



1 **Policies & Procedures of the Imperial Royal Sovereign Court of the Desert Empire, Inc.**

2 **PREAMBLE**

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4 The Board of Directors and the General Membership of the Imperial Royal Sovereign Court of the Desert Empire,  
5 Inc., hereafter known as “The Corporation”, hereby adopts the following “Policies & Procedures” in conformity with  
6 the “Charter,” “Articles of Incorporation”, “Bylaws” and the “Chronicles of the Imperial Proclamations and  
7 Traditions”, hereafter known as The Chronicles. These adopted Policies and Procedures are binding upon all  
8 members of The Corporation.

9 **ARTICLE I: DEFINITIONS**

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11 **Felonious Acts** – Criminal Acts which were adjudicated by a legal hearing and received or pleaded a guilty verdict  
12 resulting in a felony conviction.

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14 **Title Qualifications** – Tasks, expectations, and duties assigned to any individual who is aspiring to an imperial title.  
15 These tasks, expectations, and duties are required to be complete in order to be eligible to run for, be appointed to,  
16 or seek the correlation title.

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18 **Title Requirements/Duties** – Tasks, expectations, and duties assigned to reigning titleholders that must be  
19 completed by the end of his/her/their reign in order to successful step-down and retain the title and all benefits  
20 associated with the title. For example, it is a requirement for Reigning E’s, ICPR’s, and IGD to attend Reno’s  
21 coronation in order to successfully step-down and receive their lifetime title and honorary member status.

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23 **Qualifications** – Tasks, expectations, and duties that must be completed by a specified deadline as defined in the  
24 governing documents in order to be eligible for a candidacy, nomination, elected title, or appointment. If  
25 qualifications are not met, a person is not eligible. For example, in order to be eligible for appointment to ICPR, a  
26 person must have hosted or put on two fundraising events in the past year.

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28 **Shall** - An imperative command; has a duty to or is required to. For example, the notice shall be sent within 30  
29 days. ‘Shall’ is used in the mandatory sense.

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31 **ARTICLE II: MEMBERSHIP**

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33 **SECTION 1: RIGHTS AND LIMITATIONS**

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35 **1. Active Membership:**

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37 a. Must be 21 years of age or older.  
38 b. Must pay full membership yearly dues as set by the Board of Directors.  
39 c. Must reside and maintain domicile in Clark, Lincoln, or Nye County.  
40 d. Has the right to full participation in court activities.  
41 e. Has the right to make motions and be elected to corporate office.  
42 f. Shall be eligible to vote at monarch elections either in person at the ballot box or by absentee ballot.  
43 g. Any persons receiving a family line title, must also be an active member or Lifetime Title Holder.  
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The Policies and Procedures of The Corporation were approved by a majority vote of the Active Membership on June 7th, 2023. These bylaws will take effect on June 8th, 2023, with the Board of Directors’ ratification.



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**2. Associate Membership:**

- a. Must be older than 18 years of age and under 21 years of age.
- b. Must pay a half membership rate for yearly dues as set by the Board of Directors.
- c. Must reside and maintain domicile in Clark, Lincoln, or Nye County.
- d. Has the right to participate in court functions as long as they meet the minimum age requirements by law and by the establishments holding the functions.
- e. Does not have the right to make motions or be elected to corporate office.
- f. Shall be eligible to vote at monarch elections either in person at the ballot box or by absentee ballot.

**3. Honorary Membership:**

- a. The Board of Directors may grant honorary membership to groups or individuals who have made significant contributions to The Corporation lasting for the period of the current reign and expiring at the first general membership meeting following coronation.
- b. Honorary membership with the right to vote either in person at the ballot box or by absentee ballot, regardless of residency, shall be conferred upon all good standing, past
  - i. Emperors/Empresses/Emprexes
  - ii. Imperial Crown Prince/Princess/Princet Royales
  - iii. Imperial Grand Dukes/Duchesses/Duchexes
- c. Honorary membership is extended to those persons having received Citizens for Life distinction from a reigning Monarch.
- d. Honorary members have the right to participate with The Court activities
- e. Honorary members do not have the right to make motions or be elected to a corporate office.
- f. The title of Citizens for Life bestowed by a Monarch is an honorary membership who may vote if they are physically present at the balloting location **or at the Out-of-Town show during coronation weekend if they have not yet voted. (amended 12/02/2023, effective 01/02/2023)**

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**ARTICLE III: SOCIAL MEDIA**

The World Wide Web presence of The Corporation including, but not limited to, the website (www.ircsdei.org), all content and support files, web hosting arrangements, domain name registration, and all social media accounts will be owned solely by The Corporation and governed by the Board of Directors. The Webmaster will be appointed by the President and approved by the Board of Directors at the first Board of Directors meeting in January. The website and social media accounts should be updated regularly.

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**ARTICLE IV: COUNCIL OF MONARCHS**

**SECTION I: ESTABLISHMENT**

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The Council of Monarchs, also referred to as "Council", is established as follows:

- 1. Under no circumstance will an individual of the Council and/or the Council as a whole be able to make decisions for the Corporation, bind the Corporation in contracts or agreements, and/or hold the Corporation liable for any action.

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2. The Council will maintain the Chronicles and Traditions of the Organization. Any changes to the Chronicles and Traditions must be approved by the Board of Directors at the first available meeting of the Board.
  3. The Council shall act in an advisory capacity to the Board of Directors, Reigning Monarchs, and family line.
  4. The Council may establish their own Policies and Procedures for their own operation which shall not supersede or impede on The Corporation's Bylaws, Policies and Procedures, or board votes and decision.
  5. If there is a conflict between the Council documents and the Corporation documents, the Corporation documents shall be the deciding factor.
  6. Membership in the Council of Monarchs is not automatic and will follow the below requirements:
    - a. Must meet the qualifications for active membership in the Corporation, as stated in the Bylaws and Policy and Procedures, and maintain that membership each year.
    - b. Must be a previous Monarch, in good standing, of the Corporation or previous Imperial Crown Princess/Prince Royale in good standing.
    - c. Must submit an application for membership in the Council and pay any fee's associated with membership in the Council.
    - d. These membership requirements must be renewed each year at the beginning of the Corporation year.
  7. The responsibilities of the Council are as follows:
    - a. The Council shall be responsible for mentoring and guiding reigning monarchs and aspirants in their duties, responsibilities, and fundraising efforts.
    - b. The Council shall elect a "Dean of the Council" at the beginning of each year. The Dean of the Council shall sit as a voting member on the Board of Directors as a representative of the Council.
  8. The Council of Monarchs will hold their meetings in every odd numbered month.
  9. The Dean of the Council will be required to prepare and submit to the Board of Directors a report of their meeting at the next Board Meeting held by the President of the Corporation.

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## ARTICLE V: BOARD OF DIRECTORS

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### SECTION I: BOARD ELECTIONS

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1. At the first General Membership meeting following Coronation, the President will preside over a meeting for the Election of Officers. Nominations will be accepted for President, Vice-President, Secretary and Treasurer, depending on the election year, or to fill any vacancies that occur, as well as the Members-at-Large seats A, B, C and D.
  2. Nominees will have up to two (2) minutes for a candidate speech to the General Membership. Ballots will be prepared with the Director positions listed, followed by a blank line.

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- 137 3. A secret ballot vote will take place and be counted by the Elections Committee. The President will then
- 138 announce the new Board of Directors to the General Membership.
- 139
- 140 4. The Monarchs, ICPRs, and Dean will be voting members of the Board of Directors but will be seated by special
- 141 means separate from the election of Officers.
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- 143 5. If there is not a second person nominated for a vacant position then no vote will need to be taken as the only
- 144 person nominated will fill the position to which they were nominated for.
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146 SECTION II: QUALIFICATIONS FOR BOARD SEAT

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148 **Executive Officers (4 Officers):**

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- 150 a. Be an active member of the corporation for one full year within the past three (3) years.
- 151 b. Maintain a continual domicile within Clark, Lincoln, or Nye Counties in the State of Nevada.
- 152 c. Be present at the meeting in which the nomination occurs.
- 153 d. Must have lived in Clark, Lincoln, or Nye County for an entire year immediately leading up to the date
- 154 of nomination.
- 155

156 **2. Imperial Officers (Up to six (6) Officers):**

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158 Imperial Officer Seats are only filled when there are reigning individuals with the imperial titles of Emperor,  
 159 Empress, Emprex, Imperial Crown Prince Royale, Imperial Crown Princess Royale, Imperial Crown Princet Royale.  
 160 In the event that more than one person may hold the same imperial title, only one of them may sit on the board of  
 161 directors.

