

1 ***BUSINESS SECTION OPERATING GUIDELINES***

2
3 **SECTION I – BOARD OF DIRECTORS**

4
5 **A. SIZE:** In accordance with the bylaws, The Board of Directors (here after referred to as the
6 Board) shall not exceed thirteen (13) members and two Alternates.

7
8 **B. ELECTIONS:**

9 **1. AT-LARGE MEMBERS**

- 10 a. Election of At-Large Members will be held during the monthly
11 meetings of the General Membership.
12 b. No more than Seven (7) at-large members, who are in good standing,
13 shall be elected to the Board by members of the general membership,
14 who are in good standing.

15
16 **2. DIRECTLY ELECTED**

17 A minimum six (6) positions shall be nominated to the board by their election
18 (direct elected) as Emperor and Empress and a representative from the
19 College of Monarchs.

20
21 **3. ALTERNATES TO THE BOARD OF DIRECTORS**

- 22 a. Up to two (2) alternates may be nominated and elected from the
23 General Membership to the Board.
24 b. The Alternate Representative shall have full Board rights and
25 responsibilities, except for voting.
26 c. If any member should be absent (excused or unexcused) from any
27 official meeting of the Board, the Alternate will fill that position and
28 shall have the ability to vote on all matters that come to the attention
29 of the Board during that meeting.
30 d. If any at-large Board position becomes vacant for any reason,
31 Alternate #1 will fill the remainder of that term. Alternate #2 will be
32 elevated to the position of #1.
33 e. A vote will be taken at the first meeting of the general membership,
34 following elevation, to fill that Alternate’s position.

35
36 **4. NOMINATIONS AND VOTING – (see Section IV, Article A – E)**

37
38 **C. QUALIFICATIONS:**

- 39 **1.** A member must have been “in good standing”, as defined by the Operating
40 Guidelines, for a minimum of six (6) months prior to nomination and must be
41 a resident of the Empire as defined in the Pageantry and Membership sections
42 of the Operating Guidelines.
43 **2.** A member being considered for a board position must be present for
44 nomination and election.
45 **3.** Any past Seattle Monarch is eligible to hold a seat on the Board, regardless of
46 residency, but must fulfill all other requirements.
47

48 **D. TERM OF OFFICE:**

- 49 1. The term of office for an At-Large Board member shall be in
50 accordance with Article 3, Section 5 of the By-Laws – “shall hold office for a
51 period of two years and until his or her successor is elected and qualifies.”
52 2. The term of office for an Alternate position shall be no more than 2 years
53 from the time of election.
54 3. The term of Emperor and Empress (direct elected board members), shall be in
55 accordance with Article 3, Section 5 of the By-Laws – “...shall hold office
56 for a period of one year from date of election.”
57 4. The board members elected from the College of Monarchs shall have a term
58 of one (1) year - from Coronation to Coronation.
59 5. If a Board member is elected to an officer position, they shall fulfill that
60 position for one court calendar year
61 . .
62 6. In the event there are no Alternates to fill a vacancy(s) for an At-Large
63 member of the Board, the term of office, for the member being elected to the
64 At-Large position, shall be the same as the original length of office.
65 7. An At-Large member may be elected to consecutive terms.
66 8. Any Board Member who resigns his or her position on the Board for any
67 reason will not be allowed to stand for election to the Board for 1 year from
68 date of resignation.
69

70 **E. ATTENDANCE:**

- 71 1. Attendance by the Officers and members of the Board is
72 mandatory at all Board and Membership meetings, unless properly
73 excused (see - Membership Section of the Operating Guidelines – Section V).
74 2. All Officers and members of the Board must maintain their membership “in
75 good standing” as defined by the Operating Guidelines.
76 3. Any Board member that is not a member in good standing with the Court will
77 be subject to removal from the Board.
78 4. Any member of the Board will be subject to removal, from the Board, if they
79 should have 2 consecutive unexcused absences from the Board meetings.
80 5. Attendance at all court specific functions is required of the Board
81

82 **F. VACANCIES:** (See Article 3, Section 14 of the By-Laws)

83
84 **G. SALARIES:** No Officer/Member of the Board shall receive any compensation for that position
85 except as provided in the By-Laws.
86

87 **H. LIABILITY:** The Directors shall not be personally liable for the debts, liabilities or other
88 obligations of the Corporation.
89
90

91 **SECTION II – BOARD OFFICERS**

92
93 **A. DESIGNATION OF OFFICERS:**

- 94 1. The Officers of the Board shall consist of the following: President, Vice-
95 President, Secretary and Treasurer.
96 2. See Article 4, Section 1 of the Corporation’s By-Laws for further positions.
97

