



THE IMPERIAL COURT OF WASHINGTON, DC

POLICIES & PROCEDURES (REV VI)

September 2, 2015

PO Box 2616
Washington, DC 20013

Website: www.imperialcourtdc.org

The Imperial Court of Washington, DC, is a 501(c)(3) organization 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

CHAPTER I: ORIGIN

Section 1.1 Purpose of this Document

- (a) 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 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.
- (b) The Board of Directors (“Board”) reserves the right to reject any application for membership with justifiable cause.
- (c) Members are encouraged to host and sponsor fundraising and social events upon approval from the Reigning Monarchs.
- (d) Members may be given special titles, awards, and/or elevations befitting their participation in the Court.
- (e) Any member who meets the requirements as found in the By-Laws may submit a Monarchial Candidate Application and be considered for the position.

CHAPTER III: PROTOCOL

Section 3.1 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 Minister of Protocol and/or the College of Monarchs for clarification.

THIS AREA INTENTIONALLY LEFT BLANK (continues)

Section 3.2 Responsibilities of the Minister of Protocol (“MOP”)

- (a) To maintain a current list of all members for protocol with their correct titles. Prior to any protocol event, the Minister of Protocol must have the list reviewed by either of the Reigning Monarchs to verify all names and titles are correct. The Minister of Protocol is responsible for ensuring in-state and out-of-state guests are announced to the dais during a protocol event.
- (b) To ensure everyone is lined up in order for Protocol presentation.
- (c) The Minister of Protocol is appointed by the Board of Directors

Section 3.3 Dress Code

- (a) At all functions your dress is important as it reflects your lineage status within the Court, your Emperor and Empress, and the regal appearance 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 black-tie / ball gown events: Czar Ball, Prince/Princess Royale 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
 - 1) For State functions (in-state/out-of-state) attire that is exclusively white, accept for attire worn during a performance, is reserved for Monarchs in recognition of the tradition as set forth by Jose Sarria, founder of the IICS, where Monarchs are required to wear white for their Coronation in a symbolic “marriage” of the monarchs to the community.
 - 2) All female titles are expected to wear formal, full length evening gowns (hemline below the ankle). If not wearing a full sleeve gown, either nails or evening length gloves that coordinate with the outfit shall be worn.
 - 3) All male titles are expected to wear either: Military uniforms (service attire), tuxedos, tails, suits or shirts/vests worn with black shoes or boots. Ties or broaches at the neck are required. No open collars or casual shirts. Colored shirt and ties may be appropriate, but check with your Monarch for preferences. White gloves are required.
 - 4) Guests wishing to walk with the Court are encouraged to adhere to the dress code above
 - 5) Friend’s-of-the-Court Titles: i.e., Friend-of-the-Court; Ambassador to the Reign; Prime Minister to the Court; etcetera; wishing to walk with the Court, should adhere to the dress code above; with the exception of required dress codes or other matters addressed in another organizations’ governing documents.
 - 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 organization represents a Royal Court in both looks and actions.
 - iv. All titles must dress in their roles to be presented at state functions. If you are a male line member you must dress in male attire and if you are a female line member you must dress in female attire.
 - 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. Standard leather attire shall include, at a minimum:
 - 1) long-sleeve leather shirt, leather tie, leather pants, polished boots (or appropriate footwear), and cover (if appropriate), or
 - 2) pressed long-sleeve oxford shirt, tie, leather pants, plain black leather vest (without patches, pins or insignias), polished boots (or appropriate footwear), and cover (if appropriate)
- ii. Formal leather attire shall include, at a minimum:
 - 1) standard leather attire
 - 2) black leather gloves
 - 3) everything is to be covered from the neck down
 - 4) 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) 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.
 - 1) If you are going to perform at a function, then you must represent you lineage: i.e., if you are a drag queen and are going to perform, then you must be in drag; if you are a male performer, then you must represent as a male, with the exception of Turn-About.
- 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 IV: TITLES¹

- (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 and Empress 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 Prince / Princess Royale. This title is the right hand to the Emperor and Empress and sometimes will represent their majesties in their absence.
- (d) The titles of Imperial Crown Prince/Princess (ICPs) are reserved for the Emperor / Empress Elect for the period between their election and their crowning at Coronation.

