

# *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 March 2019]*

## 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 266 Elmwood Avenue #187, Buffalo, New York 14222. **[12/16]**

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

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

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>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 nine (9) 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>Ceremonial Duties</b>	the rights afforded an honorary College member which shall include but not be limited to crowning of Monarchs, Regent Monarchs, ICP's and IPR's. Any duties of the college that does not require a vote
<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 a 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>	266 Elmwood Avenue #187, Buffalo, NY 14222. [12/12]
<b>Court Colors:</b>	Official colors of the ICOB; purple and gold.
<b>Court Logo:</b>	Official emblem with a buffalo rampant, with crossed sabres, and a gold triangle with side laurels and a crown top.
<b>Courtier:</b>	A general term for a member of the Court
<b>Dowager Monarchs:</b>	The immediate 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 of the College of Monarchs:</b>	The year from the Monday following the Coronation Ball until the Monday following the succeeding Coronation Ball.
<b>Corporate Fiscal/ Operating Year:</b>	The year marked from June 1 to the following May 31.
<b>Fiscal/Operating Year of the 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, Imperial Prince Royale &amp; Imperial Princess Royale:</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/IPR.
<b>Imperial Family:</b>	The reigning Monarch(s), reigning ICP(s), reigning IPR(s), and Dowager Monarch(s).
<b>Investiture:</b>	The fundraising event of a Court which 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 plurality, but not a majority [140/2 = 70 +1 = 71 or a majority].)

<b>Policies &amp; Procedures:</b>	The guidelines of the ICOB; a.k.a. Protocol.
<b>Policy &amp; Procedures Review Committee:</b>	The committee that reviews the guidelines of the ICOB. The committee is comprised of members in good standing, to review and suggest changes to the Protocol Manual.
<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)
<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.internationalcourtsystem.org">www.internationalcourtsystem.org</a> [03/19]

## 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 or Western Pennsylvania within the boundary of the ICOB's jurisdiction.

#### **Section 3. Membership Application & Approval Process, Dues & Fees [REV 12/2016]**

##### **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 government issued 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 Secretary 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 Secretary or Member at Large at the next regularly scheduled general meeting.
5. The ICOB Secretary, or Member at Large, shall maintain & administer a 'New Member Packet' that shall be presented to each new member & shall include: **[Reign 18 Proclamation]**
  - a. A 'Welcome Letter' which includes a link to the P&P Manual.
  - 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 approved by the 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. **[12/2016]**

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 shall incur an additional penalty charge as charged by the bank. **[12/2016]**
  - h. Non-refundable, non-assignable statement.  
“Dues and fees paid are non-refundable and non-assignable.”

#### **Section 4. Member in Good Standing Defined [01/05]**

- A. 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 Board will review attendance or other records to determine participation 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.
- B. Membership dues and applicable fees shall be paid and current. Current shall be defined as paid no later than June 30.
- C. A person shall be a member in good standing for six (6) months in order to exercise voting privilege.

#### **Section 5. Dress Code for Court Members.**

- 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 all State Functions. Exceptions from formal attire shall be when appearing in theme.
- C. The wearing of sashes shall only be permitted to title holders whose title came with a sash and shall be permitted to be worn during the reign of the titleholder.
- D. Members of the ICOB shall wear appropriate business attire when conducting business on behalf of the ICOB.
- E. 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 6. Member Conduct.**

All members should take note that behavior will reflect on our Court and our community.

- A. A member in violation of Robert’s Rules of Order at a General Membership Meeting shall be expelled from said meeting. Robert’s Rules of Order can be found at this link: <http://www.rulesonline.com/>
- B. Members shall show respect to reigning Monarch(s), Past Monarchs, and members from other courts.
- C. A member found in violation of the Policies and Procedures or whose behavior is deemed to be 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 College of Monarchs for review and subsequent action to remove from membership by the Board of Directors.

#### **Section 7. Annual Meeting, notice, quorum and majority. [REV 3/04]**

- A. The Annual Meeting of the members 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. [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 8. 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 12/12]**

- A. Members of the current Board of Directors shall not be eligible to pursue a Monarch position.
- B. A member of the reigning Imperial Family (with the exception of the reigning Monarchs) shall not be eligible to pursue a Board of Directors position, until the reign shall have been completed. Imperial Family: ICPs, IPRs, Dowager Monarchs.
- C. The Reigning Monarchs shall automatically hold seats as members at large of the Board of Directors. Membership will take effect following the election of the board and will stay in effect for the duration of the board's calendar year.

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

- A. Nominations to the Board of Directors shall be held at the June General Membership meeting.
- B. Individuals that are nominated for positions on the Board of Directors shall be present at the June General Membership Meeting to accept the nomination **or** shall provide written documentation no later 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 Directors candidates 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 eight (8) consecutive annual terms. **[reference Bylaws, Article 4, Board of Directors; Section 3, Election and Term of Office, changed 05/2010]**

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

The Board of Directors shall consist of not less than three (3) nor more than nine (9) 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 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 College of Monarchs Co-Chairperson(s) shall be extended an invitation to attend meetings of the Board of Directors in an advisory capacity.
- B. An invitation may be extended, at the discretion of the Board of Directors, to the ICP(s), IPR(s) and any other special guests to attend Board of Directors meetings.

