of meeting shall specify. [reference Bylaws, Article 5, Meetings of Directors; Section 1, Regular Meetings]

**Section 10. Guests attending meetings of the Board of Directors.**

The Board of Directors may have guests in attendance at Board Meetings.

- A. The reigning Monarch(s) shall attend meetings of the Board of Directors unless the Board, by majority vote, requests a special meeting to which they are specifically excluded.
- B. The College of Monarchs Co-Chairperson(s) shall be extended an invitation to attend meetings of the Board of Directors in an advisory capacity.
- C. An invitation may be extended, at the discretion of the Board of Directors, to the ICP(s) and any other special guests to attend Board of Directors meetings.
- D. Members may request permission to attend Board of Directors meetings and may be allowed to attend on a meeting-to-meeting basis, on the vote of a majority of the Board of Directors. Members shall attend said approved meetings as an observer.

**Section 11. Notice of Meetings. [REV 3/04]**

Notice of each regular or special meeting of the Board of Directors of the ICOB shall state the time and place thereof and shall be delivered by mail, personally, telegraph, facsimile, e-mail or telephone. [reference Bylaws, Article 5, Meetings of Directors; Section 4, Notice of Meetings]

**Section 12. Quorum.**

At all meetings of the Board of Directors of the ICOB, except as otherwise provided by law, the certificate of incorporation or the corporate Bylaws, a quorum shall be required for the transaction of business and shall consist of not less than a majority of the entire Board, and the vote of a majority of the Directors present shall decide any question that may come before the meeting. [reference Bylaws, Article 5, Meetings of Directors; Section 5, Quorum and Action by Board]

Quorum for conducting business (minimum number of BOD members shall be three (3) and maximum number shall be seven (7):

<u>Number of BOD Members</u>	<u>Number Required for Quorum</u>
3	2
4	3
5	3
6	4
7	4

**Section 13. Voting as members of the Board of Directors.**

Members of the ICOB Board of Directors, who are also College of Monarchs members, shall vote as a member of the Board of Directors except where the College of Monarchs has exclusive jurisdiction.

## **ARTICLE FIVE (5)**

### **College of Monarchs**

#### **Section 1. Membership.**

The College of Monarchs shall consist of past Monarchs, in good standing, residing in the realm of the ICOB, who have successfully completed their reign and have maintained active participation in the organization and the College of Monarchs.

Past Monarchs that reside in the realm of the ICOB and have not maintained active participation in the organization or the College of Monarchs or maintained paid dues to the ICOB on a current basis shall not be considered current members of the College of Monarchs. **[02/09]**

Past Monarchs that reside outside the realm of the ICOB shall not be required to maintain paid dues to the ICOB and shall not be considered current members of the College of Monarchs, however, they shall be considered 'honorary' members of the College of Monarchs. **[02/09]**

#### **Section 2. Advisory function.**

The College of Monarchs shall serve as an Advisory Board to the ICOB as outlined in the Corporation Bylaws: Article VI, Section 4.

#### **Section 3. Policy & Procedures responsibility.**

The College of Monarchs shall handle all issues regarding the Policies and Procedures, a.k.a Protocol.

#### **Section 4. Operating year.**

The operating year for the College of Monarchs shall be defined as the Monday following the Coronation Ball until the Monday following the succeeding Coronation Ball.

#### **Section 5. Meetings.**

The College of Monarchs shall meet quarterly, every three (3) months, during the operating year of the College of Monarchs. Additional meetings of the College of Monarchs shall be scheduled as needed. The following shall be considered College of Monarchs meetings.

- A. Quarterly meetings of the College of Monarchs.
- B. Special meetings of the College of Monarchs.
- C. Meetings of the Policy and Procedures Review Committee; jointly with the Board of Directors of the ICOB.
- D. Meetings of the Monarch Candidate Review Board; jointly with the Board of Directors of the ICOB.

**Section 6. Co-Chairpersons eligibility, election and responsibilities.**

The College of Monarchs shall elect from within the College, two (2) Co-Chairpersons who will equally share the responsibilities of the College Chairmanship. The Co-Chairpersons shall not be a member of the Board of Directors of the ICOB. The Co-Chairpersons shall be elected annually during the month of August, following the election of the Board of Directors of the ICOB. A College Secretary shall be appointed in the event of only one (1) person being willing, able, and elected to the position of Co-Chairperson. The College of Monarchs shall be responsible for determining the duties and responsibilities of the Co-Chairperson(s) and the Secretary. The Co-Chairperson(s) and the Secretary shall report to the College of Monarchs, Board of Directors of the ICOB and the General Membership as deemed appropriate.

**Section 7. Minimum requirements of members. [REV 5/08]**

College of Monarchs members shall be responsible to maintain their membership in good standing and active participation in the organization per the Members Article of this manual. College of Monarchs members shall meet minimum requirements each operating year of the College of Monarchs to maintain a seat on the College of Monarchs as a voting member. Requirements shall be reviewed following Coronation and prior to the first scheduled College of Monarchs meeting. The review shall consist of a review of submitted reports from College of Monarchs members by the College of Monarchs Co-Chairperson(s) to determine eligibility for the upcoming year. The minimum requirements to maintain a seat and voting rights shall be:

- A. Participation at four (4) activities including, but not limited to, fundraising activities of the organization known as the Imperial Court of Buffalo or attendance at General Membership or College of Monarchs Meetings.
- B. Maintain Annual membership dues and fees.
- C. Failure to meet the minimum requirements will be examined by the College Co-Chairs on an individual basis to determine eligibility.
- D. Actively participate in the annual College of Monarchs fund raising event.

**Section 8. Protocol responsibility.**

Monarchs of the ICOB shall be responsible for transmission to the Minister of Protocol the protocol by which said Monarch shall walk during the College of Monarchs operating year (refer to Article 2, Definitions); the following shall apply:

- A. Submissions of protocol from Monarchs of the ICOB shall be accepted by the Minister of Protocol through thirty (30) days following the Coronation Ball that marks the beginning of a new College of Monarchs operating year; copy of said protocol shall also be transmitted to the College of Monarchs Co-Chairpersons for their files by the ICOB Monarch.
- B. Protocol submitted by a Monarch of the ICOB shall take effect on the first day of the new College of Monarchs operating year or immediately following submission to the Minister of Protocol, provided the transmission has occurred during the thirty (30) day period following the beginning of the College of Monarchs operating year.

C. Submissions of protocol transmitted after thirty (30) days following the beginning of the College of Monarchs operating year shall take effect on the first day of the next College of Monarchs operating year.

D. The protocol from the previous College of Monarchs operating year shall be used for the succeeding College of Monarchs operating year when a Monarch of the ICOB has not submitted protocol by the thirty (30) days following the beginning of the current College of Monarchs operating year.

E. The submitted protocol of a Monarch of the ICOB shall not be subject to editing or change without said Monarch's express permission and in no case shall the protocol of a Monarch be edited or changed nor implemented during the College of Monarchs operating year after the thirtieth day following the beginning of the current College of Monarchs operating year until the beginning of the next College of Monarchs operating year.

F. Cases of questionable protocol submissions shall be reviewed for resolution by a committee comprised of the College of Monarchs Co-Chairperson(s), Minister of Protocol and the Monarch submitting the protocol. Where resolution cannot be reached by the committee, the protocol shall be referred to the College of Monarchs at their next regular meeting. Such Monarch shall walk with the protocol from the previous year until resolution has been achieved.

**Section 9. Minimum requirements for continued eligibility determination.**

The Co-Chairperson(s) of the College of Monarchs shall be responsible for examining the records of the members of the College of Monarchs to insure that individual members meet the minimum requirements to maintain a seat and continued voting rights.

**Section 10. Forfeiture of voting rights and seat.**

A member of the College of Monarchs that does not meet the minimum requirements shall forfeit their voting rights and their seat on the College of Monarchs.

**Section 11. Records for determining eligibility.**

The Co-Chairperson(s) of the College of Monarchs shall keep a record of the active participation of the members of the College of Monarchs. The Co-Chairperson(s), or their designated representative, shall cause to be circulated a "sign-in" attendance sheet at College of Monarchs Meetings. It shall be the responsibility of the members of the College of Monarchs to sign the "sign-in" attendance sheet. Members of the College of Monarchs shall be responsible for signing the "sign-in" attendance sheet at General Membership Meetings that shall be used by the Board of Directors of the ICOB for their meeting attendance records. College of Monarchs members shall be responsible for transmitting written reports of any additional participation they want to have considered as active participation (i.e.: in-town activities other than those for which a "sign-in" attendance sheet has been circulated, out of town activities such as Coronations or Adornments attended) with the Co-Chairperson(s) of the College of Monarchs.

**Section 12. Anniversary Walks. [5/06]**

The Anniversary Walk shall be a celebration of the anniversary of the reign for which the Monarch(s) were elected or appointed and therefore the performance shall be in the persona of the elected or appointed celebrant, i.e.: Empresses shall perform in appropriate attire in female persona and Emperors shall perform in appropriate attire in male persona. An Anniversary Monarch may choose to be presented (non-performance) in the persona of their choice.

It is highly recommended that a Decade Monarch be supportive of the reign in which their walk shall occur. Should a member of the College of Monarchs become inactive within the organization or the College of Monarchs, then the College of Monarchs shall determine if that member will be eligible for their Anniversary Walk. Active membership is not a prerequisite for an Anniversary Walk and courtesy shall be extended except under extenuating circumstances, i.e.: disciplinary action, conviction of a felony, etc.

A. Five Year Walk: An anniversary walk shall be given on the fifth (5) year anniversary of a Monarch's reign. The anniversary walk shall grant the Anniversary Monarch a walk up to the dais and back down at the Coronation Ball; there shall be no performance. [Proclamation of Reign 15, Luis Rodriguez]

B. Decade Walk: An anniversary walk shall be given on the tenth (10) year anniversary of a Monarch's reign. The anniversary walk shall grant the Anniversary Monarch a performance time not to exceed five (5) minutes at the Coronation Ball. During the year prior to their anniversary walk, the phrase "The Decade Emperor/Empress" shall be added to the protocol of the Anniversary Monarch.

**Section 13. Monarch Candidate Review Board members.**

A College of Monarchs Co-Chairperson, two (2) members of the College of Monarchs, and two (2) members of the ICOB Board of Directors OR general member(s) neither of which shall be members of the College of Monarchs, shall sit on the Monarch Candidate Review Board.

**Section 14. Monitoring reigning Monarch(s).**

The College of Monarchs shall monitor the activities and conduct of the reigning Monarch(s).

**Section 15. Guests to meetings.**

The College of Monarchs shall extend an open invitation to the members of the Board of Directors of the ICOB and the reigning Monarch(s) to meetings of the College of Monarchs. The College of Monarchs may extend an invitation to meetings of the College of Monarchs to the ICP(s) or other guests.

**Section 16. Entrance into membership by reigning Monarchs; not facing disciplinary action.**

A Monarch who has completed their year, meeting the minimum qualifications stated in Monarchs Article, who have had no disciplinary action taken against them during their year, shall be deemed as successfully completed their reign and shall be granted membership in the College of Monarchs. The announcement of acceptance into the College of Monarchs shall be made by the Co-Chairperson(s) of the College of Monarchs at the Coronation Ball, following the final walks of both monarchs.

**Section 17. Application for membership by Monarchs under disciplinary action.**

A Monarch who has been brought under disciplinary action and have completed their reign may be granted membership into the College of Monarchs by a majority vote of the College of Monarchs. The College of Monarchs must show justifiable cause in order to deny membership into the College of Monarchs. A written notification of acceptance or denial of membership into the College of Monarchs shall be transmitted to the step down monarch within thirty (30) days of the Coronation Ball in which he or she stepped down. Should the College of Monarchs fail to meet and vote on the matter within the thirty (30) day period following the Coronation Ball in which the step down monarch stepped down, the step down Monarch(s) shall automatically be granted full membership into the College of Monarchs.

**Section 18. Suspension of voting rights for members submitting Monarch applications.**

A member of the College of Monarchs that submits an application for Emperor or Empress shall have their position and voting rights on the College of Monarchs suspended until they have completed the reign to which they have been elected or they are not successful in becoming elected.

**Section 19. Voting by one-person, one-vote.**

Members of the College of Monarchs shall abide by “one person, one vote”; regardless of the number of reigns successfully completed. The College of Monarchs shall not allow “proxy” voting; no exception.

**Section 20. Suspension of seat and voting rights for Regent Monarchs.**

A member of the College of Monarchs that is appointed as a Regent Monarch shall have their position and voting rights on the College of Monarchs suspended until they have completed the reign to which they have been appointed.

**Section 21. Quorum.**

A quorum for conducting the business of the College of Monarchs shall be a majority of the eligible voting College of Monarch members.

**Section 22. Honorary status, residing outside the realm.**

A member of the College of Monarchs, in good standing, who moves and said move causes the Monarch to reside outside the realm of the ICOB, shall retain an honorary position in the College of Monarchs. An honorary College of Monarchs member shall be afforded full ceremonial rights of a College of Monarchs member. An honorary College of Monarchs member shall have no voting privileges nor shall he or she count toward quorum for conducting College of Monarchs business. An honorary College of Monarchs member that returns to residing in the realm of the ICOB shall be reinstated to full privileges of a College of Monarchs member, following review and confirmation of his or her membership eligibility in the ICOB.

**Section 23. Honorary status, residing in our realm.**

Effective May, 2003: A past monarch from a Court or Barony recognized by the International Court System, existing outside the realm of the Imperial Court of Buffalo, who is a member in good standing, who moves and said move causes him or her to reside within the realm of the ICOB, shall be granted an honorary (in realm) position in the College of Monarchs. An honorary (in realm) College of Monarchs member shall be afforded full ceremonial rights of a College of Monarchs member. An honorary (in realm) College of Monarchs member shall have

no voting privileges nor shall he or she count toward quorum for conducting College of Monarchs business.

**Section 24. Fund-raising activities.**

The College of Monarchs shall be permitted to raise funds that shall be earmarked and restricted for their use, pending notification of the Board of Directors of the ICOB. College of Monarch funds shall be held in bank account(s) by the ICOB, in accordance with generally accepted accounting practices and shall be identified on balance sheets and treasurer reports as Restricted Funds of the College of Monarchs.

**Section 25. Removal of members and honorary status.**

A. A College of Monarchs member that does not meet the College of Monarchs operational year minimum requirements shall lose their voting rights and seat on the College of Monarchs.

B. The Co-Chairperson(s) of the College of Monarchs shall maintain continuous records of eligibility for members of the College of Monarchs; eligibility shall be reviewed before each meeting of the College of Monarchs.

C. College of Monarchs members may submit a written request to the Co-Chairperson(s) of the College of Monarchs for the removal of a member of the College of Monarchs.

1. The written request for removal shall include:

- a. the name of the person to be removed; **and**,
- b. the circumstances and person(s) involved in the request; **and** ,
- c. a date and signature; **and**,
- d. shall be mailed to the official address for the ICOB.

2. The College of Monarchs member in question shall receive a copy of the complaint and shall be given a minimum of seventy-two (72) hours to prepare a response and/or defense of the charges levied against him or her in the request for removal.

3. Persons listed in the complaint may be called to submit to questions and answers before a meeting of the College of Monarchs.

4. A majority vote of the eligible voting members of the College of Monarchs shall be required for removal.

D. College of Monarchs members that reside in the realm and lose their seat and voting rights on the College of Monarchs shall not be considered to be a member of the current College of Monarchs and shall only be afforded the ceremonial honor of walking with their title during Coronation, in or out of town. Such 'members' shall not be included in any other events or activities such as, but not limited to, the crowning ceremonies. **[02/09]**

E. A College of Monarchs member that is removed for misconduct or behavior considered to be detrimental to the ICOB shall not be given an honorary position on the College of Monarchs

**Section 26. Reinstatement.**

A past College of Monarchs member who wishes to be reinstated to the College of Monarchs shall:

A. Submit a written request for reinstatement to the Co-Chairperson(s) of the College of Monarchs; transmitted by mail to the official address of the ICOB.

B. Written requests for reinstatement as a College of Monarchs member shall be preceded by a one (1) year probationary period in which the member seeking reinstatement shall have met the minimum requirements for retaining a seat on the College of Monarchs, with the exception of attendance at College of Monarchs meetings.

C. A majority vote of the eligible voting members of the College of Monarchs shall be required for reinstatement.

**Section 27. Annual fund-raiser.**

The College of Monarchs shall produce a minimum of one (1) event per College of Monarchs operational year; beneficiary shall be the ICOB. The Co-Chairperson(s) of the College of Monarchs shall appoint a committee to determine and produce the event(s). College of Monarch members shall actively participate in the event to fulfill their minimum requirements to maintain their eligibility for a seat and voting rights on the College of Monarchs.

**Section 28. Custodial responsibilities.**

The Co-Chairperson(s) of the College of Monarchs shall be the custodians of the Crown, Jewelry, Court Regalia and Ceremonial Property of the ICOB.

**Section 29. Mediator responsibility.**

The College of Monarchs shall act as mediators in disputes within the Imperial Family.

## ARTICLE SIX (6)

### **Monarch Candidate(s), Campaign & Elections**

#### **Section 1. Eligibility criteria statement.**

A person that fulfills the criteria of this Article shall be deemed eligible to be designated a Monarch candidate. Notwithstanding, a candidate for Monarch shall ***not*** hold a current position on the Board of Directors. A candidate for Monarch that becomes elected the Monarch shall be eligible to seek a position on the Board of Directors following the completion of their reign and step down; provided all other eligibility criteria for becoming a member of the Board of Directors of the ICOB shall have been met.

#### **Section 2. Residency requirements.**

Residency requirements shall be as follows:

- A. Legal resident of the realm governed by the ICOB for a minimum of two (2) years prior to the date of submission of application for Monarch candidate; ***and***,
- B. Legal resident of the United States.

#### **Section 3. Financial requirement.**

Candidates shall be gainfully employed or shall establish financial independence.

- A. Candidates shall have an awareness of the financial burden of a campaign and reign (approximately \$10,000).
- B. The Candidate Review Board shall have the right to determine financial ability of a Monarch candidate to fulfill their duties.

#### **Section 4. Activity requirement.**

Candidates for Monarch shall have been an active member of the ICOB, in good standing, for twenty-four (24) months prior to the submission of application.

#### **Section 5. International Court System awareness element.**

Candidates shall have an awareness and working knowledge of the International Court System.

#### **Section 6. Coronation or Adornment attendance requirement.**

A candidate shall have attended a minimum number of Balls or Adornments in appropriate attire.