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- 163 a. Must be the reigning Emperor, Empress, and Emprex
- 164 b. Or Must be an assigned reigning ICPR (Prince/Princess/Princet) meeting qualifications for
- 165 appointment.
- 166 c. Must maintain a continual domicile within Clark, Lincoln, or Nye Counties in the State of Nevada.
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168 **3. Member-At-Large (MAL):**

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- 170 a. Be an active member of the corporation during any previous reign within the past five (5) years
- 171 b. Be a current active member.
- 172 c. Be present at the meeting in which they are nominated.
- 173 d. Maintain a continual domicile within Clark, Lincoln, or Nye counties in Nevada.
- 174

175 **4. Council Representative Member:**

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- 177 a. Must be a member in good standing of the Council of Monarchs.
- 178 b. The Council of Monarch's may appoint one person as the Dean of the Council to sit as a voting
- 179 member on the Board of Directors.
- 180 c. The Dean must maintain a continual domicile within Clark, Lincoln, or Nye Counties in Nevada.
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182 SECTION III: LIMITATIONS

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- 184 1. Due to the responsibilities of the Executive Committee, no member of the Executive Committee shall sit on the  
185 board of Directors of any other non-profit organization.  
186 2. If an Executive Officer plans to apply for a monarch position, he/she/they must resign the executive seat on the  
187 board of directors prior to candidate interviews.  
188

## 189 SECTION IV: VACANCY

- 190 1. If any position on the board of directors becomes vacant:  
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192 a. The president shall announce the vacancy, to the general membership, no later than three (3) days  
193 after the Board of Directors meeting in which the vacancy was announced.  
194 b. If the vacant position is the President seat, the Vice-President shall carry out these duties and preside  
195 over Board Business until a new President is elected.  
196 c. The announcement to the general membership shall include:  
197 1. The position that is vacant.  
198 2. The date that the position became vacant.  
199 3. The process and steps that the board must take to fill the position.  
200 4. The qualifications for any persons interested in filling the position.  
201 5. Outline the term limits, explaining that the successor will only fill the role for the remainder of the  
202 vacated term and cannot run for the same position at the end of the term.  
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## 205 SECTION V: ABSENCES

- 206 1. An excused absence in one in which the board member presents to the President and Vice-President that  
207 he/she/they will not be in attendance, at least 24 hours in advance due to work, family, medical, or court related  
208 causes. In order for the absence to be considered excused, the board member must also provide his/her/their  
209 board report(s) at the time of notifying the President and Vice-President of his/her/their absence.  
210  
211 2. If the member did not provide at least a 24 hour advanced notice to the President and Vice-President, he or she  
212 has until the following board meeting to provide a written excuse with acceptable proof of a valid absence (ie a  
213 doctor's note).  
214  
215 3. Any board member that reaches three unexcused absences within a rolling one year period, his/her/their seat  
216 will be considered vacant.  
217  
218 4. Any board member with six or more excused absences in a rolling year will be required to review by the  
219 executive committee to determine if he/she/they may remain on the board.  
220  
221 5. The President shall accept any board member that is unable to be physically present at a board meeting to call  
222 in via conference call or video call with all voting rights and privileges. The board member calling in must have  
223 submitted his/her/their report to the board via electronic mail at least 24 hours in advance, or this shall be  
224 considered an unexcused absence.  
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## 227 SECTION VI: VOTING

- 228 1. A member of the Board of Directors must be present in person or via conference call or video call in order to  
229 cast a vote.  
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2. The President may call for an electronic vote when he/she/they can ensure a 24 hour electronic discussion regarding the topic of the vote. During an electronic vote, a quorum is automatically assumed.
  - a. The process of conducting an electronic vote is as follows:
    1. The President shall present to the entire sitting board, via electronic written communication, the topic on which he/she/they intend to call for an electronic vote.
    2. One board member must make a motion, calling for the vote.
    3. A second board member must second the motion.
    4. The president must accept the seconded motion and open the topic up for 24 hours of electronic discussion, notifying the members when the time deadline will complete.
    5. At the 24 hour mark, the President may opt to extend the period of discussion or call for a vote.
    6. Each board member will have 12 hours to respond to the discussion with a yay or nay vote.
    7. The 12 hour voting window must include the hours of 8am through 6pm.
    8. Unless, otherwise defined in the Bylaws or in these Policies and Procedures, a simple majority of affirmative votes will pass the motion.
    9. The President will announce the Motion and the voting record, stating pass or fail at the end of the 12 hour voting window.
    10. Non-votes due to absences at in-person meetings or not submitting a vote in electronic votes will not be included in the overall vote count, determining the threshold for pass or fail.
    11. The Secretary shall present the item and the results of the vote on the topic for the record in their monthly report at the next board meeting.

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## SECTION VII: REPORTS

All board members and committee chairs are required to submit a written monthly report to the board of directors no later than forty-eight (48) hours prior to the monthly meeting. If the report is not submitted on time, then a paper copy must be presented at the commencement of the monthly meeting. Failing to submit a monthly report will be considered an unexcused absence.

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## SECTION VIII: REMOVAL FROM THE BOARD

Officers and board members may be removed by a 2/3<sup>rd</sup> vote of the active membership. A quorum of 2/3<sup>rd</sup> of the Active Member must be present for a Removal vote to take place. Members who become active after the motion for Removal shall not be considered in the pool of eligible voters nor count against the quorum. For an Removal motion, actual physical evidence for cause of motion must be made available at the time of motion and at the Removal meeting. Hearsay, conjecture, opinion, and general dislike are not great enough cause for Removal.

### **Removal process:**

1. If a motion for Removal is made and seconded by a board member or active member at a board meeting, the highest board executive, not being impeached, shall ask the member being impeached if he/she/they would like to resign effective immediately.
2. If he/she/they do not wish to resign, the highest board executive, not being impeached, will table the motion to attain quorum at a date he/she/they identify at the time of tabling within the next thirty (30) days.

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- 279 3. The Organization must put out a statement to the active membership within twenty four (24) hours via email  
280 presenting:  
281 a. The motion on the table  
282 b. The process of Removal  
283 c. The date of the meeting  
284 d. Requesting all active members attend the meeting  
285
- 286 4. At the Removal Meeting, all active members must check in with the Secretary (or Vice-President should the  
287 Secretary be the person being impeached) to ensure they are active qualifying voters.  
288
- 289 5. The secretary (or Vice-President) shall read the motion, the second, and the email sent to active membership  
290 requesting their presence.  
291
- 292 6. The Secretary (or Vice-President) shall then verbally announce to the Board of Directors how many people are  
293 in the Active Membership, how many have checked in, and what the quorum required is.  
294 7. If a quorum is not met, the highest executive board member not being impeached must announce that quorum  
295 was not met and that the membership cannot obtain an affirmative vote. The Removal charges must be  
296 dropped.  
297
- 298 8. If a quorum is met, the highest executive board member not being impeached will announce that quorum is met  
299 and will introduce the charging person(s) to make his/her/their case on the reason for motion. This person will  
300 present the case with physical evidence.  
301
- 302 9. The highest executive board member not being impeached will then present the person who is subject of the  
303 meeting, allowing him/her/them to present a defense.  
304
- 305 10. Once all discussion is complete, the highest executive board member not being impeached will read the  
306 section(s) of the Bylaws or Policies and Procedures that are directly related to the matter.  
307
- 308 11. The highest executive board member will then pass out ballots and pens to the entire voting active membership  
309 and call for a vote.  
310
- 311 12. Once all ballots are in, the Secretary and Treasurer (Vice-President if one of the other two are the subject of the  
312 Removal) shall excuse themselves to count the ballots. When the ballots are counted, the Secretary (or Vice-  
313 President) will write the results on a sheet of paper and present it to the President (or Vice-President).  
314
- 315 13. The President (or Vice-President) will read the results out loud to the active membership.  
316

## 317 SECTION IX: ADDITIONAL DUTIES & RESPONSIBILITIES

318 The President, Vice-President, Secretary, Treasurer, Members-at-Large, Reigning Monarchs, Reigning ICPRs (only  
319 one of each title), and the Dean of the Council are all voting members on the Board of Directors.  
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### 321 **PRESIDENT**

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- 324 1. Shall be the Chief Executive Officer of the Corporation, elected by a majority vote of the active membership at a  
325 duly conducted election.  
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- 327 2. Shall represent The Corporation on matters of policy, at the discretion of the Board of Directors.  
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- 329 3. Shall provide introductory comments at Coronation and a President's Letter in the Coronation Program.
- 330
- 331 4. Shall conduct or delegate the swearing in ceremony for the new Monarch(s) at the appropriate time.
- 332
- 333 5. Shall place on the agenda for the Board of Directors meeting in May, a six (6) month evaluation of the Reigning
- 334 Emperor and Empress, to be ran by the Dean of the Council.
- 335
- 336 6. May act as the registered agent for The Corporation.
- 337
- 338 7. Shall schedule and prepare agendas for the Board of Directors meetings.
- 339
- 340 8. May hold the second key to the Corporate Storage Unit and Post Office Box or may appoint another to do so.
- 341
- 342 9. Shall jointly appoint chairs of all committees with the Reigning Monarchs unless otherwise specified by the
- 343 Bylaws or these Policies and Procedures.
- 344 10. May create additional committees as deemed necessary.
- 345
- 346 11. Shall deliver to his/her/their successor all Corporation records, property, access, and passwords in their
- 347 possession within forty eight (48) hours of vacating the seat.
- 348
- 349 12. Participate in the annual budget process with the executive board and the Reigning Monarchs.
- 350
- 351 13. Maybe the second signature on all contracts and agreements authorized by the Board of Directors, unless this
- 352 person is related to, romantically involved with, or resides in the same household as the Secretary.
- 353

354 **VICE PRESIDENT**

- 355 1. Shall be elected by a majority vote of the active membership at a duly conducted election.
- 356
- 357 2. Will be responsible for and keep possession of a key for The Corporation Storage unit.
- 358
- 359 3. Will be responsible for creating and keeping inventory of the court property and location of said property.
- 360
- 361 4. May act as a registered agent for The Corporation.
- 362
- 363 5. Will be responsible for maintaining and reporting to the Board of Directors on the 501c3 status.
- 364
- 365 6. Participate in the annual budget process with the executive board and the Reigning Monarchs.
- 366
- 367 7. May sign check jointly with the Treasurer unless this person is related to, romantically involved with, or resides
- 368 in the same household as Treasurer.
- 369
- 370 8. Shall deliver to his/her/their successor all Corporation records, property, access, and passwords in their
- 371 possession within forty eight (48) hours of vacating the seat.
- 372
- 373 9. Maybe the second signature on all contracts and agreements authorized by the Board of Directors, unless this
- 374 person is related to, romantically involved with, or resides in the same household as the Secretary. +

375 **SECRETARY**

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- 372 1. Shall be elected by a majority vote of the active membership at a duly conducted election.
- 373 2. Will maintain the standardized forms with accuracy and submit proposed revisions to the Board of Directors for  
374 approval including, but not limited to, applications for Emperor/Empress/Emprex, and Membership list.  
375
- 376 3. Will be responsible for and maintain possession of a key to The Corporate Post Office Box (except as  
377 stipulated in the section for elections).  
378
- 379 4. Maintain the Official Membership Rolls of The Corporation and highest titles bestowed.
- 380 5. May act as a registered agent for The Corporation.
- 381 6. Participate in the annual budget process with the executive board and the Reigning Monarchs.
- 382 7. May sign check jointly with the Treasurer unless this person is related to, romantically involved in, or resides in  
383 the same household as Treasurer.  
384
- 385 8. Shall be the Official Signature on all official and legal documents, contracts, and agreements authorized by the  
386 Board of Directors.  
387
- 388 9. Shall receive and respond to correspondence directed to the corporation.
- 389 10. Be in possession of the corporate seal.
- 390 11. Shall deliver to his/her/their successor all Corporation records, property, access, and passwords in their  
391 possession within forty-eight (48) hours of vacating the seat.  
392