- C. 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 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, 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 nine (9):

<u>Number of BOD Members</u>	<u>Number Required for Quorum</u>
3	2
4	3
5	3
6	4
7	4
8	5
9	5

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

Members 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 (COM) shall consist of past Monarchs, in good standing, residing in the realm, who have successfully completed their Reign and have maintained active participation in the organization and the COM.

Past Monarchs that Reside in the Realm and have not maintained active participation in the organization or the COM or maintained paid dues on a current basis shall not be considered members of the COM. [02/09]

Past Monarchs that reside outside the realm shall not be required to maintain paid dues and shall not be considered current member of the COM, however, they shall be considered “honorary” members of the COM [02/09]

#### **Section 2. Advisory Function**

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

#### **Section 3. Policy & Procedure Responsibility**

The COM shall handle all issues regarding the Policy & Procedures

#### **Section 4. Operating Year**

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

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

The COM shall meet Bi-Annually. Additional meetings shall be scheduled as needed. The following shall be considered COM Meetings:

- A. 1<sup>st</sup> Fiscal Meeting to elect College Co-Chairs
- B. Mid-Year review and step down requirements met
- C. Special Meetings

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

The COM shall elect from within the College, two (2) Co-Chairpersons who will equally share the responsibilities of the College Chairmanship. The Co-Chairs shall not be a member of the Board of Directors. The Co-Chairs shall be elected annually during the month of August, following the election of the Board of Directors. The Co-Chairs shall report to the COM, BOD, and the General Membership as deemed appropriate. The Co-Chairs shall act as the mediators between the Reigning Monarchs and their appointees

In the event neither Co-Chair can preside over a meeting the President of the BOD can appoint a representative from the BOD to call and/or preside over the specific COM meeting. The appointee will only exercise voting rights, if they are a COM member in good standing.

### **Section 7. Minimum Requirements of Members [REV 05/08]**

COM members shall be responsible to maintain their membership in good standing and active participation in the organization per the Members Article of this manual. COM members shall meet minimum requirements each operating year of the COM to maintain a seat on the COM as a voting member. Requirements shall be reviewed following Coronation and prior to the first scheduled COM meeting. The Co-Chairs shall review documents and other records to determine eligibility for the upcoming year. The minimum requirements to maintain a seat and voting rights shall be:

- A. Participation in 4 activities including fundraising activities, community events as a representative of the court and all court meetings
- B. Active participation in the annual College of Monarchs fundraising event.

### **Section 8. Protocol Responsibility**

Reigning Monarchs shall be responsible for transmission to the MOP the Protocol by which said Monarch shall walk during the COM operating year (refer to Article 2, Definitions); the following shall apply:

- A. Submissions of Protocol from Monarchs shall be accepted by the MOP through thirty (30) days following the Coronation Ball and shall include the Reign a multi-year Monarch will walk with. Copies of said Protocol shall also be transmitted to the COM Co-Chairs for their Files by the Monarch.
- B. Protocol submitted shall take effect immediately
- C. The Protocol from the previous COM operating year shall be used for the succeeding COM operating year when the Monarch has not submitted a protocol change by thirty (30) days following the beginning of the current COM operating year.
- D. The submitted protocol of the Monarch 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 COM operating year after the thirtieth day following the beginning of the COM operating year until the beginning of the next COM operating year.
- E. Cases of questionable Protocol submissions shall be reviewed for resolution by a committee comprised of the COM Co-Chairs, Minister of Protocol and the Monarch submitting the Protocol. Where resolution can not be reached by the Committee, the

Protocol shall be referred to the COM at the next regular meeting, Such Monarch shall walk with the Protocol from the previous year until resolution has been reached.

### **Section 9. Anniversary Walks [05/06]**

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 COM become inactive within the organization or the COM, then the COM 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 to the fifth (5) year anniversary of a Monarch's Reign. The Anniversary walk shall grant the Anniversary Monarch a walk up to the said and back down at Coronation, there shall be NO performance [Proclamation of Reign 15; Luis Rodriguez]
- B. Decade Walk: An Anniversary Walk shall be given on the ten (10) year anniversary of a Monarch's Reign. The Anniversary walk shall grant the Anniversary Monarch a performance not to exceed five (5) minutes at Coronation. During the Year prior to their Anniversary Walk, the phrase "The Decade Emperor/Empress" shall be added to the Protocol of the Anniversary Monarch.
- C. Following a Monarch's Decade Anniversary, Anniversaries shall be recognized every decade/

### **Section 10. Monarch Candidate Review Board Members**

A COM Co-Chair, two (2) members of the COM, and two (2) members of the BOD OR general members neither of which shall be members of the COM, shall sit on the Monarch Candidate Review Board

### **Section 11. Monitoring Reigning Monarch(s)**

The COM shall monitor the activities and conduct of the Reigning Monarch(s).

### **Section 12. Guests to Meetings**

The COM shall extend an open invitation to members of the BOD and Reigning Monarchs. The COM may extend an invitation to meetings of the COM to other guests.