98 **B. ELECTION OF BOARD OFFICERS:**

- 99 1. Officers can only be elected from the at-large members of the Board. Only
100 voting members of the Board will be allowed to vote for the Officers.
101 2. The out-going President shall conduct the election.
102 3. Election shall be by a majority of the members of the Board present at that
103 meeting. Voting (show of hands or ballot) shall be the decision of the
104 Presiding Officer.
105 4. If there is no member of the Board willing to fill the positions of Vice-
106 President, Secretary and/or Treasurer, the President may appoint a member
107 “in good standing” to fill that position.
108 5. All appointed Officers shall be non-voting members of the Board unless that
109 person is acting in the capacity of an Alternate and is allowed to vote during
110 that particular meeting.
111

112 **C. TERM OF OFFICE:**

- 113 1. The term of office for an elected position shall be one (1) court calendar year
114 .
115 2. An appointed officer’s position shall be at the pleasure of the President, not
116 to exceed the term of the President who made the appointment.
117 3. An Officer of the Board may be elected to consecutive terms.**D. DUTIES**
118 **AND RESPONSIBILITIES:**
119

120 **1. PRESIDENT**

121 The President shall perform all duties and responsibilities as required by
122 these Operating Guidelines and Article 4, Section 6 of the By-Laws. The
123 purchase of crowns and medallions for the various elected titles shall be
124 accomplished by the Treasurer, the President or his delegate.
125

126 **2. VICE PRESIDENT**

127 The Vice-President shall perform all duties and responsibilities as required by
128 the Operating Guidelines and Article 4, Section 7 of the By-Laws.
129

130 **3. SECRETARY**

131 The Secretary shall perform all duties and responsibilities as required by the
132 Operating Guidelines and Article 4, Section 8 of the By-Laws.
133

134 **4. TREASURER**

135 The Treasurer shall perform all duties and responsibilities as required by the
136 Operating Guidelines and article 4, section 9 of the By-Laws.
137

138 **5. ADDITIONAL DUTIES** and/or responsibilities may be assigned to an Officer's
139 position at the discretion of the President.

- 140
141 a. If the President is assuming additional duties and/or responsibilities, it
142 will be with the approval of the Board.
143
144 b. Additional duties and/or responsibilities given to an Officer of the
145 Board shall not exceed their Term of Office.
146

147 **SECTION III – GENERAL PROVISIONS**

148
149 **A. COURT FISCAL YEAR:** The Court's Fiscal Year shall be from first day of January through
150 the last day of December.

151
152 **B. COURT CALENDAR YEAR:** The Court's Calendar Year shall be from the first day of
153 March through the last day of February of the following year.

154 **C. DUES:**

- 155
156 1. Membership dues are to be paid by all members, Titleholders, and Board
157 members, as established by the By-Laws, with the exception of past
158 Emperors and Empresses and past elected Imperial Princes and Princesses.
159
160 2. The Board shall set the amount of the Annual Membership Dues prior to or at
161 the last regular meeting of the Fiscal year. If no action is taken by that time,
162 the membership dues will remain unchanged for the upcoming Court
163 Calendar year.
164
165 3. The Dues shall follow the Court's Calendar Year. Dues can be paid to the
166 Treasurer, or any Officer of the Board, starting at the first monthly
167 Membership Meeting following Coronation and at any subsequent monthly
168 Board or General Membership meeting. Dues can be paid at Court sponsored
169 events as long as the Treasurer or Board Officer is present. This is not to
170 impact any dues that are a part of an entrance fee for a Court Event.
171
172 4. Dues will remain consistent and not be pro-rated during the year.
173
174 5. Membership dues for members running for Emperor/Empress is part of their
175 application fee for that particular title and will last the length of that reign,
176 not to exceed that Court's Calendar Year.
177

178 **D. LOANS:** The Corporation shall make no loans to any person.
179

180 **E. TICKETS:**

- 181
- 182 **1.** At all Court-sponsored functions, with the exception of Coronation Ball, IPP
- 183 Ball and any other function the Board deems necessary, the Treasurer shall
- 184 provide to the Board's Liaison to the event, a pre-numbered, two-part ticket
- 185 for purposed of accounting and financial control. The beginning and ending
- 186 numbers for the tickets used will be noted on the form turned into the
- 187 Treasurer for accounting purposes. The ticket color and numbering sequence
- 188 shall be random at each event.
- 189
- 190 a. All past Monarch and Imperial Princes and Princesses will receive
- 191 free admission to their respective ball each year.
- 192
- 193 b. \$1.00 from the sale of every Coronation Ticket will be transferred to
- 194 the Scholarship fund.
- 195
- 196 **2.** All past Monarch and Imperial Princes and Princesses will be asked to pay
- 197 the per head cost of any food that is associated with the free admission that
- 198 they receive to their respective ball each year.
- 199
- 200 **3.** Coronation Ball, IPP Ball, and other events as the Boards decides, shall
- 201 utilize a preprinted/number ticket. The ticket shall have a stub that can be
- 202 torn off and both ticket and stub shall have the same number. Numbers for
- 203 these tickets shall be sequential for accounting and financial control.
- 204