Section 4.1 Titles of Lineage (and order of introduction)

Male Lineage	Female Lineage	Anniversary Year	Time Held (years)
Lord	Lady	1	1
Baron	Baroness	2	2
Viscount	Viscountess	4	2
Count	Countess	6	2
Marquis	Marchioness	8	2
Duke	Duchess	10	2+
Grand Duke	Grand Duchess	Elevation	

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. Lifetime Title Holders will walk in Reign order (regardless of actual Invested title)

<i>(Arch Duke)</i> / Prince	<i>(Arch Duchess)</i> / Princess	Elevation	
Prince Royale	Princess Royale	Elevation	
Imperial Crown Prince	Imperial Crown Princess	Election	
Lifetime Title Holders	Lifetime Title Holders		
Former Monarch (Emperor)	Former Monarch (Empress)		
Reigning Monarch (Emperor)	Reigning Monarch (Empress)		

Table I: Lineage Progression

- (a) 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. 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.
- (b) 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 organization’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.

Section 4.2 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 4.3 Lifetime Titles

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

Section 4.4 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.

Section 4.5 Half Titles

- (a) The Reigning Monarchs have the right to bestow half titles to an Emperor or Empress of another Realm or Court. These titles may be bestowed at any time during their current reign.

Section 4.6 Crowns / Tiaras

- (a) Monarchs (reigning or past) are the only title holders who may wear full crowns. Emperors (reigning or past) may wear shoulder crowns. Other line members may wear ½-crowns or tiaras as follows:

Lineage Groups	Male Lineage	Female Lineage
Lord / Lady	Unable to wear crowns	Unable to wear crowns
Baron / Baroness // Viscount / Viscountess	Unable to wear crowns	Unable to wear crowns
Count / Countess	Height may not exceed 3"	Height may not exceed 4"
Marquis / Marchioness	Height may not exceed 4"	Height may not exceed 5"
Duke / Duchess	Height may not exceed 4"	Height may not exceed 5"
Grand Duke / Grand Duchess	Height may not exceed 4"	Height may not exceed 5"
(Arch Duke / Arch Duchess) // Prince / Princess	Height may not exceed 4"	Height may not exceed 5"
Prince Royale / Princess Royale	Height may not exceed 4"	Height may not exceed 5"
Imperial Crown Prince / Imperial Crown Princess	Height may not exceed 4"	Height may not exceed 5"
Emperor / Empress (Reigning/Formal)	Height - their discretion	Height - their discretion

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 or Princess wish to be crowned with and utilize the respective State ICP 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 4.7 Neck Chains (Chains of Office)

- (a) Neck chains may be worn only by reigning or past monarchs as they are considered Chains of Office.

CHAPTER V: How to Address Titles by Specific Groups

Lineage Groups	Male Lineage	Female Lineage
Lord / Lady	[Lineage Title] John Smith	[Lineage Title] Jane Smith
Baron / Baroness Viscount / Viscountess	The Honorable [Lineage Title] John Smith	The Honorable [Lineage Title] Jane Smith
Count / Countess	The Right Honorable [Lineage Title] John Smith	The Right Honorable [Lineage Title] Jane Smith
Marquis / Marchioness	The Most Honorable [Lineage Title] John Smith	The Most Honorable [Lineage Title] Jane Smith
Duke / Duchess Grand Duke / Grand Duchess	His Grace [Lineage Title] John Smith	Her Grace [Lineage Title] Jane Smith
(Arch Duke / Arch Duchess) Prince / Princess	His Highness [Lineage Title] John Smith (<i>applicable for Arch Duke</i>)	Her Highness [Lineage Title] Jane Smith (<i>applicable for Arch Duchess</i>)
Prince Royale / Princess Royale	His Royal Highness [Lineage Title] John Smith	Her Royal Highness [Lineage Title] Jane Smith
Imperial Crown Prince / Imperial Crown Princess	His Imperial Highness, [Lineage Title] John Smith	Her Imperial Highness, [Lineage Title] Jane Smith
Emperor / Empress (Reigning)	His Most Imperial Sovereign Majesty, [Lineage Title] John Smith	Her Most Imperial Sovereign Majesty [Lineage Title] Jane Smith
Former Monarchs / Regents	His Imperial Majesty, [Lineage Title] John Smith	Her Imperial Majesty, [Lineage Title] Jane Smith

CHAPTER VI: AWARDS

- (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) 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.

CHAPTER VII: OUT-OF-STATE COURT EVENTS (this includes any “Protocol” organization as well)

- (a) All members are allowed to freely attend any Out-of-State Court events. Any member whose lineage title is lower than Imperial Crown Prince / Imperial Crown Princess that attends a Protocol event (Coronation, Investitures, etc.) where no current or past reigning monarch is in attendance, must have a Letter of Introduction from the Minister of Protocol.