393 **TREASURER**

- 394 1. Shall be the Chief Financial Officer of The Corporation
- 395 2. Shall maintain all financial records
- 396 3. Shall deposit all monies and other valuable depositories as designated by the Board of Directors within two (2)  
397 banking days.  
398
- 399 4. Will provide a complete analysis of Budget versus Actual Income & Expense of the Coronation weekend ball at  
400 the January Board of Directors' meeting.  
401
- 402 5. Will submit to the Gaming Control Board any applications for 'games of chance' approval as required by state  
403 law that may be required for the normal operation of court fundraisers.  
404
- 405 6. May act as a registered agent for The Corporation.
- 406 7. Participate in the annual budget process with the executive board and the Reigning Monarchs, and present the  
407 budget at the March board meeting, indicating anticipated income, and expenses for the reign as well as any  
408 restricted funds or outstanding debts of the Corporation.  
409
- 410 8. Will be the primary signature on all banking accounts and checks. The Secretary and Vice-President may be  
411 additional signatures on banking accounts and checks so long as they are not related to, romantically involved  
412 with, or residing in the same household as the Treasurer.  
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9. Shall deliver to his/her/their successor all Corporation records, property, access, and passwords in their possession within forty-eight (48) hours of vacating the seat.

**EMPEROR, EMPRESS, AND EMPREX (Imperial Members, also referred to as Reigning Monarchs)**

- 1. Will Appoint the Coronation Ball Chair with the Board of Directors’ approval within 60 days of their election.
- 2. Be responsible for bestowing titles and other recognition(s).
  - a. No bestowed title shall be higher than or equal to that of the Reigning Monarchs.
  - b. Person’s receiving a family line titles must be an active member, or lifetime member.
- 3. The Imperial Monarchs shall serve as the Chief Marketing Officer of The Corporation and the Head(s) of State representing, when available, at all other major GLBTQ Events within the Empire.
- 4. The Imperial Monarch(s) are required to attend all meetings, functions, and activities of The Corporation excused only for work, illness or other authorized absences by the Board of Directors and shall officiate at all of The Corporation court meetings.
- 5. Shall maintain, update, and post regularly on social media accounts (or appoint a designee to), including but not limited to:
  - a. Creating events on social platforms to invite the public to fundraisers
  - b. Share photos and videos of fundraising efforts
  - c. Share information about titles bestowed, court history, and birthday wishes
- 6. Disburse the funds raised by the reign by February 1<sup>st</sup> of the following reigns year. If they are not disbursed by February 1<sup>st</sup> the board will disburse the funds to the approved charities for that reign.
- 7. All funds raised from any show or event for disbursement, such as a Divestitures Show shall be split equally between the scholarship fund and the benevolent fund.
- 8. Shall deliver to his/her/their successor all Corporation records, property, access, and passwords in their possession within forty-eight (48) hours of vacating the seat.

**IMPERIAL CROWN PRINCE/PRINCESS/PRINCET ROYALE (Imperial Members, also referred to as ICPRs)**

- 1. Shall be the Deputy Marketing Officers of the Corporation and act on behalf of the Reigning Monarchs with voting rights (if more than one of each ICPR title is bestowed, only one of each title may sit on the board).
- 2. The ICPR(s) are required to attend all meetings, functions, and activities of The Corporation excused only for work, illness or other authorized absences by the Board of Directors and shall officiate as the Monarch’s deputies at all of The Corporation court meetings
- 3. Chair the Fundraising, Titles, and Competitions committee under the guidance of the Monarchs.
- 4. Shall deliver to his/her/their successor all Corporation records, property, access, and passwords in their possession within forty eight (48) hours of vacating the seat.

**MEMBERS-AT-LARGE (MaL)**

.....  
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467 There shall be five (5) Members-at-Large (MaL) elected from the active membership, by a majority of votes cast.  
468 The member positions are A, B, C, and D.

- 469
- 470 1. Shall assist in management of The Corporation.
- 471
- 472 2. Shall be a voting member at board meetings.
- 473
- 474 3. Assist in the development of the Bylaws and Policies and Procedures.
- 475
- 476 4. Enter into contracts with independent contractors and businesses with the approval of the Board of Directors.
- 477
- 478 5. Join committees as assigned by the President and Monarchs.
- 479
- 480 6. Perform all other duties as assigned by the President and/or Board of Directors.
- 481
- 482 7. Shall deliver to his/her/their successor all Corporation records, property, access, and passwords in their
- 483 possession within forty-eight (48) hours of vacating the seat.
- 484

485 **DEAN OF THE COUNCIL**

486  
487 The Dean of the Council shall be appointed to the Board of Directors by the Council of Monarchs

- 488
- 489 1. Shall assist in management of The Corporation.
- 490
- 491 2. Shall be a voting member at board meetings.
- 492
- 493 3. Assist in the development of the Bylaws and Policies and Procedures.
- 494
- 495 4. Shall deliver to his/her/their successor all Corporation records, property, access, and passwords in their
- 496 possession within forty-eight (48) hours of vacating the seat.
- 497
- 498 5. Shall initiate the Regency process in the instance that there are no Imperial Monarchs.
- 499
- 500 6. Shall be the collective voice of the Council to the board for guidance, recommendations, and suggestions.
- 501

502 **ARTICLE VI: COMMITTEES**

503  
504 **SECTION I: COMMITTEES**

505  
506 The standing committees of the Corporation are as follows:

- 507 1. Coronation (nominated by the Reigning Monarchs and approved by the Board of Directors)
- 508 2. Elections
- 509 3. Finance Committee (Treasurer is the chair of this committee)
- 510 4. Fundraising, Titles, & Competitions (ICPRs are the Chairs of this Committee)
- 511 5. Membership (Secretary is the Chair of this Committee)
- 512

513 The president and reigning monarchs may create additional committees as needed.  
514

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515

516 SECTION II: PROCEDURES

517

518 All Standing Committees are appointed by the President jointly with the Reigning Monarchs and will be established  
519 at the first annual Board of Directors meeting and will stand for one (1) year, with the exception of the Coronation  
520 Committee, of which the Chair(s) will be chosen by the Reigning Monarchs with the Board of Directors approval.  
521 No committee will consist of more than eight (8) members, which does not include the chair of that committee  
522 excluding the Coronation Committee.

523

524 A quorum, greater than fifty percent (50%) of the committee members, will Be present to conduct any committee  
525 business except for the Elections Committee in the process of monitoring the election process.

526

527 All committee chairs will submit a monthly written or electronic report to the Board of Directors 48 - 72 hours prior to  
528 the Board meeting. Addendums to submitted reports will be given at the Board of Directors' meeting. If no activity  
529 occurs, committee chairs will submit a no activity report to be entered into the records of the Board meeting.

530

531 Committee chairs will submit a list of committee members to the President.

532

The Coronation Ball Chair will submit a list of committee members to the Reigning Monarchs for their approval.

533 SECTION III: GOVERNING DOCUMENTS COMMITTEE

534

535 1. Submission:

536

537 a. As may be required by the normal business of The Corporation, the Active, Associate, and Honorary  
538 Memberships, may submit amendments of the By-laws and Policies and Procedures in writing via  
539 email to [govdocs@irscdei.org](mailto:govdocs@irscdei.org) (or other board approved email address), at any time. The Secretary is  
540 responsible for safe keeping of submissions until the President convenes a Governing Documents  
541 Committee. The amendment process shall follow the rules set forth in these Policies and Procedures.

541

542 2. Committee Initiation:

543

544 a. At any point between January and September, the President may initiate a Governing Documents  
545 Committee to review proposals submitted by the general membership. Once this committee has been  
546 formed, the Secretary will send out an email to all members of The Corporation, stating that the  
547 President as formed the Governing Documents Committee and publicly welcoming emails with  
548 proposed changes to the governing documents, to be submitted to the Board of Directors within two (2)  
549 weeks of the email notification.

548

549 3. Review Process:

550

551 a. Once the two (2) week collection period has completed, the committee shall be provided all proposals  
552 that the board has received since the last Governing Documents Convention.

553

554 b. The President shall schedule a Governing Documents Review meeting for thirty (30) days after the  
555 collection period has ended. The committee will have this period of time to review and create amended  
556 governing documents.

556

557 c. The Committee will present the newly drafted documents to the board at the Governing Documents  
558 Review meeting for feedback and suggested adjustments by board members. At the end of this  
559 meeting, the President shall schedule a Governing Documents Convention fifteen (15) days later.

559

560 d. The Secretary will then email the active membership within twenty-four (24) hours, notifying them of the  
561 date of The Governing Documents Convention, providing the process for amending the documents,  
562 and stressing the importance that all active members attend the convention to submit a vote in order to  
meet quorum.

561

562 e. The Committee will use the fifteen (15) days to make final adjustments based on the board feedback  
and will present the final draft to the general membership at The Governing Documents Convention.

