



The Imperial Court of Washington, DC Policies & Procedures

Revision XV v1

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PO Box 2616
Washington, DC 20013
Website: www.icwdc.org

The Imperial Court of Washington, DC, is a 501(c)(3) corporation that:

- Works in conjunction with the International Imperial Court System, founded in 1965, to perform noble deeds in the United States, Mexico, and Canada
- Provides and promotes safe and entertaining social and charitable events for the Jurisdiction or Realm of the Imperial Court of Washington, DC.
- Promotes human rights and equality amongst the general public through performances, tea parties, social get-togethers, educational outreach projects and other worthwhile ventures

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CHAPTER I: GENERAL

Section 1.1 Purpose of this Document

This document is to provide the membership of the Imperial Court of Washington, DC, Inc. (ICWDC) with the necessary tools of Policies & Procedures (P&P) and Protocol. The materials contained herein are based on tradition, experience, history, and common sense.

CHAPTER II: MEMBERSHIP

Section 2.1 General Application Information

- (a) Applicants who are/were affiliated with another International Imperial Court System Monarchical Society may submit their application to the Board of Directors to be considered on an individual basis with regard to membership status, titles, etc.
- (b) Membership will be open to anyone who wishes and will abide by the ICWDC By-Laws and P&P.
- (c) The Board of Directors ("Board") reserves the right to reject any application for membership with justifiable cause.

Section 2.2 Privileges of Members

- (a) Members may participate in and vote at Membership meetings provided they meet the criteria in the By-Laws.
 - i. Only members in good standing, for thirty (30) days prior to the vote, are eligible to vote in the elections of the Board of Directors or all other issues brought to the membership
 - ii. Absentee Ballot - provided only to members of the corporation upon written request for Board of Director Elections (requested from the Secretary of the Board) and Monarch Elections (requested from the Recording Secretary of the College). The only elections that members will not be able to request an Absentee Ballot for will be "Special Elections" to fill Board positions vacated during the term for whatever reason. This is due to the process for filling said positions and the criticality of maintaining a strict time frame.
 - iii. Ballot must be received at the official Court address no later than the day prior to the meeting and vote.
- (b) Members are encouraged to host and sponsor fundraising and social events upon approval from the Reigning Monarchs.
- (c) Members may be given special titles, awards, and/or elevations befitting their participation in the Court.
- (d) Any member who meets the requirements as found in the By-Laws may submit a Monarchical Candidate Application and be considered for the position.

Section 2.3 Privileges/Responsibilities

- (a) A member shall be "in-good-standing" if they meet the following:
 - i. Current on their dues

- ii. Is in compliance with our Code of Conduct
 - iii. Has attended one (1) membership meeting within a ninety (90) day period prior to any member vote/state function; and
- (b) If a member subsequently moves out of the ICWDC's jurisdiction, they may retain their membership as long as they meet the requirements of a member in good standing, except for residency. They retain all rights and responsibilities of a member in good standing while they reside outside of the jurisdiction with the following exception:
- i. They may not run for the office of Emperor, Empress or Emprex; and
 - ii. They may not run for or hold a voting position on the Board of Directors.
- (c) If a member subsequently decides they would like to change lines from male to female or vice versa, they can do so without penalty to their annual lineage title at that time; for example – if their lineage title (vs invested title) in the male line is Baron, and they decide to switch to the female line, their title would simply become Baroness.
- i. Any such change shall be documented in the Membership roll book upon the member's notification in writing to the Vice President and will be invested in their new line at the next opportunity. The Vice President shall notify the member that this is completed.
- (d) If a member with a lifetime title would like to change lineage lines, they will return to their annual lineage title in the new line but would retain their lifetime title.
- i. If a member, they would return to proper lineage title and would walk with the membership (no longer walking with lifetime title holders)
 - 1. "The Duchess of the Upsie-Daisy Memorial, former Prince Royale for Life to Reign #, HG Jane Smith"
 - ii. If a monarch, would incorporate their former into their current:
 - 1. "The _____, Imperial _____, former Emperor/Empress/Emprex # (would remove all other accompaniments, only leaving the Emperor/Empress/Emprex #), HMISM, Emperor/Empress/Emprex # [Name of Individual]"
 - Or
 - 2. "The _____, Imperial _____, former Princess Royale for Life to Reign #, HMISM, Emperor John Smith".
- (e) A member may use the name of the Corporation and Title assigned or earned only during official Court or ICWDC functions, or functions specifically reflecting the Purpose of the Court or ICWDC. Members may not use the name of the Corporation and/or their titles for his/her own personal gain. Abuse of the name/title, especially for personal monetary gains, is grounds for immediate revocation of membership.
- (f) Members are expected to promote and maintain a harmonious relationship with all members of the Corporation. Disruptive and/or offensive behavior and actions that are not in the interest of the Corporation, as determined by the Board of Directors, are grounds for revocation of membership or other disciplinary action.

(g) Involvement in any form of criminal activity may be grounds for immediate review and/or revocation of membership by the Board of Directors.

(h) Any member in violation of the By-Laws may be removed by a 2/3 vote of the Board and by ratification of a majority vote of the membership in good standing present. In the event of a tie vote, the Vice-President as membership chair shall break the tie.

(i) Members are encouraged to actively participate in as many Court functions as possible, especially Coronation. Members are encouraged to undertake or produce fundraising events and socials. The Reigning Monarch(s) will consider participation in any official event in the process of title elevation.

Section 2.4 Annual Membership Dues

(a) Annual membership dues, in an amount determined by a vote of the Board of Directors, will be due at the Annual Membership meeting and will be paid to the Treasurer of the Board of Directors. Payment of the membership dues is a requirement for membership.

(b) Unless otherwise approved by the Board of Directors, members must pay the annual membership dues between October 1st and October 31st of each calendar year. The Secretary of the Board of Directors shall set forth, in writing, via United States mail and/or email, no later than September 15th, a notice of payment due to all members.

(c) Members who join the Court or ICWDC between October 1st and March 31st of the membership year will pay 100% of the established annual membership dues; members joining between April 1st and September 30th of the membership year are required to pay 50% of the established annual Membership dues

(d) Any dues received by US mail should be postmarked no later than October 31st of the calendar year.

(e) Any member who does not pay their membership dues by October 31st of each calendar year (unless otherwise approved by the Board of Directors) or any member who resigns their membership in the ICWDC and wishes to rejoin must re-apply for membership in the Court and if approved will reenter the Court as either a Lord or Lady.

(f) A Member of the Court is considered to have resigned when “the member submits a written notice (letter or email) or makes any posting or announcement on any electronic social media (including but not limited to Facebook, Twitter, Instagram, or Snap Chat) stating that they are resigning (or terminating, ending, or quitting) their membership with the Imperial Court of Washington, DC.” Such public resignation becomes effective upon acceptance by the Board of Directors.

Section 2.5 Business Membership

(a) Business membership is a level of membership that is open to any business or community organization that pays the annual membership fee:

- i. Annual business membership dues, as set by the Board of Directors, are due by Oct 31 every

- year
- ii. Business membership is not the same as business sponsorship
- (b) The Business shall name a Primary POC for communication purposes who will receive all ICWDC business matters, may attend membership meetings and be the primary representative of the business/organization.
 - i. Business members can be added to the email distribution list for all fundraisers, community outreach functions, and daily business of the ICWDC
- (c) Business members are entitled to one (1) vote on all ICWDC business
- (d) Business members may not hold any board position with the ICWDC
- (e) Business members may not run for monarch within the ICWDC
- (f) Business members may choose to walk with ICWDC at any and all in state and out of state functions, provided they have paid the membership fee each year
 - i. The Primary POC shall walk as the “official representative,” after friends of the court and associate members but prior to general members.
 - 1. Should other employees, managers, etc from the business also attend an event, they can choose to walk with the representative and be announced appropriately: “staff/employees/management/etc of XYZ Company”
 - 2. The POC and other business members must be dressed in appropriate attire in order to walk
- (g) Business members are not eligible for Lineage titles within the ICWDC but may receive camp, lifetime and/or family titles at the discretion of the Reigning Monarch(s).
 - i. Should the POC of a Business determine they would like to pay their own separate Membership dues, they could be eligible for Lineage titles, etc within the ICWDC.
 - ii. Should the POC become a member of the ICWDC, the business shall choose a new representative to act as the Primary POC for communication purposes, etc.
- (h) Business memberships will receive the following:
 - i. ¼-page Coronation Program Ad (can be upgraded with payment of the difference)
 - ii. Identified in Program as an ICWDC Business member
 - iii. Company website link on the ICWDC webpage.

Section 2.6 Associate Members of the ICWDC

- (a) Associate Member is a level of membership that is open to anyone who pays the dues:
 - i. The annual associate membership dues, as set by the Board of Directors, are due by Oct 31 every year
- (b) Associate members can be added to the email distribution list for all fundraisers and community

outreach functions, but not daily business of the ICWDC

- (c) Associate Members will not have any voting rights under ICWDC business
- (d) Associate Member may not hold any board position with the ICWDC
- (e) Associate Member may not run for monarch within the ICWDC
- (f) Associate Member may choose to walk with ICWDC at any and all in state and out of state functions, provided they have paid the Assoc. Mem fee each year.
- (g) Associate Members are not eligible for Lineage titles within the ICWDC but may receive camp, lifetime and/or family titles at the discretion of the Reigning Monarch(s).

Section 2.7 Co-Founders and Inaugural Members of the Imperial Court of Washington, DC

- (a) Co-Founder(s) of the ICWDC
 - i. As decreed at the signing of the Charter of the Imperial Court of Washington, DC by Queen Mother I of the Americas, Nicole the Great, September 10, 2011, the seven (7) named members on the Charter, and only those members, would be known as the Co-Founders of the ICWDC.
 - 1. The seven members are afforded the privilege of adding “Co-Founder” to their protocol title.
- (b) Inaugural Member(s) of the ICWDC
 - i. Any member who joined the ICWDC from September of 2010 through the end of the Inaugural Reign in September of 2012 will be known as Inaugural Members of the ICWDC.
 - 1. The members who meet this requirement are afforded the privilege of adding “Inaugural Member” to their protocol title.

Section 2.8 Titles

- (a) All new members enter the Court as Lord/Lady/Laird (1st year). Members “in good standing” advance every 2 years based on their anniversary year in the following order (Table I): Baron/Baroness/Baroner; Viscount/Viscountess/Viscomital; Count/Countess/Comital; Marquis/Marchioness/Margrave; and Duke/Duchess/Dux.
 - i. The titles of Grand Duke/Grand Duchess/Gran Dux; Prince/Princess/Prin; Prince Royale/Princess Royale/Prin Royale; and Imperial Crown Prince/Imperial Crown Princess/Imperial Crown Prin will only be used for Monarch elevations.
- (b) The titles of Imperial Crown Prince/Imperial Crown Princess/Imperial Crown Prin shall only be used to designate the Reigning Monarch(s) official representatives in their absence.
- (c) Each Reigns’ Monarchs may elevate any member “in good standing” to any of the line titles except Imperial Crown Prince Royale/Imperial Crown Princess Royale/Imperial Crown Prin Royale (ICPR).
 - i. These elevations are only for their reign. When those Monarchs step down, the elevated titles revert back to the minimum titles based on their membership tenure.

(d) The titles of Imperial Crown Prince Royale/Imperial Crown Princess Royale/Imperial Crown Prin Royale shall only be used to designate the elected, but not yet reigning Monarch(s).