- A. A minimum of five (5) Coronation or Adornment Balls, excluding Buffalo's Coronation Balls, in the two (2) year period prior to submission of application for Monarch; a minimum of three (3) of such Balls shall have been in the twelve (12) months prior to submission of application. Verification of attendance shall be confirmed by a member of the College of Monarchs, a member of the Board of Directors or the Monarchs reigning that were also in attendance at said Balls during said time frame. A minimum of three (3) Coronation or Adornment Balls shall have been in the United States.
- B. Candidates shall have attended the required Coronation or Adornment Balls in attire appropriate to the position to which they aspire. (i.e.: a candidate for Emperor shall have attended in appropriate full male attire and a candidate for Empress shall have attended in appropriate full female attire).

**Section 7. Other titles and obligation to the ICOB. [REV. 5/06]**

Candidates shall be expected to give first priority to the ICOB, regardless of any other position held in any other organization(s). Any member seeking the office of Monarch that also holds a current pageant or bar title, shall be allowed to run for election and if elected shall be able to keep said previously conferred title, provided the only obligation for the previously conferred title shall be the step-down for said title. [Proclamation of Empress XV, Kerin Cadelle]

**Section 8. Public element requirement.**

Persons convicted of a felony or of crimes that may bring disrepute upon the corporation or organization shall be discouraged from filing an application for Monarch candidate.

**Section 9. Agreement to serve requirement.**

Candidates for Monarch shall agree that upon election and coronation that they will:

A. Sign and abide by the Oath of Office, Bylaws of the corporation, and Policy and Procedures that shall be delivered, signed and witnessed at the Coronation Ball. The Oath of Office shall be given by the Co-Chairperson(s) of the College of Monarchs, the President of the Board of Directors of the ICOB or their designated representative. [reference Oath of Office]; **and**,

B. Serve with their elected or appointed counterpart.

**Section 10. Application documentation and transmission requirements.**

Monarch Candidate Applications shall be available at the February General Membership Meeting. A candidate shall be considered for only one (1) elected Monarch position, either Emperor or Empress. Person(s) submitting a Monarch Candidate Application shall include the following. Failure to include or comply with **any** of the following shall be cause for the applicant **not** to be considered; return to sender shall be initiated.

A. Monarch Candidate Application form; completed.

B. Written documentation that demonstrates the ability to work with others including, but not limited to, the Court Community, the Bar Community, the Gay Community and the Community at large. Include past history of successful completion of tasks and/or events that have been undertaken **and** a record of completion of the commitments.

C. Candidate photograph, minimum of 3” x 5” in size or 240 dpi digital image.

D. Copy of valid identification suitable for US/Canada border crossings and airport travel; [i.e.: NYS Driver’s License, U.S. Passport, NYS Non-Driver’s Card].

E. Seventy-five (75) dollar, non-refundable, application fee. The application fee shall be in U.S. funds and in the form of a **money order or cashier’s check**.

F. Mail the above required documents and photo, return receipt requested, to the address of the ICOB; postmarked no later than March 15. Mark the outside of the envelope clearly with: “APPLICATION ENCLOSED – ATTN: CANDIDATE REVIEW BOARD”.

**Section 11. Notification of application acceptance or denial. [REV. 05/06]**

Persons that have submitted an application to become a Monarch candidate shall be advised of their application's acceptance or denial following conclusion of the Candidate Review Board meeting and verification of applicant information. The notification of candidates shall occur as soon as practical and shall occur in ranking order: in person, by telephone and/or e-mail; all potential candidates shall receive written notice by mail, return receipt requested, from the Co-Chairperson(s) of the College of Monarchs. Receipt of notification from the College of Monarchs Co-Chairperson(s) of acceptance by candidates shall be considered the beginning of their election campaign.

**Section 12. Announcement of applicable dates.**

The Co-Chairperson(s) of the College of Monarchs shall announce at the February General Membership Meeting the applicable dates that shall include, but not be limited to, Monarch Candidate Application Review/Interviews, Candidate Night and Monarch Election Voting.

**Section 13. Candidate Review Board. [REV 05/05]**

The Candidate Review Board shall review the applications for Monarch.

- A. The Candidate Review Board shall be composed of five (5) members.
  - 1. A College of Monarch Co-Chairperson shall serve as chairperson.
  - 2. Two (2) College of Monarchs members, in good standing, shall be elected from the College of Monarchs.
  - 3. Two (2) members of the ICOB Board of Directors OR members that are not College of Monarchs members shall be nominated by the President of the ICOB Board of Directors and shall stand for election by the ICOB Board of Directors.
- B. The Candidate Review Board shall receive the applications for Monarch and shall verify that the applicants for Monarch have fulfilled the obligations and requirements for candidacy as provided in this article, Article 6, and that stipulated deadlines for submission have been met.
- C. The Candidate Review Board shall advise the members of the College of Monarchs and the members of the ICOB Board of Directors of the names of persons whose application as candidate for Monarch are accepted.
- D. In cases where an applicant for Monarch is not accepted such non-acceptance shall be based solely on failure to provide verification of fulfillment of the obligations and/or requirements for candidacy as set forth in this article, Article 6 and/or failure to meet stipulated and published deadlines for application..

**Section 14. Candidate Night.**

Candidates for Monarch shall be present on Candidate Night.

- A. Candidates for Monarch shall present a verbal speech not to exceed five (5) minutes; a written copy of the presentation shall be provided to the Co-Chairperson(s) of the College of Monarchs.
- B. Candidates for Monarch shall participate in a question and answer period that shall not exceed fifteen (15) minutes per candidate.

**Section 15. Election Campaign Committee.**

Candidates shall be allowed to have an Election Campaign Committee:

- A. Candidates shall provide a written list of their Election Campaign Committee members to the Co-Chairperson(s) of the College of Monarchs no later than five (5) business days following notification of their acceptance as candidates.

B. Candidates or members of an Election Campaign Committee shall not provide means that may be construed as “securing votes” including, but not limited to, money, beverages or gifts.

C. Candidates or members of an Election Campaign Committee shall not campaign on Election Day. This shall include, but not be limited to, campaign literature, distribution of buttons, or candidate advertising of any kind. Candidate buttons may be worn by voters and shall **not** be considered to be campaigning by a candidate or an Election Campaign Committee.

D. Candidates or members of an Election Campaign Committee shall enter the polling place only to vote; loitering shall **not** be allowed.

E. Candidates or members of an Election Campaign Committee found to be in violation of this sub-section shall be cause for said candidate to be disqualified for election; votes for said candidate shall be considered invalid.

**Section 16. Candidate & Coronation Week Activities Announcement.**

The President of the Board of Directors of the ICOB shall provide a press release to the print and broadcast media within three (3) business days of the conclusion of the Candidate Review Board interviews. The press release shall include, but not be limited to, announcement of Monarch candidates and Coronation Week Activities.

**Section 17. ICOB Coronation Ball Event requirements.**

Candidates for Monarch shall follow the ICOB Coronation Ball Event requirements as follows:

A. Candidates shall be actively involved with a Coronation Activities Committee. The Coronation Coordinator shall assign candidates to a Coronation Activities Committee for which the candidate shall be suited.

B. Empress candidates shall appear at the ICOB Coronation Ball in female attire, clean-shaven (no facial hair), with make-up and a female hairstyle.

C. Emperor candidates shall appear at the ICOB Coronation Ball in male attire with a male hairstyle.

D. Candidates shall perform in the ICOB Coronation Ball opening number.

E. Candidates shall provide a staged presentation at the ICOB Coronation Ball. The presentation shall be a minimum of two (2) minutes and a maximum of five (5) minutes in length. The time allowed for presentations shall include the time required for set up and removal of props, sets, etc.

## ARTICLE SEVEN (7)

### Monarch Election Procedures

#### **Section 1. Minimum time to hold elections.**

Voting shall occur a minimum of one (1) week prior to the start of Coronation Week activities.

#### **Section 2. Voter eligibility.**

Eligible voters shall be members in good standing, as per Member Article, that have been a member for a minimum of six (6) months prior to Election Day.

#### **Section 3. Ballot format.**

The Sample Ballot included with this statement of policy shall be the format used for the election ballot. The election ballot shall bear:

- A. The names of candidates for the position of Emperor and Empress.
- B. The legal name and stage name of candidates.
- C. The phrase “no candidate” shall appear in lieu of bearing a name when there are no candidates for either Emperor or Empress.

#### **Section 4. Voting procedures.**

The voting procedures for Monarch election balloting shall be as follows:

- A. The College of Monarchs Chairperson(s) and the Board of Directors or their designated representatives shall hold the election proceedings as the voting officials.
- B. The Vice President and the Treasurer of the Board of Directors of the ICOB, shall determine voter eligibility prior to Election Day.
- C. The Secretary of the Board of Directors, or their designated representative, shall send notification of voting eligibility to members that shall be postmarked a minimum of thirty (30) days prior to Election Day.
- D. The Treasurer of the Board of Directors shall make available to the College of Monarchs Chairperson(s) the paperwork used to determine voter eligibility. The voter eligibility information shall be used in case of member challenge to voting eligibility status.
- E. The College of Monarchs Chairperson (s) shall supply election ballots and pens.
- F. The Treasurer of the Board of Directors of the ICOB shall supply an Election Signature Registry of eligible voters and a list of eligible voters who requested absentee ballots to the voting officials.
- G. The Secretary of the Board of Directors shall supply envelopes for the election ballots.
- H. Eligible voters shall sign their name to the Election Signature Registry prior to receipt of an election ballot and envelope.
- I. The eligible voter shall cast a ballot; **write-in votes shall invalidate an entire ballot.**
- J. After casting their ballot, the voter shall place their ballot in the envelope provided for the election ballot, seal the ballot envelope, sign across the seal of the envelope and hand the envelope containing the ballot to the voting official.

K. The voting officials shall verify that the number of envelopes containing election ballots matches the number of signatures on the Election Signature Registry.

L. The envelopes containing election ballots shall be placed in one (1) large envelope. Such large envelope shall be sealed and signed across the seal by a member of the College of Monarchs and a member of the Board of Directors of the ICOB.

M. The large envelope containing the election ballot envelopes along with the list of eligible voters who requested absentee ballots shall be mailed certified, return receipt requested, to the impartial Court attorney for auditing verification.

N. The designated Court attorney shall mail the voting results to the official ICOB mailing address. The voting results from the Court attorney shall not be opened until the evening of the Coronation Ball.

**Section 5. Absentee Ballots.**

Eligible members may request absentee ballots. Absentee ballots shall be handled as follows:

A. Absentee ballots shall be requested in writing, no later than twelve (12) days prior to Election Day. Written requests for absentee ballots shall be sent to the official ICOB mailing address. Absentee ballots shall be mailed to the individual making the written request. Absentee ballots that are lost shall not be replaced nor shall any other means of voting be accepted.

B. Absentee ballots shall be mailed to the designated Court attorney as specified in the letter accompanying the absentee ballot. Absentee ballots shall be postmarked no later than the day prior to Election Day.

C. The ICOB and/or the designated Court attorney shall assume no responsibility for lost, stolen, misdirected, delayed or incomplete absentee ballots.

## ARTICLE EIGHT (8)

### Imperial Family, Dowager & Past Monarchs

#### **Section 1. Imperial Family**

The Imperial Family shall be comprised of the following: The reigning Emperor, the reigning Empress, the reigning Imperial Crown Prince, the reigning Imperial Crown Princess, the previous reign's Emperor, a.k.a. the Dowager Emperor and the previous reign's Empress, a.k.a. the Dowager Empress.

- A. The Imperial Family shall also serve as representatives of the ICOB.
- B. Any member of the College of Monarchs shall be the official representative if no current member of the Imperial Family is in attendance.
- C. The College of Monarchs shall act as mediators in disputes within the Imperial Family.

#### **Section 2. Responsibilities of the Dowager Monarchs. [REV 5/04]**

The Dowager Monarchs shall be the Monarchs from the immediately preceding reign and shall be responsible for the following:

- A. Individually chairing one (1) fundraising event, or two (2) jointly chaired fundraising events during their Dowager year.
- B. Attending two (2) out of town Coronation Balls.
- C. Attending a minimum of eight (8) Court functions during their Dowager year; excluding all Coronation Week activities.
- D. Request from the corporation Treasurer and present checks to the reign's designated charities at an appropriate event and venue no later than ninety (90) days following the end of the reign.

#### **Section 3. Dress Code for Dowager Monarchs.**

The dress code for the Dowager Monarchs shall be:

- A. The Dowager Empress shall appear in attire that is appropriate to the persona to which she was elected or appointed.
- B. The Dowager Emperor shall appear in attire that is appropriate to the persona to which he was elected or appointed.

#### **Section 4. Conduct of the Dowager Monarchs.**

Dowager Monarch(s) shall be included in the code of conduct the same as any other member of the ICOB and may be brought up on formal written complaint to the College of Monarchs and the Board of Directors, (See Members Article).

#### **Section 5. Joint determination of fulfillment for Dowager Monarchs.**

The current reigning Monarch(s) ***and*** the College of Monarchs shall ***jointly***:

- A. Determine the successful completion of the Dowager Monarch(s) reign; ***and***
- B. Have the authority to grant or deny a Dowager Walk at the Coronation Ball.

#### **Section 6. Dress Code for Past Monarchs.**

The dress code for a Past Monarchs shall be:

A. The Past Empresses of the ICOB that attend an ICOB function as a female shall wear attire appropriate to the event. Past Empresses shall appear in attire that is representative of their individuality and respectful of the ICOB. Past Empresses that have completed their Dowager reign may be excused from attending in female attire; the Emperor dress code for appropriate attire shall apply.

B. Past Emperor's of the ICOB shall attend an ICOB function as a male and shall wear attire that is appropriate to the event. Past Emperors shall appear in attire that is representative of their individuality and respectful of the ICOB. Past Emperors that have completed their Dowager reign may be excused from attending in male attire; the Empress dress code for appropriate attire shall apply.

C. The wearing of denim or sneakers to a Coronation or Adornment Ball, Investiture or other Formal State Function shall be considered inappropriate attire for a Past Monarch except when said attire shall be in accordance with an "In-Theme" Court Walk at a Coronation or Adornment Ball.

**Section 7. Conduct of Past Monarchs.**

Past Monarchs shall be included in the code of conduct the same as any other member of the ICOB and may be brought up on formal written complaint to the College of Monarchs and the Board of Directors, (See Members Article).

## ARTICLE NINE (9 Revised)

### **Monarch(s): Emperor & Empress**

The following guideline shall be used for Coronation, Investiture and Official Court Functions. Common sense and good taste should also be used as a personal guide. Questions concerning appropriate attire or Regalia should be directed to the College of Monarchs Co-Chairperson(s) or when unavailable, then the Minister of Protocol.

#### **Section 1. Responsibilities of the Reigning Monarch(s). [REV 5/08]**

The Reigning Monarch(s) responsibilities shall be as follows:

- A. Attend four (4) out of town Coronation or Adornment Balls.
- B. Attend the Coronation Ball of our Mother Court, the Imperial Court of Toronto, (Toronto, Ontario, Canada).
- C. It is ***strongly recommended*** that the Monarch(s) attend the Coronation Ball of our in state sister court, the Imperial Court of New York (New York, NY). The purchase or reimbursement of Coronation Ball ticket(s) for the reigning Monarch(s) that attend the Imperial Court of New York Coronation Ball shall be made from funds of the College of Monarchs.
- D. Attend or be represented by a minimum of one (1) current reigning Monarch at the Coronation or Adornment Ball of any future court or barony brought into existence in the realm of New York State.
- E. Represent the ICOB, the City of Buffalo and the realm of the ICOB at official functions and special events in and out of Buffalo, NY.
- F. Attend all Court functions or appoint an official representative in their absence.
- G. Maintain their individual Crowns, Jewelry and Regalia, befitting the rank and title of Emperor and Empress.
- H. Maintain the State Crown and Regalia in good condition and return all Court Property to the Chairperson(s) of the College of Monarchs in satisfactory condition on the evening of the Coronation Ball.
- I. Appear in appropriate attire at all official functions throughout their reign; Emperor in appropriate male attire and Empress in appropriate female attire.
- J. Maintain the decorum and order of the Court Members. The reigning Monarch(s) shall be expected to diffuse any potential conflict between members of the ICOB and members of another Court or Barony.
- K. Act as the primary fundraisers for the ICOB.
- L. Designate, in concert with their elected or appointed counterpart, the major charities that will receive distribution of funds from their reign. Announcement shall be made no later than ninety (90) days from the Coronation Ball in which the reign began and shall be included in the Monarch's Report to the general members.
- M. Produce all Investitures and official state functions.

N. Produce a minimum of six (6) joint or three (3) individual fundraisers during their reign. The fundraising events of the Monarch(s) shall each take place in a different venue. Advertisements for the events shall bear the Monarch(s) name(s) as producer(s).

O. Produce a minimum of six (6) fundraisers during their reign when acting as a sole reigning Monarch; each fundraiser shall take place in a different venue. Advertisements for the events shall bear the Monarch's name as producer.

P. Provide written evidence of the successful completion of at least half of their minimum requirements to the College of Monarchs Co-Chairperson(s) within six (6) months of their stepping up. Such written documentation shall also include the successful completion of half the minimum requirements of the ICP(s). Failure to produce this evidence or to complete the requirements shall be addressed by the College of Monarchs and may result in disciplinary action, up to and including suspension or impeachment. The Monarch(s) shall prepare a written plan with timelines that shall be adhered to in order to complete the minimum requirements for the Monarch(s) and the ICP(s); transmission of the plan shall be to the Co-Chairperson(s) of the College of Monarchs.

Q. Insure that the funds (a minimum of \$5,000) necessary to produce the succeeding Coronation Ball have been raised by the sixth month following their step-up. The calculation of criteria achievement shall be on a "net" basis. "Net" basis shall be construed to mean that those disbursements identifiable as directly related to the generation of specific income shall be removed from said income and thereby create a "net" figure. [Example: Boat Cruise Event/revenue = \$2500 and expenses = \$2000, therefore a "net" figure of \$500.]

1. The following formula shall be used to determine the amount that a reign may budget and spend on their step-down Coronation.

2. Estimated Costs:

a. Venue	200 persons @ \$25/person	=	\$5000
b. Program & Pins		=	\$2000
c. Brunch	100 persons @ \$15/person	=	\$1500
d. Awards		=	\$200
e. Hospitality		=	\$500

TOTAL = \$9200

Using the estimated costs provided above, we may place this into an equation of \$9200 cost and divide it by the \$5000 required at the six month point; reduce it to  $92/50 = 1.84$ .

The logic: there must be \$5000 (net) to produce the succeeding coronation and the cost associated with this is \$9200.

Therefore, the rule of thumb to be used shall be that if there is less than \$5000 (net) available to produce the succeeding coronation at the six month time frame, then the maximum that shall be allowed to be spent for the succeeding coronation shall be the net figure available times 1.84.