.....  
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4. The Governing Documents Convention
  - a. All Active Members shall check in with the Secretary so that the Secretary can check for membership status and keep count for quorum.
  - b. Copies of the newly proposed governing documents will be distributed to all active members to review at the convening of The Governing Documents Convention.
  - c. After active members have had 30 minutes to review the new documents the President will open the convention, welcoming all active members, introducing the board of directors and the Governing Documents Committee Members.
  - d. The Secretary will then announce the total number of Active Members in The Corporation, the number of Active Members needed to be present to meet quorum, and the number of active members that checked in.
  - e. If quorum is not met, The President will announce a new Convention Date within one week, the Secretary will email the new date, announcing that quorum wasn't met, to the Active Membership.
    - i. If quorum is not met the second time, the vote will immediately shift to the board of directors.
    - ii. Three-quarters ( $\frac{3}{4}$ ) of the Board of Directors must be present at the Convention to form a quorum.
    - iii. If the quorum is not met by the Board of Directors, the amendments do not pass and the process has ended.
    - iv. If the quorum is met by the Board of Directors, there must be three-quarters ( $\frac{3}{4}$ ) of the present board members voting in the affirmative for the amendments to pass. If they do not pass, the process has ended.
  - f. If quorum is met by the Active Membership, the President will pass out ballots and pens, allowing an anonymous yes or no vote.
  - g. The Treasurer and Secretary will collect all votes, leaving the room to count them.
  - h. The Secretary will provide the results on a written piece of paper to the President who will then read the counted results to the active membership.
5. The President may also choose to call for an open electronic vote to the membership.
  - a. If the President calls for an open vote of the active membership, the number to ratify the changes will be two thirds ( $\frac{2}{3}$ ) of the submitted qualified votes.
  - b. Members that submit a vote but provide their legal name as it appears on their current membership application.
  - c. Submitted votes shall only be from active members.

Quorum:

1. For the purpose of amending the by-laws, a quorum exists when two-thirds ( $\frac{2}{3}$ rds) of the Active Membership is in attendance at a General Membership meeting which was called by the President for a review of the amendments.
  - a. Two attempts shall be made to obtain a quorum of the general membership, if the quorum cannot be obtained, the vote will pass to the board of directors.
  - b. The board of directors must obtain a three-quarter ( $\frac{3}{4}$ ) quorum of the directors in order to open a vote.
  - c. The amendments must receive an affirmative vote by three-quarters ( $\frac{3}{4}$ s) of the present directors in order to pass.

Approval:

1. Approval of amending the governing documents must pass by two-thirds ( $\frac{2}{3}$ ) of the voting active membership.
2. In an instance when approval has been passed to the Board of Directors as outlined in the By-laws, three-quarters ( $\frac{3}{4}$ ) of the present directors must vote in the affirmative to pass the amendments.
3. New, approved amendments will go into effect at the first General Membership meeting following Coronation.
4. The committee shall submit the final version of the Bylaws and/or Policies and Procedures to the Board of

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614 Directors, to be posted on the website within thirty (30) days.

- 615 5. The Secretary shall notify of the new Governing Documents to the entire General Membership via the  
616 Court's Social Media Account and Email.

617  
618 Failure to Pass:

- 619 1. If the amendments do not pass, the Secretary shall email the entire General Membership stating that the  
620 amendments to the Governing Documents did not pass and there will be no changes to the documents for  
621 the current year.  
622 2. The President may convene a new committee no sooner than the following year for a new revision of the  
623 governing documents.  
624  
625

626 SECTION III: MEMBERSHIP COMMITTEE  
627

628 This committee is chaired by the Secretary. After the first general membership meeting in December following  
629 Coronation, any member who has not renewed their membership, will be contacted by the Membership Committee.  
630 The Membership Chair will process and record all completed and paid applications. A copy will be given to the  
631 Treasurer and an additional copy, signed by a board member will be given back to the member to serve as a  
632 receipt or provide an online/digital receipt.  
633 Only the Membership Chair and the elected officers of the Corporation may accept Membership applications and  
634 yearly dues.

635 Duties:

- 636 1. Introduce all new members and guests at meetings and functions.  
637 2. Provide a monthly report to the Membership & Board of Directors.  
638 3. Develop and orient new members.  
639 4. Develop, produce and distribute a monthly newsletter of The Corporation to include but not limited to:  
640 a. Calendar of The Corporation and community events  
641 b. Special highlights  
642 c. A travel review  
643 d. Introduction of new members  
644 e. Birthday lists  
645 5. Develop, produce and distribute to all members a packet to include:  
646 a. Bylaws  
647 b. Policies and Procedures  
648 c. Chronicles of Traditions and Imperial Proclamations  
649 d. History of the IRSCDEI  
650 e. History of the ICS  
651 f. Glossary of terms  
652 g. Contact Information  
653 6. Any other items deemed necessary (i.e. shirt, nametag, etc.)  
654 7. The Membership Chair will submit to the President a membership list of those Persons qualified to run  
655 for the Imperial Monarch positions on September 1<sup>st</sup>  
656 8. The Membership Chair shall submit a list of the court members who are qualified for consideration for  
657 ICPR and IGD positions to the President at the first board meeting following Coronation.  
658

659 SECTION IV: CORONATION COMMITTEE  
660

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661 The Coronation Committee will be comprised of any member of The Corporation wishing involvement, committee  
662 chair, and the Reigning Monarchs.

663 The Coronation Committee chair is selected by the Reigning Monarchs and approved by the Board of Directors.  
664 The chair conducts meetings throughout the year organizing the largest fundraiser of each reign.

665 Duties:

- 666 1. Create a realistic budget reflecting expenses and income for Coronation. The final budget along with  
667 coronation ballroom contract proposals must be submitted to the Board of Directors for approval no  
668 later than the June board meeting.
- 669 2. Conduct meeting with vendors. All budgetary items require three (3) bids if the expense is more than  
670 seven hundred and fifty dollars (\$750.00).
- 671 3. Reports to the President of the Board of Directors.

672 The monthly report submitted to the Board of Directors should include:

- 673 1. All topics discussed at the committee meetings.
- 674 2. Suggestions to the Board of Directors.
- 675 3. Any other items that the Chair feels are necessary.

676  
677

## 678 SECTION V: FUNDRAISING, TITLES, AND COMPETITIONS COMMITTEE

679

680 This Committee is to be Chaired by the Reigning ICPR's. The IGD's shall be deputies on this committee. Per  
681 committee procedures, there will be up to eight (8) members of this committee, not including the Reigning  
682 Monarchs.

683

684 An Event Proposal Form shall be completed for each Court fundraiser; approved by the reigning monarchs prior to  
685 being submitted at the monthly Board of Directors' meeting for approval. This form will be used as a guide to  
686 estimate potential income and expenses and will be used by the Treasure to track outcome.

687 All events should be planned in advance to allow at least 30 days of publicity to ensure substantial attendance and  
688 proper planning.

689

690 The Chair(s) will forward the Event Proposal Form to the reigning monarchs for signature and to check availability  
691 on the Court Calendar.

692

693 The reigning monarchs will then submit the Event Proposal Form to the Board of Directors for approval.  
694 If approved by the Board of Directors, the Reigning monarchs will then announce the event by creating a Facebook  
695 Event on the IRSCDEI account, and sharing the information with the family line, membership, and public.

696

697 The original copy of the Event Proposal Form will be provided to the Treasurer so it may be included in the Event  
698 Cash Envelope.

699

700 **Duties:**

- 701 1. Establish the Competitions dates with the Reigning Monarchs by the January Board Meeting.
- 702 2. Establish other fundraising dates with the Reigning Monarchs throughout the year.
- 703 1. Recruit contestants with the assistance of the Reigning Monarchs, King/Queen/Xeen of the Desert, and  
704 stepping down Competition Title holders
- 705 2. Produce a Contestant Packet for competitions containing:
  - 706 a. Rules of the Competition
  - 707 b. Sample Score Sheets
  - 708 c. Cards to be sold
  - 709 d. Contract to sign accepting competition rules and regulations
- 710 3. Choose judges for the Competition, effort may be made to find non-court members to be judges.

.....  
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- 711 4. Choose a Board Member and a Finance Committee Member as auditors to tally the score sheets at  
712 competitions.  
713 5. The Fundraising Chairs or member of the committee will verify scores prior to the announcement of the  
714 winner.  
715

## 716 SECTION VI: FINANCE COMMITTEE

717  
718 The Treasurer shall be chair of this committee. The purpose of the Finance Committee is to oversee all business  
719 matters regarding Monetary and fiduciary responsibilities of The Corporation.  
720

721 This committee will have seated two (2) current non check signing members of the Board of Directors and the  
722 balance shall be appointments from the General Membership.  
723

724 An Event Proposal Form shall be completed for each Court fundraiser; approved by the reigning monarchs prior to  
725 being submitted at the monthly Board of Directors' meeting for approval. This form will be used as a guide to  
726 estimate potential income and expenses and will be used by the Treasure/Finance Committee to track outcome.  
727

728 No later than the June Board of Directors' meeting, the reigning monarchs shall submit a list of qualified charities  
729 that are under consideration for disbursement of funds. Additions to the list will not be considered unless the  
730 reigning monarchs submit necessary qualifying paperwork.  
731

732 The Finance Committee will send potential donation recipients a letter requesting a copy of their IRS form 990,  
733 501c3 status and a list of specific programs within their organization which will benefit from a donation.  
734

735 Upon receipt, the Finance Committee will also acknowledge donations presented to the corporation for our tax  
736 purposes.  
737

738 A copy of all correspondence will be presented to the Secretary of the Board of Directors to retain on file for seven  
739 (7) years.  
740

741 The Finance Committee will receive a copy of all outgoing correspondence pertaining to The Corporation sent out  
742 from the Coronation Committee and ~~Corporate Sponsorship~~ Fundraising (amended 11/9/2023, effective 12/9/2023) Chairs.  
743

### 744 **Duties:**

- 745  
746 1. Count money at fundraising events  
747 2. Make deposits  
748 3. Process check requests  
749 4. Review Event, Coronation and Annual Corporate Budgets and forward to the Board of Directors with a  
750 recommendation  
751 5. Reconcile Corporation bank accounts and statements  
752 6. Review Event Proposal Forms for functions to determine if fiscally sound.  
753 7. Coordinate filing year-end taxes (CPA and IRS) with the Board President.  
754 8. Solicit applicable tax forms from potential donation recipients (990 forms).  
755 9. Generate year-end tax statements for donations paid out and donations received.  
756 10. Set up and Maintain Pay Pal Account  
757 11. Provide the Webmaster with copies of the Treasurer's report for posting on the Corporation website.  
758 12. Coordinate with the Executive Board Members a meeting at the financial institution to update  
759 information as needed.  
760