(e) Table I: Lineage Progression

Tenure Title	Year	Notes
Lord/Lady/Laird	1	Use of male titles for illustrative purposes only
Baron/Baroness/Baroner	2	Tenure titles of Lord will be held 1-year
Viscount/Viscountess/Viscomital	4	Tenure titles of Baron/Viscount/Count/Marquis/Duke will be held a minimum of 2-yrs and will cap-out at Duke
Count/Countess/Comital	6	
Marquis/Marchioness/Margrave	8	Lineage titles of Grand Duke/Prince/Prince Royale/Imperial Crown Prince are used for Monarch elevations
Duke/Duchess/Dux	10	

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CHAPTER III: MONARCHS

Section 3.1 Election of Monarchs

(a) The Dean of the College, as chair of the Monarch Candidate Selection Committee, shall oversee all aspects of the Monarch Election Process, including the counting of ballots.

(b) Individuals wishing to become candidates for the Election of Monarchs must fulfill the following general criteria in the By-Laws as well as the specific criteria for potential Monarchial candidates in this Policies and Procedures Manual. Failure to comply with any requirements will result in disqualification.

- i. Members may not publicly disclose their intent to become potential Monarchial candidates.
- ii. Potential Monarchial candidates must fill out and return the Monarch Application with photo, the Monarch Candidacy Acknowledgement and Agreement and a non-refundable fee as set by the Board of Directors to the Dean of the College by the due date specified.
- iii. The Candidate Selection Committee will: review all applications and determine if all criteria in both the By-Laws and Policies and Procedures Manual have been met; interview applicants at a time to be determined by the College; provide the Board with the name(s) of the individual(s) approved to become Monarchial candidates; and announce the decision in accordance with P&P.

(c) All candidates certified to the ballot by the College of Monarchs shall be listed on the ballot under their respective lines (male / female / non-binary). Members shall be entitled to vote for one (1) person in a line and may only cast votes for a maximum of two (2) lines. If an individual votes for more than one (1) individual in a line or for more than two (2) lines their ballot shall be void. If there is only one candidate for a monarchial position, the candidate's name shall be listed on the ballot with the voting options of yes or no. The candidate must receive a majority of the votes cast as yes in order to win the election. The two (2) individuals who receive the most votes (yes / no votes are treated as any other vote for this purpose) shall win the election.

(d) In the event of a tie, a run-off election between those candidates will be held immediately and a vote by members in good standing of the ICWDC present at the Ball to determine the winner(s).

(e) The Imperial Crown Prince/Princess/Prin Royale serve as non-voting members of the Board of Directors until Coronation in order to familiarize themselves with the workings of the Current Reign, Board of Directors, College of Monarchs, etc.

Section 3.2 Limitations

(a) There will be no more than two (2) Reigning Monarchs (of different lineage) at one time

(“Reigning Monarch” being defined as the individual elected to represent the Court or ICWDC as the “Crowned Head of State” for the duration of approximately one (1) year beginning on Coronation).

(b) Candidate Qualifications: All candidates for the offices of Emperor/Empress/Emprex shall meet the following qualifications within the past eighteen (18) months

- i. Have been a member in good standing/active member of the Corporation for eighteen (18) months as of the date which applications are due as determined by the College.
- ii. Have not received any code of conduct violations, as determined by the Board of Directors
- iii. Have attended at least fifty percent (50%) of the membership meetings of the Corporation and maintained level of attendance after application submission.
- iv. Have accomplished at least two of the following during the (12) month period prior to the date which applications are due:
 1. Hosted a Benefit or Fundraiser; through the Corporation
 2. Has been a participant in three Benefits or Fundraisers hosted by the Corporation; and/or
 3. With the past 5 years, served in a leadership capacity in a community-based organization
- v. All members meeting these criteria may submit an application for candidacy for review and approval, by the Monarch Candidate Selection Committee.

(c) A Monarch must be at least twenty-one (21) years of age.

(d) Reigning Monarchs may not campaign for, be elected to, or hold a voting position on the Board of Directors until their reign has been completed.

- i. Members of the Board of Directors may run for the office of Emperor / Empress / Emprex and must meet the same requirements as any other Monarchial candidate.
- ii. Should a Board Member be elected and invested as ICPR, they will retain their seat until the end of the next Membership meeting wherein they will resign, and the newly elected Board Member will be “seated,” allowing business to be conducted and concluded in an orderly manner.

Section 3.3 Privileges

(a) The Reigning Monarchs shall have sole authority to enforce, with the advisory council of the College of Monarchs and the Prime Minister for Protocol (PMfP), over all matters of protocol, policies and procedures. (see the P&P)

- i. The Reigning Monarchs shall have the privilege and authority to appoint titles (as defined in the Policies and Procedures Manual of the Corporation) during their reign.

(b) The Reigning Monarchs may represent the Corporation at any and all functions or events as the Official Delegates of the Corporation.

(c) The Reigning Monarchs may elect to utilize the Ceremonial State Crowns at officially sanctioned Corporation functions.

(d) The Reigning Monarchs serve as chair of the monthly Membership meetings and are expected to lead the Reign's fundraising activities.

- i. The Reigning Monarchs shall have one shared vote to cast only in the case of a tie: a vote of abstention shall be recorded in the case of non-agreement.

Section 3.4 Responsibilities

(a) The Reigning Monarchs shall not allow personal differences to interfere with their duties and obligations to the people of the ICWDC.

(b) The Reigning Monarchs shall, at all times while representing the Corporation, conduct themselves with dignity, decorum and responsibility, following the guidelines set forth in the Policies and Procedures Manual of the Corporation.

(c) The Reigning Monarchs must organize and execute at least two (2) Court or ICWDC functions during their reign in addition to Coronation.

(d) The Reigning Monarchs serve as non-voting members of the Board of Directors for the duration of their reign.

Section 3.5 Completion of Reign

(a) A Reign shall be considered complete only when a Monarch fulfills their responsibilities as defined in the Court's governing documents. If a Monarch fulfills their responsibilities in accordance with the Court's governing documents, then at the August Board meeting, the College of Monarchs and Board of Directors, will review the past reign and determine, by a combined majority vote, to allow the Monarch to retain his or her title of "Emperor # / Empress # / Emprex # of the Imperial Court of Washington, DC."

CHAPTER IV: COLLEGE OF MONARCHS

Section 4.1 Definition

(a) The College of Monarchs ("College") shall consist of all Past Reign Monarchs of the Imperial Court of Washington, DC that have successfully completed their Reign and have successfully completed all requirements as set forth by the College of Monarchs.

(b) Monarchs from other empires, moving into the area, may be invited by the College of Monarchs to accept a seat on the College. If accepted, the College will affirm their membership into the body by a simple majority vote.

Section 4.2 Responsibilities and Privileges of Members of the College

(a) Meetings of the College

- i. The College shall elect a Dean of the College ("Dean") among themselves no more than 4

- weeks prior to the Membership Annual Business Meeting to preside over all proceedings of the College by majority vote. The ratification of the Board of Directors by majority vote of the election shall take place at the Membership Annual Business Meeting.
- ii. The College shall elect a Recording Secretary among themselves no more than 4 weeks prior to the Membership Annual Business Meeting by majority vote to record all decisions and recommendations of all proceedings of the College.
 - iii. The College shall meet at all times appropriate to fulfill its responsibilities as set forth in the corporations governing documents.
 - iv. The College may write their own governing documents as long as those documents do not provide abilities and responsibilities that exceed or contradict those set forth for them in the organization's governing documents.
 - v. All governing documents developed or modified by the College must be ratified by a majority vote of the Board.
 - vi. Meetings of the College may at times be open to the Membership. However, the College shall have the power to enter in executive session for confidential matters during which the meeting would be closed to the Members and minutes will not be taken.

(b) Dean of the College

- i. The Dean shall be an officer of the Corporation and a member of the Executive Board and as such shall:
 - 1. Be the liaison between the Board of Directors and the College and will determine, by either election or appointment, the Chair of each committee under the purview of the College. The College is responsible for overseeing and shall report such decisions to the Board.
 - 2. Provide a monthly report of the proceedings of the College to the Board and Membership, including a summary of any executive sessions.
- iv. The Dean of the College shall present the Approved Candidates for Emperor/Empress/Emprex at the Candidate Announcement show, this will officially open the campaign month until elections.
- v. This position cannot be combined with any other Board position.

(c) Recording Secretary of the College

- i. The Recording Secretary of the College shall record all decisions and recommendations of all proceedings of the College.
- ii. The Recording Secretary, in the absence of the Dean of the College, shall assume the responsibilities of the Dean within the proceedings of that College or Board Meeting as the next duly elected position following the Dean.
- iii. This position cannot be combined with any voting Board position.

(d) Policies and Procedures. The College shall act as advisory counsel to the Reigning Monarch(s) in

all matters of policy, procedure and protocol.

(e) Review of Potential Monarchial Candidates. The College shall have the responsibility of determining whether a Member meets the requirements as set forth in these P&P and the By Laws.

(f) Review of Potential Members of the College. The College shall have the responsibility of determining whether a Monarch fulfilling the requirements meets the requirements to become a Member of the College.

(g) The College shall be solely responsible for maintaining the Ceremonial State Crowns and Regalia. They will be wholly liable for any damage or destruction of the State Regalia unless the Reigning Monarch(s) elect to utilize them for Court functions, at which point the Monarch(s) will assume such liability.

CHAPTER V: BOARD OF DIRECTORS

Section 5.1 Qualifications

(a) Candidates for the Board must be a member in good standing as defined in the By-Laws and P&P and attended fifty percent (50) of the membership meetings for at least one (1) year at the time of election.

(b) Have not been convicted of and are required to register as a Sexual Offender for, committing any crime of a sexual nature involving a minor child.

(c) Any person on parole or probation shall not hold or run for any elected board positions until off parole or probation.

Section 5.2 Elections

(a) Nominations for elections shall be taken at the membership meeting in August.

(b) Elections will be held at the Annual Membership Business Meeting in September to fill the five (5) non-reserved positions on the Board of Directors (President, Vice-President, Secretary, Treasurer and Member-at-Large) as appropriate.

(c) Elections will take place by secret ballot and counted by at least one Reigning Monarch and a member of the College not seeking election.

(d) All elections shall be held in accordance with ICWDC By-Laws and P&P.

Section 5.3 Executive Sessions

(a) All meetings of the Board shall be open to the membership; however, the Board may enter into Executive Session, which is closed to the membership, when it is considering matters which might infringe upon member's rights of privacy and/or confidentiality. Decisions will be recorded in the public Board minutes and retained for reference purposes only.

i. The minutes shall be sealed unless approved by the Board.

ii. The meeting will recess; the Executive Session will open, conduct business, and

adjourn; resume the meeting then enter the results of the session into the meeting minutes.

Section 5.4 Emergency Board Meetings

(a) Any Member of the Board of Directors may call an emergency meeting giving a minimum of twenty-four (24) hours' notice, and what business will be transacted, for date-sensitive issues. However, proxies may not be used either to meet quorum or for voting. No other business but that specified by the notice may be transacted at such a meeting. Within 24 hours, the Secretary shall notify the membership and the public of the emergency meeting by email, posting to the to the Community Calendar and any electronic social media (including but not limited to Facebook, X (formerly Twitter) and Instagram. (As outlined in Roberts Rule of Order, Newly Revised).