**Section 13. Entrance into membership by Reigning Monarchs; not facing disciplinary action.**

A Monarch who has completed their year, meeting the minimum qualifications, who have had no disciplinary action taken against them during their year, shall be granted membership in the COM. The announcement of acceptance into the COM shall be made by the CO-Chairs at the Coronation Ball, following the final walks of both Monarchs.

**Section 14. 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 COM by a majority vote of the COM. The COM must show justifiable cause in order to deny membership into the COM. A written notification of acceptance or denial into the COM shall be transmitted to the step-down Monarch within thirty (3) days of the Coronation Ball in which he/she stepped down. Should the COM fail to meet and vote on the matter within the thirty (30) day period, the step down Monarch(s) shall automatically be granted full membership into the COM.

**Section 15. Suspension of voting rights for Members submitting Monarch Applications**

A Members of the COM who submits an application for Emperor or Empress shall have their position and voting rights on the COM suspended until they have completed the Reign to which they have been elected or they are not successful in becoming elected.

**Section 16. Voting by one person, one vote**

Members of the COM shall abide by "One person, One Vote", regardless of the number of Reigns successfully completed. The COM shall not allow "proxy" voting; NO exceptions.

**Section 17. Suspension of seat and voting rights of Regent Monarchs**

A Member of the COM who is appointed as a Regent Monarch shall have their position and voting right on the COM suspended until they gave completed the Reign to which they have been appointed.

**Section 18. Quorum.**

A quorum for conducting business of the COM shall be a majority of the eligible voting COM Members.

**Section 19. Honorary Status**

Honorary members of the COM shall have full ceremonial Rights. Honorary members of the COM shall have no voting privileges and shall not count toward quorum for Conducting COM business.

- A. Past Monarchs Moves Outside Realm
  - a. A member of the COM, in good standing, who moves and said move causes the Monarch to reside outside of the Realm, shall retain an honorary position in the COM. An honorary COM member that returns to residing in the realm shall be reinstated to full privileges of a COM member, following review and confirmation of their membership eligibility in the ICOB.
- B. Past ICOB Monarch Residing Inside the Realm
  - a. Any member of the COM who allows their membership to lapse shall be considered an honorary COM member. An Honorary COM member shall be reinstated to full privileges of a COM member following review and confirmation of their membership eligibility in the ICOB.
- C. Monarch from Other Realm Resides Inside the Realm
  - a. A Past Monarch from a Court or Barony recognized by the ICS existing outside the realm of the ICOB who, is a member in good standing and moves and said move causes them to reside within the realm of the ICOB, shall be granted an honorary position in the COM.

## **Section 20. Fundraising Activities.**

The COM shall be permitted to raise funds that shall be earmarked and restricted for their use, pending notification of the BOD. COM 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 COM.

## **Section 21. Removal of Members and Honorary Status.**

- A. A COM member that does not meet the COM operational year minimum requirements shall lose their voting rights and seat on the COM
- B. The Co-Chairs shall maintain continuous records of the eligibility for members of the COM; eligibility shall be reviewed before each meeting of the COM.
- C. COM members may submit a written request to the Co-Chairs for removal of a member of the COM.
  - a. The Written request for removal shall include:
    - i. The name of the person to be removed; **AND**
    - ii. The circumstances and person(s) involved in the request; **AND**
    - iii. A date and signature; **AND**
    - iv. Shall be mailed to the official address of the ICOB/
  - b. The COM 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 the, in the request for removal.
  - c. Persons listed in the complaint may be called to submit to questions and answers before a meeting of the COM.

- d. A Majority vote of the eligible voting members of the COM shall be required for removal.
- D. A COM member that is removed for misconduct or behavior considered to be detrimental to the ICOB shall not be given an honorary position on the COM.

**Section 22. Reinstatement.**

A past COM member who has been removed for cause or previously resigned their title and wishes to be instated to the COM shall:

- A. Submit a written request for reinstatement to the Co-Chairs, transmitted by mail or email to the official address of the ICOB/
- B. Written requests for reinstatement as a COM 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 COM, with the exception of attendance at COM meetings.
- C. A Majority vote of the eligible voting members of the COM shall be required for reinstatement.

**Section 23. Annual Fundraiser.**

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

**Section 24. Custodial Responsibilities.**

The Co-Chairs shall be the custodians of the Crown, Jewelry, Court Regalia and Ceremonial Property of the ICOB.

**Section 25. Mediator Responsibility.**

The COM shall act as the 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 be the current President or Treasurer on the Board of Directors.

**Section 2. Residency requirements.**

- 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-\$15,000).
  
- 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.**

- A. Have been an active member of the ICOB, in good standing, for twenty-four (24) months prior to the submission of application.
- B. Attend 6 meetings in the 24 months prior to applying for candidacy, 3 of which must be in the prior 12 months.
- C. Produce 1 fundraiser for the Imperial Court of Buffalo in the previous 12 months.