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761 **Treasurer’s Report:**

- 762
- 763 1. The Treasurer’s Report is the official document for all of The Corporation bank accounts. This report is
- 764 necessary to document all financial transactions that have occurred on all accounts of the Corporations.
- 765 2. The Treasurer’s Report will be formatted in accounting software.
- 766 3. Funds donated in the name of the Corporation will be noted in the Treasurer’s Report.
- 767 4. The Treasurer’s Report will be reconciled monthly with the current bank statement of all Corporate
- 768 accounts at the monthly Finance Committee Meeting before the Board of Directors’ Meeting.
- 769 5. Copies of the Treasurer’s Report and the bank statements will be presented to the Board of Directors at the
- 770 regularly scheduled meeting and also available at subsequent Court and General Membership Meetings.
- 771 6. The Finance Committee shall forward a copy of the Treasurer’s Report monthly for posting on The
- 772 Corporation website.
- 773

774 **Filing:**

- 775 1. The Treasurer will maintain a proper filing system of all monetary transactions for completion of the
- 776 audit process.
- 777 2. All bank statements will be filed separately
- 778 3. When filing deposits, the Record of Deposit must be stapled to the Court Deposit Transaction Form
- 779 with the Cash Control and Handling Forms, and the envelope used for holding the funds.
- 780 4. When filing payments, the Check Requisition Form must be attached to the backup documentation to
- 781 justify the check.
- 782 5. A separate file will be maintained for tax-related correspondence for donations made and received.
- 783 6. The Treasurer will maintain a separate file for all of their correspondence.+
- 784

785 **Cash Handling Procedures:**

- 786
- 787 1. All monies collected including banks, auction proceeds, raffles etc. shall be counted by two (2) members of
- 788 either the Board of Directors or Finance Committee.
- 789 2. Once counted, the monies shall be sealed in the envelope noting the amount on the slip enclosed. Both
- 790 counting parties will seal and sign across the flap acknowledging the count and witness.
- 791 3. The Reigning Monarchs and ICPRs shall not be included as members who can count and verify.
- 792 The designated counters shall obtain a Cash Control and Handling Form and envelope from the Treasurer
- 793 prior to counting received funds.
- 794

795 **Check Request Steps:**

- 796
- 797 1. All requests for disbursement of funds will be submitted to the Treasurer using a Check Requisition Form.
- 798 2. All check requests must have back up documentation prior to the check request being submitted to the
- 799 Treasurer.
- 800 3. All Check Requisition Forms will be presented to the Board of Directors for approval.
- 801 4. The Monarchs’ Promotional Fund is the only expense that does not require a Board of Directors vote but
- 802 still requires documentation for expense records.
- 803

804 **SECTION VII: ELECTIONS COMMITTEE**

805  
806 The Election Committee Chair will be chosen at the January Board of Director meeting.

807  
808 The Chair will select a committee that shall display no bias and shall not participate in the campaign process.  
809

.....  
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810 Membership on this committee, for the purposes of electing the next Imperial Monarchs, will not be the Reigning  
811 Monarchs, ICPRs, or any approved candidates for these six positions.

812  
813 **Duties:**

- 814  
815 1. Monitor the campaign process through:  
816 a. Ensuring the presence of a minimum of two (2) committee members at The Corporation's  
817 functions.  
818 b. Stopping any practices or events of candidates or campaign which are In violation of the rules  
819 outlined within.  
820 c. Operating the polling place for the election of the Monarchs  
821 d. Arrange for the election of officers, members of the Board of Directors, the Incoming Monarchs.  
822 2. The chair of this committee shall work with the President and Secretary of The Corporation to ensure timely  
823 announcements for all elections.  
824 a. Announcements to the general public for election of the Imperial Monarchs shall occur not more  
825 than (8) eight weeks and not less than seven (7) weeks prior to the election date.  
826 b. Such announcements shall include the duties and qualifications for the positions of Emperor and  
827 Empress.  
828 c. Posters advertising the polling place, time, date and hour shall be posted prominently throughout  
829 the community at least two (2) weeks prior to voting.  
830 3. Elections Committee Members or election monitors shall not display any candidate information nor answer  
831 any questions regarding the candidates at the polling location.  
832 4. The Election Committee staffing the polls shall verify the voter's residency with proper identification, print  
833 the voting person's name, and have the voter sign next to their printed name. The election official shall then  
834 initial next to the voters signature.  
835 5. Proper identification is:  
836 a. current Nevada Driver's License, State of Nevada issued Identification Card or utility bill (ie: electric,  
837 gas, water/sewage, garbage or cable/internet).  
838 b. If a couple legally recognized in the State of Nevada (married or domestic partners) present  
839 themselves for voting allowances may be made for the partner not listed on the bills. Such  
840 allowance for proof of cohabitating may be a bank or credit card statement showing the same  
841 address as the utility bill.  
842 c. Voting is limited to residents of Lincoln, Nye or Clark Counties.  
843 6. The Election's Chair shall produce a list of all Citizens for Life, Imperial Grand Dukes/Duchesses/Duchets,  
844 ICPR's, The Council of Monarchs, and dues-paid members at the August Board of Director's Meeting.  
845 The Election's Chair shall keep the Court's key to the ballot box and accountant shall retain custody of his  
846 key and ballot box.

847  
848 **Polling Location:**

- 849  
850 The Elections Committee shall ensure that:  
851 1. No Campaigning shall be permitted within twenty (20) feet of the polling location on voting day.  
852 2. Each candidate shall be allowed one (1) monitor at a time in the voting place. The Monitor must have a  
853 written letter from the candidate authorizing his/her presence.  
854 3. At no time, other than entering the polling location to vote and immediately leaving, shall a candidate be  
855 allowed to staff or monitor the polling location.  
856 4. No write-in candidates shall be allowed.

857  
858 **Voting Day:**

- 859 1. No Campaigning shall be permitted in the polling location on voting day.  
860

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2. Voting shall be at the November General Membership Meeting.
  - a. At the opening of the polls at the designated hour, a 2 lock ballot box shall be opened, shown empty and then locked with the accountants own personal lock and the Courts lock, in the presence of the accountant, the Vice President, any candidates, and at least two (2) members of the Elections Committee.
3. The first ballot (Ballot #1) shall be signed off by these four (4) people and any candidates for Monarchs that are present.
  - a. This ballot shall then be deposited into the locked ballot box.
  - b. ~~At this time, the Secretary shall submit all absentee ballots to be deposited into the ballot box.~~  
(amended 11/9/2023, effective 12/9/2023)
4. The Election's Chair shall keep the Court's key to the ballot box and accountant shall retain custody of his key and ballot box.
5. Any write-in candidate's name shall invalidate the vote for that particular category on the ballot.
6. The ballot shall contain a "NO" vote option when there is only one candidate for a title.
7. Upon completion of voting at the designated hour, the accountant, Vice-President, at least two (2) members of the Elections Committee and any candidates, shall sign off the numbered ballot immediately following the last ballot cast.
8. At this time, the ~~accountant~~ **Treasurer** (amended 11/9/2023, effective 12/9/2023) shall be given custody of the ballot box.

#### **Tabulation Procedures:**

1. Ballots will be tabulated by all Members of the Executive Board within seventy-two (72) hours after the polling location closing.
2. The Vice President shall present all absentee ballots to the Treasurer on voting day.
  - a. These ballots shall be counted as regular ballots.
3. Qualified absentee ballots will be entered into the Voting Record by the Treasurer.
4. After tabulating the votes, the President shall place the name of the winner of each position into a security envelope, seal it and sign across the seal.
5. In the event of a tie, the sealed Board of Directors' Votes shall be opened and tabulated to break the tie.
  - a. In the event of a tie of the sealed Board of Directors Vote, the accountant shall notify the President, who shall call an Emergency meeting of the Board of Directors, to break said tie for the purpose of electing the new Monarchs.
6. If all or some of the positions have been determined to be a "No" vote leading to no viable elected officials, the accountant shall notify the President, who will notify the Council of Monarchs to decide on a Regents.
7. The ~~accountant~~ **Treasurer** (amended 11/9/2023, effective 12/9/2023) shall retain the sealed envelope with the results including the total number of votes cast for each position.
  - a. The envelope will be opened by the President of the Board on stage at Coronation in the presence of The Board of Director's & The Council of Monarchs for inspection of the results.
8. The results are to remain sealed and confidential until this time and the results of the Executive Boards tabulation are final, binding, and shall be upheld by the Board of Directors.

#### **Board of Directors Tie Breaking Vote:**

1. At the regularly scheduled November meeting of the Board of Directors, the Vice-President shall distribute and then collect the completed Directors Ballots.
2. These ballots shall be enclosed in an envelope which is to be distinguishable from the regular absentee ballots.
  - a. Sealed and signed across the seal, it is to be opened only in the event of a tie.
  - b. If unused, it shall be considered null and void.