Section 5.5 Action Without Meeting

(a) Any action required or permitted to be taken at any, meeting of the Board, or of any committee thereof, may be taken without a meeting, if all members of the Board or committee, as the case may be, consent thereto in writing, and such written consent is filed with the minutes of proceedings of the Board or committee. (As outlined in Roberts Rule of Order, Newly Revised).

Section 5.6 Resignation and Removal

(a) Any Board Member/Officer may resign or be removed at any time. A Board Member/Officer who intends to resign is to give written notice to the President or to the Secretary. Removal of a Board Member/Officer, with or without cause, may be affected by the affirmative vote of the Board of Directors.

(b) If a Board Member/Officer is removed or involuntarily forced to resign, they may not run or be appointed again for two (2) terms as previously defined in this Chapter. If a Board Member/Officer voluntarily resigns, they shall not be allowed to hold an elected position on the Board for the rest of the term.

Section 5.7 Vacancies

(a) If for any reason any of the non-reserved positions become vacant, "Special Elections" must be held at the next regularly scheduled membership meeting.

(b) A Board Member elected to fill a vacancy shall be elected for the un-expired term of his or her predecessor.

Section 5.8 Further Privileges and Responsibilities of the Board of Directors

(a) Any member of the Board may attend a Membership Meeting and offer his or her advice of specific decisions regarding the Corporation.

(b) Any person in violation of the By-Laws will be suspended by majority vote of the Board and Membership.

(c) Any member of the Board, acting in an official capacity pertaining to the Corporation's business, is indemnified and protected by the Corporation's Director's Insurance.

(d) The Board of Directors shall ratify all proclamations made by the reigning monarchs at the end of their reign. Said ratified proclamations shall become resolutions of the corporation and will be

included in revisions of the P&P.

- i. All ratified proclamations shall be reviewed at the first Board Meeting following the beginning of a new Reign to determine the need and continuance of each proclamation.
- ii. Proclamations of monarch(s) who are no longer members of the corporation shall be stricken from, and no longer included in, revisions of the P&P.

(e) The Board of Directors reserves the right to rescind their approval of a proclamation, if it is found to put an undue burden on the corporation.

CHAPTER VI: OFFICERS OF THE BOARD OF DIRECTORS

Section 6.1 President

- (a) The President shall function as Chief Executive Officer of the Corporation, and as such:
 - i. Shall oversee the general management of the affairs of the Corporation.
 - ii. Shall acquire a working knowledge of Parliamentary Procedures and Roberts Rules of Order.
 - iii. Shall enforce the rules of decorum and be fair and impartial at all times.
 - iv. Shall attend to a sound fiscal management of the Corporation's funds and enter into contract on behalf of the Corporation with the approval from the Board and/or the Membership; and
 - v. May appoint committee chairs as the need arises (as long as no member of the corporation wishes to volunteer to fill said position).
- (b) And any other duties as set forth by P&P.
- (c) This position cannot be combined with any other Board Position.

Section 6.2 Vice-President

- (a) During the absence or inability of the President, the Vice-President shall have all the powers and functions of the President, either whole or in part.
- (b) The Vice-President shall function as Chief Operating Officer of the Corporation and as such:
 - i. Shall acquire a working knowledge of Parliamentary Procedures and Roberts Rules of Order.
 - ii. Shall oversee all Board Committees and Chairs and serve as Chairperson if no suitable Board member candidate is appointed or volunteers.
 - iii. Shall be responsible for maintaining the Membership roll book.
- (c) And any other duties as set forth by P&P.
- (d) This position cannot be combined with any other Board Position.

Section 6.3 Secretary

- (a) The Secretary shall function as the Chief Correspondence Officer of the Corporation and as such:
- i. Shall keep the minutes and maintain all records of all the meetings of both the Board and membership.
 - ii. The minutes will be presented via email to the appropriate body (membership or board) at a minimum of seven (7) days prior to the next scheduled meeting.
 1. The bodies will have 72 hours to review and provide any corrections. If none are provided, the minutes will be presented at the meeting for approval. If comments/ corrections are submitted, the Secretary will have 48 hours to validate, make the corrections and re-present to the appropriate body to allow the original person who identified the matter time to verify the updated change.
 2. If the Secretary verifies no change is needed, it must be explained with the re-presented minutes so as to bring the matter to a close. If no further corrections/ changes are submitted (which shouldn't happen since there is 72 hours to do so), the amended minutes will be presented with the set of meeting documents sent for the next scheduled meeting for approval.
 3. This does not preclude additional discussion at the meeting prior to the vote to approve the minutes.
 - iii. Shall call the meeting to order in the absence of the President and Vice-President and preside until the election of a Chairperson/Operation Officer Pro term from among the Board, which should take place immediately.
 - iv. Shall be responsible for the preparation of all election materials including ballots
 - v. Shall be responsible for maintaining the Corporation Event Calendar.
 - vi. Shall email to every member in good standing, at their email address as it appears on the membership roll book, a notice stating the time and place of all meetings (excluding Committee Meetings/Correspondence), as well as ensure said notice is posted on the Corporation's Website, at least one (1) week prior to the scheduled date of said meeting.
- (b) And any other duties as set forth by P&P.
- (c) This position cannot be combined with any other Board Position.

Section 6.4 Treasurer

- (a) The Treasurer shall function as the Chief Financial Officer of the Corporation and as such:
- i. Shall, when duly authorized by the Board, sign and execute all contracts in the name of the Corporation when countersigned by the President.
 - ii. The Treasurer or designated Board member must deposit all funds in the Corporation's bank account within three (3) business days of receipt of funds.
 - iii. Must submit a monthly financial report, setting forth in writing a full accounting of all financial assets of the corporation, stating the financial conditions of the Corporation at each

meeting of the Board and Membership.

- iv. Shall also present an annual report, setting forth in full, the financial conditions of the Corporation at the Membership Annual Business meeting.
- v. Shall also present an annual budget for the next year at the Membership Annual Business Meeting. If the presented annual budget is not approved, the last approved budget shall be used.
- vi. Shall oversee allocation of monies and funds raised at all Corporation events. Any fundraising done by the Corporation for a specific reason, such as for a person or group in need, must be used for that purpose. Monies raised for the Corporation may be used for any official Corporation expense, such as stationary, banner, etc. but in no case may be used for such things as personal expenses (i.e., props, costumes, etc.).

For some special Corporation presentations, materials bought may be considered Corporation expenses but must meet with the approval of the Board.

- vii. Shall be bonded by the Corporation. Such bond shall be purchased by the Corporation.

Should the individual be removed from office for cause, reimbursement of the bond fee shall be reimbursed to the Corporation in full.

- (b) The Treasurer, in the presence of another Board Member, must open the financial records to any Member upon written request within seven (7) days.
- (c) And any other duties as set forth by P&P.
- (d) This position cannot be combined with any other Board Position.
- (e) Bi-Annual reporting requirements, per DC 501(c)(3) Policy.

Section 6.5 Member-at-Large

- (a) The Member-at-Large shall function as the Representative of the Membership to the Board and as such:
 - i. Shall monitor opinion and assess the needs of the Membership and address issues at Board meetings;
 - ii. Shall inform Members of issues concerning the Membership and the Court; and
 - iii. Shall learn about the International Imperial Court System and ICWDC's functions and processes, so as to better serve the Membership.
- (b) Any other duties as set forth by the P&P
- (c) This position cannot be combined with any other Board Position.

Section 6.6 Prime Minister for Protocol (PMfP)

- (a) The Prime Minister for Protocol shall provide the Reigning Monarchs with the Protocol for State functions and Out of Town Coronations and functions upon request.

(b) The PMfP is appointed by the Board of Directors and shall be present at Board Meetings as a non-voting member to advise and assist in Protocol matters.

(c) Responsibilities of the PMfP:

- i. Maintain a current list of all members for protocol with their correct titles. Prior to any protocol event, the Prime Minister for Protocol must have the list reviewed by either of the Reigning Monarchs to verify all names and titles are correct. The Prime Minister for Protocol is responsible for ensuring in-state and out-of-state guests are announced to the dais during a protocol event.
- ii. Ensure everyone is lined up in order for Protocol presentation.
- iii. Provide Protocol of members being presented.
- iv. Provide the Protocol List of official titles in order of rank to be read out to the Sovereigns.
- v. Provide properly edited Protocol for Out of Town Empires.
- vi. Designate and supervise the members of the Corporation who will staff the ICWDC sign-in desk and the Out of Town Protocol desk at the hospitality suite and the In-Town Protocol desk.
- vii. Maintain an attendance roster throughout each reign. Event hosts shall record attendance on the Show sheet and submit to the PMfP

(d) And any other duties as set forth by P&P.

(e) This position cannot be combined with any other Board Position, except other non-voting Board member or non-voting, invited guest positions.

Section 6.7 Parliamentarian

(a) The Parliamentarian is appointed by the Board of Directors and shall be present at Board and Membership Meetings, including Executive Sessions, as a non-voting member to advise and assist in Parliamentary matters and as such:

- i. Shall be an expert in rules of order and the proper procedures for the conduct of meetings of deliberative assemblies.
- ii. Shall assist the corporation in the drafting and interpretation of bylaws and rules of order, and the planning and conduct of meetings.

(b) The role of the parliamentarian at a meeting is to be a resource to the chair, to assist the chair in the conduct of the meeting.

- i. The parliamentarian sits adjacent to the chair and unobtrusively gives the chair help, guidance, and support during the meeting.

(c) The chair can and should consult with the parliamentarian when not certain on how to rule on a question or proceed in the circumstances:

- i. The advice of a parliamentarian is generally not binding on the presiding officer of an assembly.
- (d) Assist the presiding officer by keeping track of the order of those wishing to speak, motions, amendments, voting, etc., during meetings.
- (e) Speaks to the assembly only when requested and may provide explanations or advice, but not rulings, which are always made by the presiding officer.
- (f) And any other duties as set forth by P&P.
- (g) This position cannot be combined with any other Board Position, except other non-voting Board member or non-voting, invited guest positions.

Section 6.8 Community Liaison(s)

- (a) Liaison(s) are appointed by the current Reigning Monarchs and shall be present at Board and Membership Meetings as non-voting guests to advise and assist in Community matters and as such shall provide reports as necessary.

Section 6.9 Dean of the College

- (a) The Dean shall be an officer of the Corporation and a member of the Executive Board and as such shall:
 - i. Be the liaison between the Board of Directors and the College, and will determine by either election or appointment, the Chair of each committee under the purview of the College. The College is responsible for overseeing and shall report such decisions to the Board.
 - ii. Provide a monthly report of the proceedings of the College to the Board and Membership, including a summary of any executive sessions.

Section 6.10 Associate Board Members, Non-voting Guests of the Board

- (a) Associate Board Members: Assc. Secretary; Assc. Treasurer; Assc. Member-at-Large; Assc. Prime Minister for Protocol; and Assc. Parliamentarian are nominated by the current seated Board member and appointed by the Board.

i. Duties / Responsibilities

1. Associate Secretary

- a. The Associate Secretary will assist with gathering reports for all Board & GM meetings.
- b. The Associate Secretary will learn how to transcribe the minutes from the BOD & GM meetings.
- c. The Associate Secretary will fill in for the Secretary in the event the Secretary is unable to perform their duties for any reason. This will only be enacted with written consent from the President of the Board of Directors.