- i. Any member planning on attending an Out-of-State Coronation, must notify the Minister of Protocol of said attendance before any non-refundable tickets or reservations are made and no less than one week prior to the Coronation.
- (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 Emperor first and then the Empress. This not only shows respect, but unity as a Court. 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
 - 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 VIII: RESPONSIBILITIES AND GUIDELINES FOR TITLEHOLDERS

Lineage titleholders are encouraged to actively participate as follows:

Section 8.1 Lord/Lady / Baron/Baroness / Viscount/Viscountess / Count/Countess / Marquis/ Marchioness / Duke/Duchess

- (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 8.2 Grand Duke/Grand Duchess

- (a) Responsibilities and Guidelines as previously identified in Section 8.1.
- (b) Required to actively participate in the following:
 - i. Attend at least three (3) in-state fundraisers/functions (not including their own).
 - ii. Attend at least one (1) out-of-state Coronation.
- (c) Once invested, may not hold other pageant or community titles.
- (d) Failure to meet requirements for these lineage titles may result in reduction of title or other

disciplinary actions.

Section 8.3 Prince/Princess

- (a) Responsibilities and Guidelines as previously identified in Section 8.2.
- (b) Required to actively participate in the following:
 - i. Attend at least five (5) in-state fundraiser/functions (not including their own);
 - ii. Attend at least one (1) out-of-state Coronation; and
 - iii. Attend at least one (1) out-of-state fundraiser/function.
- (c) Once invested, may not hold other pageant or community titles.

Section 8.4 Prince Royale/Princess Royale

- (a) Responsibilities and Guidelines as previously identified in Section 8.3.
- (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 Prince/Princess Royale Ball;
 - ii. Attend at least one (1) out-of-state Coronation; and
 - iii. Represent the Reigning Monarchs in their absence at any in-state or out-of-state fundraiser/function.
- (c) Once invested, may not hold other pageant or community titles.
- (d) Failure to meet requirements for these lineage titles may result in reduction of title or other disciplinary actions.

Section 8.5 Lifetime Titles: Reserved

Section 8.6 Imperial Crown Prince / Imperial Crown Princess (ICP)

- (a) Responsibilities and Guidelines as previously identified in Section 8.4.
- (b) If the invested ICP 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 requirements for these lineage titles may result in reduction of title or other disciplinary actions and may preclude the ICP from stepping up.

Section 8.7 Reigning Monarchs

- (a) Responsibilities and Guidelines as previously identified in Section 8.6.
- (b) These lineage titleholders are also required to participate in the following:
 - i. Promote and produce at least two (2) 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, one of which must be our Mother Court, the

Imperial Court of New York.

- iv. Attend at least one (1) out of state fundraisers/functions (not including their 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) Will not hold civic or other titles within the Realm or the ICWDC.
- (d) Failure to meet requirements for this title may result in reduction of title or other disciplinary actions.

Section 8.8 Dowager Monarch: Reserved

Section 8.8 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, he or she may use the entire fund.
- (c) Funds may only be reimbursed for the following expenses only:
 - i. Air Fare to an out of state Coronation(s)
 - ii. Admission ticket to an out of state Coronation(s)
 - iii. Hotel room and tax, for one night 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 funds remaining in Fund at the end of the Reign are rolled over to the general fund and dispersed at the end of the Reign

CHAPTER IX: ICWDC STATE FUNCTIONS

Section 9.1 Investitures

- (a) The Reigning Monarch(s) in association with the Board of Directors must organize and host Investitures.
 - i. Investitures shall be held within thirty (30) days after Coronation: Gala of the Americas;
 - ii. The stepping down 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."

Section 9.2 Prince/Princess Royale Ball

- (a) The Prince/Princess Royale, in association with the Board of Directors must organize and host the Prince/Princess Royale Ball.
- (b) The Prince/Princess Royale shall follow procedures for Planning and Producing Events, following the guidelines set forth in “Planning an Event.”

Section 9.3 Czar Ball

- (a) The Reigning Monarch(s) in association with the Board of Directors must organize and host the Czar Ball (a Protocol event), to be hosted in Richmond, VA:
 - i. The Ball and Convention shall be held within 180 days of Coronation.
 - ii. The Reigning Monarch(s) shall designate a Charity for the Ball.
 - iii. The Reigning Monarch(s) shall receive Protocol.
 - iv. The Reigning Monarch(s) shall present the Approved Candidates for Emperor/Empress at the Candidate Announcement show, 30 days prior to the Czar Ball. This will officially open the campaign month until elections at the Czar Ball.
 - v. 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).
 - vi. The Reigning Monarch(s) shall follow procedures for Planning and Producing Events, following the guidelines set forth in Appendix B Planning an Event.