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ARTICLE VII: IMPERIAL FAMILY – LIFETIME TITLES

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914 SECTION I: EMPEROR, EMPRESS, AND EMPREX (*Imperial Members, also referred to as*  
915 *Reigning Monarchs*)  
916

917 Emperor is a male presenting title, elected by the membership. He presents and performs at all court functions as a  
918 form of the male gender unless the court voted to attend in camp special theme attire or other situations as  
919 previously approved by the Board.  
920

921 Empress is a female presenting title, elected by the membership. She presents and performs at all court functions  
922 as a form of the female gender unless the court voted to attend in camp special theme attire or other situations as  
923 previously approved by the Board of Directors.  
924

925 Emprex is a gender-neutral presenting title, elected by the membership. They present and perform without  
926 restrictions to gender and may cross gender presentations or identify as non-bianary.  
927

928 **Duties:**

- 929 1. Will appoint the Coronation Ball Chair with the Board of Directors' approval within 60 days of their election.
- 930 2. Be responsible for bestowing titles and other recognition(s). No bestowed title shall be higher than or equal  
931 to that of Monarchs.
- 932 3. The Imperial Monarchs shall serve as the Chief Marketing Officers of The Corporation and the Head(s) of  
933 State representing at all other major GLBTQ Events within the Empire.
- 934 4. The Imperial Monarch(s) are required to attend all meetings, functions, and activities of The Corporation  
935 excused only for work, illness or other authorized absences by the Board of Directors and shall officiate at  
936 all of The Corporation court meetings.
- 937 5. All reigning Imperial Monarch(s) must dress according to the gender and prestige of their title at all  
938 Coronation Balls, Investiture Ceremonies, ICPR Balls, for the entire length of the attendance at the event  
939 unless the court voted to attend in camp special theme attire or other situations as previously approved by  
940 the Board of Directors.
- 941 6. Reigning Monarch's shall attend The Council meetings unless excused by the Dean, but cannot vote.
- 942 7. Imperial Monarchs shall not sit on the board of directors of any other non-profit during their reign.
- 943 8. Be voting members of the Board of Directors.  
944

945 **Qualifications:**

946  
947 Qualifications for Emperor, Empress, and Emprex must be met by August 31<sup>st</sup> of the current year (unless otherwise  
948 notated).

- 949 1. Been an Active Member of The Corporation for two (2) consecutive years with one of the years being in  
950 the last twenty-four months and must be a resident of Clark, Lincoln or Nye Counties for a consecutive  
951 period of twenty-four (24) months within the past five years.
- 952 2. Chaired or co-chaired two (2) court approved events in the past year.
- 953 3. Must have attended at least three (3) board meetings within the previous twelve (12) months.
- 954 4. Attended two (2) Out of State Coronation and Las Vegas Coronation in the past twelve (12) months.
- 955 5. Attended Reno Coronation in the past twelve (12) months.
- 956 6. Attended Orientation, conducted by the Council of Monarchs in July.
- 957 7. At candidate interview, must be able to demonstrate examples of relevant experience such as chairing  
958 a committee, coronation, background as an accountant, etc.
- 959 8. Was not a past Imperial Monarch during the past two reigns.

.....  
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- 960 9. Candidates may not be sitting on the board of directors for any other non-profit groups at the time of
- 961 candidate interview or at any point leading up to coronation.
- 962 10. All applicants for the office of the Imperial Monarchs shall be at least 21 years of age at time of
- 963 submission of application and interview.
- 964 11. Applicants must be members in good standing
- 965

**Step-down Requirements of Reigning Monarchs:**

- 967 1. Must each attend a minimum of five (5) out of state Coronations.
- 968 2. Must attend Reno Coronation.
- 969 3. Must Chair and host Investitures.
- 970 4. Must Chair and host King/Queen/Queen of the Desert.
- 971 5. Must Plan and host their step-down Coronation.
- 972 6. Must Chair and host Divestitures following the completion of their reign.
- 973

**SECTION II: IMPERIAL CROWN PRINCE, PRINCESS, & PRINCE ROYALS (ICPRs)**  
*(Imperial Members)*

977 The ICPR's shall be appointed by the reigning Emperor, Empress, and/or Empress from among a list of qualified  
 978 members, presented to the Emperor, Empress, and/or Empress by the President. Each Emperor, Empress, and  
 979 Empress shall appoint only one (1) ICPR each.

981 Qualifications must be met by the date of coronation of the new Monarchs.

983 Prince is a male presenting title, appointed by Reigning Emperor (or collective reigning monarchs). He presents  
 984 and performs at all court functions as a form of the male gender unless the court voted to attend in camp special  
 985 theme attire or other situations as previously approved by the Board of Directors.

987 Princess is a female presenting title, appointed by the Reigning Empress (or collective reigning monarchs). She  
 988 presents and performs at all court functions as a form of the female gender unless the court voted to attend in camp  
 989 special theme attire or other situations as previously approved by the Board of Directors.

991 Prince is a gender-neutral presenting title, appointed by the Reigning Empress (or collective reigning monarchs).  
 992 They present and perform without restrictions to gender and may cross gender presentations or identify as non-  
 993 binary.

995 If there are no persons who meet the qualifications, the Imperial Monarchs may appoint one of each title with a  
 996 2/3<sup>rd</sup>s approval of the Board of Directors.

**Duties:**

- 999 1. Reigning ICPRs are invited to attend the Council of Monarch's monthly meetings, however do not have
- 1000 voting privileges until they step down.
- 1001 2. Perform such duties as assigned by their respective Monarchs.
- 1002 3. Attend all board meetings as a member of the board.
- 1003 4. Chair the fundraising, titles, and competitions committee under the advisement of the Monarchs.
- 1004 5. Be voting members of the board of directors.
- 1005 6. Act as deputies for the Monarchs at all in-realm functions, stepping in when the Monarchs are traveling or
- 1006 unavailable.
- 1007 7. ICPRs shall not sit on the board of directors of any other non-profit during their reign.
- 1008 8. Shall serve concurrently with their monarchs.
- 1009

**Qualifications:**

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- 1011 1. Been an Active Member of The Corporation for one (1) complete year within the most recent two years
- 1012 and a resident of Clark, Lincoln or Nye Counties for a consecutive period of twenty-four (24) months
- 1013 within the past five years.
- 1014 2. Chaired or co-chaired two (2) events in the past year
- 1015 3. Attended two (2) Out of State Coronations and a Family Court Coronation in the past twelve (12)
- 1016 months.
- 1017 4. Attended the Orientation, conducted by the Council of Monarchs in July.
- 1018 5. Must have attended the most recent IRSCDEI Coronation.
- 1019 6. Candidates may not be sitting on the board of directors for any other non-profit groups at the time of
- 1020 candidate interview or at any point leading up to coronation.

1021  
1022 **Step-down Requirements of ICPRs:**

- 1023 1. Each attend three (3) out of state Coronation and/or ICPR Balls in the International Court System
- 1024 2. Must attend Reno Coronation
- 1025 3. Develop, co-chair, produce and host a fundraiser as reigning ICPRs.
- 1026 4. Maintain a continual domicile within Clark, Lincoln or Nye counties in the State of Nevada throughout
- 1027 the entirety of the reign.
- 1028 5. Must attend IRSCDEI Coronation

1029  
1030 **Vacancy:**

1031 In the event a vacancy occurs in the office of ICPR, the reigning Monarchs shall appoint an active member from the

1032 original qualifying list to complete this term.

1033

1034 **SECTION III: IMPERIAL GRAND DUKE, DUCHESS, and DUCHET (IGDs) (*Imperial***

1035 ***Members*)**

1036

1037 The IGD's shall be appointed by the reigning Monarchs from among a list of qualified members, presented to the

1038 Emperor and/ or Empress by the President. Each Monarch shall appoint no more than (1) IGD each.

1039

1040 Duke is a male presenting title, appointed by Reigning Emperor (or collective reigning monarchs). He presents and

1041 performs at all court functions as a form of the male gender unless the court voted to attend in camp special theme

1042 attire or other situations as previously approved by the Board of Directors.

1043

1044 Duchess is a female presenting title, appointed by the Reigning Empress (or collective reigning monarchs). She

1045 presents and performs at all court functions as a form of the female gender unless the court voted to attend in camp

1046 special theme attire or other situations as previously approved by the Board of Directors.

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1048 Duchet is a gender-neutral presenting title, appointed by the Reigning Emperex (or collective reigning monarchs).

1049 They present and perform without restrictions to gender and may cross gender presentations or identify as non-

1050 binary.

1051

1052 If there are no persons who meet the qualifications, the Imperial Monarchs may appoint one of each title with a

1053 2/3<sup>rd</sup>s approval of the Board of Directors.

1054  
1055 **Duties:**

- 1056 1. Sit as Deputies on the Fundraising Committee, working with the ICPR's as needed.
- 1057 2. Perform such duties as assigned by their respective Emperor, Empress, or Emperex.
- 1058 3. Maintain a continual domicile within Clark, Lincoln or Nye counties in the State of Nevada throughout the
- 1059 reign.
- 1060 4. Shall serve concurrently with their monarchs.

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**Qualifications:**

- 1. Been an Active Member of The Corporation for one (1) complete year within the most recent two years and a resident of Clark, Lincoln or Nye Counties for a consecutive period of twelve (12) months within the past three years.
- 2. Must have attended the most recent IRSCDEI Coronation.

**Step-down Requirements of IGDs:**

- 1. Each attend a minimum of two (2) out of state Imperial or Ducal Coronation Balls in the International Court System
- 2. Must attend Reno Coronation
- 3. Develop, co-chair, produce and host a fundraiser as reigning IGDs.
- 4. Must attend the current reigns Coronation.

**Vacancy:**

In the event a vacancy occurs in the office of IGD, the reigning Monarchs shall appoint an active member that has meet the qualifications.

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**SECTION IV: MONARCH APPLICANCY**

- 1. Applicants must have attended orientation which The Council of Monarchs shall mandatorily conduct for all possible Imperial Monarchs and ICPR candidates at the July Council of Monarchs meeting.
- 2. Applicants must submit their application form, letter of intent and any required documentation along with the \$100 non-refundable application fee, to be deposited into the next reign's promotional fund.
  - a. Such applications shall be turned in prior to the beginning of candidate interviews to the President of the Board.
- 3. President of the Board will only accept complete applications, required documentation and payment from eligible court members.
- 4. Application fees must be in cash, money order, digital payment app, or cashier's check.
  - a. Application Fee shall include admission to the annual coronation weekend events.
- 5. Applicants must present their valid and current Nevada Driver's License or State of Nevada issued ID.
- 6. The Board of Directors, with the Council of Monarchs shall announce no less than 30 days prior to the election the date and time for a special Board of Director's meeting to interview the candidates individually.
  - a. The Secretary shall post in public space the election date, time and location.
- 7. All applicants must attend Candidate Interviews held by the Board of Director's & Council of Monarchs.
- 8. Applicants should be prepared for a verbal question and answer formatted interview
- 9. For determining eligibility, The Board of Director's & Council of Monarchs shall consider:
  - a. past and current court and community involvement
  - b. past title experience and performance
  - c. general work experience and training
  - d. fiscal responsibility
  - e. overall representation of The Corporation
- 10. All applicants must provide proof of employment or other visible means of financial support to ensure that they are able to meet the financial obligations of the office.
- 11. Applicants must state their understanding and willingness to fulfill the obligations of travel as stated in the Bylaws and P&Ps as well as costumes, clothing, tickets, accommodations and other expenses associated with the successful execution of the responsibilities of an Imperial Monarch.
- 12. All applicants must receive an affirmative majority vote of the Board of Director's & Council of Monarchs members present at the Candidate Interview in order to qualify for candidacy

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- 13. Applicants should also come prepared with a list of their intended campaign functions and dates to discuss scheduling in relation with the Court Calendar.
- 14. A withdrawal of a person’s candidacy must be submitted in writing to the President of the Board of Director’s and shall be irrevocable.