- The President will then instruct the VP to provide the membership roster to the Associate Secretary for emailing purposes.

d. The Associate Secretary shall be a member of the Sponsorship Committee and the By-Laws/P&P Review Committee.

2. Associate Treasurer

a. The Associate Treasurer will handle financial duties at any ICWDC Functions or meetings in the absence of the Treasurer, including:

- Collect and count all funds.
- Complete the ICWDC Revenue/Cash Count form having all funds verified by a Board Member or Show Hosts and have them sign form.
- Complete Bank Deposit Form and make Bank Deposit within 72 hours. •
- Mail Deposit Slip and any forms to the Treasurer.

b. Shall assist the Treasurer with drafting the Budget, and the planning and conduct of meetings.

c. The Associate Treasurer shall be a member of the Financial Review Committee. d. The Treasurer's signature authority cannot be delegated to the Associate Treasurer.

3. Associate Member-as-Large

a. The Associate MAL will assist the MAL to monitor opinion and assess the needs of the Membership.

b. The Associate MAL shall learn about the International Imperial Court System and ICWDC's functions and processes, so as to better assist the MAL and thereby serve the Membership.

c. The Associate Member-At-Large will fill in for the MAL in the event the MAL is unable to perform their duties for any reason. This is only to be enacted with the written consent from the President of the Board of Directors.

d. The Associate MAL shall be a member of the Advertising & PR Committee and the Financial Review Committee.

4. Associate Prime Minister for Protocol (PMfP)

a. The Associate PMfP will be responsible for assisting the PMfP on all matters of Protocol.

b. The Associate PMfP will learn proper titles, rules of precedence, rules of address, dress-codes, etc. as defined in the ICWDC Policies and Procedures Manual.

c. The Associate PMfP will fill in for the Prime Minister for Protocol in the

event the PMfP is unable to perform their duties for any reason. This will only be enacted with written consent from the President of the Board of Directors.

- The President will then instruct the VP to provide the membership roster to the Associate PMfP to ensure members are lined up properly for any State Function(s).

d. The Associate PMfP shall be a member of the By-Laws/P&P Review Committee.

5. Associate Parliamentarian

a. The Associate Parliamentarian will assist the Parliamentarian on all matters of Parliamentary procedure.

b. The Associate Parliamentarian will learn parliamentary procedure as defined in the ICWDC Policies and Procedures Manual

c. The Associate Parliamentarian will fill in for the Parliamentarian in the event the Parliamentarian is unable to perform their duties for any reason. This is only to be enacted with the written consent from the President of the Board of Directors.

d. Shall assist the Parliamentarian with the drafting and interpretation of By-Laws and rules of order, and the planning and conduct of meetings.

e. The Associate Parliamentarian shall be a member of the By-Laws / P&P Review Committee.

f. The Parliamentarian's authority to provide an Opinion cannot be delegated to the Associate Parliamentarian.

(b) Associates shall be present at Board and Membership Meetings as non-voting guests to advise and assist as necessary.

- i. Associates shall attend a minimum of 50% of both Board and Membership meetings.

(c) Inclusion.

- i. If at any time the Board of Directors or the seated Board member wishes to add or delete duties from these positions, they are able to do so by notifying the Associate via email at least seven (7) business days prior to the next scheduled meeting.

Section 6.11 Privy Council

(a) Privy Council shall consist of Vice President, Member-at-Large, Assoc. Member-at-Large, Secretary, Associate Secretary, Parliamentarian and a member of the college.

(b) The sole purpose is to gather feedback from the community and air any misinformation or

miscommunication without fear of retaliation or retribution from the board or the college.

Section 6.12 Committees

- (a) All officers may act as ex officio members of any and all Board committees.
- (b) Any member of the Corporation can serve on or co-chair a Committee.

Section 6.13 Other Officers

- (a) Such other officers as appointed shall exercise duties and have powers as the Board of Directors may assign.

Section 6.14 Transfer of Authority

- (a) In case of the absence of any officer of the Corporation or for any other reason that the Board may deem sufficient, the Board may temporarily transfer the powers or duties of that officer to any other officer or to any director or Membership of the Corporation, provided that the majority of the Board approves.

CHAPTER VII: PROTOCOL

Section 7.1 Definition

- (a) Protocol: a code of ceremony and etiquette followed by diplomats, heads of state, and the military.
- (b) All Protocol matters not addressed herein are to be referred to the Prime Minister for Protocol and/or the College of Monarchs for clarification.

Section 7.2 Dress Code

- (a) At all functions your dress is important as it reflects your lineage status within the Court, your Emperor / Empress / Emprex, and the regal appearance of the International Imperial Court System ("IICS"). Not all events require a tuxedo or ball gown and a crown. These guidelines should help you make appropriate decisions in attire to suit the occasion.
- (b) State Functions:
 - i. State Functions are formal events: Czar Ball, ICP Ball, Investitures and Coronation. These events are strictly formal in nature. The overall concern should be presenting a regal and royal appearance in both look and actions
 - ii. Formal wear shall include appropriate national costume, taking into account cultural context and any other considerations
 - iii. In general, all members should remember that state functions are regal and formal affairs that require us to dress the part. Our corporation represents a Royal Court in both looks and actions.
 - iv. All titles must dress in their roles to be presented at state functions.
 - v. Former monarchs are not required to dress in their former title roles to attend a function. They are required to dress formally to be presented.

vi. No member will be presented at state functions if not properly attired.

(c) Service attire shall consist of:

- i. A formal jacket, cover, and white gloves. Appropriate footwear is required. When wearing Service Attire, you shall wear the proper formal wear consistent with your rank.
- ii. Military dress uniforms should be considered appropriate formal wear.

(d) Leather attire shall consist of:

- i. Formal leather attire shall include, at a minimum:
 1. standard leather attire
 2. leather gloves
 3. at all protocol and formal events, leather tuxedo components may be substituted for the aforementioned

(e) Highland/Celtic/Scottish/Renaissance dress

- i. If choosing to wear this attire, the appropriate ensemble should be in line with the clan.

(f) Theme attire

- i. Some Coronations, or a function where protocol will be introduced, may have a “Themed Walk.” If the Reigning Monarchs elect to have the Court walk in theme, they need to inform the members attending at least four (4) weeks in advance, so they have time in which to prepare.

(g) Cleric attire

- i. Religious attire representative to the chosen religion must be appropriate to the sect. Appropriate jewelry may also be worn.

(h) Pup attire

- i. Standard pup attire, non-state, is at the discretion of the venue.
- ii. Formal pup attire, state functions, may include:
 1. All pups must dress in regal / formal attire
 2. Collars / Puppy hoods should be clean and presentable
 3. Pup show tails that are attached (no inserted tails)
 4. All pups shall walk upright on two legs while walking protocol
 5. Harnesses are not appropriate for State functions unless worn under or over a shirt

6. Mitts are allowed but not while walking protocol

(i) Other-than-State Functions

- i. At any court function or show, even when you are not going to be on stage, if you are in attendance, you must dress appropriately when representing the court at any fund raiser or community event. You never know when you may be called to the stage and even when you are just in the audience people will still identify you as a court member.
 1. This includes out of realm functions such as Coronations, PR Balls, Investitures and even Hospitality suite after these same events.
- ii. No see-through clothes without under garments or camisoles, torn or shredded jeans are allowed. No mini-skirts, bare buttocks or breasts are allowed. When wearing leather or other fantasy wear, we must remember that nudity is not considered appropriate attire for any function
- iii. While state functions have a stricter dress code, we do not wish to exclude anyone who wants to attend an event due to lack of "proper" attire. Also, non-state functions are much more relaxed and though we wish for you to dress accordingly (i.e. drag persona in drag) we will not exclude anyone who wishes to be any part of an event.

CHAPTER VIII: TITLES¹

Section 8.1 Titles of Lineage

Male Lineage	Female Lineage	Non-Binary Lineage	Anniversary Year	Time Held (years)
Lord	Lady	Laird	1	1
Baron	Baroness	Baroner	2	2
Viscount	Viscountess	Viscomital	4	2
Count	Countess	Comital	6	2
Marquis	Marchioness	Margrave	8	2
Duke	Duchess	Dux	10	2+
Grand Duke	Grand Duchess	Gran Dux	Elevation	
Prince	Princess	Prin	Elevation	
Prince Royale	Princess Royale	Prin Royale	Elevation	
Imperial Crown Prince	Imperial Crown Princess	Imperial Crown Prin	Elevation	
Imperial Crown Prince Royale	Imperial Crown Princess Royale	Imperial Crown Prin Royale	Election	
Lifetime Title Holders	Lifetime Title Holders		Investment	
Former Monarch (Emperor)	Former Monarch (Empress)	Former Monarch (Emprex)		
Reigning Monarch (Emperor)	Reigning Monarch (Empress)	Reigning Monarch (Emprex)		

¹ Lineage Progression is figured upon a Members 'Anniversary date: regardless of when a member joined, they are considered as starting their next year upon their anniversary year as shown in Table I. Baron through Duke will be held a minimum of two (2) years; Lineage titles will cap at Duke / Duchess / Dux. Lifetime Title Holders will walk in Reign order (regardless of actual Invested title)

- (a) All kingdoms and empires have citizens of title, and the ICWDC is no exception. These titles determine how one is addressed, in which order one is presented when representing the Court in official functions and other matters of Imperial importance. Court members gain rank by representing the Imperial Court in a positive and productive way.
- (b) All Court members are given titles by the reigning Monarchs at Investitures and various functions throughout their Reign. These titles are given at the discretion of the Emperor/Empress/Emprex and are given for that reign only and will expire Coronation night when the new Monarchs are crowned.

(c) The highest line title that can be bestowed to a Court member during a reign year is Imperial Crown Prince/Imperial Crown Princess/Imperial Crown Prin. This title is the right hand to the Emperor/Empress/Emprex and sometimes will represent their majesties in their absence.

(d) The titles of Imperial Crown Prince/Princess Royale/Prin Royale (ICPRs) are reserved for the Emperor/Empress/Emprex Elect for the period between their election and their crowning at Coronation.

(e) The ICWDC follows the one walk one title rule for all out of realm walks. Any court member that also has a community title such as “Miss Adams Morgan or Mr. Gay DC” may not use this title out of realm but must walk using their highest court titles. Those court members are allowed to add these titles in front of all court titles when walking in realm or performing at in realm shows.

(f) Houses are not allowed in most cases; the only exception is when that title is given by a Monarch that is stepping down and they allow its use. Family names may only be used in addition to your own last name.

(g) Pageant / Community title holders are exempt from the crown height requirements found herein, additionally:

- i. As discussed elsewhere, crown holders will not walk in protocol with their pageant regalia but instead may only wear their Court equivalent regalia (tiara, etc.)
- ii. Crown holders have the option to walk either with the “Guests/Community” as a current community title holder, or with the Court, but will not be announced both times, in accordance with the corporation’s governing documents.
- iii. Individuals who walk as a part of the court may only wear their court regalia and will only be announced with their court title. Court members who walk with the community may wear their community title regalia and, at their option, may have their court title also stated in their introduction.
- iv. A “Community Title” is any title awarded to or won by an individual from any other organization or business establishment.

Section 8.2 Camp Titles

(a) The Reigning Monarchs have the right to bestow special titles to individuals for their current reign. Camp titles shall not be issued for life.

Section 8.3 Lifetime Titles

(a) Each stepping down Monarch shall have the privilege to name one (1) Lifetime Title upon approval of the Board of Directors.