205 **F. CHARITABLE DISTRIBUTION OF FUNDS:** All monies raised during the Court Calendar

206 year and designated to benefit a particular charity will be disbursed to the respective charities at

207 Coronation, unless otherwise deemed necessary and approved by the Board.

208

209 **G. SUPPORT OF THE GENERAL FUND:**

- 210
- 211 **1.** A totalof 25% of all funds raised from any Court-sponsored
- 212 fundraiser shall be distributed to the Courts' separate funds as listed below:
- 213
- 214 15% to the General Fund
- 215 5% to the JC/Lady Greytop Scholarship Fund
- 216 5% to the Scholarship Endowment Fund
- 217
- 218 **2.** The minimum percentage can only be waived by a 2/3
- 219 approval vote by the Board present at any regular Board meeting. Any fee
- 220 waived is for a one time only and must be approved by the Board for each
- 221 event.
- 222

223 **H. BOARD RESOLUTIONS:**

- 224
- 225 1. Resolutions of the Board pertaining to contractual or
- 226 financial matters (with the exception of Disciplinary Procedures) will be final
- 227 and not subject to ratification by the general membership.
- 228
- 229 2. Any non-contractual, non-financial Board decision may be challenged by the
- 230 General membership but can only be overturned by a 2/3 majority vote of the
- 231 membership in good standing.
- 232

233 **I. DECLARATIONS:**

- 234
- 235 1. All known and verifiable Declaration shall be reviewed each year, prior to
- 236 Coronation by the Board.
- 237
- 238 2. Those Declarations reaching their ten (10) year anniversary shall be reviewed
- 239 by the Board for continuation.
- 240
- 241 3. Any Declaration found in conflict with the Organization’s By-Laws and/or
- 242 Operating Guidelines can be voted null and void by the Board by a 2/3
- 243 approval vote and subsequently approved by a majority vote of the members
- 244 in good standing at the next general Court meeting.
- 245

246 **J. COURT MEMBERSHIP PINS:**

- 247
- 248 1. It will be the duty of the Treasurer to order the Court Membership Pins in
- 249 time for presentation to the membership at the first membership meeting in
- 250 March.
- 251
- 252 2. It will also be the duty of the Treasurer to order all yearly regalia needed for
- 253 all Court Titles.
- 254
- 255 3. It will be the responsibility of the Board to decide the various colors and
- 256 finishes for each year. When possible, the candidates for Emperor and
- 257 Empress will be consulted for their input. The final decision will remain with
- 258 the Board.
- 259
- 260 4. The pins will remain with the Treasurer to be handed out upon receipt of a
- 261 members yearly dues (renewal or new).
- 262
- 263 5. Any pins left over at the end of the Court Calendar year become the property
- 264 of the Court. Some are to become part of the Court’s archives.
- 265
- 266 6. Citizens and Members for Life may request a pin for the current year from
- 267 the Treasurer.
- 268

269 **SECTION IV – VOTING**

270

271 **A. NOMINATIONS:**

272

273 1. Only members present and in good standing may nominate a member.

274

275 2. Only members present and in good standing may be nominated.

276

277 3. A member that is nominated must agree to accept the nomination.

278

279 **B. ELECTIONS:**

280

281 1. Unless otherwise provided by the Board, the Operating Guidelines or the By-
282 Laws, voting will immediately follow nominations.

283

284 2. The presiding Officer of the meeting shall make the determination, taking
285 into account the wishes of the members present and time constrictions, if the
286 nominees shall be permitted to speak before voting. The presiding Officer
287 shall also establish the length of time that a candidate(s) may speak.

288

289 **C. PROXIES:** The use of proxies will not be allowed or used during any vote taken by the Board,
290 General Membership, College of Monarchs and the IPP Council.

291

292 **D. ABSENTEE BALLOTS:** Absentee ballots will be issued only for and used only during the
293 election of Emperor/and Empress. Only court members who are in good standing, all past
294 Emperors/Empresses, Imperial Princes/Princesses and Citizens for Life may request a ballot from
295 the Board President or Board Officer.

296

297 1. Absentee Ballots must be requested at least 72 hours in advance of the date of
298 voting.

299

300 2. The request must be in writing or via email, with verifiable signature or email
301 address.

302

303 3. Emperors, Empresses, (elected) Imperial Princes, Imperial Princesses and Citizens
304 for Life living outside of King County will be allowed to vote by e-mail.