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**SECTION V: MONARCH CANDIDACY**

Candidacy begins after Candidate Announcement on the first Saturday of October. No hopeful member may publicly declare candidacy prior to the official announcements.

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**Candidate Rules:**

- 1. Any monies collected at any court function, or function where money is collected while using the candidate title must be turned over to either the candidate’s promotional fund or the designated fundraising event that is being held.
- 2. A candidate shall not use existing current and past titles and regalia during candidacy and may not use them until after voting has been completed and candidates have been deemed aspirants.
  - a. Exceptions to the use of a current title, is if a candidate is requested as a command performance in another realm as his/her/their reigning title. Only during the announcement of the command performance may the candidate be announced as their reigning title.
- 3. Each candidate must host at least one fundraising event between candidate announcements and voting.
  - a. The funds will go to the next reign’s promotional fund.
  - b. They are to come to the interview with the completed Event Proposal to obtain appropriate approval.
- 4. All candidates must show up to all in-realm fundraising events during the month of October and must attend all candidate events.
- 5. Candidates may not pair off. They may all work together as a whole, or individually.
- 6. Any public campaigning or public announcements of candidacy by any individual prior to the Board of Director’s interview will automatically disqualify that individual.
- 7. Candidate interviews shall occur at a special Board of Director’s & Council of Monarch’s meeting during the first two (2) weeks of September in a closed session.
- 8. Monarch Candidates may commence campaigning after Candidate Announcements in the first week of October.
- 9. No Campaign posters shall be allowed in the polling location on the day of voting.
- 10. Candidate sponsorship by a business or business owner shall be permitted.
- 11. All Campaign posters and flyers shall include Voting and Coronation Days, times, and locations.
- 12. No Reigning Monarch, Board Member, or ICPR may campaign on behalf of any candidate or publicly declare their preference for any candidate.
- 13. Candidates shall not use The Corporation social media for any campaign announcements or advertisements.
- 14. A Candidates schedule of performances/ events must be turned into the Election’s Chair by October 1 (first).

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**SECTION VI: MONARCH ASPIRANCY**

Candidates become Aspirants at the time the ballots close. They may retain their current titles and regalia in use followed by the Aspirant title appropriate for their aspirations. They are aspirants until the crowning at coronation. Such as:

- His Most Imperial Grace, Imperial Grand Duke 47, John Tacoma, Aspirant to the Emperor’s Throne.

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- Her Most Imperial Highness, Imperial Crown Princess Royale 47, Diana Windsor, Aspirant to the Empress's Throne
- Their Most Imperial Highness, Imperial Crown Princet Royale 47, Dana Cupcakes, Aspirant to the Emprex's Throne.

## 1163 SECTION VII: VOTING FOR MONARCHS

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Elections will take place in November for each of the titles of Emperor, Empress, and Emprex. Each candidate must win their category as defined below, in order to be coronated to their throne.

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The monarchs shall be elected by the members, in good standing of the organization. The Secretary and Treasurer will maintain a membership table near the ballot location for community members wishing to become members and vote. For active members to request an absentee ballot, they must have been a member prior to October 1<sup>st</sup>.

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Absentee ballots must be post marked 7 days prior to the day of voting to be a valid vote.

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In the event there is only one aspirant for any of the three positions,

1. The ballot must state a Yes or No vote.
2. The Candidate must receive fifty percent (50%) plus one (1) vote for a majority of all valid votes cast to be elected to their respective title.

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In the event there is more than one aspirant for any of the three positions,

1. Each candidate will be listed next to a check box. There will not be a "No" category.
2. A majority of all votes cast is required to be elected to their respective title.

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There are three possible elected titles, however, not all are required to be filled. In the event, no positions are filled, Regency by the Council will be triggered. One, two, or all three of the titles may be filled by a single regent as deemed by the Council.

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## 1188 SECTION VIII: IMPERIAL FAMILY TERMS

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The monarchs shall reign for not less than fifty (50) consecutive weeks, or more than fifty-four (54) consecutive weeks

1. No Monarch, through election or regency, may hold an Imperial Monarch title for two consecutive terms.
2. A minimum of two reigns must be complete before a past monarch may be eligible to run for an Imperial Monarch title again or be identified as a Regent by the Council.
3. Imperial Monarchs may only reign twice within the IRSCDEI.
  - a. This limitation does not apply to the Regent Emperors of Reign XIII, or the Regents of Reign XVII.
4. The family line of a monarch shall reign concurrently with the title's respective monarch, stepping down when the monarch steps down.

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## 1200 SECTION IX: MONARCH VACANCY AND REGENCY

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Regency will be triggered when there are no elected or regent monarchs for a reign either by failing to be elected, lack of candidates, removal from office, or resignation.

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1205 If there are no candidates for an upcoming election, the Dean will organize with the Council prior to coronation to  
 1206 identify an individual for each of the one, two, or three Imperial Monarch titles. If the vacancy happens during a  
 1207 reign due to removal from office or resignation, the Dean will be required to meet with the Council and identify an  
 1208 individual for each of the one, two, or three Imperial Monarch titles within two weeks of the effective date of  
 1209 vacancy.

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 1211 The regency process of choosing the individual(s) will be dictated solely by the Council of Monarchs. If the Council  
 1212 cannot identify a single individual, the board may elevate the stepping down/reigning ICPRs or choose to have a  
 1213 board ran Reign.

1214  
 1215 Any regent or elevated person must meet the remain requirements of the title that was assumed.  
 1216 If the regent or elevated person already held a seat on the Board of Directors, the previous seat will be vacated.  
 1217

1218 SECTION X: MISCELLANEOUS

- 1219  
 1220 1. The Corporation will be financially responsible for the cost of the Emperor, Empress, and Emperx  
 1221 Crowns & Medallions, The Imperial Crown Prince/Princess/Princet Royale Crowns & Medallions,  
 1222 Imperial Grand Duke Medallion and Imperial Grand Duchess Crown.  
 1223 2. All regalia decisions will be the responsibility of The Council of Monarchs.  
 1224 3. All family line crowns will be of the “star” design.  
 1225 4. Each Monarch, successfully stepping down, is allowed to make either two proclamations, name two  
 1226 Citizens for Life, or make one proclamation and name one citizen for life.  
 1227 5. The Board of Directors will not approve any proclamation, which encumbers the current or  
 1228 future funds or assets of the subsequent reigns.  
 1229  
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1231 ARTICLE VIII: ROYAL FAMILY LINE

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1233 SECTION I: ESTABLISHMENT

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 1235 The current Reigning Monarchs shall establish a Royal Family Line from the active membership of The  
 1236 Corporation. At the end of a reign, the stepping down monarchs must deliver to the Secretary a list of their invested  
 1237 family line who’ve complete their year of service to the satisfaction of the Monarchs to receive their permanent  
 1238 titles.  
 1239

1240 SECTION II: PERMANENT TITLES

1241 Permanent titles shall be bestowed to all Royal Family Line members beginning in Reign 23 who’ve completed their  
 1242 year of service to the satisfaction of their monarchs. A person must walk with their highest title in all court walks.  
 1243 Highest title is determined by hierarchy listed in Article VIII, Section III – Title Hierarchy, with the most recent reign  
 1244 number being the higher of an equal title.  
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1246 SECTION III: TITLE HIERARCHY

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**Imperial Family Line**

His/Her/Their Imperial Highness -IMPERIAL CROWN PRINCE/PRINCESS/PRINCET ROYAL  
His/Her/Their Imperial Grace - IMPERIAL GRAND DUKE/DUCHESS/DUCHET

**Royal Family Line**

His/Her/Their Highness - IMPERIAL PRINCE/PRINCESS/PRINCET CONSORT  
His/Her/Their Grace - ARCHDUKE/ARCHDUCHESS/ARCHDUCHE  
The Honorable Lord/Lady/Mx - MARQUESS/MARCHIONESS/MARCHEX  
The Right Honorable Lord/Lady/Mx - EARL/COUNTESS/EARLEX  
The Right Honorable Lord/Lady/Mx - VISCOUNT/VISCOUNTESS/VICOUNTEX  
SIR KNIGHT/DAME KNIGHT/MX NIGHT  
ALL OTHER TITLES

**SECTION IV: QUALIFICATIONS**

- 1. Must be an active member during the reign that their title is given
- 2. Must retain residency in Lincoln, Nye, or Clark County

**ARTICLE IX: COMPETITIONS**

**SECTION I: ESTABLISHING THE COMPETITIONS**

The primary goal of the IRSCDEI Competitions is to raise money for charity. Each reign shall establish the operational details of the Competition to follow the established Bylaws and P&Ps.

The crowns for the winners shall be chosen by the Reigning Monarchs and they shall be paid for through the General Fund with board approval.

The Desert Titleholder Crowns will have “Stars” included in the design to provide consistency with the family line crowns.

Any additional regalia is optional and shall be paid for by the reigning monarchs.