Section 9.4 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.”

CHAPTER X: 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.
- (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.”
- (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 XI: COMMITTEES

- (a) All recommendations or decisions of any Committee shall be subject to the approval of the Board of Directors unless otherwise precluded herein.
- (b) Each committee shall operate under the accepted Roberts Rules of Order.
- (c) Committee Chairs are responsible for setting the order of business and running their committee meetings.
- (d) All approved actions of the By-Law/Policies & Procedures Review Committee, Financial Review Committee and the Coronation Committee may be forwarded to the next Board meeting.
- (e) All ICWDC committees, under the direction of the chair, shall be required to report annually to the Board of Directors.

Section 11.1 By-Law/Policies & Procedures Review Committee (*standing*)

- (a) The By-Law/Policies & Procedures Review Committee shall be co-chaired by the Secretary of the Board, the Minister/Mistress of Protocol, and the Parliamentarian.
- (b) The Committee is required to convene at a minimum of once every five (5) years.
- (c) The sole purpose of the Committee is to review and make recommendations as to changes to (if applicable) ICWDC By-Laws and P&P.
- (d) The Committee shall have further responsibilities as determined by the Board of Directors.

Section 11.2 Financial Review Committee (*standing*)

- (a) The Financial Review Committee shall be chaired by the Treasurer of the Board and co-chaired by a member chosen (if member accepts) by the Board of Directors.
 - ii. The Committee shall be composed of a minimum of three (3) members: Treasurer; President, and the Member-at-Large.
- (b) The Chair may vote only in case of a tie, unless his/her vote is required to maintain a quorum on the Committee.
- (c) The Chair shall act for the Committee in its absence, subject to its review.
- (d) The Board shall be primarily responsible for the oversight, management, and allocation of

ICWDC funds generated through the activities of the organization.

- (e) The Committee shall have responsibilities as determined by the Board of Directors.
 - i. Shall also present an annual report, setting forth in full, the financial conditions 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

Section 11.3 Advertising and Public Relations Committee (*standing*)

- (a) The Advertising and Public Relations Committee shall be chaired by the Member-at-Large of the Board and co-chaired by a member chosen (if member accepts) by the Board of Directors.
- (b) The Committee shall have responsibilities as determined by the Board of Directors.

Section 11.4 Beneficiaries / Charities / Sponsorships / Donations Committee (*standing*)

- (a) The Beneficiaries/Charities/Sponsorships/Donations 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 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.
- (c) The Committee shall be responsible for maintaining records for anything/everything associated with Beneficiaries / Charities / Sponsorships / Donations.
- (d) The Committee shall have responsibilities as determined by the Board of Directors.

Section 11.5 Coronation Committee (*standing*)

- (a) The Coronation Committee (CC) shall be chaired by the Coronation Coordinator (as confirmed by the Board) and in association with the Board of Directors
- (b) The CC shall be responsible for anything/everything associated with the Coronation.
- (c) The CC shall have further responsibilities as determined by the Board and the College of Monarchs.

Section 11.6 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.

Section 11.8 Pride Committee (*ad hoc*)

- (a) The Pride Committee (PC) shall be chaired by the Reigning Monarchs.
- (b) The PC shall have responsibilities as determined by the College of Monarchs and in accordance with the P&P.

CHAPTER XII: COMMITTEE REPORTING (including Benefit Show Reporting)

- (a) All Committee Reports shall be submitted at least 72-hours in advance of any scheduled Board Meeting in order to be included in the Agenda for the next Meeting.
- (b) Any changes to the report shall be sent to the Board of Directors 48-hours prior to the GM meeting.
- (c) Benefit Show Reports shall be submitted six (6) weeks prior to the proposed show.