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

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

**Section 6. Coronation attendance requirement.**

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

- A. A minimum of two (2) Coronation Balls, excluding Buffalo's Coronation Balls, in the two (2) year period prior to submission of application for Monarch; a minimum of one (1) of such Balls shall have been in the twelve (12) months prior to submission of application. Verification of attendance shall be confirmed by the College Co-Chairs using records from the minister of protocol and members attending coronations at said balls. [REV. 12/2012]
  
- B. Candidates shall have attended the required Coronation 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-Chairs 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 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 Enhanced Driver's License, U.S. Passport, NYS Enhanced 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 applied 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. Receipt of notification from the COM Co-Chairs of acceptance by candidates shall be considered the beginning of their election campaign.

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

The Co-Chairs of the COM 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 COM Co-Chair shall serve as Chairperson
  - 2. Two (2) COM members in good standing, shall be elected from the COM
  - 3. Two (2) members of the BOD OR members who are not COM members shall be nominated by the President of the Board and shall stand for election by the BOD.
  
- 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 COM and the members of the ICOB BOD 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-Chairs of the COM
  
- 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-Chairs of the COM 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 at the polling place. 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 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 subsection 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 COM Co-Chairs 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 shall determine voter eligibility prior to Election Day.
  
- C. The Secretary, 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 shall make available to COM Co-Chairs 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 Secretary shall supply election ballots and pens and envelopes for the election ballots
  
- F. The Treasurer shall supply an Election Signature Registry of eligible voters and a list of eligible voters who requested absentee ballots to the voting officials.
  
- G. Eligible voters shall sign their name to the Election Signature Registry prior to receipt of an election ballot and envelope.
  
- H. The eligible voter shall cast a ballot; write-in votes shall invalidate an entire ballot.

I. 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.

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

K. 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.

L. 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.

M. 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.**

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 or Email. 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 reigning Imperial Prince Royale, the Imperial Princess Royale, 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.

**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 and chair the Hospitality Suite at the Coronation Ball. [Proc 16]
  
- B. Attending one (1) 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 Dowager Monarchs shall appear in attire that is appropriate to the persona to which they were elected or appointed.

**Section 4. Joint determination of fulfillment for Dowager Monarchs.**

The current reigning Monarch(s) and the College of Monarchs shall jointly determine the successful completion of the Dowager Monarchs responsibilities and grant or deny a Dowager walk at Coronation

**Section 5. Dress Code for Past Monarchs.**

- A. The Empresses of the ICOB that attend an ICOB function as a female shall wear attire appropriate to the event. Empresses shall appear in attire that is representative of their individuality and respectful of the ICOB. 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. Emperors of the ICOB shall attend an ICOB function as a male and shall wear attire that is appropriate to the event. Emperors shall appear in attire that is representative of

their individuality and respectful of the ICOB. 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 Monarch except when said attire shall be in accordance with an "In-Theme" Court Walk at a Coronation or Adornment Ball.

**ARTICLE NINE (9)**  
**Monarch(s): Emperor & Empress**

The following guideline shall be used for all 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 12/12]**

- A. Attend two (2) out of town Coronations
  
- B. Monarch(s) attend the Coronation Ball of our sister court, the Imperial Court of New York. The purchase or reimbursement of Coronation ticket(s) for the reigning Monarch(s) shall be made from funds of the College of Monarchs.
  
- C. Represent the ICOB at official functions and special events in and out of the Realm.
  
- D. Attend all Court functions or appoint an official representative in their absence.
  
- E. Maintain their Regalia befitting the rank and title.
  
- F. 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 following the Victory Brunch after being crowned
  - 1. Requests for borrowing of the State Regalia shall be made to the College Co-Chairs and shall be returned in satisfactory condition
  
- G. Appear in appropriate attire as per their elected or appointed persona at all official functions throughout the Realm
  
- H. 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.
  
- I. Act as the primary fundraisers for the ICOB and facilitate all events that will bear the organizations name.
  
- J. Monarchs shall designate the major charities for the Reign. Announcement shall be made within 90 days of their Coronation
  
- K. Produce all official state functions.
  
- L. Produce a minimum of six (6) joint or three (3) individual fundraisers during their reign. Advertisements for the events shall bear the Monarch(s) name(s) as producer(s).

M. Produce a minimum of six (6) fundraisers during their reign when acting as a sole reigning Monarch. Advertisements for the events shall bear the Monarch's name as producer.

N. Provide written evidence of the successful completion of at least half of their minimum requirements to the COM Co-Chairs 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 COM 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 COM Co-Chairs.

O. 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. 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.

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

Q. Provide written documentation to the COM Co-Chairs 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.

R. Provide, respectively, written documentation to the COM Co-Chairs 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 Coronation

S. 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]

T. 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.

U. 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, Coronations they plan to attend, and other local events they plan to attend or produce.

V. Meet with and present to the College an outline of their reign within sixty (60) days of Coronation. 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, Coronations 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.

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

X. Order or produce appropriate awards in enough time 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/Empress to:  
Emperor  
Empress  
Past Emperor  
Past Empress  
Future Emperor  
Future Empress

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 Formal State Functions.

C. Gloves:

1. Emperor: White or Black gloves shall be optional. Leather men may wear black leather gloves.

2. Empress: Opera gloves shall be optional.

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

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.

- 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 COM.

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

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 COM Co-Chairs

C. The reigning Monarch(s) shall have ninety (90) days from Coronation 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.**

A. All persons shall bow or curtsy to H.I.M. Queen Mother 1 of the America's Nicole the Great and Emperor 1 of the Americas Terry Sidie and their successors.