- King/Mr./Bear – Male presenting form
- Queen/Miss/Beautiful/Goddess – Female presenting form
- Xeen (pronounced zeen)/Mx/Nugget – Gender Non-conforming form

The current established titles of the competitions are:

**Preliminary Competitions**

- King, Queen, Xeen of Hearts – open to ages 21+, gender, and size
- King, Queen, Xeen of Diamonds – open to ages 21+, gender, and size
- King, Queen, Xeen of Clubs – open to ages 21+, gender, and size
- King, Queen, Xeen of Spades – open to ages 21+, gender, and size

Big, Bold, & Beautiful/Big, Bold, & Bear/Mx. Big & Bold – open to ages 21+, whom are larger curvier persons of all genders.

- Mr./Miss/Mx. Firecracker – open to ages 21+, gender, and size
- Golden Goddess/King Midas/Golden Nugget – open to all gender and size, ages 40 or older

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### **Final Competitions**

King, Queen, Xeen of the Desert – Preliminary winners are required to compete. No other contestants may enter this competition.

## SECTION II: CONTESTANT RULES:

1. The contestants must become an Active Member, in good standing, of The Corporation to compete.
  - a. They may pay their membership fee anytime leading up to the competition.
2. Contestants must be at the venue one (1) hour prior to the start time of the + Competition.
  - a. A 10-point deduction for every 5 minutes of tardiness will be assessed.
3. Contestants are required to raise a minimum of \$50 in donations for the preliminary competitions and minimum of \$100 in donations for King & Queen of the Desert
  - a. Every dollar raise will be worth a ½ of a point towards their final score.
  - b. The money raised must be turned in to the Treasurer prior to the start of the event.
4. Contestants may also earn a ½ point for every dollar raised in the Entertainment portion of the evening.
5. All categories for preliminary competitions will be scored on a one to five (1 -5) point scale,
6. King, Queen, Xeen of the Desert will be scored on a one-to-ten-point (1 – 10) point scale.
7. For Entertainment, contestants must perform by themselves for a maximum of five (5) minutes in the preliminary competition and a maximum of four (4) minutes for King & Queen of the Desert.
  - a. There are no duets or production Numbers permitted.
8. In the event a preliminary winner cannot compete in King, Queen, Xeen of the Desert then in order to step-down from your preliminary title you must sponsor a fundraiser.
9. Competition Titleholders are allowed to keep their tips at their final walk if they have completed their fundraising requirements.
10. All Competition Titleholders are invited to attend Coronation.
  - a. Competition Titleholders may attend Coronation the year of their reign, at no charge, but if they wish to be included in dinner, they will be required to pay a fee dictated by the Reigning Monarchs.
11. A person may hold only one (1) Preliminary title in a reign year.
  - a. To qualify to run for another preliminary title the following reign year a contestant must have completed all duties of their first title and been present and Coronation.

## SECTION III: CATEGORIES OF THE COMPETITIONS

1. Competition Theme Wear
2. Entertainment
3. Formal Wear / Public Presentation (Q & A)

## SECTION IV: ADDITIONAL RULES

1. Auditors will use a calculator or computer spreadsheet for all score sheets.
2. Auditors, Judges, and Emcees will refrain from drinking excessively during the Pageants

## SECTION V: DUTIES OF THE KING, QUEEN, AND XEEN OF THE DESERT

1. Desert Titleholders must assist in securing and man silent auction table for Coronation. This should be coordinated with the Chair of the Coronation Committee.

.....  
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- 1342 2. In the event that a Desert Titleholder cannot attend Coronation, they must sponsor an additional
- 1343 fundraiser.
- 1344 3. Be a member of the Fundraising, Titles, and Competition Committee.
- 1345 4. Assist with all upcoming Competitions, including recruiting new competitors.
- 1346

ARTICLE X: DISBURSEMENT OF REIGN’S FUNDS

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1349 All charities must qualify as a non-profit 501c3, tax exempt, registered charity, Recognized by the United States  
1350 Federal Government and the Internal Revenue Service. Copies of their organization’s Tax ID Number and 501c3  
1351 letters will be presented to the Secretary and Treasurer prior to disbursement of any funds.

1352  
1353 After paying and adequately providing for all beginning operation expenses, Debts and obligations including but not  
1354 limited to:

- 1355 1. The estimated CPA fees for filing the annual tax returns
- 1356 2. Storage unit costs
- 1357 3. Post Office Box fee
- 1358 4. General Liability Insurance with D&O Rider
- 1359 5. Website Hosting
- 1360 6. One thousand five hundred dollars (\$1500) for the new reign
- 1361 7. Any additional costs that may be associated with the current reign as determined by the Board of
- 1362 Directors

1363  
1364 From the remaining funds, distribution will be shared amongst the charities selected by the immediate past  
1365 Monarchs.

ARTICLE XI: GRIEVANCE PROCESS

1367  
1368  
1369 In all matters, the involved parties should attempt to resolve the issue between themselves first.

1370  
1371 Grievance submissions should only be for violations of the Code of Conduct.

1372  
1373 Submission of an alleged grievance must be presented in writing describing the situation, the person alleged, the  
1374 code of conduct violation, time(s)/date(s) of occurrence, person(s) involved, witnesses and their contact information  
1375 along with alleged grievance shall be submitted to the President of the Board.

1376  
1377 For grievances against any members of the Corporation the Executive Committee shall meet within a maximum of  
1378 three (3) business days to determine validity or dismissal.

1379  
1380 If it is determined to be valid then they will assign to each member of the committee investigative tasks.

1381  
1382 A timeline, not to exceed thirty (30) days, will be established to complete investigation, review and to form a  
1383 recommendation as defined in the Code of Conduct.

1384  
1385 Such recommendation is confidential and will be presented to the Board of Directors in Executive Session for a  
1386 plan of action vote.

1387  
1388 For grievances regarding a board member, the President or Vice-President shall establish a grievance committee  
1389 to review the complaint.

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The grievance committee shall be appointed by a majority vote of the Board of Directors and made up of (these people may not be romantically involved with, reside in the same household as, or be related to the person in question):

- 1. One Board Member as the Chair
- 2. One member from The Council
- 3. One member from the Active Membership

At the end of the grievance review process, the minutes, evidence, and outcome shall be provided to the Board of Directors and the Secretary shall place the information into the official record.

## ARTICLE XII: APPEAL PROCESS

- 1. An appeal to an action taken must be:
  - a. Submitted in writing or via email by the aggrieved party.
  - b. State the action that was taken.
  - c. State what the reason for the appeal is.
  - d. State what remedies are desired.
- 2. The decision of the acting authority still remains in effect during the appeal process.
- 3. The hierarchy of the appeal process and timelines are as follows:
  - a. Actions taken by the Council of Monarchs are appealable to the Board of Directors within 30 days of the action taken.
  - b. Actions taken by the Board of Directors are appealable to the Executive Board within 15 days of the action taken.
  - c. Decisions by the Executive Board are appealable as established in Nevada Revised Statutes Section 82 within the time frame indicated and at expense to the person making the appeal.
- 4. At no time will costs associated with an appeal be at the expense of the Organization. Rather all costs associated with an appeal will be at the expense of the party making the appeal.

.....  
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1437 The Policies and Procedures of The Corporation were approved by a super majority vote of the General  
1438 Membership on June 7th, 2023, via electronic vote and a quorum was met with 31 of 37 active members (84%)  
1439 submitting a vote. The vote passed with 90.32% approval of the submitted votes and are duly ratified by the Board  
1440 of Directors in the city of Las Vegas, the county of Clark, and the State of Nevada on June 8th, 2023, and shall go  
1441 into effect immediately.

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1443 Executive Committee Signatures:

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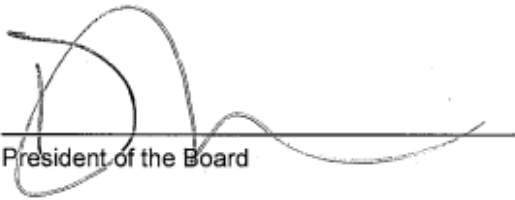
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President of the Board



Vice President of the Board



Secretary of the Board



Treasurer of the Board

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Amendments:

Section 1: Contingency Fund – Amended 10/12/2023, effective 11/11/2023

1. The contingency funds shall be held in an interest-bearing bank account.
2. The intent of this fund is to pay the required operating expenses when no other funds are available, therefore keeping the entity viable.
3. The capped amount shall be \$10,000.
4. Each Reign that inherits the contingency fund, having funds less than \$10,000 must deposit \$2,000, or the lesser difference to bring the account up to \$10,000 of their general funds, by the end of their reign.
5. The funds, with the Board of Directors' approval, may be used for expenses associated with The Corporation's Coronation to keep a projected budgeted positive cash flow.
6. The fund will not be used for the Scholarship nor Benevolent Fund payments.
7. The fund will not be used as an additional source for calculating the annual divestitures amount the Reign's charities.
8. If the Corporation dissolves, the disbursement of these funds will be at the sole discretion of the council of monarchs.

Section 2: Definitions

Monarchs (amended 11/9/2023, effective 12/9/2023) –

The term "Monarch" or "Monarchs" identifies persons who have successfully completed their reign as an Emperor, Empress, and/or Empress either through regency or election. It is also used to refer to the reigning Emperor, Empress, and/or Emprex.

Emcees (amended 11/9/2023, effective 12/9/2023) –

Emcees are defined as the person or persons who are chosen to actively be on the mic to introduce the performers of a show or event, act as the "on mic" personality, and/or the person providing informational or entertaining discussion, regularly throughout an approved event.

Hosts (amended 11/9/2023, effective 12/9/2023) –

Hosts of an event are defined as the person or persons who plan, organize, and oversee an event.



1502 Section 3: Voting

1503 Lifetime Citizen Voting (proclaimed by Emperor 25, amended 12/02/2023,  
1504 effective 01/02/2024) -

- 1505 1. Citizens for life that are present at the Out-of-Town Show of Coronation weekend and  
1506 have not yet cast a ballot for the monarch candidates shall do so at the out-of-town show.
- 1507 2. The elections committee must accommodate provisions for the Citizen's for life to vote at  
1508 the Out-of-Town Show following the guidelines outlined in governing documents for  
1509 monarch voting.

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