\$5000 x 1.84	=	\$9200
\$4500 x 1.84	=	\$8280
\$4000 x 1.84	=	\$7360
\$3500 x 1.84	=	\$6440
\$3000 x 1.84	=	\$5520
\$2500 x 1.84	=	\$4600
\$2000 x 1.84	=	\$3680

R. Act as the official escort for their counterpart. The official escort of a reigning Monarch or a Past Monarch shall be their elected counterpart.

S. Provide written documentation to the Co-Chairperson(s) of the College of Monarchs that shall detail their activities for the year that shall serve to fulfill the minimum requirements for the Monarch to be eligible to step down. The documentation of minimum requirement fulfillment shall be transmitted no later than thirty (30) days before the Coronation Ball.

T. Provide, respectively, written documentation to the Co-Chairperson(s) of the College of Monarchs that shall detail the activities for the year for the reigning ICP(s) that shall serve to fulfill the minimum requirements for the ICP(s) to be eligible to step down. The documentation of minimum requirement fulfillment shall be transmitted no later than thirty (30) days before the Coronation Ball.

U. Appear in appropriate Court Attire in a minimum of two (2) different establishments or organizations each month within the realm during their reign. The reigning Monarch(s) shall designate, each month, the establishments or organizations at which they shall make appearances. [reference: Proclamation from Reign 11, Article 14]

V. Provide a written report at the General Membership Meeting that shall include, but not be limited to, the activities and appearances that the Monarch(s) shall have participated in during the previous month. The reigning Monarch(s) shall present their monthly written report in a professional format and the report shall be included as the Report of the Monarchs as an addendum to the official minutes of the General Membership Meeting. [reference: Proclamation from Reign 11, Article 14]. When reporting on events for functions they attended, the Monarch(s) shall include in their written or verbal reports **only** the events or functions they attended at which they were attired in dress or costume appropriate for said function or event.

W. Meet with their ICP(s) within forty-five (45) days following the Coronation Ball so that the ICP(s) may present a written outline of their reign. The outline shall include, but not be limited to, information and dates on events planned, Coronation or Adornment Balls they plan to attend, and other local events they plan to attend or produce.

X. Meet with and present to the College of Monarchs an outline of their reign within sixty (60) days of the Coronation Ball. The reigning Monarch(s) shall provide in their written report an outline that shall include, but not be limited to, information and dates on events planned, Coronation or Adornment Balls that shall be attended, and other local events they plan to attend or produce. The reigning Monarch(s) shall use this time to address concerns or questions about their reign.

Y. Meet, along with their ICP(s), with the College of Monarchs within sixty (60) days following the Coronation Ball so that the written plan for the reign can be presented and questions asked by College of Monarchs members. The reigning Monarch(s) and ICP(s) shall use this time to address concerns or questions about their reign.

Z. Order or produce appropriate awards in sufficient time as to be presented at Victory Brunch. Each reigning Monarch shall be limited to six (6) individual recognition awards that shall generally be given to:

Emperor to:  
Baron  
Baroness  
Emperor

Empress to:  
Baroness  
Baron  
Empress

Empress  
Past Emperor  
Past Empress

Emperor  
Past Empress  
Past Emperor

The reign may also present two (2) awards: Best Court In-Theme Walk and Best Individual In-Theme Walk. Additional awards may be presented at the discretion of the reigning Monarchs; however, the reigning Monarch(s) shall be responsible for reimbursing the ICOB for awards purchased in excess of the maximum fourteen (14).

**Section 2. Dress Code for the Reigning Monarch(s).**

The dress code for the reigning Monarch(s) shall be as follows:

A. The reigning Monarch(s) shall appear in attire that is appropriate to the persona to which they have been elected or appointed.

B. Royal attire shall be worn at Coronations, Adornments, Investitures and Formal State Functions.

C. Gloves:

1. Emperor: White or Black gloves shall be optional. Leathermen may wear black leather gloves. However, at a Coronation or Adornment Ball when participating in a Court Walk in the presence of the founder of the International Court System, Jose the Widow Norton, it is strongly recommended that white or black gloves be worn.

2. Empress: Opera gloves shall be optional. However, at a Coronation or Adornment Ball when participating in a Court Walk in the presence of the founder of the International Court System, Jose the Widow Norton, it is strongly recommended that opera gloves be worn when wearing short sleeved or sleeveless gowns.

D. Formal Attire:

1. Emperor: The reigning Emperor shall wear the current standard of formal attire (i.e.: tuxedo or business suit) at all ICOB functions, or appropriate attire to suit the theme of the function, (i.e.: Dressed in theme for a Ball or event).

2. Empress: The reigning Empress shall wear the current standard of formal attire (i.e.: full-length gown) at all ICOB functions, or appropriate attire to suit the theme of the function, (i.e.: Dressed in theme for a Ball or event).

E. The wearing of denim or sneakers to a Coronation or Adornment Ball, Investiture or other Formal State Function shall be considered inappropriate attire for a reigning Monarch except when said attire shall be in accordance with an "In-Theme" Court Walk at a Coronation or Adornment Ball.

F. Events within the realm other than ICOB events:

1. The Emperor shall dress in full regalia, which shall be construed to mean "crown or medallion", when representing the ICOB at events within the realm unless otherwise requested by the promoter of the event.

2. The Empress shall dress in full regalia, which shall be construed to mean "crown and gown", when representing the ICOB at events within the realm unless otherwise requested by the promoter of the event.

Events shall include, but not be limited to, Buffalo Gay Pride Parade, Toronto Gay Pride Parade, or official community events to which he will be a presenter, judge or participate as a representative of the ICOB.

G. Guidelines for Monarch(s) that chose to wear leather shall be:

1. Emperor: A full sleeved, collared leather shirt or tuxedo shirt shall be appropriate attire. Leather pants, chaps with "new" black denim jeans, leather tuxedo vest with club colors, biker hat and black boots shall be appropriate attire.

2. Empress:

a. A full-length leather gown is most appropriate and a best choice.

b. A leather cocktail dress, leather pants, suits or chaps with "new" black denim jeans may be worn when appropriate for the situation.

Harnesses, casual cut shirts, torn or ripped jeans or chaps worn alone shall not be considered acceptable attire.

Common sense and good taste shall dictate that what may be appropriate attire for a formal leather event may not be appropriate attire for an Imperial Court of Buffalo event.

### **Section 3. State Regalia.**

The reigning Monarch(s) shall have thirty (30) days to replace any State Regalia found to be damaged, stolen or missing while in his control. Repair in lieu of replacement to said State Regalia shall not be acceptable unless approved by the College of Monarchs.

### **Section 4. Crowns, Coronets or Tiaras.**

The policy on crowns, coronets or tiaras shall be as follows:

A. Full head crowns shall be reserved for Monarchs.

B. The State Crown shall be worn at the Coronation Crowning Ceremony. The newly elected Monarch(s) shall wear the State Crown until they have received all guests at the Coronation Ball. The newly elected Monarch(s) may wear the State Crown for the remainder of the evening or they may change to personal regalia of their choice that has been pre-approved by the Co-Chairperson(s) of the College of Monarchs.

C. The reigning Monarch(s) shall have ninety (90) days from the Coronation Ball in which to purchase a personal crown or medallion (Emperor); crown or tiara (Empress). The receipt for the Monarch(s) personal crown or medallion (Emperor); crown or tiara (Empress), shall be transmitted to the Treasurer of the Board of Directors. Reimbursement from the College of Monarchs funds in the amount not to exceed one hundred (100) dollars shall be paid after the successful completion the Monarch's reign, and within ten (10) days of stepping down.

D. Wearing of Crowns or Medallions:

1. Emperor and male titled members:

a. The Emperor shall wear a head crown, a medallion around his neck, or a shoulder crown worn on the left shoulder.

b. Male titled members of the ICOB shall not wear a coronet higher than the Emperor's State Crown (6.5") during a Court Walk.

2. Empress:

a. The Empress shall wear a head crown or tiara.

b. Female titled members of the ICOB shall not wear a tiara higher than the Empress' state Crown (8") during a Court walk.

E. The reigning Monarch(s) may choose to wear a crown that is shorter or higher than the State Crown.

**Section 5. Greeting.**

The guidelines for greeting shall be:

A. All persons shall bow or curtsy to H.I.M. Empress Jose the First, the Widow Norton and Queen Mother of the America's, Nicole the Great. Upon their demise, this courtesy shall be extended to their successor.

B. Reigning and Past Monarchs shall not be required to bow to other Monarchs. However, it shall be considered polite and courteous for any Monarch to slightly bow the head or acknowledge another reigning Monarch at their step down. **[02/09]**

**Section 6. Conduct of the Monarch(s).**

The guidelines for conduct of the Monarch(s) shall be as follows:

A. Reigning Monarchs shall be held to a higher standard of behavior. The reigning Monarchs shall refrain from over consumption of alcoholic beverages at functions that they attend. Failure to maintain appropriate behavior may result in a formal written complaint to the College of Monarchs.

B. A member may file a formal written complaint that shall be investigated by the College of Monarchs and may result in a reprimand, suspension or removal from their position. Reigning Monarchs shall be given the opportunity to explain their actions prior to any disciplinary action by the College of Monarchs, but no less than fourteen (14) days following the receipt of the formal written complaint.

C. Public nudity in any form, including exposure, shall not be allowed nor shall it be tolerated. Evidence of public nudity shall serve as grounds for disciplinary action by the College of Monarchs and may include removal from their position.

D. Public display of overt sexuality shall not be tolerated. Activities in private, nonpublic areas remain the individual's personal business. Discretion is strongly urged in all areas related to sex and sexuality. Failure to meet the standard of discretion may result in any or all of the following action:

1. Written reprimand by the College of Monarchs.
2. Suspension of title for up to three (3) months.
3. Removal from their position.

E. Reigning Monarchs shall be included in the code of conduct the same as any other member of the ICOB and may be brought up on formal written complaint to the College of Monarchs and the Board of Directors, (See Article 3, Members).

## ARTICLE TEN (10)

### Imperial Crown Prince & Imperial Crown Princess (ICP(s))

#### **Section 1. Responsibilities of the ICP(s).**

Candidate(s) for the position of ICP shall be considered eligible provided:

A. The candidate shall have been an active ICOB member in good standing for a minimum of twelve (12) months prior to being appointed as ICP; ***and***,

B. The candidate shall have attended a minimum of three (3) General Membership Meetings during the twelve (12) months prior to being appointed.

C. The ICP(s) shall be appointed by the first Investiture by selection of the reigning Monarch(s). The College of Monarchs Co-Chairperson(s) shall be informed of the selection prior to announcement in sufficient time to confirm eligibility of candidates for the position. It is highly recommended that the reigning Monarch(s) discuss the proposed selection of ICP(s) with the College of Monarchs Co-Chairperson(s), however, provided the eligibility criteria shall have been met, the College of Monarchs Co-Chairperson(s) shall approve the selection.

D. The ICP(s) shall submit to the College of Monarchs Co-Chairperson(s) a copy of their current photo identification that shall be acceptable for border crossings and airport travel in the US and Canada within thirty (30) days of appointment.

E. The ICP(s) shall produce a minimum of three (3) fundraisers during their reign. Each fundraising event of the ICP(s) shall take place in a different venue. The ICP(s) shall produce the Annual Boat Cruise and the After Boat Cruise Party (a.k.a. the Dry Dock Party) which shall fulfill one (1) fundraising event requirement. Advertisements for the events shall bear the ICP(s) names as producers. In the event that there is no ICP, the Honorary Host and Hostess for the Annual Boat Cruise shall be the reigning Monarchs.

A reigning ICP, upon completion of a fundraiser that nets at least one thousand dollars, shall be excused, if they so desire, from one (1) out of town Coronation. If the event is co-produced (with any other person), the amount shall be one thousand dollars per producer. The exemption shall not apply to the Annual boat ride unless a second boat ride is produced by an ICP. The exemption shall be limited to one (1) Coronation exemption. **[Reign 18 Proclamation]**

F. The ICP(s) shall appear a minimum of one (1) time each month in appropriate formal attire with their court regalia within the realm governed by the ICOB.

G. The ICP(s) shall perform any other duties as assigned by their respective Monarch.

H. The ICP(s) shall each attend three (3) out of town Coronation or Adornment Balls during their reign; the reigning Monarch(s), a member of the College of Monarchs, or a member of the Board of Directors shall be present for verification of fulfillment of this requirement. The requirement for Coronation or Adornment Balls shall be considered fulfilled when the ICPs attend, in proper attire for the event, until the crowning of the new monarchs has been accomplished. A minimum of two (2) Coronation or Adornment Balls shall be within the United States.

I. Upon termination of their reign, the ICP(s) shall relinquish all Court Jewelry and Court Property to the Chairperson(s) of the College of Monarchs.

J. The ICP(s) shall be responsible for maintaining their Court regalia. The ICP(s) shall purchase their crowns within ninety (90) days of being titled. The ICPs shall wear the crown purchased throughout

their reign. The ICP(s) shall transmit to the Treasurer of the Board of Directors the receipt for crown purchase. The ICP(s) shall be allotted the sum not to exceed fifty (50) dollars each for the purchase of their own crown; reimbursement shall be made from funds of the College of Monarchs following the successful completion of the ICP(s) reign. The Imperial Crown Prince shall have the option of applying the reimbursement sum to the purchase of a medallion; a medallion purchased in lieu of a crown shall be worn throughout the reign. The crown or medallion for the ICP(s) shall be approved by the reigning

Monarchs and the College of Monarchs before purchase is made. The ICP(s) shall replace, within thirty (30) days, any State Regalia that shall be determined to be stolen, missing, etc.

K. The ICP(s) shall each attend a minimum of eight (8) Court functions during their reign; excluding Buffalo Coronation Activity Events.

L. The ICP(s) shall be crowned at the first Investiture or other appropriate venue should a vacancy occur and another ICP be chosen to complete the reign. The ICP(s) shall be crowned and shall sign and abide by the Oath of Office that will be delivered and witnessed. The Oath of Office shall be delivered by the Chairperson(s) of the College of Monarchs, or their designated representative, and shall follow the same general form as the Oath of Office for the Emperor/Empress, except substituting Imperial Crown Prince/Princess for Emperor/Empress and replacing "elected" with "appointed".

M. ICP(s) who shall have successfully completed their reign and stepped down shall retain the title: Imperial Crown Prince or Imperial Crown Princess to Reign <number>, until such time as he or she [reference proclamation of Reign 10]:

1. Receives a Life Title from an ICOB Monarch; or,
2. Seeks and becomes an elected Monarch of the ICOB; or,
3. Resigns the title of Imperial Crown Prince or Imperial Crown Princess.

N. The ICP(s) shall meet with the reigning Monarch(s) within forty-five (45) days following the Coronation Ball so that the ICP(s) may present a written outline of their reign. The outline shall include, but not be limited to, information and dates on events planned, Coronation or Adornment Balls they plan to attend, and other local events they plan to attend or produce.

O. The ICP(s) shall be invited and expected to attend a meeting of the College of Monarchs along with the reigning Monarch(s) within sixty (60) days following the Coronation Ball so that the written plan for the reign can be presented and questions asked by College of Monarchs members. The ICP(s) shall also use this time to address concerns or questions about their reign.

P. When reporting on events or functions they attended, the reigning ICP(s) shall include in their written or verbal reports only the events or functions they attended at which they were attired in dress or costume appropriate for said function or event.

## **Section 2. Dress Code.**

The dress code policy shall be as follows:

- A. Members of the ICOB, other than Past Monarchs, shall dress in appropriate attire according to their title (i.e.: male title holders shall dress in male attire and female titleholders shall dress in

female attire). Exception to this guideline shall be granted when walking or performing “In-Theme” at a Coronation or Adornment Ball.

B. The current standard of formal attire (i.e.: tuxedo or business suit for male and full length gown for female) shall be appropriate attire for a Coronation or Adornment Ball, Investiture or other Formal State Function. Exceptions from formal attire shall be when walking “In-Theme” at a Coronation or Adornment Ball or attendance dressed in-theme at a “theme” event. When attending a Coronation or Adornment Ball and “In-Theme” attire has been worn for the Court Walk it shall be expected that either the “In-Theme” attire shall be worn the entire evening or a change shall be made into the current standard of formal attire.

C. White or Black gloves for men and Opera gloves for women shall be optional. However, at a Coronation or Adornment Ball when participating in a Court Walk in the presence of the founder of the International Court System, Jose the Widow Norton, it is strongly recommended that

white or black gloves be worn by men and opera gloves be worn by women when wearing short sleeved or sleeveless gowns.

D. The wearing of denim or sneakers to a Coronation or Adornment Ball, Investiture or other Formal State Function shall be considered inappropriate attire for members of the ICOB except when said attire shall be in accordance with an “In-Theme” Court Walk at a Coronation or Adornment Ball.

E. When ICP(s) act as performers they shall dress in attire appropriate to the event theme or their song choice. (Keeping in mind that the image of the organization is judged by what is worn. Since we are “entertainers”, it is suggested that “showy” or “costume” type articles of clothing be worn.) The wearing of denim, sneakers, sandals, tank tops, shorts, plain sweaters or articles of clothing that would be worn on a day-to-day basis shall be prohibited, except when such clothing shall be part of the “costume” and fits the number that shall be performed.

F. Members of the ICOB shall wear appropriate business attire when conducting business on behalf of the ICOB.

G. Questions concerning appropriate dress code shall be directed in ranking order to the Co-Chairperson(s) of the College of Monarchs, the Minister of Protocol, and the reigning Monarchs.

H. When ICP(s) act as performers It is strongly recommended that they try their best to look, act and perform in a “professional” manner when entertaining an audience. The image and reputation of the ICOB are on display with each performer. It is suggested that if one is unsure about knowing the words to a song, costume, etc. then they should not perform, as it will show on stage during the performance.

### **Section 3. Crowns, Tiaras & Coronets.**

The policy on crowns, tiaras and coronets shall be as follows:

A. Full head crowns shall be reserved for Monarchs.

B. Tiaras shall be reserved for Imperial Crown Princess or Life Title holders whose title came with such honors.

C. The Imperial Crown Prince shall wear a coronet on his head or a shoulder crown on his right shoulder or a medallion around his neck.

D. Coronets shall be reserved for Imperial Crown Princes or Life Title holders whose title came with such honors. Coronet height shall not exceed two (2) inches.

**Section 4. Greeting.**

The guidelines for greeting shall be:

A. All persons shall bow or curtsy to H.I.M. Empress Jose the First, the Widow Norton and Queen Mother of the America's, Nicole the Great. Upon their demise, this courtesy shall be extended to their successor. **[02/09]**

B. The reigning ICP(s) shall bow or curtsy to reigning and Past Monarchs.

**Section 5. Conduct of the ICP(s)**

The guidelines for the conduct of the ICP(s) shall be as follows:

A. The reigning ICP(s) shall be held to a higher standard of behavior.

B. The ICP(s) shall refrain from over consumption of alcoholic beverages at functions that they attend. Failure to maintain appropriate behavior may result in a formal written complaint to the College of Monarchs.