(b) Lifetime Titleholders are permitted to walk in Reign succession at all protocol events, including all State Functions.

(c) Lifetime Titleholders who wish to hold any position on the board, to include associate positions, walk at any state function, or vote in any election, must pay their dues in accordance with the dues paying policy, including submission of the Code of Conduct.

Section 8.4 Honorary Titles

(a) The Reigning Monarchs may bestow Honorary (Friends-of-the-Court) and Familial Titles to people in the Court and community that have done special deeds or bestow special acknowledgments to them. These titles are honorary titles for the year of the reign. Some examples of honorary titles include (but are by no means limited to): Ambassador, Prime Minister, etc.

(b) Members are not allowed to accept or hold a Court title from another Court if they would be ineligible to hold that same title or similar title in the ICWDC. For example: a non-Monarch cannot accept or hold a half title from another Court.

Section 8.5 Half Titles

(a) The Reigning Monarchs have the right to bestow half titles, such as Emperor/Empress/Emprex # of (Court) and Emperor/Empress/Emprex #1/2 of DC to an Emperor / Empress / Emprex of another Realm or Court. These titles may be bestowed at any time during their current reign.

Section 8.6 Crowns / Tiaras

(a) Emperors / Emprexes (reigning or past) may wear shoulder crowns. Other line members may wear crowns or tiaras as follows:

	Male Lineage	Female Lineage
Lord / Lady / Laird	Unable to wear crowns	Unable to wear crowns
Baron / Baroness / Baroner Viscount / Viscountess / Viscomital	Unable to wear crowns	Unable to wear crowns
Count / Countess / Comital	Height may not exceed 3"	Height may not exceed 4"
Marquis / Marchioness / Margrave	Height may not exceed 4"	Height may not exceed 5"
Duke / Duchess / Dux	Height may not exceed 4"	Height may not exceed 5"
Grand Duke / Grand Duchess / Grand Dux	Height may not exceed 4"	Height may not exceed 5"
Prince / Princess / Prin // (<i>Arch Duke / Arch Duchess</i>)	Height may not exceed 4"	Height may not exceed 5"
Prince / Princess / Prin Royale	Height may not exceed 4"	Height may not exceed 5"
Imperial Crown Prince / Princess / Prin	Height may not exceed 4"	Height may not exceed 5"
Imperial Crown Prince / Princess / Prin Royale	Height may not exceed 5"	Height may not exceed 6"
Emperor / Empress / Emprex (Reigning/Former)	Height - their discretion	Height - their discretion

- i. Titleholders are not required to wear a crown – to include Reigning or Past Monarchs
- ii. As of December 1, 2014, any line member whose minimum lineage title is either Baron / Baroness, Viscount / Viscountess, Count / Countess, or Duke / Duchess will be grandfathered and allowed to wear the crown at previous stated heights: Male 2” / Female 3”, etc.

(b) Should the Imperial Crown Prince / Princess / Prin Royale wish to be crowned with and utilize the respective State ICPR Crown (to be determined), they will be exempt from the height requirements. Should they determine to wear a crown of their own making, it will adhere to the height requirements found herein.

Section 8.7 Neck Chains (Chains of Office)

- (a) Neck chains / Mantles may be worn by any member of the ICWDC.

CHAPTER IX: How to Address Titles by Specific Groups

Section 9.1 Addressing Monarchs (Reigning, Regent, Dowager, Former)

- (a) Elected Monarchs may include “Most ... Sovereign” as an indication of being voted by the membership.
- (b) Regent Monarchs may include “Most” as an indication of being appointed by the College and Board, but not voted by the membership.
- (c) Dowager Monarchs, during their Dowager year, may include the “Imperial Majesty” as an indication of having successfully completed their reign.
- (d) Former Monarchs may include “Majesty” as indication of having successfully completed their reign.

Lineage Groups	Male Lineage	Female Lineage	Non-Binary Lineage
Lord / Lady / Laird	[Lineage] John Smith	[Lineage] Jane Smith	[Lineage] ____Smith
Baron / Baroness / Baronet Viscount / Viscountess / Viscomital	The Honorable [Lineage] John Smith	The Honorable [Lineage] Jane Smith	The Honorable [Lineage] ____Smith
Count / Countess / Comital	The Right Honorable [Lineage] John Smith	The Right Honorable [Lineage] Jane Smith	The Right Honorable [Lineage] ____Smith
Marquis / Marchioness / Margrave	The Most Honorable [Lineage] John Smith	The Most Honorable [Lineage] Jane Smith	The Most Honorable [Lineage] ____Smith
Duke / Duchess / Dux Grand Duke / Grand Duchess / Grand Dux	His Grace [Lineage] John Smith	Her Grace [Lineage] Jane Smith	Their Grace [Lineage] ____Smith
Prince / Princess / Prin (Arch Duke / Arch Duchess)	His Highness [Lineage] John Smith (<i>applicable for Arch Duke</i>)	Her Highness [Lineage] Jane Smith (<i>applicable for Arch Duchess</i>)	Their Highness [Lineage] ____Smith
Prince / Princess / Prin Royale	His Royal Highness [Lineage] John Smith	Her Royal Highness [Lineage] Jane Smith	Their Royal Highness [Lineage] ____Smith
Imperial Crown Prince / Princess / Prin	His Imperial Highness, [Lineage] John Smith	Her Imperial Highness, [Lineage] Jane Smith	Their Imperial Highness, [Lineage] ____Smith
Imperial Crown Prince / Princess / Prin Royale	His Most Imperial Royal Highness, [Lineage] John Smith	Her Most Imperial Royal Highness, [Lineage] Jane Smith	Their Most Imperial Royal Highness, [Lineage] ____Smith
Emperor / Empress / Emprex (Reigning)	His Most Imperial Sovereign Majesty, [Lineage] John Smith	Her Most Imperial Sovereign Majesty [Lineage] Jane Smith	Their Most Imperial Sovereign Majesty, [Lineage] ____Smith

Regent Monarchs	His Most Imperial Majesty, [Lineage] John Smith	Her Most Imperial Majesty, [Lineage] Jane Smith	Their Most Imperial Majesty [Lineage] ____Smith
Dowager Monarchs	His Imperial Majesty, [Lineage] John Smith	Her Imperial Majesty, [Lineage] Jane Smith	Their Imperial Majesty, [Lineage] ____Smith
Former Monarchs	His Majesty, [Lineage] John Smith	Her Majesty, [Lineage] Jane Smith	Their Majesty, [Lineage] ____Smith

CHAPTER X: HONORS, AWARDS & RECOGNITIONS

Section 10.1: ICWDC Board of Director’s Awards and Recognitions

(a) These awards are given to celebrate the leadership of individuals and organizations who advance innovative solutions and demonstrate meaningful progress in a community, association, or other Non-profit organization. The awards recognize individuals and leaders, corporations or corporate foundations that give, advocate and volunteer for positive change or demonstrate outstanding commitment through financial support or through encouragement and motivation of others to take leadership roles toward philanthropy and community involvement.

i. Mame Dennis Community Service Award.

1. Honoring an exceptional individual, who exemplifies the best in volunteering, a sense of caring and responsibility for others, making selfless and extraordinary contributions for the betterment of the local community and beyond.

ii. Frank Kameny Community Activism Award.

1. Presented to an exceptional individual with a deep commitment to human rights and social justice with a proven ability to transform this commitment into effective action.

iii. Ellen Gibson “Grandmas Love” Award.

1. Presented to an exceptional individual who makes everyone they meet feel loved and whose thoughtfulness knows no bounds.

(b) Board of Director’s Appreciation Award

i. The ICWDC Board of Director’s Appreciation Award is bestowed to an individual or group in recognition of their contributions to the community.

Section 10.2: Monarch’s Awards and Recognitions

(a) Monarchs ‘Awards are given at the discretion of the Monarchs and will be recorded in an attached document in accordance with the ICWDC By-Laws and P&P.

i. Line Member of the Year: The Emperor / Emprex must choose from the Male or Non-binary line(s) and the Empress / Emprex must choose from the Female or Non-binary line(s).

ii. Lifetime Title(s)

Section 10.3: President’s Award(s)

(a) The President’s Award(s) are presented at the discretion of the President of the Board of Directors. These awards are intended to recognize the accomplishments of an individual or group but can be

presented for any reason.

Section 10.4: College of Monarch's Award(s)

- (a) College of Monarch's Award(s) are presented by the College of Monarch's. These Awards are intended to recognize the accomplishments of an individual or Group but can be presented for any reason. **(Appendix Q)**

CHAPTER XI: OUT-OF-STATE COURT EVENTS (this includes any "Protocol" organization as well)

(a) Members in good standing are allowed to freely attend any Out-of-State Court events. Any member planning on attending an Out-of-State Protocol event, must notify the Prime Minister for Protocol of said attendance no less than one week prior to the Protocol event to ensure that a Letter of Introduction is submitted in a timely fashion.

(b) Proper way in which to greet people with higher titles than you:

- i. It is customary to bow or curtsy to people who have higher titles than yourself. The proper way in which to do so would be to introduce yourself with your title and if they have a higher title, either bow or curtsy. Remember that some Courts may have different titles. A suggestion would be when in doubt, bow or curtsy.

(c) Addressing the Dais:

- i. When approaching the dais, you should always acknowledge the monarch(s) as a display of respect. Additionally, bow or curtsy to any heir apparent that may be in attendance.
 - 1. Women: always curtsy, a discreet and dignified bob
 - 2. Men: always bow, an inclination of the head, not from the waist
 - 3. Non-binary: always bow or curtsy
- ii. All court members are expected to bow or curtsy to all Monarchs from both in realm and out of realm empires when presented to them. This includes when you tip them or they tip you when you are performing.

CHAPTER XII: RESPONSIBILITIES AND GUIDELINES FOR TITLEHOLDERS

(a) Lineage titleholders are encouraged to actively participate as described in the Court's governing documents; the titleholder must ensure that all of the responsibilities and guidelines for that title are met

- i. Unless given prior approval by the Board of Directors, failure to meet requirements for these lineage titles may result in reduction of title or other disciplinary actions.

Section 12.1 Lord/Lady/Laird / Baron/Baroness/Baroner / Viscount/Viscountess/Viscomital / Count/Countess/Comital / Marquis/Marchioness/Margrave / Duke/Duchess/Dux

- (a) Provide support with the overall running of ICWDC to the best of their ability.

- (b) Encouraged to actively participate in the following:
 - i. Attend as many in-state fundraisers/functions as possible.
 - ii. Actively participate in the planning and execution of the ICWDC Coronation Events.
- (c) Promote and produce in-state fundraiser(s)/function(s) as approved by the Reigning Monarchs.
- (d) May hold other pageant and community titles.

Section 12.2 Grand Duke/Grand Duchess/Gran Dux

- (a) Responsibilities and Guidelines as previously identified in Section 12.1 (a) – (d).
- (b) Required to actively participate in the following:
 - i. Attend at least four (4) in-state fundraisers/functions.
 - ii. Attend at least one (1) out-of-state Coronation.
 - iii. Attend at least one (1) out-of-state fundraiser/function.

Section 12.3 Prince/Princess/Prin

- (a) Responsibilities and Guidelines as previously identified in Section 12.1 (a) – (d).
- (b) Required to actively participate in the following:
 - i. Attend at least six (6) in-state fundraisers/functions
 - ii. Attend at least two (2) out-of-state Coronations; and
 - iii. Attend at least two (2) out-of-state fundraiser/function.