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).**

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 COM.

B. A member may file a formal written complaint that shall be investigated by the COM 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 COM, 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 COM 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 COM and the BOD, (See Article 3, Members).

**ARTICLE TEN (10)**  
**Imperial Crown Prince & Imperial Crown Princess (ICP(s))**

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

A. The candidate shall have been an active 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 immediately preceding being appointed.

C. The ICP(s) shall be appointed by the Reigning Monarchs prior to the 1<sup>st</sup> Investiture. The COM Co-Chair(s) shall be informed of the selection prior to announcement in enough time to confirm eligibility.

1. Provided the eligibility criteria shall have been met, the COM Co-Chair(s) shall approve the selection

2. ICPs may appear in regalia from the day they are appointed.

D. The ICP(s) shall submit to the COM Co-Chair(s) a copy of their current photo identification that shall be acceptable for border crossings and airport travel in the US and Canada (Enhanced Driver's License, Passport, Enhance Non-Driver ID) within thirty (30) days of appointment.

E. The ICP(s) shall produce a minimum of three (3) fundraisers during their reign. Each in a different venue.

1. Advertisement for the events shall bear the ICP(s) names as producers.

2. The ICP(s) shall produce the Annual Boat Cruise and the Dry Dock Party which shall

fulfill one (1) fundraising event requirement.

a. If there is no ICP, the Honorary Host and Hostess for the Annual Boat Cruise shall be the reigning Monarchs.

3. 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. **[Proclamation Reign 18; Emperor Chris Hempel]**

F. Appear in appropriate court attire at 1 establishment or organization each month within the Realm during the Reign. The same establishment/organization can not be used in consecutive months.

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

H. The ICP(s) shall each attend Two (2) out of town Coronation during their reign; the Reigning Monarch(s), a member of the College, or the Board shall be present for

verification. The requirement for Coronation or Adornment Balls shall be considered fulfilled when the ICPs attend, in proper until the crowning of the new Monarchs.

I. The ICP(s) shall be responsible for maintaining their Court regalia. Upon Termination of their Reign, the ICP's shall relinquish all Court Jewelry and Court Property to the COM Co-Chair(s). The ICP's shall have 30 days to replace any state regalia found to be damaged, stolen or missing, while in their control.

J. They 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 30 days prior to Coronation, a receipt for appropriate Regalia. They shall be allotted the sum not to exceed \$50 for the purchase of their own appropriate regalia; reimbursement shall be made from the College fund following successful completion of the Reign. 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 appropriate regalia shall be approved by the Reigning Monarchs and the COM before purchase is made.

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

L. The ICP(s) shall be crowned at the first Investiture. They shall be crowned and sign the Oath of Office which will be delivered by the COM Chairs or their designee.

1. Should a vacancy occur and another ICP be chosen, they shall be crowned at another appropriate event

2. The Oath shall follow the same general format as the Oath of Office for the Monarchs, except substituting titles 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.

4. Past ICP's who resign from a Monarch position shall have their ICP title reinstated, provided they continue to have a good relationship with the ICOB.

N. The ICP(s) shall meet with the reigning Monarch(s) to present a written outline of their Reign within forty-five (45) days following the Coronation. It shall include information and dates on events planned, Coronations they plan to attend, and other local events they plan to attend or produce.

O. The Monarchs shall present the ICP's written outline to the COM Chair(s) within sixty (60) days following Coronation. The Co-Chair(s) shall transmit a copy to the COM for review.

P. The ICP's shall only report events or functions they attended in which they were attired appropriately.

Q. The ICP's shall provide written documentation to the COM Co-Chair(s) that should details the activities for the year that shall serve to fulfill minimum requirements to be eligible for step down. The documentation shall be transmitted no later than 30 days prior to Coronation.

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

A. The Reigning ICP's shall appear in attire appropriate to the persona they have been appointed.

B. The current standard of formal attire shall be appropriate attire for a Formal State Events. 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.

C. When ICP(s) act as performers they shall dress in attire appropriate to the event theme or their song choice.

D. 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.

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

F. Questions concerning appropriate dress code shall be directed in ranking order to the COM Co-Chair(s), the Minister of Protocol, and the Reigning Monarchs.

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

*[Refer to Article 13; Section 3]*

## **Section 4. Greeting.**

A. All persons shall bow or curtsy to Queen Mother 1 of the America's, Nicole the Great and Emperor 1 of the America's Terry Sidie, and their successors.

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

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

A. The ICP(s) shall be held to a higher standard of behavior. Questions of adherence to this standard shall be administered by the Reigning Monarchs.

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. 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 COM and the Board, (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. 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.