C. Reigning ICP(s) shall be included in the code of conduct the same as any other member of the ICOB and may be brought up on formal written complaint to the College of Monarchs and the Board of Directors, (See Members Article).

D. A member may file a formal written complaint, which shall be investigated by the College of Monarchs and may result in a reprimand, suspension or removal from their position. Reigning ICP(s) shall be given the opportunity to explain their actions prior to any disciplinary action by the College of Monarchs, but no less than fourteen (14) days following the receipt of the formal written complaint.

E. Public nudity in any form, including exposure, shall not be allowed nor shall it be tolerated. Evidence of public nudity shall serve as grounds for disciplinary action by the College of Monarchs and may include removal from their position.

F. Public display of overt sexuality shall not be tolerated. Activities in private, nonpublic areas remain the individual's personal business. Discretion is strongly urged in all areas related to sex and sexuality. Failure to meet the standard of discretion may result in any or all of the following action:

1. Written reprimand by the College of Monarchs.
2. Suspension of title for up to three (3) months.
3. Removal from their position.

## ARTICLE ELEVEN (11)

### Regent Monarchs

#### **Section 1. Appointment of a Regent Monarch.**

The following are the circumstances under which a Regent Monarch could be appointed:

A. If no application shall have been received for **both** Monarch positions or if there are no qualified candidates for **both** Monarch positions, then the College of Monarchs shall appoint a Regent Emperor **and** a Regent Empress who shall be crowned at the Coronation Ball.

B. A Regent Monarch **shall** be appointed under the following circumstances:

1. No application for a Monarch position shall have been received.
2. No qualified candidates for a Monarch position shall have been accepted.
3. No qualified candidate for a Monarch position shall have received a majority of votes in the Election.
4. The results of the Monarch Election shall leave one (1) or both positions unfilled.

C. A Regent Monarch **may** be appointed when either the sole reigning Monarch or the College of Monarchs deems an appointment necessary under the following circumstances:

1. The elected reigning Monarch(s) resigns, are removed from office, or are no longer capable of continuing their position.
2. A reigning Monarch dies while in office.
3. The appointed Regent Monarch(s) resigns, are removed from office, or are no longer capable of continuing their position.

#### **Section 2. Timeframe for appointment of a Regent Monarch.**

The College of Monarchs shall meet no later than thirty (30) days following the Coronation Ball to appoint a Regent Monarch to fill a vacancy in the position created as a result of circumstances described in Section 1, B, of this Article. Regent Monarchs chosen before the Coronation Ball shall be announced and crowned Regent Monarch at the Coronation Ball.

#### **Section 3. Eligibility criteria for Regent Monarch.**

Candidates for Regent Monarch shall be deemed eligible provided they meet the eligibility criteria:

A. A member in good standing of the Imperial Court of Buffalo **and** the College of Monarchs.

B. They shall **not** have been a candidate for Monarch in the recent election.

C. They shall **not** be current members of the Board of Directors who are also members of the College of Monarchs. Resignation from the Board of Directors shall not alter the eligibility of a member of the College of Monarchs, except when there are no eligible members in the College of Monarchs that are able and willing to accept appointment as a Regent Monarch.

D. Hold no other reigning title that has obligations remaining (i.e.: pageant contest) that overlap with the reign of Regent Monarch. A candidate chosen for appointment as Regent Monarch that holds a reigning title that has obligations remaining that overlap with the reign of Regent Monarch shall submit

a written resignation for the other title within seven (7) days of appointment. A copy of the letter of resignation shall be submitted to the Co-Chairperson(s) of the College of Monarchs.

E. Gainfully employed or shall establish financial independence. A candidate for Regent Monarch shall have an awareness of the financial burden of the reign (approximately \$10,000).

F. Agree that they will sign and abide by the Oath of Office, Bylaws, and the Policies and Procedures that shall be delivered, signed and witnessed at the crowning ceremony and administered by the Chairperson(s) of the College of Monarchs, President of the Board of Directors, or their designated representatives should they become the Regent Monarch.

G. Document attendance at a minimum of one (1) out of town Coronation or Adornment Ball during the twelve (12) months preceding their appointment.

**Section 4. Consideration for Monarch.**

A person seeking to become a Regent Monarch shall be considered for one (1) office; either Emperor or Empress.

**Section 5. Honorary Members ineligible to seek Regent Monarch.**

An Honorary Member of the College of Monarchs shall not be eligible for consideration as a candidate for Regent Monarch.

**Section 6. Selection process for a Regent Monarch.**

The following shall be the selection process for a Regent Monarch.

A. The Co-Chairperson(s) of the College of Monarchs shall schedule and hold a meeting of the College of Monarchs as soon as practical following the Monarch Candidate Interviews or in any case no later than thirty (30) days following the Coronation Ball for the purpose of appointing a Regent Monarch.

B. Eligible candidates for Regent Monarch shall attend the meeting of the College of Monarchs called for the purpose of appointing a Regent Monarch and shall:

1. Present a prepared (written) speech; copy shall be submitted to the College of Monarchs Co-Chairperson(s). The speech shall include past experience, what they can bring to the reign as a Regent, and a potential plan for the Reign.
2. Be prepared to participate in a question and answer (Q&A) period.

**Section 7. Regent Monarch titled, crowned, known as, pro-rated responsibilities, College of Monarchs voting privileges. [REV 5/05]**

A. The Regent Monarch shall be titled from date of appointment.

B. The Regent Monarch shall be crowned in an appropriate ceremony.

C. The Regent Monarch shall be known as: Regent Emperor or Regent Empress to Reign <number>. The Regent Monarch shall not use the number from their previous reign until they have stepped down as Regent Monarch.

D. The Regent Monarch's responsibilities shall be pro-rated to the date of their appointment.

E. The Regent Monarch shall have voting privileges on the College of Monarchs suspended until they have stepped down as Regent Monarch.

F. A Regent Monarch shall not be reimbursed for crown expense. This policy shall apply to persons elected to a monarchy position within the ICOB that later serve as a Regent Monarch.

**Section 8. Completion of reign without disciplinary action.**

A Regent Monarch who completes their year, meeting the pro-rated minimum qualifications stated in the Imperial Family Article, who have had no disciplinary action taken against them shall be deemed as successfully completed their reign. The word "Regent" shall be removed from their title and they shall become that Reign's Monarch, receiving all honors due such a position. The Co-Chairperson(s) of the College of Monarchs shall make the appropriate announcement at the Coronation Ball following the final walks of the Reigning and Regent Monarchs.

**Section 9. Completion of reign *with* disciplinary action.**

A Regent Monarch who has been brought under disciplinary action and has completed their reign may petition the College of Monarchs within the sixty (60) days following the Coronation Ball to have the word "Regent" removed from their title and to become the Reign's Monarch. A majority vote of the College of Monarchs eligible to vote shall be required to approve or deny the petition. Written notification to the step down Regent Monarch shall be given within sixty (60) days following receipt of the petition.

## ARTICLE TWELVE (12)

### **General Conduct, Greeting, Crowns, Investiture, Events or Functions**

The following guideline shall be used for Coronation, Investiture and Official Court Functions. Common sense and good taste should also be used as a personal guide. Questions concerning appropriate attire or Regalia should be directed to the College of Monarchs Co-Chairperson(s) or when unavailable, then the Minister of Protocol.

#### **Section 1. General Conduct.**

The guidelines for conduct shall be:

A. The rules of conduct shall apply to all functions sponsored by, produced by, or attended by the ICOB. The rules of conduct shall be applicable to members of the ICOB and guests of any such function.

B. Persons found unable to perform their duties shall be asked to leave or vacate their duty:

1. Guests to the Dais: Persons found to be inebriated, unruly, or incapacitated shall forfeit their invitation to be a guest to the dais.

2. Performers or Masters of Ceremonies (Emcee): Persons found to be inebriated, unruly, or incapacitated shall forfeit their invitation to perform or act as Emcee.

3. Attendees of Functions: Persons found to be inebriated, unruly, or incapacitated may be asked to leave a function.

C. Person(s) found to be under the influence of any substance that is considered to be illegal by the State of New York, unless prescribed to such person by a physician, shall be removed from said function by any of the following: Board President, College of Monarchs Co-Chairperson(s) or their designated representatives. Member(s) removed due to circumstances of this section shall meet with the Board of Directors within thirty (30) business days of the incident to discuss their actions and continued membership.

D. The decision to enforce the previous rule of conduct shall be made by a group comprised of the Chairperson(s) of the College of Monarchs, President of the Board of Directors, and the Minister of Protocol. If these three (3) or four (4) people are not available, or if a person holds two (2) of these positions, then the descending order of command to fill the group shall be Board of Directors, then Past Monarchs in title number order from lowest to highest, and finally the producer of the event. The decision of this group shall be final.

E. The Co-Chairperson(s) of the College of Monarchs, President of the Board of Directors, Minister of Protocol, or their designated representatives, shall refrain from becoming inebriated or unruly during functions so that they may successfully enforce these duties.

F. In the interest of safety, the ICOB shall have and shall exercise the right to remove (by force if necessary) any person(s) found to be inebriated, unruly, incapacitated or those considered to be a detriment to the event, the organization, the attendees or to themselves. The ICOB shall post signs at the entrance of the event of this rule.

#### **Section 2. Greeting.**

The guidelines for greeting shall be:

A. All persons shall bow or curtsy to H.I.M. Empress Jose the First, the Widow Norton and Queen Mother of the America's, Nicole the Great. Upon their demise, this courtesy shall be extended to their successor. **[02/09]**

B. Court members, other than reigning and Past Monarchs, shall bow or curtsy to the reigning ICP(s).

C. The reigning ICP(s) shall bow or curtsy to reigning and Past Monarchs.

D. Reigning and Past Monarchs shall not be required to bow to other Monarchs. However, it shall be considered polite and courteous for any Monarch to slightly bow the head or acknowledge another reigning Monarch at their step down.

**Section 3. Crowns, Tiaras & Coronets.**

The policy on crowns, tiaras and coronets shall be as follows:

A. Full head crowns shall be reserved for Monarchs.

B. The Emperor shall wear a head crown or a medallion around his neck or a shoulder crown worn on the left shoulder.

C. The Imperial Crown Prince shall wear a coronet on his head or a shoulder crown on his right shoulder or a medallion around his neck.

D. Coronets shall be reserved for Imperial Crown Princes or Life Title holders whose title came with such honors. Coronet height shall not exceed two (2) inches.

E. Tiaras shall be reserved for Imperial Crown Princess or Life Title holders whose title came with such honors.

F. Male titled members of the ICOB shall not wear a coronet higher than the Emperor's State Crown (6.5") during a Court Walk.

G. Female titled members of the ICOB shall not wear a tiara higher than the Empress' State Crown (8") during a Court walk.

H. The reigning Monarch(s) may choose to wear a crown that is shorter or higher than the State Crown.

I. Current pageant titleholders who also have an ICOB title shall be allowed to walk with the "approved" pageant crown when prior approval has been given by the reigning Monarch(s). Protocol shall be submitted with the ICOB title first and the pageant title being second. If the Minister of Protocol at the event removes the pageant title from the Protocol, the titleholder shall not walk as a pageant titleholder nor shall they walk with a crown. It shall be the responsibility of the person submitting Protocol for the ICOB to determine which edits shall have been made in Protocol. The person responsible for submitting Protocol shall be responsible for sharing the information of any known changes with those ICOB members in attendance to reduce the possibility of embarrassment for the Court and the individual.

**Section 4. Investiture.**

A. Investiture shall occur within ninety (90) days following the Coronation Ball of the newly elected Monarch(s).

B. The investiture ceremony shall be considered to be the Crowning Ceremony and Coronation for an appointed Regent Monarch that is appointed under the circumstances described in the Regent Monarch Article.

**Section 5. Events or Functions of the Court.**

A. Court events or functions shall include, but not be limited to:

1. Coronation Ball: The annual fundraising celebration for the crowning of the new Monarchs upon successful completion of the current reign of an Imperial Court or a Ducal Court.
2. Formal State Function: An event produced by the ICOB or the College of Monarchs that shall be so designated in the publicity and at which appropriate formal attire shall be required. (i.e.: Investiture, Coronation Ball).
3. Investiture: The fundraising event of an Imperial Court or Ducal Court that celebrates the bestowing of titles upon court members and other attendees.
4. State Function: An event produced by the ICOB or the College of Monarchs that shall be so designated in the publicity and at which appropriate attire shall be required. (i.e.: ICOB Boat Cruise, Spaghetti Dinner, ICOB Honors and Holiday Dinner).

B. Event “show line-up” shall be the sole responsibility and decision of the producer or their designated representative. No one shall have the authorization to make changes otherwise.

C. Generally, members of the ICOB shall perform prior to any non-members.

D. When court members act as performers It is strongly recommended that they try their best to look, act and perform in a “professional” manner when entertaining an audience. The image and reputation of the ICOB are on display with each performer. It is suggested that if one is unsure about knowing the words to a song, costume, etc. then they should not perform, as it will show on stage during the performance.

**Section 6. Procedure and timetable for transmission of funds from events or functions. [REV 5/05]**

The procedure and timetable for transmitting funds to the Treasurer of the Board of Directors of the Community Services Foundation, Inc., d.b.a. the Imperial Court of Buffalo, raised under the auspices of the Imperial Court of Buffalo shall be as follows:

A. Funds raised by a show fee, door charge, raffles, split clubs or other means or events shall be transmitted directly to the Treasurer of the Board of Directors when he or she is in attendance.

B. When the Treasurer of the Board of Directors is not in attendance then the funds shall be transmitted to the Treasurer within three (3) business days following the activity. If the Treasurer of the ICOB has not heard from the event producer within the three (3) business day time frame, then they shall contact such person.

C. A full financial disclosure shall accompany the funds if there were any expenses associated with the event; receipts are mandatory for all expenses.

D. The ICOB treasury shall not be used to funnel funds through from other non-ICOB events to another organization or person.

E. Monies raised at an event shall not be given to any person or organization as a “donation” prior to the end of the reign, unless it shall have been approved by the Board of Directors prior to the event and the membership notified at a General Membership Meeting.

F. Each reign shall begin with \$1,000 left from the previous reign, and shall leave \$1,000 for the next reign. Additionally, by action of the Board of Directors in September, 2004 each reign, beginning with Reign 14, shall transfer \$1,000 to an ICOB “reserve account”, currently a money market savings account; said funds shall be transferred before making distributions to charitable organizations.

## ARTICLE THIRTEEN (13)

### Titles

#### **Section 1. Dynastic names.**

The guidelines for dynastic names shall be as follows:

- A. Dynastic names shall be given out by the reigning Monarch(s). The Dowager Monarch(s) shall be allowed to give out dynastic names at Victory Brunch following their step down as reigning Monarch. Past Monarchs shall not give out dynastic names unless prior approval shall have been received from the College of Monarchs.
- B. The use of dynastic names shall be done sparingly and with discretion.
- C. Dynastic names received from other realms shall be used only when visiting the realm of origin.
- D. The ICOB shall not accept use of dynastic names from other courts during the Court Walks at the Coronation Ball.

#### **Section 2. Life Titles.**

The process for Life Title approval shall be as follows:

- A. The reigning Monarch(s) shall each be permitted to grant a Life Title; presentation of Life Titles shall be at Victory Brunch.
- B. The reigning Monarch(s) shall submit the Life Title, in writing, to the College of Monarchs a minimum of sixty (60) days prior to the Coronation Ball. A Monarch who does not follow the stated procedure shall forfeit, without exception, the opportunity to present a Life Title at Victory Brunch.
- C. Present and future ICP(s) who have successfully completed their reign shall retain said title with the reign number until such person(s) receives a life title from a monarch or seeks and becomes elected a monarch. [reference Proclamation of Reign 10, Article 14]
- D. The ICOB shall recognize only one Life Title during each year. If a person holds more than one (1) Life Title said person shall designate, each Monarch Reign Operating Year, the Life Title that they will walk under for placement in Court Walk protocol. The person holding more than one (1) Life Title shall notify the Minister of Protocol, in writing, of the title they will utilize for said operating year.

#### **Section 3. Titles and order.**

The following is a list of titles and their order:

Emperor (1)	Empress (1)
Imperial Crown Prince (1)	Imperial Crown Princess (1)
Prince Royal (1)	Princess Royal (1)

#### Number named should be limited

Prince	Princess
Duke	Duchess
Marques	Marquise
Count	Countess
Viscount	Viscountess
Baron	Baroness

#### Limited Titles

Queen Mother (1)
Court Jester (1)
Consort (1/monarch)

#### Unlimited

Page
Friend of the Court
Lord
Lady
Knight

**Section 4. “Half” titles.**

A reigning Monarch shall have only one (1) person reigning with a “half” title during their reign. The issuance of a “quarter”, “eighth” or numerical titles that use the term “Emperor” or “Empress” shall not be permitted under any circumstance.

**Section 5. Knighthood. [REV5/04]**

Each year the Reigning Monarchs of Buffalo shall have the option of bestowing Knighthoods upon two (2) individuals. Said individuals shall be of some “Celebrity Status,” who are not members of the Imperial Court of Buffalo. The official Knighthood Ceremony shall take place at the Coronation Ball that year and shall be used to promote attendance at the Coronation Ball. The Reigning Monarchs will have the option of presenting a crown pin, which the monarchs shall purchase, during the Knighting Ceremony. The process for knighthood selection shall be:

- A. A minimum of six (6) months prior to Coronation, the Reigning Monarchs shall present their choices for Knighthood along with a written plan of how the said “Celebrity” will be able to assist their reign.
- B. The Reigning Monarchs shall make submissions to a Knighthood Review Committee chaired by Emperor 13 and Empress 13. This committee shall also be comprised of two (2) volunteer members of the College of Monarchs, the Board President and the Board Secretary. This committee shall review the submissions and have sole authority of approval or disapproval of the submissions.
- C. Should Emperor 13 or Empress 13 hold the positions of Board President or Board Secretary, an alternative member of the Board of Directors shall be appointed to serve on the Knighthood Review Committee.
- D. Should Emperor 13 or Empress 13 no longer be actively involved in the Imperial Court of Buffalo, the College of Monarchs Co-Chairs shall chair the committee.
- E. Once approved the Board President and Board Secretary shall provide a press release to print and broadcast media within fourteen (14) business days of the conclusion of the Knighthood Review Committee.
- F. These knighthoods, while being considered a life time honor, would not be used in lieu of a title of royalty should a recipient later choose to become a member of the Imperial Court of Buffalo.