CHAPTER XIII: RESERVED

CHAPTER XIV: MEMBERSHIP GRIEVANCES

Section 14.1 Who may file a Grievance

- (a) Any person or organization, within or outside of the realm of ICWDC, which has concerns regarding the actions or conduct of any Court Member, officer(s), and/or Monarch(s), may write a letter of grievance.
 - i. A grievance must be filed in writing, signed by the submitting party and submitted to the Secretary and President of the Board of Directors and will be addressed to the Board of Directors.
 - 1. When the grievance is against the President or Secretary who is also a member of the College
 - A). The grievance will be addressed to the Dean of the College and the Secretary of the Board of Directors
 - 2. When the grievance is against either the President or Secretary
 - A). President: address the grievance to the Vice-President and Secretary; the Secretary will acknowledge receipt in accordance with the following
 - B). Secretary: address the grievance to the President and Vice-President; the President will acknowledge receipt in accordance with the following
 - ii. The President or Secretary of the Board of Directors will acknowledge receipt of the letter within five (5) business days, notify all parties involved, and determine if the matter can be handled at the next scheduled meeting of the Board of Directors; or if a special meeting needs to be called in accordance with ICWDC By-Laws.
 - iii. The Secretary will notify the parties involved of the meeting in accordance with ICWDC By-Laws.
 - iv. If the grievance is against a member of the Board or College, that individual must recuse themselves from the discussion and their vote will be recorded as an abstention.

Section 14.2 Addressing the Grievance

- (a) The grievance will be addressed during the “New Business” portion of the Board Meeting and the Letter of Grievance will be read in open session and entered into the official record of the Court; unless it is deemed necessary to move into an Executive Session (see (ii) below) due to the nature of the grievance.

- i. The Board of Directors will hear from all parties involved in the grievance individually and may ask questions to clarify the events surrounding the grievance.
 - 1) The Dean of the College of Monarchs will be notified if the grievance is against the Reigning Monarchs, a member of the College, or a lifetime title holder.
- ii. The Board of Directors may go into executive (closed) session to discuss the grievance, deliberate the outcome, and decide any punishment. To allow members of the Board to speak freely, minutes will not be taken during this executive session.
 - 1) If the grievance is against the Reigning Monarchs, a member of the College, or a lifetime title holder; the College of Monarchs will have one collective vote, which will be cast by the Dean of the College or the Recording Secretary of the College in his absence, when deciding the facts and the punishment.
 - 2) Members of the College of Monarchs will be allowed to be present, deliberate the facts and advise punishment; but only the Dean or Recording Secretary (as the case may be) of the College of Monarchs will be present when the vote is taken.
- iii. The Board will inform all parties involved in the grievance of the outcome in open session and it will be entered into the official record of the Court. If one of the parties is not present at the meeting, the Board will notify that individual in writing of the outcome.
- iv. Any one privileged to the executive session shall refrain from discussing any matters disclosed in executive session with any person outside of the Board of Directors of ICWDC.

Section 14.3 Disciplinary Actions

- (a) The Board of Directors may take disciplinary action against a member as a result of a grievance. Some of the options available to the Board of Directors are:
 - i. Reprimand: A member may be reprimanded either in writing or in person.
 - ii. Suspension of Title: An individual's title may be suspended for no more than three (3) months.
 - 1) A suspension automatically expires at 3 months and may not be renewed unless there is another grievance for a different offense filed.
 - iii. Forfeiture of Title: If the member subsequently violates the same provision of the Code of Conduct (Appendix A) during the same reign year, the member's title shall be forfeited permanently by the Board of Directors.
 - iv. Removal: An individual may be permanently removed as a member of the ICWDC by the Board of Directors by a majority vote of at least three (3) affirmative votes.
 - v. The GM override includes instances they feel the Board Decision doesn't reflect the severity of the infraction: a GM override will send the Disciplinary Action back to the Board with recommendations / reevaluation. The Board will then reconvene and deliberate. The outcome of the second review is final / reevaluation.
 - 1) The intent to initiate an override shall be submitted to the Vice-President 48-hours in advance of the next regular monthly meeting of the General Membership in order to be included in the Agenda for that Meeting.

- 2) The GM override includes instances they feel the Board Decision doesn't reflect the severity of the infraction: a GM override will send the Disciplinary Action back to the Board with recommendations for a more justified punishment.

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

Section 15.1 Procedures

- (a) Any member of the organization 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 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 organization. No voting will occur on the first reading.
 - ii. 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.
 - iii. 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.

CHAPTER XVI: CODE OF CONDUCT (Appendix A)

- (a) Every member of ICWDC is required to submit a completed and signed copy of the Code of Conduct and a new/renewal 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.

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

Appendix A

Code of Conduct

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 to behave in a professional and responsible manner at all Court functions.
4. An obligation to see that the guest(s) of Court members attending any Court function behave in such a manner as to not embarrass the Court or reflect adversely on the Court.
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.
7. In the case of the Reigning Monarchs of the Court, an obligation to, at all times, behave in a professional and responsible manner so as not to embarrass the Court or reflect adversely on the Court.

Any Court member not adhering to this CODE OF CONDUCT shall be subject to disciplinary action by the Board of Directors. 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, the application for membership is null and void.