Section 12.4 Prince Royale/Princess Royale/Prin Royale

- (a) Responsibilities and Guidelines as previously identified in Section 12.1 (a) – (d).
- (b) Required to actively participate in the following:
 - i. Attend at least eight (8) in-state fundraisers/functions
 - ii. Attend at least two (2) out-of-state Coronations; and
 - iii. Attend at least two (2) out-of-state fundraiser/function.

Section 12.5 Imperial Crown Prince/Imperial Crown Princess/Imperial Crown Prin (ICP)

- (a) Responsibilities and Guidelines as previously identified in Section 12.1 (a) – (d).
- (b) As the right-hand representatives of the Reigning Monarchs, these titleholders are also required to participate in the following:
 - i. Promote and produce the Imperial Crown Prince/Imperial Crown Princess Ball.

- ii. Attend at least two (2) out-of-state Coronation.
- iii. Attend at least two (2) out-of-state fundraiser/functions, and
- iv. Represent the Reigning Monarchs in their absence at any in-state or out-of-state fundraiser/function.

(c) The ICPs shall act as the representatives of the Reigning Monarch(s) and shall be afforded the same rights, privileges, and responsibilities in their absence.

Section 12.6 Lifetime Titles:

(a) Member

- i. Paid members must continue to pay dues in accordance with ICWDC governing documents in order to walk at state functions.

(b) Community Member

- i. Community Members recognized with a Lifetime title will not be required to pay dues in order to walk at state functions.

ii. Community Member is defined as: Someone who has never paid dues.

(c) Citizen of the ICWDC for Life

- i. The Title of Citizen of the ICWDC for Life is honored to individuals that have shown outstanding and unwavering support to the ICWDC.
- ii. Recipients of the granted title of Citizen of the ICWDC for Life may choose to represent the ICWDC at any and all in state and out of state functions.
- iii. Citizen of the ICWDC for Life title does not give the recipient any voting rights under ICWDC business.
- iv. Citizen of the ICWDC for Life may not hold any board position with the ICWDC.
- v. Citizen of the ICWDC for Life may not run for monarch within the ICWDC.
- vi. If recipient moves into the Realm of the ICWDC and becomes a full dues-paying member, they will gain all rights as member in good standing.
- vii. Citizen of the ICWDC for Life is a Board Awarded Title

Section 12.7 Imperial Crown Prince Royale/Imperial Crown Princess Royale/Imperial Crown Prin Royale (ICPR)

(a) The Member(s) elected to be the next Monarch(s) will have the title of ICPR. The ICPRs will need to ensure all of Monarchial candidate requirements have been fulfilled.

(b) If the invested ICPR holds a Board position, they will retain their seat until the end of the next Membership meeting wherein they will resign and the newly elected Board Member will be “seated,” allowing business to be conducted and concluded in an orderly manner.

(c) Failure to meet these requirements may preclude the ICPR from stepping up.

Section 12.8 Reigning Monarchs (Emperor/Empress/Emprex)

(a) Responsibilities and Guidelines as previously identified in Section 12.1 ((a); (b)ii.; and (c), except that the Reigning Monarchs are REQUIRED to participate in the planning and execution of the ICWDC Coronation events.

(b) These lineage titleholders are also required to participate in the following:

- i. Promote and produce at least two (2) in state fundraisers/functions, attending at least fourteen (14) in-state fundraisers/functions.
- ii. Maintain good public representation of ICWDC during their reign at fundraisers/functions.
- iii. Attend four (4) out of state Coronations, it's strongly encouraged, but not required, to attend ICNY's NOATG.
- iv. Attend at least four (4) out of state fundraisers/functions, not including coronation.
- v. Must attend Capital Pride, representing the ICWDC, and actively participate in the celebrations, including riding in the parade, walking around the festival (in appropriate attire), performing on the stage(s) if possible, etc.

(c) The Reigning Monarchs may only name one (1) ICP each.

(d) Will not hold civic or other titles within the Realm or the ICWDC.

Section 12.10 Dowager Monarch

(a) Responsibilities and Guidelines as previously identified in Section 12.1.

(b) These lineage titleholders are also required to participate in the following:

- i. The Dowager Monarch(s) shall, at all times while representing the Corporation, conduct themselves with dignity, decorum and responsibility, following the guidelines set forth in the Policies and Procedures Manual of the Corporation.
- ii. Health allowing and except for special circumstances beyond their control, it shall be the duty of the Dowager Monarch(s) to attend a minimum of two (2) Out of State Coronations.
- iii. The Dowager Monarch(s) must organize and execute at least one (1) ICWDC Court function during the Dowager year, attend all ICWDC State functions, attend at least seven (7) in-state fundraisers/functions and participate in Coronation.
- iv. The Dowager Monarch(s) serve as non-voting members of the Board of Directors.

Section 12.11 Monarch's Public Relations Fund

(a) No funds from our general account are allowed to be used for this purpose. Only those funds raised during Coronation weekend specifically earmarked for this fund are allowed. IE: Victory Party, Visiting Courts hosted event, etc. or private donations earmarked for the Monarchs Public Relations Fund.

(b) The funds are split equally between both Monarchs (elected or Regent), if there is only one Monarch, they may use the entire fund.

- (c) Funds may be reimbursed only for the following expenses:
- i. Plane/Train/Bus tickets or mileage (at current federal rates) to an out of state Coronation(s).
 - ii. Admission ticket to an out of state Coronation(s).
 - iii. Hotel room and tax, for two (2) nights at an out of state Coronation(s).
- (d) After the event, the Monarch must request a reimbursement using the “Request for Payment or Reimbursement” form, with the attached receipt. (No reimbursement can occur without the accompanying receipt).
- (e) All requests for disbursement must be received no later than the last day of the month of the new Monarch's Coronation. All funds remaining in the Monarch's Public Relations Fund on the first day of the month immediately following a Coronation ("end of the Reign") are rolled over to the general fund and included in the disbursements to the *by-this-time*-Dowager Monarchs' Reign Charities.
- (f) Should a Monarch resign or be removed, no disbursements for funds will be accepted after receipt of that Monarch's resignation or the date the Monarch was removed.

CHAPTER XIII: ICWDC STATE & SPECIAL FUNCTIONS

Section 13.1 Investitures

- (a) The Reigning Monarch(s), in association with the Board of Directors and College of Monarchs, must organize and host Investitures.
- i. Investitures shall be held within ninety (90) days after Coronation: Gala of the Americas;
 - ii. The Dowager Monarch(s) will issue their Reign charity checks;
 - iii. The Reigning Monarch(s) shall designate and announce their Reign charities for the year; and
 - iv. The Reigning Monarch(s) will invest their Line Members.
- (b) The Reigning Monarch(s) shall follow procedures for Planning and Producing Events, following the guidelines set forth in “Planning an Event.” (**Appendix L&M**)

Section 13.2 Imperial Crown Prince/Imperial Crown Princess/Imperial Crown Prin Ball

- (a) The Imperial Crown Prince/Princess/Prin, in consortium with the Reigning Monarchs, Board of Directors and College of Monarchs, must organize and host the Imperial Crown Prince/Princess/Prin (ICP) Ball.
- (b) The Imperial Crown Prince/Princess/Prin shall follow procedures for Planning and Producing events, following the guidelines set forth in “Planning an Event.” (**Appendix L&M**)

Section 13.3 Czar Ball

- (a) The Reigning Monarch(s), in association with the Board of Directors and College of Monarchs, must organize and host the Czar Ball (a Protocol event), to be hosted in the Realm.

- i. The Reigning Monarch(s) shall designate a Charity for the Ball.
- ii. The Reigning Monarch(s) shall receive Protocol.
- iii. The Reigning Monarch(s) shall designate and supervise the members of ICWDC who will staff the Ball sign in desk and collect entrance donations (ticket costs).
- iv. The Reigning Monarch(s) shall follow procedures for Planning and Producing Events, following the guidelines set forth on the website under planning. **(Appendix L&M)**

Section 13.4 Coronation - “Gala of the Americas”

- (a) The Reigning Monarch(s) in association with the Ball Coordinator and the Board of Directors must organize and host Coronation.
- (b) The Reigning Monarch(s), Ball Coordinator and the Board of Directors shall follow procedures for Planning and Producing Events, following the guidelines set forth in “Planning an Event.” **(Appendix L&M)**
- (c) Visiting Courts shall be presented in alphabetical order except:
 - i. Order of Precedence
 - 1. As set by the IICS recommendations

Section 13.5 Special Function - DC Royale Pageant

- (a) This pageant is a little different than most, men, women and non-binary are self-defined. Anyone portraying a female persona, may compete for Miss DC Royale, anyone portraying a male persona may compete for Mr. DC Royale, and anyone portraying as non-binary may compete for Mx. DC Royale. This pageant is open to members of the ICWDC and members of the community. No one is excluded. **(Appendix R)**
- (b) The monies raised during one fundraiser will be designated for the current ICWDC Reign charities: the monies from the other fundraiser will be designated for the next years’ DC Royale Pageant.
- (c) Membership is granted to the winners (if they so choose).
- (d) Any funds remaining at the end of the title year shall remain in the DC Royale Pageant fund.
- (e) See the ICWDC Website, Forms Library for Contestant Package

Section 13.6 Special Function - ICWDC Mame and Ken Dennis Scholarship (Honoring our Queen Mother of the Northeast and our King Father of ICWDC).

- (a) The scholarship fund is an opportunity to give back to the Washington, DC LGBTQ+ community and promote higher education.
- (b) The scholarship is open to an individual who has either graduated or is about to graduate (high school or equivalent), who is interested in pursuing a level of higher education and identifies as a

member of the LGBTQ+ community or who has a parent or guardian who identifies as a member of the LGBTQ+ community.

(c) To be considered for the scholarship, applicants are required to submit their signed Application and a one (1) page essay outlining their educational plans, involvement with the LGBTQ+ Community, how their involvement has influenced their life, and how they would give back to the community.

CHAPTER XIV: PLANNING AN EVENT

(a) Holding benefits throughout the year are our main fundraising activities. The success of your event depends on the amount of time you spend planning your event. You should allow a minimum of six (6) weeks to plan your event. **(Appendix L&M)**

(b) The Reigning Monarchs are responsible for the ICWDC fundraising schedule. All members that want to schedule a fundraiser will coordinate with the Reigning Monarchs prior to scheduling a location. Members will provide the details of the fundraiser to the Reigning Monarchs on a “Written Proposal for a Fundraiser/Benefit Form.” **(Appendix N)**

(c) All monies raised at the fundraiser will be submitted to the Court Treasurer, or a Board member in the Treasurers absence, with a Show Accounting Form. To eliminate confusion, two members will be identified to count the money during a benefit event. The dollar amounts on the form will be verified by a member of the Board of Directors immediately after the fundraiser.

i. The Treasurer, or designated Board member, will deposit all monies raised at any fundraiser for the ICWDC within three (3) business days.

(d) There are times the ICWDC may absorb the cost of putting on fundraisers. Expenditures for fundraisers should be approved by the Board of Directors in advance. Expenditures not approved prior to the event run the risk of not being approved.

(e) A check shall be requested for the Beneficiary for presentation.

(f) Members of the Court and their guests are responsible for their actions and the actions of their guests at all functions of this Court.