## ARTICLE FOURTEEN (14)

### Minister of Protocol

#### **Section 1. Eligibility and selection.**

Eligibility of members to serve as Minister of Protocol shall be as follows:

- A. The Minister of Protocol shall be a member of the College of Monarchs.
- B. The Minister of Protocol shall be selected by the reigning Monarch(s); subject to change at a later date upon written request to and a majority vote of the College of Monarchs. In the event that the reigning Monarchs shall not agree on a sole Minister of Protocol, their choices shall be submitted to the College of Monarchs who shall select the Minister of Protocol by majority vote of eligible voters. Candidates for Minister of Protocol shall be exempt from voting.

#### **Section 2. Duties and responsibilities. [REV 5/04]**

The duties and responsibilities shall be:

- A. The Minister of Protocol shall appoint an alternate representative from the College of Monarchs to serve in their absence.
- B. The Minister of Protocol shall maintain a written list of titles bestowed by the current reign. The reigning Monarch(s) shall provide written updates to the Minister of Protocol relative to changes in titles and new titles bestowed within fourteen (14) days of title additions or changes.
- C. The Minister of Protocol, or their designated representative, shall be the sole individual(s) overseeing Protocol duties for Coronation. The Minister of Protocol shall be accountable to the College of Monarchs. The Minister of Protocol shall be accountable to the reigning Monarch(s) with regard to the script for the Coronation Ball. The Co-Chairperson(s) of the College of Monarchs shall act as mediators in unresolved disputes over the Coronation Ball script. The Minister of Protocol shall be held accountable and subject to disciplinary action for unapproved unilateral changes to the Coronation Ball script. Coronation duties shall include, but not be limited to:
  - 1. Collecting all music and set the show order for the In Town and Out of Town Shows in concert with the reigning Monarch(s).
  - 2. Collecting and editing Protocol for all Out of Town Courts; "one title, one walk" shall be the general rule of thumb.
  - 3. Preparing the script for the Coronation Ball; the Monarchs shall have the right to approve and amend the script up to the close of Out of Town Protocol.
  - 4. Preparing a written copy and a computer copy of the Coronation Ball script for future reference.
  - 5. Introducing the Masters of Ceremonies for the In Town Show, Out of Town Show, and Coronation Ball.
  - 6. Acting as emcee at Victory Brunch.
  - 7. Overseeing the availability and timely entrance of guests to the dais for the Coronation Ball. The Minister of Protocol shall set the guest list for the dais according to the instructions of the reigning Monarch(s) and shall issue, or cause to be issued, invitations to the guests to the dais.

The instructions of the Monarch(s) shall be communicated to the Minister of Protocol no later than the close of Out of Town Protocol. The Minister of Protocol shall invite and seat guests to

the dais at the Coronation Ball at their sole discretion when lacking instructions from the reigning Monarchs.

D. Transmitting to the Co-Chairperson(s) of the College of Monarchs a complete list of titles bestowed by the first Investiture. The Minister of Protocol shall transmit updates relative to changes in titles or new titles bestowed to the Co-Chairperson(s) of the College of Monarchs a minimum of fourteen (14) days from receipt of subsequent changes or additions.

E. Transmitting to the Co-Chairperson(s) of the College of Monarchs a written copy or a computer copy of Protocol that shall be used at out of town Coronations and Adornments as well as In-Town State Functions, which require protocol. Said copy shall be transmitted prior to the event in order to provide documentation and/or verification of Protocol, to aid in determining eligibility of Monarch Candidate applicants, and to maintain a record of submissions for the archives. The protocol document supplied by the Minister of Protocol shall not be altered in any way by any person without the specific permission of the Minister of Protocol for the current reign.

F. Issue a formal written invitation to the Mayor of the City of Buffalo to attend the Coronation Ball for the purpose of presenting the Proclamation from the Mayor's Office that was obtained and published in the Ball Program.

G. Receive the protocol to be used in Court walks from the Monarchs of the ICOB that shall be used during the College of Monarchs operating year (refer to Article 2, Definitions).

1. Submissions of protocol from Monarchs of the ICOB shall be accepted by the Minister of Protocol through thirty (30) days following the Coronation Ball that marks the beginning of a new College of Monarchs operating year; copy of said protocol shall be transmitted to the College of Monarchs Co-Chairperson(s) for their files by the ICOB Monarch.
2. Protocol submitted by a Monarch of the ICOB shall take effect on the first day of the new College of Monarchs operating year or immediately following submission to the Minister of Protocol, provided the transmission has occurred during the thirty (30) day period following the beginning of the College of Monarchs operating year.
3. Submissions of protocol submitted after thirty (30) days following the beginning of the College of Monarchs operating year shall take effect on the first day of the next College of Monarchs operating year.
4. The protocol from the previous College of monarchs operating year shall be used for the succeeding College of Monarchs operating year when a Monarch of the ICOB has not submitted protocol by the thirty (30) days following the beginning of the current College of Monarchs operating year.
5. The submitted protocol of a Monarch of the ICOB shall not be subject to editing or change without said Monarch's express permission and in no case shall the protocol of a Monarch be edited or changed nor implemented during the College of Monarchs operating year after the thirtieth day following the beginning of the current College of Monarchs operating year until the beginning of the next College of Monarchs operating year.
6. Cases of questionable protocol submissions shall be reviewed for resolution by a committee comprised of the College of Monarchs Co-Chairperson(s), Minister of Protocol and the Monarch submitting the protocol. Where resolution cannot be reached by the committee, the protocol shall be referred to the College of Monarchs

at their next regular meeting. Such Monarch shall walk with the protocol from the previous year until resolution has been achieved.

**Section 3. Protocol for Court Walks.**

Protocol for Court Walks shall conform to the following:

A. The following shall be the order for protocol in Court Walks:

1. Friends of the Court
2. Member of the Court (untitled)
3. Titled Court Members (increasing in title to Prince/Princess)
4. Prince/Princess Royal
5. Queen Mother
6. King Father Ultima
7. Life Titles in ascending order
8. Past Imperial Crown Princes in ascending order
9. Past Imperial Crown Princesses in ascending order
10. Reigning Imperial Crown Prince
12. Reigning Imperial Crown Princess
13. Past Monarchs:  
(by reign in ascending order, male line precedes female line)
14. Reigning Emperor
15. Reigning Empress

[In the case where there is an elected Monarch and an appointed Regent Monarch, the Regent Monarch shall always precede the elected Monarch.]

B. The reigning Emperor or Regent Emperor shall always escort the reigning Empress or Regent Empress during Court Walks. Past Monarchs shall be introduced separately and shall not require an escort.

C. Monarchs with more than one (1) reign shall designate, each College of Monarchs operating year, the reign number that they will walk under for placement in Court Walk protocol.

## ARTICLE FIFTEEN (15)

### Coronation

#### **Section 1. Coronation overseer. [REV 5/04]**

The Coronation Coordinator shall oversee all aspects of the Coronation Activities Committees and Coronation including, but not limited to, establishing the host hotel accommodations, location of the Coronation Ball, and all related events. The Coronation Coordinator shall be appointed and approved within thirty (30) days following the election of the Board of Directors that shall serve during the concurrent Monarch Year Reign.

#### **Section 2. Coronation Coordinator eligibility criteria.**

A person selected to be the Coronation Coordinator shall be:

- A. Appointed by the Reigning Monarch(s).
- B. A member in good standing with the ICOB
- C. Approved by the Board of Directors of the ICOB.

#### **Section 3. Persons ineligible to be Coronation Coordinator.**

The following persons shall be ineligible to be Coronation Coordinator:

- A. Members of the Board of Directors elected at the Annual General Membership Meeting that follows the step up of the Monarchs appointing such Coronation Coordinator.
- B. Co-Chairpersons of the College of Monarchs.
- C. Members of the current Imperial Family.

#### **Section 4. Coronation Coordinator responsibilities.**

The Coronation Coordinator shall be the person responsible for:

- A. Appointment of Coronation Activities Committees that shall include, but not be limited to:
  - 1. Pin Design
  - 2. Advertising Sales
  - 3. Ball Program
  - 4. Set Design
  - 5. Hospitality Suite
  - 6. Set Up
  - 7. Ball Opening Number
  - 8. Protocol
  - 9. Ticket Sales
  - 10. Security
  - 11. Clean up
  - 12. State Dinner
  - 13. In Town Show
  - 14. Out of Town Show
  - 15. Victory Brunch
  - 16. Tough Drag Show

B. Providing monthly written reports to the Board of Directors of the ICOB ***and*** the General Membership starting a minimum of six (6) months prior to the day of Coronation. Written reports shall include, but not be limited to:

1. Location of the Coronation Ball, selection and contract(s).
2. Host hotel accommodations, selection, pricing and contract(s).
3. Anticipated costs associated with the Coronation Ball, selection of designated suppliers and contract(s).
4. Anticipated revenues associated with the Coronation Ball based on approved event pricing and a reasonable estimate of attendance.
5. Coronation Events, selection, associated costs and anticipated revenues.
6. Coronation Activities Committees; designation of committees and a minimum of two (2) persons that will be performing the work of the committee.
7. Time line for completion of tasks required to be completed for the activities that shall occur.

B. The Board of Directors of the ICOB shall approve selections and budgets and take ***sole responsibility*** in signing contracts associated with all Coronation Activities Events. It is strongly recommended that the Co-Chairperson(s) of the College of Monarchs be included in an advisory capacity when considering all aspects of the Coronation Week Activities.

C. The College of Monarchs shall monitor the actions of the Coronation Coordinator and Coronation Activities Events Committees.

**Section 5. Date of Coronation.**

Traditionally, Coronation shall be held in the month of May.

**Section 6. Minister of Protocol duties and responsibilities. [REV 5/05]**

The Minister of Protocol, or their designated representative, shall be the sole individual in charge of Protocol duties for Coronation events and he or she shall:

- A. Collect all music and set the show order for the In Town and Out of Town Shows in concert with the reigning Monarch(s).
- B. Collect and edit Protocol for all Out of Town Courts; “one title, one walk” shall be the general rule of thumb.
- C. Meet with the Monarchs no later than two (2) weeks prior to Coronation to discuss the script, show the Monarchs a copy and note any changes prior to the start of Coronation week activities. The only additions and/or deletions by the Monarchs shall be Court walks, commands, emcee’s and guests to the dais.
- D. Prepare a written copy and a computer copy of the Coronation Ball script for future reference.
- E. Introduce the Masters of Ceremonies for the In Town Show, Out of Town Show, and Coronation Ball.
- F. Act as emcee at Victory Brunch.

G. Oversee the availability and timely entrance of guests to the dais for the Coronation Ball. The Minister of Protocol shall set the guest list for the dais according to the instructions of the reigning Monarch(s) and shall issue, or cause to be issued, invitations to the guests to the dais. The instructions of the Monarch(s) shall be communicated to the Minister of Protocol no later than the close of Out of Town Protocol. The Minister of Protocol shall invite and seat guests to the dais at the Coronation Ball at their sole discretion when lacking instructions from the reigning Monarch(s).

**Section 7. Performances, music, quests and emcees.**

The reigning Monarch(s) shall be responsible for issuing formal invitations to Command Performers, special guests and guests to the dais for the Coronation Ball.

A. The reigning Monarch(s) shall be entitled to a total of six (6) Command Performances of their choosing at the Coronation Ball.

B. The reigning Monarch(s), or their designated representatives, shall have sole discretion in determining the Command Performers and Masters of Ceremonies.

C. The instructions of the Monarch(s) relative to guests to the dais shall be communicated to the Minister of Protocol no later than the close of Out of Town Protocol. The Minister of Protocol shall invite and seat guests to the dais at the Coronation Ball at their sole discretion when lacking instructions from the reigning Monarch(s).

D. Traditionally our in state sister court, the Imperial Court of New York, NY, has been granted a Royal Command Performance at the Coronation Ball. The reigning Monarch(s) shall be responsible for issuing a formal invitation to the Imperial Court of New York, NY to perform a production number.

E. Coronation Ball performances shall be limited in length as follows (including set up and take down):

1. The following shall have a time **limitation of five (5) minutes:**

- a. Commands
- b. Candidates for Monarch
- c. "Half" Monarchs
- d. Dowager Monarchs
- e. Anniversary Walks

2. The reigning ICP(s) shall have a time **limitation of ten (10) minutes** each.

3. The reigning Monarch(s) shall have a time **limitation of fifteen (15) minutes** each.

F. Coronation Ball performance music for In-Town and Out-Of-Town performers shall be delivered to the Minister of Protocol, or their designated representative, by the publicized closing time of Protocol. Coronation Ball performance music shall not be accepted or utilized after the deadline for submission without the existence of extenuating circumstances. (i.e.: transportation issues prohibited a performer from getting into town in time to submit performance music by the published deadline).

**Section 8. State Regalia at the Coronation Ball.**

The newly elected Monarch(s) shall be crowned and presented to the attendees at the Coronation Ball in the Official State Crown and Crowning Regalia.

The newly elected Monarch(s) shall wear the State Crown until they have received all guests at the Coronation Ball. The newly elected Monarch(s) may wear the State Crown for the remainder of the evening or they may change to personal regalia of their choice that has been pre-approved by the Co-Chairperson(s) of the College of Monarchs.

**Section 9. Crowning Ceremony.**

Generally, the crowning ceremony shall be held during the Coronation Ball.

A. The attendees on stage during the Coronation Crowning Ceremony shall be:

1. The Members of the College of Monarchs of the ICOB.
2. Invited Guests (i.e.: Jose the Widow Norton, Heirs Apparent to Jose the Widow Norton).
3. The President of the Board of Directors of the ICOB or their designated representative.
4. The stepping down Monarch(s) of the ICOB.

B. The Co-Chairperson(s) of the College of Monarchs shall select the College of Monarchs members to carry the State Regalia to the stage for the Crowning Ceremony and shall identify guests to the Minister of Protocol.

C. The candidate(s) for Monarch shall be sequestered.

D. The President of the ICOB, or their designated representative, shall present the sealed election results from the court Attorney to the College of Monarchs Chairperson(s) and the stepping down Monarch(s) of Buffalo.

E. The stepping down Monarch(s) shall exit the stage and return with the newly elected Monarch(s).

## ARTICLE SIXTEEN (16)

### **Advertisement, Publicity & Internet**

#### **Section 1. Court logo use in publicity.**

Print and broadcast advertising including, but not limited to, ads, posters, flyers or any other type of medium that publicizes an ICOB State Function or Formal State Function shall include the ICOB logo, the Court website URL and the Court e-mail address.

#### **Section 2. Publicity approval. [REV 5/04]**

All events that benefit the ICOB, produced by any member of the ICOB, shall be properly advertised in advance. A copy of all advertising media used must be transmitted to the President of the Board of Directors of the ICOB for approval or denial no later than thirty (30) days prior to the event. The Board of Directors shall approve or deny the use of submitted publicity. Approved publicity shall be provided to the membership at the appropriate General Membership Meetings. Forms of publicity shall include, but not be limited to, ads placed by the Monarch(s), events or programs produced by a member of the ICOB that benefit the ICOB.

#### **Section 3. Court e-mail forwarding.**

The ICOB Internet Representative shall forward pertinent e-mail received at the Court e-mail address to the appropriate person(s).

#### **Section 4. Use of personal e-mail addresses in publicity.**

Generally, personal e-mail addresses shall not be used to advertise or publicize any ICOB event or function. The exception to this rule shall be for Coronation Activities such as Protocol and Advertising for which it shall be determined to be beneficial to have direct e-mail addresses to facilitate their functions.

#### **Section 5. Sample of publicity.**

A "sample" of proper event advertisement shall be found in the Forms Article.

## ARTICLE SEVENTEEN (17)

### Proclamations & Reign History

#### **Section 1. Opportunity.**

The reigning Emperor and Empress shall each be given the opportunity to present a proclamation during the Coronation Ball at which they step down. The proclamation shall not be in violation of, or change the current Bylaws of the Community Services Foundation, Inc. d.b.a. the Imperial Court of Buffalo.

#### **Section 2. Written and deadline for submission for approval.**

The proclamation shall be in writing. The proclamation shall be submitted to the College of Monarchs **and** the Board of Directors for approval a minimum of sixty (60) days prior to the Coronation Ball at which the Monarchs shall step down. Failure to submit a written proclamation before the deadline for submission shall result in the forfeiture of the right to make a proclamation. The College of Monarchs **and** the Board of Directors shall have the final approval of the proclamation.

#### **Section 3. Distribution to the membership in Article revision.**

Proclamations shall become a part of this Article and shall also appear in the appropriate article they reflect. This Article shall be revised as soon as practical following the issuance a new proclamation. Dissemination of this Article as updated shall occur no later than the General Membership Meeting that follows the formal issuance of said proclamation.

#### **Section 4. Proclamations by Reign in ascending order.**

The following are the proclamations issued by reign in ascending order:

- Reign 3:** The College of Monarchs and the Board of Directors shall be the Candidate Review Committee.
- Reign 4:** Emperor and Empress requirement of the attendance of one United States Coronation.
- Reign 5:** Dowager Monarch requirements. Fifth Year Anniversary Walks.
- Reign 6:** None
- Reign 7:** Requirements for turning in funds after an event. San Diego a Sister Court.
- Reign 8:** Rhode Island a Sister Court.
- Reign 9:** Reinstate All Past Monarchs to the College of Monarchs; Winnipeg, Manitoba, Canada declared a sister court.
- Reign 10:** Sword added to Imperial Regalia for the Emperor.  
Past, Present and future ICP's who shall have successfully completed their reign shall retain said title with the reign number until such person(s) receives a lifetime title from a monarch or seeks and becomes elected a monarch.
- Reign 11:** Monarchs shall appear in appropriate Court Attire in a minimum of two (2) different establishments or organizations each month within the realm during reign; each month different establishments or organizations shall be designated by the Monarchs. Monarchs shall provide a written report to the general membership that shall include the activities and appearances in which the Monarchs have participated. Report shall be presented in a professional format and included as the Report of the Monarchs as an addendum to the official minutes of the General Membership Meeting.

**Reign 12:** Every reign shall make a minimum donation of \$500 to AIDS Alliance (food bank) during the month of December. Should AIDS Alliance cease operations, then the donation shall be made to the food bank of another local AIDS organization.

**Reign 13:** Each year the Reigning Monarchs of Buffalo shall have the option of bestowing Knighthoods upon two (2) individuals. Said individuals shall be of some "Celebrity Status," who are not members of the Imperial Court of Buffalo. The official Knighthood Ceremony shall take place at the Coronation Ball that year and shall be used to promote attendance at the Coronation Ball. The reigning Monarchs shall have the option of presenting a crown pin, which the monarchs shall purchase, during the Knighting Ceremony.

Each year the reign shall make a \$1,000 donation to AIDS Family Services to be earmarked for the "Imperial Court of Buffalo Fund," or its successor. This fund shall provide counseling for gay men and their families that are infected and/or effected by HIV/AIDS. The donation shall be made with the end of the Monarch Reign year disbursements to the designated charities of the reign.