G. Failure to meet the standard of discretion may result in any or all 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)**  
**Imperial Prince Royale & Imperial Princess Royale (IPRs)**

**Section 1. Responsibilities of the IPR(s).**

- A. The candidate shall have been an active member in good standing for a minimum of six (6) months prior to being appointed as IPR; and,
- B. The candidate shall have attended a minimum of one (1) General Membership Meeting during the twelve (12) months immediately preceding to being appointed.
- C. The IPR(s) shall be appointed by the Reigning Monarchs prior to the 1st Investiture. The COM Co-Chair(s) shall be informed of the selection prior to announcement in enough time to confirm eligibility.
1. Provided the eligibility criteria shall have been met, the COM Co-Chair(s) shall approve the selection.
  2. IPR(s) may appear in regalia from the day they are appointed.
- D. The IPR(s) shall produce a minimum of one (1) fundraiser during their reign.
- E. The IPR(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.
- F. The IPR(s) shall perform any other appropriate duties as assigned by their respective Monarch.
- G. Upon termination of their reign, the IPR(s) shall relinquish all Court Jewelry and Court Property to the COM Co-Chair(s)
- H. The IPR(s) shall be responsible for maintaining their Court regalia. The IPR(s) shall purchase their crowns within ninety (90) days of being titled. The IPRs shall wear the crown purchased throughout their reign.
- I. The IPR(s) shall each attend a minimum of eight (8) Court functions during their reign; excluding Buffalo Coronation Activity Events.
- J. The IPR(s) shall be crowned at the first Investiture. They shall be crowned and sign the Oath of Office which will be delivered by the COM Chairs or their designee.
1. Should a vacancy occur and another IPR be chosen, they shall be crowned at another appropriate event
  2. The Oath shall follow the same general format as the Oath of Office for the Monarchs, except substituting titles and replacing “Elected” with “Appointed”
- K. IPR(s) shall include in their written or verbal reports only the events or functions they attended which they were attired in dress or costume appropriate for said function or event.

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

- A. The Reigning IPR's shall appear in attire appropriate to the persona they have been appointed.
- B. The current standard of formal attire shall be appropriate attire for a Formal State Events. 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.
- C. When IPR's act as performers they shall dress in attire appropriate to the event theme or their song choice.
- D. When IPR'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.
- E. Members of the ICOB shall wear appropriate business attire when conducting business on behalf of the ICOB.
- F. Questions concerning appropriate dress code shall be directed in ranking order to the COM Co-Chair(s), the Minister of Protocol, and the Reigning Monarchs.

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

***[Refer to Article 13; Section 3]***

## **Section 4. Greeting.**

- A. All persons shall bow or curtsy to Queen Mother of the America's, Nicole the Great and Emperor 1 of the America's Terry Sidie, and their successors.
- B. The ICP(s) shall bow or curtsy to Reigning and Past Monarchs.

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

- A. The IPR's shall be held to a higher standard of behavior. Questions of adherence to this standard shall be administered by the Reigning Monarchs.
- B. The IPR'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. IPR'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 COM and the Board, (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. IPR'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.

G. Failure to meet the standard of discretion may result in any or all 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 TWELVE (12)**  
**Regent Monarchs**

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

A. When no application has been received for both Monarch positions or if there are no qualified candidates for both Monarch positions, the COM shall appoint a Regent Monarchs 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 or approved.
2. Candidate for a Monarch position does not receive a majority of votes leaving one 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. A Reigning Monarch resigns, is removed from office, or is no longer capable of continuing their position.
2. A reigning Monarch dies while in office.

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

A. The College of Monarchs shall meet as soon as possible, but no later than thirty (30) days following the Coronation Ball to appoint a Regent Monarch to fill a vacancy per **[Section 1B]**

Regent Monarchs chosen before the Coronation Ball shall be announced and crowned Regent Monarch at the Coronation Ball.

B. The COM shall meet no later than 30 days to appoint a Regent Monarch to fill a vacancy per **[Section 1C]**

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

A. A member in good standing of the Imperial Court of Buffalo and the COM.

B. Not have been a candidate for Monarch in the recent election.

C. Not be current President or Treasurer of the Board of Directors who are also members of the COM. Resignation from the Board shall not alter the eligibility of a member of the COM, except when there are no eligible members in the COM that are able and willing to accept appointment.

D. Hold no other reigning title that has obligations remaining (i.e.: pageant contest) that overlap with the reign of Regent. A candidate chosen 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 resignation shall be submitted to the COM Co-Chair(s).

E. Candidates shall have an awareness of the financial burden of a Reign (approximately \$10,000-\$15,000).

1. The Candidate Review Board shall have the right to determine financial ability of a Monarch candidate to fulfill their duties.

F. They shall be crowned and sign the Oath of Office which will be delivered by the COM Chairs or their designee.

G. Document attendance at a minimum of one (1) out of town Coronation during the twelve (12) months immediately 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.**

A. The COM Co-Chair(s) shall schedule and hold a meeting of the College no later than thirty (30) days following the Coronation Ball. The meeting notice shall include that the purpose of the meeting is for selection of a Regent.

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 and shall:  
1. Present a written speech submitted to the COM Co-Chair(s). The speech shall include experience, what they can bring to the Reign and a potential plan for the Reign.  
2. Be prepared to participate in a question and answer (Q&A) period.