CHAPTER XV: COMMITTEES

Section 15.1 General

(a) Committee Types

i. Principal Committee (Financial Review; By-Laws/P&P Review; and Coronation): Committees held to a higher responsibility due to the nature of their fiduciary duties. Principal committees will be made up of a representation of the membership.

- Chair / Co-chairs

- Members: 1 College, 1 Membership, Associate(s)

1. The principal committees shall be comprised of the number of members as defined in the following committee sections.

2. Quorum to conduct business will be a simple majority (50 +1).

3. All approved actions of the principal committees may be forwarded to the next Board meeting for immediate read-in, discussion and vote.
 4. Meeting minutes shall be kept and provided to the Board and Membership.
- ii. Standing Committee: Standard operating committees of the Board.
1. No member composition requirements except Co-chairs and Associates.
 2. No quorum requirements to conduct business since certain actions have to be approved by the Board.
 3. Meeting Minutes are not required.
- iii. Ad hoc Committee: A committee that is stood-up for a specific reason or for a specific amount of time.
1. No member composition requirements except Co-chairs and Associates.
 2. No quorum requirements to conduct business since certain actions have to be approved by the Board.
 3. Meeting Minutes are not required.
- (b) All recommendations or decisions of any Committee shall be subject to the approval of the Board of Directors unless otherwise precluded herein.
- (c) Principle committees shall operate under the accepted Roberts Rules of Order.
- (d) Committee Chairs are responsible for setting the order of business and running their committee meetings.
- (e) All ICWDC committees (including *ad hoc* committees), under the direction of the chair, will submit an Annual Report of Actions to the Vice-President no later than the August Board meeting for inclusion in the Vice-President's Annual Report to be read-in at the Annual Membership Business Meeting (AMBM).
- (f) Committee Reports:
- i. All committee reports, and any subsequent changes, shall be submitted no later than 48 hours prior to any scheduled meeting to the following:
 1. Board Meeting: President & Secretary
 2. Membership Meeting: Reigning Monarchs & Secretary
 3. College Meeting: Dean & Recording Secretary of the College
 - ii. If there are no changes to reports previously submitted to the Board, the chair is still required to send an email stating there were no changes.
 - iii. Benefit Show Reports shall be submitted to the Reigning Monarchs six (6) weeks prior to the proposed show.

Section 15.2 Financial Review Committee (*principle*)

- (a) The Financial Review Committee shall be chaired by the Treasurer of the Board and co-chaired by the President and Member-at-Large.
- (b) To meet quorum, the Financial Review Committee will be comprised of five (5) members:
 - i. The Treasurer, President, Member-at-Large, and one member each from the Membership and the College of Monarchs.
- (c) The Chair may vote only in case of a tie, unless his/her vote is required to maintain a quorum on the Committee.
- (d) The Chair shall act for the Committee in its absence, subject to its review.
- (e) The Board shall be primarily responsible for the oversight, management, and allocation of ICWDC funds generated through the activities of the corporation.
- (f) The Committee shall have responsibilities as determined by the Board of Directors.
 - i. Shall prepare and present an annual budget and annual report, setting forth in full, the current financial conditions of the Corporation and the future planned expenditures of the Corporation at the Membership Annual Business Meeting (AMBM):
 - 1. To the Board of Directors for the August Board Meeting
 - 2. To the Membership for the September AMBM
- (g) The FRC is required to convene at a minimum of once every five (5) years to conduct an audit of the books.

Section 15.3 By-Law/Policies & Procedures Review Committee (*principle*)

- (a) The By-Law/Policies & Procedures Review Committee shall be chaired by the Parliamentarian and co-chaired by the Secretary of the Board, and the Prime Minister for Protocol.
- (b) At a minimum, the By-Laws/P&P Review Committee will be comprised of five (5) members:
 - i. The Parliamentarian, Secretary, Prime Minister, and one member each from the Membership and the College of Monarchs.
- (c) The Committee is required to convene at a minimum of once every five (5) years.
- (d) The sole purpose of the Committee is to review and make recommendations as to changes to (if applicable) ICWDC By-Laws and P&P.
- (e) The Committee shall have further responsibilities as determined by the Board of Directors.

Section 15.4 Coronation Committee (*principle*)

- (a) The Coronation Committee (CC) shall be chaired by the Ball Coordinator (as confirmed by the Board) and in association with the President and Treasurer, Reigning Monarchs, Dowager Monarchs and College of Monarchs.

- (b) At a minimum, the Coronation Committee will be comprised of five (5) members:
 - i. The Coordinator, Present Reigning Monarch(s), one (1) College representative (as decided by the College) and one member from the Membership.
- (c) The CC shall be responsible for anything/everything associated with the Coronation.
- (d) The CC shall have further responsibilities as determined by the Board and the College of Monarchs.

Section 15.5 Membership Committee (*standing*)

- (a) The Membership Committee shall be chaired by the Vice-President and co-chaired by a member chosen (if member accepts) by the Board.
- (b) The Committee shall have responsibilities as determined by the Board of Directors.
- (c) Purpose
 - i. The purpose of the Committee is to keep the records of the ICWDC Membership and a running contact list of all ICWDC contacts.
 - ii. The Committee shall actively seek out new individual and business members from the community.
 - iii. The Committee will have an open line of communication with the membership on how to better serve their needs.
 - 1. Suggestions, Comments, Concerns of Members may submit proposed suggestions, comments, and/or concerns to the Vice President or Co-Chair of the Committee for membership drives and other ideas to help the ICWDC grow.
 - iv. The Committee shall create and maintain a New Member/Mentor packet.
 - v. The Committee shall maintain membership roll book and distribute it to the Board of Directors and Reigning Monarchs upon request.
 - vi. Definition
 - 1. New Member Packet – will comprise of an email containing the following information:
 - a. Welcome letter
 - b. Link to the By-Laws/P&P on the webpage
 - c. Contact names, email, and phone numbers of the current Board members (including Associates) and Reigning Monarchs
 - d. Other information as deemed necessary by the Board and/or committee

2. Welcome Email from VP
 - a. Upon receipt of a new Application and Codes of Conduct, the VP will send a “Welcome” email to include general information such as membership meetings, Calendar of events, links to the ICWDC Bylaws/P&P, and the name and contact info of the mentor assigned to them
3. Introduction of the Mentor
 - a. The mentor assigned will be copied on the “Welcome” email from the VP to ensure the member and the mentors are linked and have means to communicate and contact information.
4. Mentor Guidelines
 - a. A Mentor must be in good standings, actively attends shows/court events, and represents an example of how members should act within the court system
 - b. Mentor must have 1 year of consecutive membership
 - c. Reigning monarchs are excluded from the program
5. Mentor Requirements
 - a. Encourage new members to attend upcoming court events and reinforce expectations of members at events
 - b. Guide new member through first state event to ensure protocol is understood and followed
 - c. Check in periodically to see how the member is doing and to see if they have any questions.
 - d. Mentorship is complete after 90 days AND a state function has been completed. Mentorship continues after the initial 90 days if a state function has yet to occur.
 - e. Mentor will send a completion email to the VP detailing the member’s strengths and areas for improvement.
6. Roll Book – will comprise of the following information:
 - a. Members Legal name and stage name
 - b. Current mailing address
 - c. Email address
 - d. Phone number
 - e. Join/Anniversary date
 - f. Dues paid and all documentation required by the By-Laws received

g. Minimum Tenure Title

Section 15.6 Advertising and Public Relations Committee (*standing*)

(a) The Advertising and Public Relations Committee shall be chaired by the Associate Member-at-Large and Associate Secretary of the Board.

(b) The purpose of the Committee is to keep the records of the ICWDC Advertisement & Press Releases and a running contact list of all potential press contacts as guidance to the Membership for use when determining promotional venues.

i. The PR & Advertising Committee will maintain an electronic copy of all fliers created for an event.

ii. If the Member At Large position is vacant at any time, then the thumb drive will be retained by the Vice President (in their capacity as the Committee Oversight board member) for safeguarding until the Member At Large position is filled.

iii. The Committee shall design all ICWDC advertisements for inclusion in other organizations' programs, etc., and be responsible for ensuring all Event Fliers contain all required information: i.e., Court Logo, Charities' Logos, website, email, etc.

1. Any event fliers not designed by the PR & Advertising Committee shall be submitted to the PR & Advertising Committee Chairperson, Co-Chairperson, & Vice President for review and approval to ensure all required information is included, accurate, and there is no copyright infringement.

a. The PR & Advertising Committee Chairperson and/or Co-Chairperson shall, within 48 hours provide ICWDC approval of the event flyer or return the flyer to the event point of contact for correction and resubmission.

iv. The Committee will be available to anyone planning an event/show to assist in the design of that flier.

v. The Committee shall also be responsible for notifying all potential press contacts of upcoming events.

vi. The Committee shall maintain any applicable Advertisement & Press Contracts and ensure all Terms & Conditions are met.

vii. The Committee will keep the Website and other ICWDC social media up to date.

(c) The Committee shall have responsibilities as determined by the Board of Directors.

Section 15.7 Sponsorship Committee (*standing*)

(a) The Sponsorship Committee shall be chaired by the Secretary of the Board and co-chaired by a member chosen (if member accepts) by the Board.

(b) The purpose of the Committee is to promote and sell sponsorship packages for the ICWDC and maintain a log of all former and current sponsorship participants / contacts.

(c) The Committee shall actively seek out new companies from within the community to sponsor the ICWDC.

(d) The Committee will have an open line of communication with the board & membership on its needs and progress (monthly report).

- i. Suggestions, Comments, Concerns of Members may submit proposed suggestions, comments, and/or concerns to the Chair or Co-Chair of the Committee for sponsorship drives and other ideas to help the ICWDC gain more contacts within the community.

(e) The Committee shall maintain an active Roster of all Beneficiaries / Charities / Sponsorships / Donations within the Realm of ICWDC, with the number of times it has been chosen.

(f) The Committee shall maintain a Sponsorship/Contacts log and have available upon the board's request. The Committee Chair shall maintain a current sales spreadsheet and distribute it to the Board of Directors and Reigning Monarchs upon request.

- i. Sales Spreadsheet – will comprise of the following information:

1. Business Name & POC
2. Current mailing address
3. Email address
4. Phone number
5. Date of Purchase
6. Package Purchased
7. Tax Write Off Receipt Sent Date
8. In-Kind Donation Made

(g) The committee will ensure the VP and Ball Coordinator have the most up-to-date spreadsheet at all times.

(h) The Committee shall have responsibilities as determined by the Board of Directors.

Section 15.11 President's Advisory Board (*ad hoc*)

(a) The President's Advisory Board (PAB) shall be chaired by the President of the Board.

(b) Members shall be required to sign a Confidentiality Agreement.

(c) The primary focus of the PAB will be maintaining relationships with other Courts.

(d) The PAB shall have further responsibilities as determined by the President of the Board.