**Reign 14:** No proclamations from Reign 14.

**Reign 15:** During Coronation, there shall be a five (5) year Anniversary Walk, and shall only be a walk up to the dais, and back down, and shall not be a performance.

A member seeking to become a monarch that also holds a current pageant or bar title, shall be allowed to run for election and if elected shall be able to keep said previously conferred title, provided the only obligation for the previously conferred title shall be the step-down for said title.

**Reign 16:** Persons chosen as the ½ Monarchs of Buffalo are the choice of the elected Monarchs and shall agree to actively participate in two (2) fundraising events for the reign; one of the fundraisers should be in the kingdom (ICOB). If the requirement is not met, the ½ Monarch Final Walk shall occur at the Out of Town Show rather than at the Coronation Ball.

The final responsibility of the Dowager Monarch(s) shall be to chair the Hospitality Suite during their Dowager year. The ICOB Board of Directors shall exercise oversight of this responsibility.

**Reign 17:** Established the Order of St. Thomas the Doubter. Members of the 'Order' shall be designated by Emperor 17, Thom Branscum. The number of members of the 'Order' shall not exceed 18. Replacement of members to the 'Order' shall only be made upon the resignation or death of a member. The 'Order' shall be charged with fun & fundraising to provide financial assistance to worthy youth to attend educational or related events that promote the gay, lesbian, and transgendered community. Funds shall be maintained in the general funds of the ICOB, accounted for as 'restricted', and shall not be disbursed to the 'designated charities' of the reigning monarchs. Funds shall be disbursed upon the majority vote of the members of the 'Order' residing within the realm, written notification from Thom Branscum, or his designee, and in accordance with the scholarship charge.

Members of the 'Order' shall walk in Buffalo's Coronation with the 'Order' acknowledged in their protocol; i.e.: Emperor # of the Imperial Court of Buffalo, (name), Order of St. Thomas.

**Reign 18:** A reigning Imperial Crown Prince or Princess, upon completion of a fundraiser that nets at least one thousand dollars, shall be excused, if they so desire, from one (1) out of town Coronation. If the event is co-produced (with any other person), the amount shall be one thousand dollars per producer. The exemption shall not apply to the Annual Boat ride unless a second boat ride is produced by an ICP and shall be limited to one (1) Coronation exemption.

The Imperial Court of Buffalo shall implement a New Member Packet that shall be presented to each new member entering the organization; administered by the ICOB Elected Secretary or designee.

The packet shall include:

1. A laminated 'Welcome Letter'.
2. A synopsis & summary of the ICOB history.
3. A synopsis of the history of the ICS.
4. A listing that shall include the current Royal Family & a current 'Membership' list.
5. A name badge with full name & some type of designation or lifetime title or 'ICOB' or other appropriate designation; final design & composition shall be coordinated between the monarchs of Reign 18 and the ICOB Board of Directors.

#### **Section 5. Historical Information.**

The historical information of reigns in the ICOB follow in ascending order:

##### **Reign 1:**

**Emperor:** The Golden Cocktail Emperor, Emperor 1, Mark Campbell  
**Empress:** The Golden Bubble Gum Empress, Empress 1, Mimi LaRue (original title)  
Founder of the ICOB, Heir Apparent to Jose 1, the Widow Norton, 8<sup>th</sup> in line of succession, Empress 1, Mimi LaRue (current title)  
**Imperial Crown Prince:** Jimmy Smith (resigned), David Hoffman  
**Imperial Crown Princess:** Stephanie Stevens (resigned), Dwina Diamonds  
**Emperor 1-1/2:** (none named)  
**Empress 1-1/2:** (none named)  
**Court:** (no court name designated)  
**House:** House of Bulldogs & Pearls  
**Reign Colors:** Purple & Gold  
**Coronation Theme:** A Night of Golden Fairy Tales  
**Life Titles:** (none bestowed)

##### **Reign 2:**

**Emperor:** The Tazmanian Devil Emperor, Emperor 2, Brian Quinn  
**Empress:** The Mommy Dearest Empress, Empress 2, Stephanie Alexander  
(abdicated June 2003)  
**Imperial Crown Prince:** Ken Devlin (resigned), Raws Crawshaw  
**Imperial Crown Princess:** Cara Mia  
**Emperor 2-1/2:** Emperor (?) of Hawaii, David Rheaume  
**Empress 2-1/2:** Empress 10 & 11 of Kentucky, Michelle Carrington  
**Court:** Court of Charity & Love  
**House:** (no house name designated)  
**Reign Colors:**

**Coronation Theme:** Love Among the Stars, A Night of Hollywood Legends  
**Life Titles:** (none bestowed)

**Reign 3:**

**Emperor:** The Black Onyx, White Diamond Emperor, Emperor 3, David Carr  
**Empress:** Guardian of the Hope Diamond, the Blonde Ambition Empress Empress 3, Cara Mia

**Imperial Crown Prince:** Andrew Mitchell (resigned)

**Imperial Crown Princess:** Felicia D'Angelo (resigned), Ashley Sinclair

**Emperor 3-1/2:** Emperor 2 of Cincinnati, Wayne Davidson

**Empress 3-1/2:** Empress 3 of Cincinnati, Cricket

**Court:** Court of Dignity & Strength

**House:** House of Song & Dance

**Reign Colors:** Silver and Blue

**Coronation Theme:** Light the Lights, A Trip Down Broadway

**Life Titles:** King Father Ultima, Joe Raimondo

Marquis deSade for Life, Rick Makowski

Guardians of Dreamland 'til the End of Time, The Wet Dreams:

Bobbi St. James, Marilyn Keaton, Peg Bundee

**Reign 4:**

**Emperor:** The Golden Hearted, Diamond Teardrop Emperor, Emperor 4, Rich Maynard

**Empress:** Guardian of the G-String, the Golden Jeweled Stonewall Empress, Empress 4, Chevon Davis (original title)  
Guardian of the G-String, the Golden Jeweled Honey-pot Empress, Empress 4, Chevon Davis, Jose Honors 2000 Recipient (current title)

**Imperial Crown Prince:** Grant Anderson

**Imperial Crown Princess:** Symphony Barr

**Emperor 4-1/2:** Emperor 10 & 11 of Kentucky, Thom Branscum Sugarbaker

**Empress 4-1/2:** Empress 8 of New York, Billie Ann Miller

**Court:** Court of Love, Friendship & Commitment

**House:** House of Fuzzy Slippers

**Reign Colors:** Purple & Gold

**Coronation Theme:** An Elegant Affair

**Life Titles:** Crown Prince/Princess Consort, Danny Witkop

Grand Duke of Oh My God Chevon Fell Out of the Car Again!, Vince Ricci

**Reign 5:**

**Emperor:** Guardian of the Emerald City, the Black Pearl, Green Emerald Emperor, Emperor 5, Kevin Musior - Reinstated 2005 (abdicated June 2003)

**Empress:** The Golden Amethyst, Laughter & Tears, All About It Empress, Empress 5, Symphony Barr (abdicated June 2003)

**Imperial Crown Prince:** Bill Stoetzel (removed)

**Imperial Crown Princess:** Trisha Oh

**Emperor 5-1/2:** Emperor 1 of Buffalo, Mark Campbell

**Empress 5-1/4:** Empress 2 of Buffalo, Stephanie Alexander  
Empress 8 of Toronto, Dusty

**Court:** Court of Knowledge. Love & Courage

**House:** House of Blender Shots & Redi Whip

**Reign Colors:** Green & Purple  
**Coronation Theme:** An Imperial Wedding  
**Life Titles:** Crown Prince Royal of Raffles, Jerry Szapp  
Crown Prince Royal of the Cruise Lines, Michael Chase

**Reign 6:**

**Emperor:** Guardian of the Golden Go-Go Boys, the Defender of Disco, Emperor 6, Vince Ricci  
**Empress:** The White Diamonds & Crystal Hearts, Mama Diva Tic-Tac Empress, Empress 6, Vicky Vogue, the Steel Magnolia  
**Imperial Crown Prince:** Joe Tantillo  
**Imperial Crown Princess:** Cybill Kelly Capone  
**Emperor 6-1/2:** Emperor 6 of New York, Steven Fear  
**Empress 6-1/2:** Emperor 6 of Toronto, Michelle DuBerry  
**Court:** Court of Love, Valor & Compassion  
**House:** House of Dignity, Elegance & Grace  
**Reign Colors:** Blue & Silver  
**Coronation Theme:** Bright Lights & Boogie  
**Life Titles:** Grand Duke of Courage & Commitment, Fanny Rivera  
Princess of the Body Beautiful, Viva Las Vegas

**Reign 7:**

**Emperor:** The Golden Topaz, Get On With It, Get Over It, Emperor, Emperor 7, William Joerger  
**Empress:** Founder of the ICOB, Heir Apparent to Jose 1, the Widow Norton, 8<sup>th</sup> in line of succession, Empress 1 & 7, Mimi LaRue  
**Imperial Crown Prince:** Fanny Rivera (removed)  
**Imperial Crown Princess:** Viva Las Vegas  
**Emperor 7-1/2:** Emperor 9 of Toronto, Peter Sutton  
**Empress 7-1/2:** Empress 7 of San Diego, Nicole the Great  
**Court:** (none named)  
**House:** (none named)  
**Reign Colors:** Purple & Gold  
**Coronation Theme:** A Regal Affair  
**Life Titles:** Ambassadors to the World from Buffalo, Richard Clough & Stephen Nokes, a.k.a. The Chicago Boys

**Reign 8:**

**Emperor:** (no Emperor)  
**Empress:** The Virgin Empress, Empress 8, Viva Las Vegas  
**Imperial Crown Prince:** Rick Makowski  
**Imperial Crown Princess:** Gladys Over  
**Emperor 8-1/2:** (no half Emperor)  
**Empress 8-1/2:** Empress 5 of Rhode Island, LaDiva Jonz  
**Court:** School of Hard Knockers  
**House:** House of Vegas  
**Reign Colors:** Pink, Silver & Black  
**Coronation Theme:** Reigning On Prom Night  
**Life Titles:** Princess of the Bizarre Chapeau for Life, Cybill Kelly Capone

**Reign 9:**

**Emperor:** (no Emperor)  
**Empress:** The Golden Pom Pom, Rah Rah, Sis Boom Bah, Sock It To 'Um Empress, Empress 9, Gladys Over, Jose Honors 2003 Recipient

**Imperial Crown Prince:** Clyde Frey  
**Imperial Crown Princess:** Aretha Flowers  
**Emperor 9-1/2:** (no half Emperor)  
**Empress 9-1/2:** Empress 3 of Hamilton-Wentworth, Alexia Zen  
**Court:** Court of Athletes & Athletic Supporters

**House:** House of G.L.A.D.Y.S. O.V.E.R. (Goodwill, Love, Ambition, Dedication, Y because I like you, Outrageous, Vigor, Enthusiasm, Royalty)  
**Reign Colors:** Gold & Black  
**Coronation Theme:** Wild, Wide World of Sports  
**Life Titles:** Prince of the Golden Airwaves for Life, Martin Wimmer  
Prince of Knowledge for Life, Dr. Douglas Scheidt

**Reign 10:**

**Emperor:** The Crystal Shoe, Emerald Lizard, Platinum X Emperor, Emperor 10, Christopher Hempel  
**Empress:** The 8<sup>th</sup> Wonder of the World, The Fat Lady Still Sings, Empress 10, Gladys Over (and Over), Jose Honors 2003 Recipient  
**Imperial Crown Prince:** Paul "Toy" Smith, David Santapaola (resigned)  
**Imperial Crown Princess:** Amber Wave, Pamela Jette  
**Emperor 10-1/2:** Emperor 10 of New York, Gabriel Dela Notte  
**Empress 10-1/2:** Bitsie Vanderbilt of Toronto  
**Court:** Court of Garden Parties & Knightly Intrigue  
**House:** House of D.I.O.R. (Dignity, Ingenuity, Originality, Responsibility)  
**Reign Colors:** Green & Silver  
**Coronation Theme:** An Evening in the Secret Garden of Good & Evil  
**Life Titles:** Keeper of the Wallet, Master of all the News That Matters, David Cyr  
Protector of Nasty Pussycats, Creative Headpieces & Twirling Batons, Diane Koczon

**Reign 11:**

**Emperor:** The All American, Country Luvin', Urban Cowboy Emperor, Emperor 11, Clyde Frey  
**Empress:** The White Diamonds & Crystal Hearts, Mama Diva Tic-Tac Empress, Empress 11, Vicky Vogue, the Steel Magnolia  
**Imperial Crown Prince:** James News (resigned)  
**Imperial Crown Princess:** Tamara News (removed)  
**Emperor 11-1/2:** Lucky Luc Garneau of Toronto  
**Empress 11-1/2:** Empress 6 of Toronto, Michelle DuBerry  
**Court:** Court of Glitter, Glitz & Glamour  
**House:** House of Bright Lights & Shining Stars  
**Reign Colors:** Red, White & Blue  
**Coronation Theme:** The Music of the Night, An Evening at the Royal Masquerade Ball  
**Life Titles:** Princess Royale of Many Pleasures for Life, Miss Concepcion  
Prince of the Eternal Flame for Life, Michael Las Vegas

**Reign 12:**

**Emperor:** The K-N-O-T So Shy Emperor, Emperor 12 of Buffalo, Toy

**Empress (Regent):** Regent Empress Symphony Barr (resigned)  
**Imperial Crown Prince:** Curly  
**Imperial Crown Princess:** Malibu Breeze  
**Emperor 12-1/2:** Chris Holmgren, Emperor 14 of Toronto  
**Empress 12-1/2:**  
**Court:** Toys & Tramps, Love & Respect  
**House:** House of Home Improvement  
**Reign Colors:** Red & Black  
**Coronation Theme:** A Celebration at Toy's Playhouse  
**Life Titles:** Ray Grover – Prince of Charity & William Scull – Prince of Loyalty

**Reign 13:**

**Emperor:** The Oops, I Did It Again! "EFFIN" Daddy Bear Emperor to Reign 13 of Buffalo, Vince Ricci-Breeze  
**Empress:** The Grand Diva, Mamma Piggy, Guardian of the Booze & the Boys, Just because I put the "F" "U" back into FUN, The "Effin" Empress 13 of Buffalo, Malibu Breeze  
**Imperial Crown Prince:** Johnny Breeze  
**Imperial Crown Princess:** Kerin Cadelle  
**Emperor 13-1/2:** Mr. Shae D. Davidson, Baron 10, Emperor 2002 of St. Catharines  
**Empress 13-1/2:** The Lovely Miranda Wrights  
**Court:** The Court of Excess and Indulgence  
**House:** House of Breeze, YES – there is a lot of hot air in here...  
**Reign Colors:** HOT PINK & Black  
**Coronation Theme:** Glow Sticks & Glam, The Circuit Party!  
**Life Titles:** KeKe Valasquez – The Tall, Nubian Diva, Princess Royale of Decadence, Desire and Determination for Life  
Allison Gayle – Princess of Enthusiasm, Festivity and a whole lot of Joy for Life

**Reign:14:**

**Emperor:** The Blue Eyed Naughty Angel, Keeper of the Fun Toyz & Tragic Boyz, Emperor 14, Johnny St. Breeze  
**Empress:** The One & Only, For the People & Community, You'll Never Know What to Expect Next...Finally!, Empress 14, Cybill Kelly Capone  
**Imperial Crown Prince:** William Hill  
**Imperial Crown Princess:** Vanity Vogue  
**Emperor 14-1/2:** Emperor 2003 of Connecticut, Don Raimondo Reeves  
**Empress 14-1/2:**  
**Court:** The Court of Tragic Boyz and Many Personalities  
**House:** House of Community, Commitment, Communications & Caring  
**Reign Colors:** Emperor: Red & Gold  
Empress: Crayola Crayons...all the Colors of the Rainbow  
**Coronation Theme:** The Day of the Big Parade....A Night in the Tropical Oasis From Sunrise to Sunset  
**Lifetime Titles:** Javier Busterios -- Prince of the Community, State Lights & Shinning Stars for Life  
[No title bestowed by the Empress]

**Reign:15:**

**Emperor:** The Latino Leather Celtic Bear Lion Hearted, Triple "V" Emperor of Salsa, Showtunes & All Things Pagan, Emperor 15, Luis Angel "El Puertoriqueno Blanco" Rodriguez

**Empress:** The Triple “V” Fire & Brimstone, Double Crowned Dagger Diva, and yes, Still Blonde, Empress 15, Kerin Cadelle  
**Imperial Crown Prince:** Michael Wah (removed), Kris ‘Lulu’ Boyer  
**Imperial Crown Princess:** Rachel Hart  
**Emperor 15-1/2:** Emperor 7 of R.I., Todd Warren  
**Empress 15-1/2:** Empress 1 of St. Catharine’s, Chrissy Snow  
**Court:** The Court of Broadway Boys & Voodoo Vixens  
**House:** House of Leather, Lace, Bears & Divas  
**Reign Colors:** Emperor: Black & Blue  
Empress: Orange, Black & Gold  
**Coronation Theme:** A Night of Salsa & Spice at the Voodoo Lounge  
**Life Titles:** Arlene Rodriguez – The Absolute Queen Mum for Life to  
Emperor 15 of Buffalo  
Jason Torres – The 5, 6, 7, 8 Prince of Choreography for Life

**Reign:16:**

**Emperor:** The Absolute Triple Crowned, KY to NY Celtic Bear Emperor, Emperor, 16, Thom Branscum Carrington Sugarbaker  
**Empress:** The Golden Jeweled HoneyPot, Empress of Mardi Gras, Empress Emeritus of The Buckeye Empire, Empress 16, Chevon Davis  
**Imperial Crown Prince:** Loren Field  
**Imperial Crown Princess:** Joanne James  
**Emperor 16-1/2:** Mark Campbell & David Santapola  
**Empress 16-1/2:**  
**Court:** Court of Stability in the Face of the Storm; Reality Can Be Overrated!  
**House:** House of Fairies, Friends & Frivolity; Fundraising with a touch of Regality  
**Reign Colors:** Emperor:  
Empress:  
**Coronation Theme:** A Journey Through the Enchanted Woods; A Celtic Fairyland  
**Lifetime Titles:** Richard Lindner – Guardian Prince of Hot Bodied Boys & Stages for Diva for Life  
Terry Kubiak – Prince of Bobo, Boingy & All Things Irish for Life  
  
Joe the Divine DJ – Prince of Gay Day for Life  
[bestowed by the College of Monarchs]