C. The regent Monarch will be chosen by a simple majority vote of those present who are eligible to vote.

**Section 7. Regent titled, crowned, known as, pro-rated responsibilities, College voting privileges]**

A. The Regent Monarch shall be titled from date of appointment and crowned in an appropriate ceremony

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

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

E. The Regent shall have voting privileges on the COM suspended until they have stepped down as Regent.

F. A Regent Monarch shall not be reimbursed for crown expense.

**Section 8. Completion of Reign**

A. A Regent Monarch who completes their year, meeting the minimum qualifications and have had no disciplinary action taken against shall have the word “Regent” shall be removed from their title and they shall become that Reign’s Monarch. The Co-Chairperson(s) of the College of Monarchs shall make the appropriate announcement at the Coronation Ball following the final walks.

B. A Regent Monarch who has been brought under disciplinary action and has completed their reign may petition the COM within the thirty (30) 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 COM eligible to vote shall be required to approve or deny the petition. Written notification to the step-down Regent Monarch shall be given within seven (7) days following receipt of the petition.

**ARTICLE THIRTEEN (13)**  
**General Conduct, Greeting, Crowns, Investiture, Events or Functions**

The following guideline shall be used for 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 COM Co-Chair(s) or when unavailable, then the Minister of Protocol.

**Section 1. General Conduct.**

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 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, COM Co-Chair(s) or their designated representatives. Member(s) removed due to circumstances of this section shall meet with the Board 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 COM Chair(s), President of the Board, 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, 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 COM Co-Chair(s), President of the Board, 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.**

A. All persons shall bow or curtsy to Queen Mother of the America's, Nicole the Great and Emperor 1 of the America's Terry Sidie, and their successors.

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

C. All Court members 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.**

A. Full head crowns shall be reserved for Monarchs.

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

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

D. Coronets shall be reserved for Imperial Crown Princes, Imperial Prince Royale or Life Title holders whose title came with such honors. Coronet height shall not higher than the Emperor's State Crown (6.5").

E. Tiaras shall be reserved for Imperial Crown Princess, Imperial Princess Royale or Life Title holders whose title came with such honors. Tiaras shall not be higher than the Empress' State Crown (8")

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

G. 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 be made in Protocol. The person responsible for sharing these changes with members in attendance to reduce the possibility of embarrassment for the Court and the individual.

#### **Section 4. Events or Functions of the Court.**

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

1. Coronation Ball
2. Formal State Function
3. Investiture.
4. State Function

B. Event “show line-up” shall be the sole responsibility and decision of the producer or their designee. The Minister of Protocol and/or Monarchs shall have the authority to make changes deemed appropriate.

C. Generally, members of the ICOB/ICS 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 5. 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 when he or she is in attendance.

B. When the Treasurer of the Board is not in attendance then the funds shall be transmitted to the Treasurer within three (3) business days following the activity. If the Treasurer 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 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 FOURTEEN (14)

### Titles

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

A. Dynastic names may be given by the reigning Monarch(s). The Dowager Monarch(s) may give out dynastic names at Victory Brunch Past Monarchs shall not give out dynastic names unless prior approval shall have been received from the College.

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.**

A. The Reigning Monarch(s) shall each be permitted to grant a Life Title at Coronation.

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 the opportunity to present a Life Title at Victory Brunch.

C. ICPs 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 within 30 days of Coronation of the title they will utilize for said operating year.

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

“Imperial” titling shall be reserved for Life Titles and Members of the Royal Family.

Emperor (1)

Imperial Crown Prince (1)

Imperial Prince Royale (1)

Empress (1)

Imperial Crown Princess (1)

Imperial Princess Royale (1)

#### Number Named Should Be Limited

Prince

Princess

Duke

Duchess

Marquess

Marchioness

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

**Section 4. “Half” titles.**

A reigning Monarch shall have only one (1) American Half and One Canadian 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 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 Knighthood Medal during the Knighthood Ceremony, which the College shall purchase

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 The COM Co-Chairs and the Board President. This committee shall review the submissions and have sole authority of approval or disapproval of the submissions.
- C. Should Emperor 13 or Empress 13 no longer be actively involved in the ICOB, the COM Co-Chairs shall chair the committee.
- D. Once approved the Board shall provide a press release to print and broadcast media within fourteen (14) business days of the conclusion of the Knighthood Review Committee.
- E. 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 FIFTEEN (15)**  
**Minister of Protocol**

**Section 1. Eligibility and selection.**

A. The Minister of Protocol shall be a member of the College or a Life Time Title holder approved by the College.

B. The Minister of Protocol shall be selected by the reigning Monarch(s). Should they not agree on a sole MOP, the selection shall be made by the college. Candidates for Minister of Protocol shall be exempt from voting.

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

A. The MOP shall appoint an alternate representative from the College to serve in their absence.

B The MOP shall be accountable to the College.

C. The MOP shall maintain titles bestowed by the current Reign. The Monarchs shall provide title updates to the MOP within 14 days of additions or changes. The MOP shall provide all titles and changes to the COM Co-Chair(s) within 14 days.