CHAPTER XVI: EVOTE PROCEDURES

Section 16.1 Purpose

- (a) The primary purpose of the eVote is to conduct immediate business of the corporation
 - i. eVotes should only be used in the case of matters/issues that cannot wait until the next in-person meeting, even if a couple minutes at a membership meeting to discuss.
 - ii. One eVote issue/item per email. Keep the same subject in one trail.
- (b) Because the subject doesn't have to be the motion, when calling to question, specify the exact motion that is being voted on so there is no misunderstanding
 - i. Example: I move to approve the payment of the Bus Deposit via credit card

Section 16.2 Procedures

- (a) Any member of the board, whether voting, non-voting or guest, may submit Motions for consideration via eVote procedures.
- (b) The Motion is submitted with the purpose clearly stated in the Subject line.
 - i. Someone Seconds the Motion and Discussion automatically begins at that time. There will be a standard 24-hour window for Discussion, allowing people who do not check their email consistently due to work, etc, to have an opportunity to catch up prior to the Call to Question. The Call should occur 24-hours after the Discussion begins with the voting Board Members responding with their vote, whether it's a Yes, No or Abstention. Voting will close an additional 24-hours after that.
 - ii. Friendly Amendments should automatically go back to who submitted the Motion. If they agree, they'll submit their Motion (rev) for a Second and the process starts over. If they do not agree, the Discussion returns to the Motion as is and Discussion will continue for any time remaining in the 24-hours.
 - iii. eVoting process:
 - 1. If ALL members respond with "*No Discussion -- [and their vote (yes, no, abstain, present)]*" prior to the 24-hr deadline, vote will be considered complete;
 - 2. If members respond as proposed in #1, and anyone responds with just "*No Discussion*" (not including their vote), it can be "*Called to Question*" by any member once the final member has placed their "discussion response" and the 24-hour voting period will begin;
 - 3. Should any member bring up a discussion matter, it will be discussed for any remaining time of the 24 hour period, at which point the 24 hour voting period will automatically begin and any "pre-discussion "votes" will be null and everyone will need to revote. (this is in fairness to ensure we get "clean" votes after the discussion, just in case you happen to change your mind).

(c) The eVote needs to be recorded in the Membership and Board Agendas and Minutes. The information submitted should include the Date/Time of the Motion, who made the Motion, who Seconded the Motion, a summary of the Discussion, and the outcome.

CHAPTER XVII: AMENDMENT(S) TO THE BY-LAWS AND POLICY & PROCEDURES

Section 17.1 Process

(a) Any member of the corporation that is in good standing may submit Amendments to the By-Laws and P&P in accordance with the By-Laws. After submitting to the By-Law/P&P Committee it is a two (2) step process as noted below. All suggested changes to the By-Laws must be submitted in writing.

- i. The member proposing an action shall attend the Committee meeting to present the proposal and answer questions if needed.
- ii. The By-Law or P&P suggested change is read and submitted to the membership at any regular scheduled membership meeting of the Court, to be recorded in the minutes of the corporation. No voting will occur on the first reading.
- iii. A second reading will occur at the next regularly scheduled meeting of the Court. By-Laws or P&P may then be amended by a two-thirds (2/3) majority vote of the membership present.
- iv. By-Laws or P&P Amendments that concern the qualifications or elections of Reigning Monarchs will not take effect until the start of the next reign year.
 1. The new Amendment will be entered into the By-Laws or P&P after it is passed but will be annotated with the Reign it will take effect.
 2. It is not necessary to remove the annotation required above at the start of the new Reign the amendment takes effect.

Section 17.2 Procedures

(a) Committee Review & Approval

- i. Determine appropriate changes to the By-Laws and/or P&P;
- ii. Read in and approve proposed actions item by item; and
- iii. Approve the “Final Proposal” for Board Review.

(b) Board Review & Approval

- i. The Board shall review and approve/disapprove the “Final Proposal”
 1. Upon Approval – the “Final By-Laws and/or P&P” will be presented to the Membership for Approval and Ratification
 2. Upon Disapproval – the Board shall return the “Final Proposal” with recommendations to the Committee for re-work and re-submittal, following the procedures from the beginning

(c) Membership Review & Ratification

- i The Membership shall review and ratify/non-ratify the “Final By-Laws and/or P&P”
 1. Upon Ratification – the “By-Laws and/or P&P” will be posted as Ratified and shall become the governing documents until superseded by new ratifications
 2. Upon Non-Ratification – the “By-Laws and/or P&P” will be considered dead and last ratified documents shall retain full power and effect
 - a. Only in instances of Non-Ratification of By-Laws affecting legal conflict shall the documents return to the Board of Directors for final determination

CHAPTER XIII: CODE OF CONDUCT (Appendix A)

- (a) Every ICWDC member renewing their membership is required to submit a completed and signed copy of the Code of Conduct and (if any information has changed) an updated membership application each year when they pay their membership dues.
- (b) All members are expected to uphold and conduct themselves in accordance with the Code of Conduct. Disciplinary actions may be taken by the Board of Directors if a member fails to abide by the Code of Conduct.
- (c) The Code of Conduct shall be reviewed each year at the meeting of the Board of Directors during the month prior to Coronation. Changes to the Code of Conduct may be made during this review.

CHAPTER XIX: DISPENSATION OF THE POLICIES & PROCEDURES

- (a) There will be times throughout the life of the ICWDC that some of the rules cannot be met. Approval of the board by a 2/3 majority, will allow members to not be in conflict with the corporation’s governing documents.

- Adopted by the Board of Directors: February 7, 2011; Ratified by the General Membership: March 7, 2011.
- 1st Revision Approved by the P&P Committee: July 25, 2011; Adopted by the Board of Directors: August 1, 2011; Ratified by the General Membership: August 1, 2011.
- 2nd Revision Approved by the P&P Committee: January 4, 2012; Adopted by the Board of Directors: January 5, 2012; Ratified by the General Membership: January 9, 2012.
- 3rd Revision Submitted/Read at the GM Meeting: August 6, 2012; Ratified by the General Membership: September 10, 2012.
- 4th Revision Submitted/Read at the GM Meeting: November 4, 2013; Ratified by the General Membership: December 2, 2013.
- 5th Revision Submitted/Read at the GM Meeting: November 3, 2014; Ratified by the General Membership: December 1, 2014.
- 6th Revision Approved by the By-Law/P&P Committee: July 20, 2015; Submitted/Read/Approved at the Board meeting: July 20, 2015; Submitted/Read at the Membership meeting: August 2015; Ratified by the Membership: September 2, 2015.
- 7th Revision Submitted/Read/Approved at the Board meeting: July 18, 2016; Submitted/Read at the Membership meeting: August 1, 2016; Pulled for Re-evaluation: August 15, 2016; Ratified by the Membership: Returned to the Committee for Review; 7th Revision Approved by the By-Law/P&P Committee²³; Submitted/Read/Approved at a Special Board meeting: March 27, 2017; Submitted/Read at the Membership meeting: April 3, 2017; Ratified by the Membership: May 3, 2017.
- 8th Revision Approved by the By-Law/P&P Committee⁴: February 15, 2018; Submitted/Read/Approved at the Board meeting: February 20, 2018; Submitted/Read at the Membership meeting: March 3, 2018; Ratified by the Membership: April 2, 2018.
- 9th Revision Approved by the By-Law/P&P Committee: June 14, 2018; Submitted/Read/Approved at the Board meeting: July 23, 2018; Submitted/Read at the Membership meeting: August 6, 2018; Ratified by the Membership: September 3, 2018.
- 10th Revision Approved by the By-Law/P&P Committee: 6/20/2019; Submitted/Read/Approved at the Board meeting: 7/15/2019; Submitted/Read at the Membership meeting: 8/11/2019; Ratified by the Membership: 9/4/2019.
- 11th Revision Approved by the By-Law/P&P Committee w/ Caveat: 3/26/2020; Submitted/Read/Approved at the Board meeting: 7/6/2020; Submitted/Read at the Membership meeting: 8/3/2020; Ratified by the Membership: 9/9/2020
- 12th Revision Approved by the By-Law/P&P Committee w/ Caveat: 4/26/2022; Submitted/Read/Approved at the Board meeting: 5/2/2022; Submitted/Read at the Membership meeting: 5/2/2022; Ratified by the Membership: 9/7/2022
- 13th Revision Approved by the By-Law/P&P Committee w/ Caveat: 5/28/2023; Submitted/Read/Approved at the Board meeting: 7/5/2023; Submitted/Read at the Membership meeting: 8/13/2023; Ratified by the Membership: 9/5/2023
- 14th Revision Approved by the By-Law/P&P Committee w/ Caveat: 5/27/2024; Submitted/Read/Approved at the Board meeting: 7/1/2024; Submitted/Read at the Membership meeting: 8/15/2024; Ratified by the Membership: 9/9/2024
- 15th Revision Approved by the By-Law/P&P Committee w/ Caveat: 6/23/2025; Submitted/Read/Approved at the Board meeting: 7/7/2025; Submitted/Read at the Membership meeting: 8/4/2025; Ratified by the Membership: 9/8/2025

²All previously tabled proposed amendments to the P&P will be addressed after Revision VIIa.

³Revision VIIa was to bring the By-Laws into compliance with Federal / DC regulations. It was a direct cut-&-paste transfer from the By-Laws to the P&P as confirmed by the ratification vote of the Membership. The revision numbering will continue as Revision VIII after this review.

⁴This revision was to approve the revised Ch XII, Responsibilities and Guidelines for Titleholders

Appendix A

Code of Conduct

P&P (*rev XII vI*)

CODE OF CONDUCT

Membership in The Imperial Court of Washington, DC, Inc. (ICWDC) carries with it certain duties and responsibilities. These duties and responsibilities include, but are not limited to the following:

1. An obligation to adhere to ICWDC Articles of Incorporation, By-Laws, and Policies & Procedures, as either may be amended from time to time.
2. An obligation to treat all fellow Court members with respect.
3. An obligation at all times when representing the Court, to behave in a responsible and professional manner, befitting of a Court Member at all functions (including but not limited to social media, out of state events, bar nights, and social gatherings) so as to not reflect adversely on the Court.
4. An obligation to see that the guest(s) of Court members attending any Court function behave in such a manner as to not reflect adversely on the Court.
5. An obligation to support all Court functions to the best ability.
6. Even if a Court Member has any disagreement with any policy, procedure or directive of the Reigning Monarchs, the Board of Directors, or the General Membership of the Court, an obligation to nonetheless be supportive of any such policy, procedure, or directive, and to follow appropriate Court procedures to express disagreement or to attempt to change any such policy, procedure, or directive.

Any Court member not adhering to this CODE OF CONDUCT shall be subject to disciplinary action by the Board of Directors. Any member accused of violating this CODE OF CONDUCT shall be entitled to notification of the alleged violation(s), either verbally or in writing, from any member of the Board of Directors, and shall have the right to be present at any Board meeting at which such member's conduct shall be discussed.

In the case of a first (1st) violation, the Board of Directors shall reprimand the member, either privately or publicly, as the Board of Directors determines appropriate under the circumstances. If the Board of Directors finds the violation of sufficient seriousness it may suspend the member's title for a period of time not to exceed three (3) months. A suspension automatically expires at three (3) months and may not be renewed unless there is another grievance for a different offense filed. If the member subsequently violates the same provision of this CODE OF CONDUCT during the same reign year, the member's title shall be forfeited permanently by the Board of Directors.

An individual may be permanently removed as a member of ICWDC by the Board of Directors. In all matters of title forfeiture and/or removal, the General Membership shall have the right to override the decision of the Board of Directors at any regular monthly meeting of the General Membership.

I have received a copy of and understand and agree to abide by this CODE OF CONDUCT.

Court Member's Court Name: _____

Court Member's Legal Name: _____

Court Member's Legal Signature: _____

Date: _____

Witnessed by: _____
(Member of the Board of Directors)

NOTE: Without a signature from BOTH the Court Member and a Member of the Board of Directors, this Code of Conduct agreement is null and void.

P&P (rev XII vI)