**Reign 17:**

**Emperor:** The Absolute Celtic Teddy Bear, Four Times Elected and Crowned, Emperor 17, Thom Branscum Carrington Sugarbaker  
**Empress:**  
**Imperial Crown Prince:** Loren Field & Rick Makowski  
**Imperial Crown Princess:** Vanity Vogue  
**Emperor 17-1/2:** Vince Ricci  
**Empress 17-1/2:** Lucy Jackson  
**Court:**  
**House:**  
**Reign Colors:** Emperor:  
Empress:  
**Coronation Theme:** A TV Family Reunion  
**Lifetime Title:** Madeline Davis, Princess, Keeper of the Gay Archives for Life

**Reign 18:**

**Emperor:** The Ethereal Fleur-di-lys, Keeper of all the Fabulosity, and Yes, The Hempel Wears Prada, Emperor 18, Christopher Hempel

**Empress:** The Cotton Candy, Pretty in Pink & Faithfully Yours, Empress 18, Vanity Vogue

**Imperial Crown Prince:** JP Mohr (did not step down)

**Imperial Crown Princess:** Coco LaTique (Michael Wah)

**Emperor 18-1/2:** Lucy Jackson

**Empress 18-1/2:** Cybill Kelly Capone

**Court:** Court Gone Wild

**House:** The House of Couture and Cotton Candy

**Reign Colors:** Emperor:  
Empress:

**Coronation Theme:** Court Gone Wild

**Lifetime Titles:** Fanny Rivera, Prince & Debbie Kozak, Princess of Sweet Romances & Second Chances  
Nancy Burkhart, Princess for Life, The Giving Heart of Restless Souls & Flowing Spirits

**Reign:19:**

**Emperor:** The Easy, Fast & Sweet Emperor, Regent Emperor to Reign 19, Paul "Toy" Smith

**Empress:** The Celestial Guardian of Glitz, Glamour, Tramps, Hos and All Things Southern Comfort, Empress 19 CoCo LaTique

**Imperial Crown Prince:** Fanny Rivera

**Imperial Crown Princess:** Jayme Coxx (Kevin Van Wagner)

**Emperor 19-1/2:**

**Empress 19-1/2:** Corvette

**Court:** Glitz & Glamour

**House:** Tramps and Ho's

**Reign Colors:** Emperor: red & black  
Empress: red & black

**Coronation Theme:** An Evening of Glitz & Glamour, Celebrating 20 Years of the Imperial Court of Buffalo

**Lifetime Titles:**

## ARTICLE EIGHTEEN (18)

### **Policy & Procedures a.k.a. Protocol, Amending the Bylaws**

#### **Section 1. Responsibility.**

The Policies and Procedures, a.k.a. Protocol, shall be the sole responsibility of the College of Monarchs. [reference Bylaws, Article 6, Committees of Directors; Section 4, College of Monarchs]

#### **Section 2. Procedure to amend Policy & Procedures.**

Generally, the procedure for amending the Policy & Procedures, a.k.a. Protocol for the ICOB shall be:

- A. The Co-Chairperson(s) of the College of Monarchs shall request proposals for revision to the Policies and Procedures, a.k.a. Protocol, of the ICOB from the general membership no later than the December regular General Membership Meeting. The submission forms shall be available at the regular General Membership Meeting and shall be due no later than January 15 by mail to the official address of the ICOB.
- B. The Co-Chairperson(s) of the College of Monarch(s) shall appoint two (2) members of the College of Monarchs to serve with them as a sub-committee to review the proposals for revision for viability. The review sub-committee shall meet as soon as practical after January 15. The review sub-committee shall present the viable submissions of proposals for revision to the Policies and Procedures Review Committee.
- C. The Policies and Procedures Review Committee shall be chaired by the Co-Chairperson(s) of the College of Monarchs and shall include the members of the College of Monarchs, in good standing, and the members of the Board of Directors of the ICOB. Members of the committee shall each have a vote with a majority vote required to carry decisions. The Policies and Procedures Review Committee shall meet beginning in February and shall complete revisions in a maximum of ten (10) weeks.
- D. The reigning Monarchs shall be invited to attend the meetings of the Policies and Procedures Review Committee as observers and shall not have voting rights.
- E. The Co-Chairperson(s) of the College of Monarchs shall be responsible for disseminating changes to the Policies and Procedures to the General Membership. Revisions to the Policies and Procedures shall take effect upon the crowning of the next reign unless otherwise specified by the Policies and Procedures Review Committee.
- F. The Co-Chairperson(s) of the College of Monarchs shall mail letters explaining the action taken by the Policy and Procedures Review Committee to those members who have submitted proposals for revisions to the Policy and Procedures that are not incorporated in the approved revisions.
- G. Policy and Procedures, a.k.a. Protocol, revision updates shall be distributed to the membership no later than the May General Membership Meeting. Revisions to the Policy and Procedures shall become effective at the crowning of the newly elected Monarchs when not specified otherwise.

#### **Section 3. Review outside the standard review cycle.**

The Policy and Procedures Review Committee reserves the right to meet, as deemed necessary, to review and approve changes to the Policies and Procedures. A member of the College of Monarchs, in good standing, or a member of the Board of Directors of the ICOB, may petition the Co-Chairperson(s) of the College of Monarchs to call a meeting of the Policy and Procedures Review Committee to address a procedural or protocol issue prior to the annual process of revision for the Policies and Procedures. The Policy and Procedures Review Committee shall specify the effective date of any revision to the Policies and Procedures made outside the standard review and revision process as established in this Article.

**Section 4. Voting.**

Voting on issues before the Policy and Procedures Review Committee shall be by one-person, one-vote. Voting by proxy on issues before the Policy and Procedures Review Committee shall not be allowed; no exceptions.

**Section 5. Amending the Bylaws.**

The Bylaws of the Community Services Foundation, Inc., d.b.a. the Imperial Court of Buffalo, may be amended or repealed at any:

A. Annual Meeting of the members (but not at any other regularly scheduled meeting or special meeting of the members), notice of which shall have included specification of the proposed action, by the vote of two-thirds (2/3) of the members; **or**,

B. Meeting of the Board of Directors; notice of which shall have included specification of the proposed action, by the vote of two-thirds (2/3) of the entire Board of Directors; provided, however, that if any Bylaw regulating an impending election of Directors is adopted, amended or repealed by the Board of Directors, there shall be set forth in the notice of the next meeting of members for the election of Directors the Bylaw adopted, amended or repealed, together with a concise statement of the changes made. [reference Bylaws, Article 11, Amendments; Section 1. Procedure for Amending Bylaws]

## ARTICLE NINETEEN (19)

### Forms

#### **Section 1. Responsibility for selection, revision and maintenance of forms.**

The Board of Directors of the ICOB shall select, revise and maintain an official design for the following forms or documents that shall be **used only for official ICOB business** and a copy of which shall be maintained as addendum and reference to this article.

- A. ICOB letterhead
- B. Call to Meeting Notice
- C. Meeting Agenda
- D. Board of Directors
- E. General Membership Meeting
- F. College of Monarchs or other committee meeting
- G. Meeting Minutes
  - 1. Board of Directors
  - 2. General Membership Meeting
  - 3. College of Monarchs or other committee meeting
- H. Reports (written)
  - 1. Executive Reports
  - 2. Monarch Reports
  - 3. ICP Reports
- I. Membership Applications
- J. Oaths of Office
- K. Election Ballot samples

#### **Section 2. Forms to be maintained.**

All forms used in the operation of the ICOB shall have a copy of said form included in with this Article.

#### **Section 3. Electronic version.**

An electronic version of approved forms shall be available on the ICOB website, with the exception of the following that **shall not** be available:

- A. ICOB letterhead
- B. Minutes of meetings
- C. Notices

**CERTIFICATE OF INCORPORATION**  
**OF**  
**COMMUNITY SERVICES FOUNDATION OF WNY, INC.**

**Under Section 402 of the  
Not-for-Profit Corporation Law**

**IT IS HEREBY CERTIFIED THAT:**

**FIRST:** The name of the corporation is COMMUNITY SERVICES FOUNDATION OF WNY, INC.

**SECOND:** The corporation is a corporation as defined in subparagraph (a)(5) of section 102 (Definitions) of the Not-for-Profit Corporation Law. The corporation is a Type-B not-for-profit corporation under section 201 (Purposes) of the Not-for-Profit Corporation Law. The charitable purposes for which the corporation is formed are:

- (A) To provide humanitarian relief to suffering persons, including persons affected by AIDS, and to that end to provide support for the benefit of organizations providing AIDS related services and other humanitarian support services; to support medical research and treatment of AIDS; to provide information to the general public about AIDS prevention, detection, and treatment; and to foster understanding and tolerance of the homosexual community in and around Buffalo, New York.
- (B) To receive and administer funds for charitable purposes and to that end (i) to take and hold by bequest, devise, gift, grant, purchase, lease or otherwise, either absolutely or jointly with any other person, persons or corporations, any property, whether real, personal, tangible or intangible, or any undivided interest therein, without limitation as to amount or value; (ii) to sell, convey or otherwise dispose of any such property; and (iii) to invest, reinvest, or deal with the principal or income thereof, call in such manner as, in the judgment of the directors, will best promote the purposes of the corporation without limitation, except such limitations, if any, as may be contained in the instrument under which such property is received, this certificate of incorporation or any laws applicable thereto.
- (C) To do any other act or thing incidental to or in connection with the foregoing purposes or in advancement thereof, but not for the pecuniary profit or financial gain of the corporation's members, directors, or officers.

**THIRD:**

- (A) Notwithstanding any other provision of this certificate, the corporation is organized exclusively for charitable purposes as specified in Section 501 (c)(3), or any successor section, of the Internal Revenue Code of 1986, as amended, or any successor statute (the "code") and shall not carry on activities not permitted to be carried on by a corporation exempt from federal income tax under Section 501 (c)(3), or any successor section, of the Code, or by a corporation, contributions to which are deductible under Section 170 9 (c)(2), or any successor section, of the Code.
- (B) No part of the net earnings of the corporation shall inure to the benefit of any member, Director, or Officer of the corporation, or any private individual (except that reasonable compensation may be paid for services rendered to or for the corporation), and no member, Director or Officer of the corporation or any private individual shall be entitled to share in the distribution of any of the corporate assets or dissolution of the corporation.
- (C) No substantial part of the activities of the corporation shall be carrying on propaganda, or otherwise attempting to influence legislation (except as otherwise provided by Section 501 (h),

or any successor section, of the Code), and the corporation shall not participate in or intervene in (including the publication or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office.

**FOURTH:**

The office of the corporation is to be located in the County of Erie and State of New York.

**FIFTH:**

Upon dissolution of the corporation, whether voluntary or involuntary, after payment of all debts and liabilities of the corporation of whatsoever kind or nature, its remaining funds and other property and rights shall be distributed, granted, conveyed and assigned for one or more exempt purposes within the meaning of Section 501 ©(3), or any successor section of the Code, such exempt purposes to be selected by the Directors of the corporation. In the event the directors fail to so select, the New York Supreme Court, Eighth Judicial District, shall select such exempt purposes.

**SIXTH:**

The Secretary of State of the State of New York is designated as the agent of the corporation upon whom process against the corporation may be served. The post office address to which the Secretary of State shall mail a copy of any process against the corporation served upon the Secretary of State is: PO Box 244, Buffalo, NY 14213. **[3/09]**

*[This restatement of the Certificate of Incorporation was authorized by a vote of a majority of the members of the corporation entitled to vote thereon, at a meeting of the members of the corporation pursuant to section 613 (c) of the Not-for-Profit Corporation Law of the State of New York.]*

**BYLAWS  
OF  
COMMUNITY SERVICES FOUNDATION**

**A corporation governed by the  
Not-for-Profit Corporation Law of New York**

**ARTICLE I  
NAME**

**Section 1. Name.** The name of the corporation is COMMUNITY SERVICES FOUNDATION (the "corporation"). The activities of the corporation may be conducted under the name IMPERIAL COURT OF BUFFALO, or any other name designated by the Board of Directors.

**ARTICLE II  
MEMBERS**

**Section 1. Membership.** The membership of the corporation shall consist of those persons who shall have an interest in the goals of the corporation, shall have demonstrated a commitment to the corporation by sustained participation in its activities and who have paid the membership dues prescribed for members by the Board of Directors. Notwithstanding the foregoing, the Board of Directors reserves to itself the right to reject any candidate for membership based upon criteria reasonably established by the Board. Any individual twenty-one (21) years of age or older who resides in New York State may apply for membership. Upon acceptance of an application for membership by the Board of Directors, the applicant shall become a member.

**Section 2. Evidence of membership.** Membership in the corporation shall be evidenced by the inclusion of the member's name in a list of members to be maintained under the direction of the Secretary. In addition, the Board of Directors may authorize the President of the corporation to issue a certificate of membership to each member.

**Section 3. Membership Dues and Other Assessments.** Whenever the Board of Directors shall find it necessary or advisable for the support and maintenance of the corporation, the Board may require dues or other charges or assessments to be payable by the members as a condition to continuing membership.

**Section 4. Removal.** The Board of Directors shall have the sole and exclusive right to terminate the membership of any member. Membership may be terminated by a two-thirds vote of the entire Board of Directors for failure to meet the requirements of membership or for cause. For purposes of this section, "cause" shall be deemed to mean: a willful breach by the member of these Bylaws or the corporation's Protocol Manual; gross negligence or willful misconduct; dishonesty, or conviction of a crime that may bring disrepute upon the corporation and its other members.

## ARTICLE III

### **MEETINGS OF MEMBERS**

**Section 1. Annual Meeting.** The annual meeting of the members of the corporation, for the election of Directors and Officers and for the transaction of such other business as may be set forth in the notice of meeting, shall be held each year in July at such time and at such place within or without the State of New York as the President or Vice President shall determine and the notice of the meeting shall specify.

**Section 2. Special Meeting.** Special meetings of the members may be called by the Board of Directors or by the President or Vice President, and shall be called by the President or Vice President at the request in writing of a majority of the Directors of the corporation or at the request in writing of at least 10% of the members of the corporation. Such request shall state the purpose or purposes for which the meeting is to be called. Each special meeting of the members shall be held at such time and at such place within or without the State of New York as the Board of Directors or the person calling the meeting shall determine and the notice of the meeting shall apply.

**Section 3. Notice of Meetings.** Written notice of each meeting of the members shall be given, personally, by mail or by any other means including, but not limited to, telephone, telegraph, facsimile or internet e-mail, not less than ten (10) or more than fifty (50) days before the date of the meeting, to each member. Such notice shall be directed to the member or his or her address as it appears on the record of members. The notice shall state the place, date and hour of the meeting, the purpose or purposes for which the meeting is called and, unless it is the annual meeting, indicate that the notice is being issued by or at the direction of the person calling the meeting. The notice need not refer to the approval of minutes or to other matters normally incident to the conduct of the meeting. Except for such matters, the business which may be transacted at the meeting shall be confined to business which related to the purpose or purposes set forth in the notice.

**Section 4. Waiver of Notice.** Whenever under any provision of these by-laws, the certificate of corporation, the terms of any agreement or instrument, or law, the corporation, the Board of Directors or any committee thereof or the members are authorized to take any action after notice to any person or persons or after the lapse of a prescribed period of time, at any time before or after such action is completed, the person or persons entitled to such notice or entitled to participate in the action to be taken, or by his or her duly authorized attorney-in-fact, may submit a signed waiver of such notice or time requirements.

**Section 5. Quorum.** At each meeting of members for the transaction of any business, a quorum for the transaction of business shall consist of not less than one-tenth of the total number of votes entitled to be cast.

**Section 6. Procedure.** The order of business and all other matters of procedure at every meeting of members may be determined by the presiding officer.

**Section 7. Voting.** Each member in good standing shall be entitled at every meeting of members to one vote on all matters appropriate for consideration by the corporation's membership. Providing there are eight (8) or more eligible candidates to stand for election to the Board of Directors, then Directors and Officers elected at any meeting of the members shall, except as otherwise provided by law or the certificate of incorporation, be elected by a majority of the eligible votes cast; the number of persons elected shall not exceed seven (7). However, when there are seven (7) or fewer candidates for the Board of Directors, each candidate must receive a positive vote of two-thirds (2/3) of the eligible votes cast to be elected. All other corporate action to be taken by vote of the members shall, except as

otherwise provided by law, the certificate of incorporation or these by-laws, be authorized by a majority of the votes cast. The vote for Directors or Officers, or upon any question before a meeting of the members, shall not be by ballot unless the presiding Officer at such meeting shall so direct or any members shall so demand.

**Section 8. Reports.** The Board of Directors shall present at each annual meeting a report verified by the President and Treasurer or by a majority of the Directors, showing in appropriate detail the following:

- (a) The assets and liabilities, including the funds, of the corporation as of the end of the twelve month fiscal period of the corporation terminating not more than six months prior to said meeting.
- (b) The principal changes in assets and liabilities, including trust funds, during said fiscal period.
- (c) The revenue or receipts of the corporation, both unrestricted and restricted to particular purposes, during said fiscal period.
- (d) The expenses or disbursements of the corporation, for both general and restricted purposes, during said fiscal period.
- (e) The number of members of the corporation as of the date of the report, together with a statement of increase or decrease in such number during said fiscal period, and a statement of the place where the names and places of residence of the current members may be found.

Such report shall be filed with the records of the corporation and a copy or an abstract thereof shall be entered in the minutes of the proceedings of the annual meeting at which the report is presented.

**Section 9. Written Consent of the Voting Members Without a Meeting.** Whenever by law members are required or permitted to take any action by vote, such action may be taken without a meeting on written consent, setting forth the action so taken, signed by all of the members. Written consent thus given by all of the members shall have the same effect as a unanimous vote of the members.

## ARTICLE IV

### **BOARD OF DIRECTORS**

**Section 1. Management of Corporate Affairs.** Except as otherwise provided by law or the certificate of incorporation, the activities, property and affairs of the corporation shall be managed by the Board of Directors.

**Section 2. Number and Qualifications.** The Board of Directors shall consist of not less than three (3) nor more than seven (7) members, who shall be elected by the members at the annual meeting of the members. Each of the Directors shall be a member of the corporation. The Directors may increase or decrease the number of Directors of the corporation by a vote of the majority of the entire Board, but the number of Directors constituting the entire Board shall at no time be less than three (3). No decrease in the number of Directors shall shorten the term of any incumbent Director. All of the Directors shall be at least twenty-one (21) years of age.

**Section 3. Election and Term of Office.** Except as otherwise provided by law or these by-laws, each Director of the corporation shall be elected at an annual meeting of members or at any meeting of the members held in lieu of such annual meeting, and shall hold office until the next annual meeting of the members and until his or her successor has been elected and qualified. No member of the corporation

shall be permitted to serve as a Director of the corporation for more than six (6) consecutive annual terms.

**Section 4. Honorary Directors.** The Board of Directors may elect honorary Directors for such periods and in such numbers as the Board may determine. Honorary Directors shall be given notice of all Board meetings but shall not be required to attend, shall not be counted for the purpose of a quorum, and shall not vote or have any liability with respect to any action taken by the Board of Directors.