D. The MOP shall oversee Protocol duties for Coronation and shall be accountable to the Reigning Monarch(s) for the Coronation Ball script. Responsibilities shall include, but not be limited to:

1. Collect music and set the show order for the In Town and Out of Town Shows.
2. Collect and edit Protocol for all Out of Town Courts; "one title, one walk" shall be the general rule of thumb.
3. Prepare the script for the Coronation Ball; the Monarchs have the right to approve and amend the script up to the close of Out of Town Protocol.
4. Meet with the Monarchs no later than 2 weeks prior to Coronation to discuss the script, show the Monarchs a copy, note changes prior to Coronation week activities. .The only additions/deletions by the monarchs shall be court walks, commands, emcees, and guests to the Dais.
5. Prepare an archival copy of the script for the Secretary of the Board.
6. Introduce the Masters of Ceremonies for the In Town Show, Out of Town Show, and Coronation Ball.
7. Emcee at Victory Brunch
8. Ensure the timely entrance of guests to the Dais for the Coronation Ball. Set the guest list according to the Monarchs and ensure guests are informed. Guest list for the Dais shall be given to the MOP no later than the close of the Collection of Out of Town Protocol. When lacking instructions from the Monarchs the MOP shall invites guests as they see fit.

E. Transmit a copy of Protocol to be used at all out of town events requiring Protocol to the COM Co-Chair(s), the Highest titled member attending the event and the Secretary of the Board for archival purposes. Protocol may not be altered except by the MOP or designee.

F. Obtain a Proclamation from the Mayor's Office for inclusion in the Ball Program.

G. Receive Protocol from the College per **[Article 5.Section8]**

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

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. King Father
5. Queen Mother
6. Knighthood Recipients
6. Life Titles in ascending order
7. Past Imperial Prince and Princess Royales in ascending order
8. Past Imperial Crown Princes & Princesses in ascending order
9. Reigning Imperial Prince & Princess Royale
10. Reigning Imperial Crown Prince & Princess
11. Past Monarchs: (by reign in ascending order, male line precedes female line)
- 12 Dowager Monarchs
13. Reigning Emperor
14. 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.]

**ARTICLE SIXTEEN (16)**  
**Coronation**

**Section 1. Coronation Coordinator. [REV 5/04]**

The Coronation Coordinator shall oversee all aspects of the Coronation. Including, but not limited to, establishing the host hotel accommodations, location of the Coronation Ball, and all related events. They shall be appointed and approved within thirty (30) days following the election of the Board.

**Section 2. Eligibility Criteria.**

- 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.**

- A. The President or Treasurer of the newly elected Board.
- 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 MAY 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. Victory Party

- B. Provide monthly reports to the Board starting a minimum of six (6) months prior to Coronation. 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.

C. The Board shall approve and monitor selections and budgets and take SOLE RESPONSIBILITY in signing contracts associated with all Coronation Activities. It is strongly recommended that the COM Co-Chair(s) be included in an advisory capacity for all aspects of the Coronation Activities.

**Section 5. Date of Coronation.**

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

**Section 6. Minister of Protocol duties and responsibilities.**

See [Article 15.Section 2]

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

The 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 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 MOP no later than the close of Out of Town Protocol. The MOP shall invite and seat guests to the Dais at the Coronation Ball at their sole discretion when lacking instructions from the 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 no later than the end of New York's Coronation Weekend.

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 Monarchs shall have a time limitation of fifteen (15) minutes each.

F. Coronation Ball performance music for In-Town and Out-Of-Town shall be delivered to the Minister of Protocol, or their designee, by the publicized closing time of Protocol. Exceptions will be considered on a case by case basis.

**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 preapproved 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 (Queen Mother, King Father, Heirs Apparent)
  - 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 or their designee, shall present the sealed election results from the Court Attorney to the COM Co-Chair(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).

## **Section 10. Complimentary Tickets**

Only the following persons will be given comp/discounted tickets to the ball.

A. The Royal Family (Reigning Monarchs, ICPs) (The IPRs shall receive comp tickets to their step down at the In-Town Show.) The Monarchs and ICPs shall receive one comp ticket and 2 discounted tickets per person to do with as they do so desire. The discounted price shall be determined by the Board of Directors 30 days prior to the ball.

B. Necessary Help. Including one ticket each to the Emcee(s), Ball Coordinator, Minister of Protocol, Treasurer, and two tickets to the DJ.

C. Dressers/Attendants to the Dais. Each stepping down Royal Family member may obtain one (1) additional discounted ticket for their dresser. Attendants to the Dais may receive a discounted ticket.

D. Underage Attendees. Persons attending the ball that are under the age of 21 may receive a discounted ticket.

E. Exceptions. Exceptions to this rule may petition the Board of Directors no later than one (1) month prior to the ball.

**ARTICLE SEVENTEEN (17)**  
**Events & Fundraisers**

**Section 1. Coordination of Events & Fundraisers**

Print and broadcast advertising including shall include the ICOB logo, the Court website URL and the Court e-mail address.

**Section 2. Publicity Approval & Calendar of Events**

A. All events that benefit the ICOB, produced by any member of the ICOB, shall coordinate date, time and venue with the Reigning Monarchs, who in turn will keep the official calendar.

B. Monarchs shall communicate dates and times to the BOD.

C. A completed event proposal form shall be transmitted to the BOD approximately 4 to 6 weeks before the start date of an event.

D. Events shall be properly advertised in advance.

1. A copy of all advertising media used must be transmitted to the Board.

2. It is suggested no later than 30 days prior to the event to facilitate proper advertising.

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.