**Section 5. Vacancies.** Newly created directorships resulting from an increase in the number of Directors and vacancies occurring in the Board of Directors for any reason may be filled by a vote of the majority of the Directors then in office, although less than a quorum exists, or any such newly created directorships and vacancies occurring in the Board of Directors for any reason may be filled by vote of the members, notice of which shall have referred to the proposed election. If any such newly created directorships or vacancies occurring in the Board of Directors for any reason shall not be filled prior to the next annual meeting of members, they shall be filled by vote of the members at the annual meeting. A Director elected to fill a vacancy, unless elected by the members, shall hold office until the next meeting of members at which the election of Directors is in the regular order of business, and until his or her successor has been elected and qualified.

**Section 6. Resignation.** Any Director of the corporation may resign at any time by giving his or her resignation to the President, the Vice President or the Secretary. Such resignation shall take effect at the time specified therein and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

**Section 7. Removal.** Any director may be removed with or without cause by the affirmative vote of the majority of the Board of Directors at any meeting of the Board, notice of which shall have referred to the proposed action. Unexcused absence from three (3) regular meetings in any 12-month period shall, without limitation, be cause for removal.

**Section 8. Contracts with Corporation.** No Directors shall be interested, directly or indirectly, in any contract relating to the corporation, nor in any contract for furnishing supplies thereto, unless authorized by the concurring vote of a majority of the entire Board not including the vote(s) of the interested Director(s) after full disclosure by such Directors in good faith of the material facts as to such interest or as otherwise provided by law.

**Section 9. Compensation.** No Director of the corporation shall receive, directly or indirectly, salary, compensation or emolument from the corporation, except reasonable compensation for services actually performed and reimbursement of expenses necessarily incurred in effecting one or more of the corporate purposes of the corporation.

**Section 10. Special Advisors.** From time to time, the Board of Directors may designate as special advisors a chosen number of outstanding persons from the community, who are interested in the objectives of the corporation to assist in the corporation in its operations. Selection as a special advisor shall not confer upon those selected any right to vote or to participate in the management of the corporation, nor any liability with respect thereto.

## ARTICLE V

### **MEETINGS OF DIRECTORS**

**Section 1. Regular Meetings.** Regular meetings of the Board of Directors of the corporation, for the transaction of such business as may be set forth in the notice of the meeting, shall be held each month at such time and place as shall be determined by the Board of Directors and the notice of meeting shall specify.

**Section 2. Special Meetings.** Special meetings of the Board of Directors may be called at any time by the President, or in his or her absence or disability, the Vice President, and must be called by such officer on written request by a majority of the Directors. Such request shall state the purpose or purposes for which the meeting is to be called. Each special meeting of the Board of Directors shall be held at such time and place as the person calling the meeting shall determine and the notice of the meeting shall specify.

**Section 3. Annual Meeting.** The annual meeting of the Board of Directors shall be the regular meeting held during the month of August of each year, or such other regular meeting as the Board of Directors shall designate.

**Section 4. Notice of Meetings.** Notice of each regular or special meeting of the Board of Directors stating the time and place thereof shall be given by the President, the Vice President or the Secretary to each member of the Board not less than three (3) days before the meeting, by mailing the notice, postage prepaid, addressed to each member of the Board at his or her residence or usual place of business, or not less than two (2) days before the meeting, by delivering the notice, postage prepaid, addressed to each member of the Board at his or her residence or usual place of business, or not less than two (2) days before the meeting, by delivering the notice to each member of the Board personally, by telegraph, facsimile, e-mail or by telephone.

**Section 5. Quorum and Action by Board.** At all meetings of the Board of Directors, except as otherwise provided by law, the certificate of incorporation or these by-laws, a quorum shall be required for the transaction of business and shall consist of not less than a majority of the entire Board, and the vote of a majority of the Directors present shall decide any question that may come before the meeting. A majority of the Directors present, whether or not a quorum is present, may adjourn any meeting to another time and place. Notice of any adjournment of a meeting of the Board to another time or place shall be given to the Directors who were not present at the time of the adjournment and, unless such time and place are announced at the meeting, to the other Directors.

**Section 6. Procedure.** The order of business and all other matters of procedure at every meeting of the Directors may be determined by the person presiding at the meeting.

**Section 7. Action Without a Meeting.** Any action required or permitted to be taken by the Board or any committee thereof may be taken without a meeting if all members of the Board or the committee consent in writing to the adoption of a resolution authorizing the action. The resolution and the written consents thereto by the members of the Board or committee shall be filed with the minutes of the proceedings of the Board or committee.

**Section 8. Presence at the Meeting by Telephone.** Members of the Board of Directors or any committee thereof may participate in a meeting of such Board or committee by means of a conference telephone or similar communications equipment allowing all persons participating in the meeting to hear each other at the same time. Participation in a meeting by such means shall constitute presence in person at the meeting.

## ARTICLE VI

### **COMMITTEES OF DIRECTORS**

**Section 1. Designation of Committees.** The Board of Directors, by resolution or resolutions adopted by unanimous consent of the entire Board, may designate from among its members an Executive Committee and other committees, each consisting of three or more Directors with one Director being designated as the committee chairperson, and may designate one or more Directors as alternate members of any such committee who may replace any absent member or members at any meeting of such committee. Each committee designated shall have such a name as may be provided from time to time in the resolution or resolutions of the Board of Directors, shall serve at the pleasure of the Board of Directors and shall have, to the extent provided in such resolution or resolutions, all the authority of the Board of Directors except as otherwise provided by law.

**Section 2. Acts and Proceedings.** All acts done and power and authority conferred by the Executive Committee from time to time within the scope of its authority shall be, and may be deemed to be, and may be specified as being, an act under the authority of the Board of Directors. The Executive Committee and each other committee shall keep regular minutes of its proceedings and report its actions to the Board of Directors when required.

**Section 3. Meetings of Committee.** Committees of Directors shall meet at such times and places as the chairpersons of the committees shall determine and the notice of the meeting shall specify. Meetings of committees of Directors shall be governed by the provisions of Sections 4, 5, 6, 7, and 8 of Article IV of these by-laws, which govern meetings of the entire Board of Directors.

**Section 4. College of Monarchs.** The corporation shall have as a Standing Committee a body designated as the College of Monarchs. The College of Monarchs shall be responsible for operating the corporation's fundraising program known as the Imperial Court and for establishing and maintaining a Protocol Manual for operation of the Imperial Court.

## ARTICLE VII

### OFFICERS

**Section 1. Officers.** Except as otherwise provided by law or these by-laws, a President, Vice President, Secretary, and Treasurer, each of whom shall be chosen from among the Directors of the corporation, shall be elected at the annual meeting of members or at any meeting of the members held in lieu of such annual meeting, and shall hold office until the next annual meeting of members and until his or her successor has been elected and qualified. The members of the corporation may from time to time elect or appoint such additional officers as they may determine been elected and qualified. Such additional officers shall have such authority and perform such duties as the members of the corporation may from time to time prescribe. In the interim between meetings of the members, officers of the corporation shall be accountable to and shall act pursuant to the direction of the Board of Directors.

**Section 2. Term of Office.** The President, Vice President, the Secretary and the Treasurer shall hold office until the next annual meeting of the members and until their successors have been elected or appointed and qualified. Each additional officer appointed or elected by the members of the corporation shall hold office for such term as shall be determined from time to time by the members of the corporation and until his or her successor has been elected or appointed and qualified. Any officer, however, may be removed or have his or her authority suspended by the members of the corporation or the Board of Directors at any time, with our without cause.

**Section 3. Vacancies.** If the office of any officer becomes vacant for any reason, the Board of Directors shall have the power to fill such vacancy. If any vacancy occurring in an office of the corporation for any reason shall not be filled prior to the next annual meeting of members, it shall be filled by vote of the members at the annual meeting. An officer elected to fill a vacancy, unless elected by the members, shall hold office until the next meeting of members at which the election of officers is in the regular order of business, and until his or her successor has been elected and qualified.

**Section 4. Resignation.** Any officer may resign at any time by notifying the Board of Directors, the President or the Secretary of the corporation in writing. Such resignation shall take effect at the time specified therein and, unless otherwise specified in such resignation, the acceptance thereof shall not be necessary to make it effective.

**Section 5. Duties of Officers May Be Delegated.** In case of the absence or disability of an officer of the corporation, or for any other reason that the Board may deem sufficient, the Board, except where otherwise provided by law, may delegate, for the time being, the powers or duties of any officer to any other officer, or to any member of the Board.

**Section 6. The President.** The President shall be the chief executive and administrative officer of the corporation and shall have the general powers and duties of supervision and management of the corporation and shall perform all such other duties as usually pertain to the office or are properly required by the Board of Directors. The President shall preside at all meetings of the Board of Directors. The President, or someone whom they designate, shall be responsible to verify the monthly bank statements to the journals of the Treasurer on a monthly basis. The President shall keep an electronic back up of the journals until the final fiscal year journal has been received. The final fiscal year journal shall then become part of the President's permanent records.

**Section 7. The Vice President.** The Vice President shall, in the absence or at the request of the President, perform the duties and exercise the powers of the President. The Vice President shall also have the powers and perform such duties as usually pertain to the office or are properly required by the Board of Directors.

**Section 8. The Secretary.** The Secretary shall issue notices of all meetings of Directors and members where notices of such meetings are required by law or these by-laws. The Secretary shall attend meetings of the Board of Directors and keep minutes thereof. The Secretary shall affix the corporate seal to and sign such instruments as require the seal or the Secretary's signature and shall perform such other duties as usually pertain to the office or are properly required by the Board of Directors. In general, the Secretary shall be responsible to pick up mail from the official post box. Bank documents and other important documents shall be scanned and kept in an electronic format, and the documents shall be transferred to the appropriate officer. Bank statements shall be transferred to the President, or someone they have designated, for use in verifying the journals, before becoming part of the Treasurers' bookkeeping records. At fiscal year's end, a final copy of the Treasurer's verified journal and all tax documents shall be received. An electronic version shall then to be placed in the safety deposit box, along with an electronic copy of the general meeting and Board of Director's minutes. A copy shall be included as part of the permanent records of the Secretary.

**Section 9. The Treasurer.** The Treasurer shall have the care and custody of all the monies and securities of the corporation. The Treasurer shall cause to be entered in the books of the corporation to be kept for that purpose full and accurate accounts of all monies received and paid on account of the corporation. The Treasurer shall make and sign such reports, statements and instruments as may be required of him or her by the Board of Directors or by the laws of the United States or of any state or country, and shall perform such other duties as usually pertain to the office or are properly required of the Treasurer by the Board of Directors. The Treasurer shall meet with the President, or someone they have designated, as needed to verify that the monthly bank statements and journals are in agreement. Any discrepancies must be noted, and reported to the Board of Directors at the next Board meeting. Electronic back up copies of the journals, and any other important documents, shall be sent to the President and the Secretary for safe keeping on a minimum quarterly basis. At the end of the fiscal year, a final copy of the journal and all tax documents shall be sent to the President and Secretary, as well as becoming part of the Treasurer's permanent records.

**Section 10. Officers Holding Two Offices.** Any two offices, except those of President and Secretary, may be held by the same person, but no officer shall hold more than two offices and no Officer shall execute or verify any instrument in more than one capacity if such instrument is required by law or otherwise to be executed or verified by two or more Officers.

**Section 11. Compensation.** No Officer of the corporation shall receive, directly or indirectly, salary compensation or emolument from the corporation, except reasonable compensation for services actually performed and reimbursement of expenses necessarily incurred in effecting one or more of the corporate purposes of the corporation.

## ARTICLE VIII

### INDEMNIFICATION OF DIRECTORS AND OFFICERS

**Section 1. Right of Indemnification.** Each Director and Officer of the corporation, whether or not then in office, and any person whose testator or in testate was such a Director or Officer, shall be indemnified by the corporation for the defense of, or in connection with, any threatened, pending or completed actions or proceedings and appeals therein, whether civil, criminal, administrative or investigative, in accordance with and to the fullest extent permitted by the Not-for-Profit Corporation Law of the State of New York or other applicable law, as such law now exists or may hereafter be adopted or amended; provided, however, that the corporation shall provide indemnification in connection with an action or proceeding (Or part thereof) initiated by such a Director or Officer only if such action or proceeding (or part thereof) was authorized by the Board of Directors.

**Section 2. Advancement of Expenses.** Expenses incurred by a Director or Officer in connection with any action or proceeding as to which indemnification may be given under Section 1 of this Article VIII may be paid by the corporation in advance of the final disposition of such action or proceeding upon (a) the receipt of an undertaking by or on behalf of such Director to repay such advancement in case such Director or Officer is ultimately found not to be entitled to indemnification is authorized by this Article VIII and (b) approval by the Board of Directors acting by a quorum consisting of directors who are not parties to such action or proceeding or, if such a quorum is not obtainable, then approval by the members. To the extent permitted by law, the Board of Directors or, if applicable, the members, shall not be required to find that the Director or Officer has met the applicable standard of conduct provided by law for indemnification in connection with such action or proceeding before the corporation makes any advance payment of expense hereunder.

**Section 3. Availability and Interpretation.** To the extent permitted under applicable law, the rights of indemnification and to the advancement of expenses provided in this Article VIII (a) shall be available with respect to events occurring prior to the adoption of this Article VIII, (b) shall continue to exist after any rescission or restrictive amendment of this Article VIII with respect to events occurring prior to such rescission or amendment, (c) shall be interpreted on the basis of applicable law in effect at the time of the occurrence of the event or events giving rise to the action or proceeding or, at the sole discretion of the Director or Officer, (or if applicable, at the sole discretion of the testator or in testate of such director or officer seeking such rights), on the basis of applicable law in effect at the time such rights are claimed and (d) shall be in the nature of contract rights that may be enforced in any court of competent jurisdiction as if the corporation and the Director or Officer for whom such rights are sought were parties to a separate written agreement.

**Section 4. Other Rights.** The rights of indemnification and to the advancement of expenses provided in this Article VIII shall not be deemed exclusive of any other rights to which any Director or Officer of the corporation or other person may now or hereafter be otherwise entitled, whether contained in the certificate of incorporation, these by-laws, a resolution of the members, a resolution of the Board of Directors or an agreement providing for such indemnification, the creation of such other rights being hereby expressly authorized. Without limiting the generality of the foregoing, the rights of indemnification and to the advancement of expenses provided in this Article VIII shall not be deemed exclusive of any rights, pursuant to statute or otherwise, of any Director or Officer of the corporation or other person in any action or proceeding to have assessed or allowed in his or her favor, against the corporation or otherwise, his or her costs and expenses incurred therein or in connection therewith or any part thereof.

**Section 5. Servability.** If this Article VIII or any part hereof shall be held unenforceable in any respect by a court of competent jurisdiction, it shall be deemed modified to the minimum extent necessary to make it enforceable, and the remainder of this Article VIII shall remain fully enforceable. Any payment made pursuant to this Article VIII shall be made only out of funds legally available therefore.

## ARTICLE IX

### CORPORATE FINANCE

**Section 1. Corporate Finance.** The funds of the corporation shall be deposited in its name with such banks, trust companies or other depositories as the Board of Directors may from time to time designate. All checks, notes, drafts and other negotiable instruments of the corporation shall be signed by such Officer or Officers, agent or agents, employee or employees as the Board of Directors from time to time may designate. No Officers, agents or employees of the corporation, alone or with others, shall have the power to make any checks, notes, drafts or other negotiable instruments in the name of the corporation or to bind the corporation thereby, except as provided in this section.

**Section 2. Fiscal Year.** The fiscal year of the corporation shall be June 1 to May 31 unless otherwise provided by the Board of Directors.

**Section 3. Loans to Director or Officers.** No loans shall be made by the corporation to its Directors or Officers.

**Section 4. Gifts.** The Board of Directors, the Executive Committee or any authorized Officer, employee or agent of the corporation may accept on behalf of the corporation any contribution, gift, bequest or devise for any general or special purpose or purposes of the corporation.

**Section 5. Voting of Securities Held by the Corporation.** Stocks or other securities owned by the corporation may be voted in person or by proxy as the Board of Directors or the Executive Committee shall specify. In the absence of any direction by the Board of Directors or Executive Committee, such stocks or securities shall be voted by the President, as he or she shall determine.

**Section 6. Income from Corporation Activities.** All income from activities of the corporation shall be applied to the maintenance, expansion or operation of the lawful activities of the corporation.

**Section 7. Budget Procedure.** At each annual meeting of the Board of Director, the Director shall consider and adopt a prospective budget that reflects the anticipated income and expenses of the corporation for the next twelve (12) month period. Such budget shall also reflect the restrictions on spending authority to which the Officers of the corporation shall be subject. No Officer of the corporation shall have the right without the prior written consent of the Board of Directors to exceed that Officer's spending authority or to expend the funds of the corporation by an amount in excess of the amount budgeted for such category of expense.

**Section 8. Funds Retained.** Each Reign, beginning with Reign 14, shall transfer \$1,000 to a reserve account currently known as a money market savings account. The transfer of funds to the reserve account shall occur before the final disbursement of funds to charitable organizations. The Treasurer of the Board of Directors shall have responsibility to oversee the transmission of funds and maintenance of such account(s).

## Article X

### **NON-DISCRIMINATION**

**Section 1. Non-discrimination policy.**

The Community Services Foundation, d.b.a. the Imperial Court of Buffalo does not discriminate on the basis of race, color, creed, gender or gender identity, religion, age, sex (including pregnancy), sexual orientation or associated preference, national or ethnic origin, disability or handicap, marital status or veteran status in any program, event or activity administered by the organization, participation by volunteers, or with regard to membership admission. Sexual harassment is sex discrimination and shall not be tolerated. The organization shall not condone any form of discrimination and allegations of discrimination leading to a conviction shall be cause for termination of membership in the organization.

## ARTICLE XI

### **CORPORATE SEAL**

**Section 1. Form of Seal.** The seal of the corporation shall be in such form as may be determined from time to time by the Board of Directors.

## ARTICLE XII

### **AMENDMENTS**

**Section 1. Procedure for Amending By-laws.** By-Laws of the corporation may be adopted, amended or repealed (i) at any annual meeting of the members of the corporation (but not at any other regularly scheduled meeting or special meeting of the members), notice of which shall have included specification of the proposed action, by the vote of two-thirds of the members of the corporation, or (ii) at any meeting of the Board of Directors, notice of which shall have included specification of the proposed action, by the vote of two-thirds of the entire Board of Directors; provided, however, that if any by-law regulating an impending election of Directors is adopted, amended or repealed by the Board of Directors, there shall be set forth in the notice of the next meeting of members for the election of Directors the by-law, adopted, amended or repealed, together with a concise statement of the changes made.