305

306 a. They must send a request, either by e-mail or USPS to the President of the
307 Board stating their need for an Absentee Ballot.

308

309 b. The President shall send the Absentee Ballot, via e-mail or USPS.

310

311 c. When the ballot is returned, it must be verified by at least three Officers of
312 the Board as to its authenticity.

313

314 d. They will mark the ballot, if necessary and include the e-mail or USPS, with
315 their signatures, and ballot in a sealed envelope.

- 316 e. They will deliver the sealed envelope to the polling place on the day of
317 election, during the hours that the polling place is open.
318
- 319 4. All Absentee Ballots must be turned in, prior to the end of day of voting, to a
320 designated Board member. The sealed ballots will be presented, unopened, on the
321 day of voting at the designated place of voting.
322
- 323 5. The ballots will be validated as “unopened” by the members manning the voting
324 station and deposited with the rest of the ballots submitted that day.
325
- 326 6. The ballots used for Absentee Voting will be the same as the ballots used on voting
327 day. The ballot may be marked “Absentee Ballot” but no other identifying mark
328 shall be placed on the ballot.
329
- 330 7. So that no person can vote more than once during an election, the President and/or
331 their designate will follow all standard voting protocol when recording all necessary
332 information in the Voting Records before giving out an Absentee Ballots.
333

334 **E. VOTING – MEETINGS:**
335

- 336 1. Voting at all court meetings, be the Board or General Membership, will be only by
337 members who are in good standing. All votes, unless otherwise directed by the
338 Operating Guidelines and/or By-Laws, will require a 50% + 1 of the membership in
339 good standing present at the meeting for approval.
340
- 341 2. Unless otherwise noted in the Operating Guidelines and/or
342 By-Laws, the presiding officer at any meeting shall vote only in case of a tie.
343

344 **F. VOTING FOR IMPERIAL FAMILY POSITIONS**
345

346 **1. VOTING FOR EMPEROR/EMPRESS**
347

- 348 a. Voting for these positions will take place at a location(s) and during the hours
349 designated by the Board. Voters will need proper identification to establish
350 residency in the Empire. Monitoring will be the responsibility of the Board,
351 with assistance of the College of Monarchs.
352
- 353 b. All residents of the Empire, as defined in the Membership Section (Section
354 II) of the Operating Guidelines, members of the College of Monarchs,
355 members of the Council of Imperial Prince and Princesses and Citizens for
356 Life to the Empire and members in good standing may cast ballots¹
357 Preprinted ballots will be used and write-in candidates shall not be allowed at
358 anytime for any reason. Absentee ballots as defined in Section IV, #4, will be
359 allowed. If a Board approved candidate for a particular position is running
360 unopposed, the candidate will be elected according to a "Yes-No" vote.
361 "Yes" votes must exceed the "No" votes.

7

- 362 c. An independent accounting and/or law firm as designated by the Board will
363 tabulate ballots cast for the position of Emperor and Empress.
364
365 d. Prior to election for Emperor and Empress, the Board will cast a secret ballot,
366 which will be used as a tiebreaker. The deliverance of this balloting will be
367 the responsibility of at least two members of the Board as appointed by the
368 President of the Board. They will deliver said results to the appropriate
369 accounting designate for breaking said tie.
370
371 e. All persons counting the ballots must maintain confidentiality and shall not
372 disclose the results before they are publicly announced at the conclusion of
373 Coronation Ball.
374

375 **2. VOTING FOR THE GAY SEATTLES AND KING/QUEEN OF THE SEAS**
376 **AND KING/QUEEN OF HEARTS**
377

- 378 a. Only those who file a formal application (as set in these guidelines) prior to
379 the beginning of the appropriate function shall be permitted to run.
380
381 b. There shall be no write-in candidates permitted for positions that have a
382 candidate.
383
384 c. If only one person runs for a position, then a yes-no vote will be tabulated.
385 Positions that have no candidate shall have no write-in candidates permitted,
386 unless approved by the Board.
387
388 d. Voting for these positions will take place at the location of the appropriate
389 function between the hours designated by the Board.
390
391 e. Voting will be open to anyone in attendance, with paid admission.
392
393 f. Tabulation of the ballots will be the responsibility of the Board President and
394 the Board. The ballots must be counted and verified by a minimum of three
395 Board members.
396
397 g. Anyone counting the ballots must maintain confidentiality and not disclose
398 the results before they are publicly announced.
399

400 **SECTION V – GENERAL COMMITTEES**
401

402 Besides the standing Event Committees, as designated by the By-laws, (see Article 5, Section 2) the
403 following committees shall also exist:
404

405 **A. ADVERTISING AND MARKETING COMMITTEE:**
406

407 The committee shall consist of at least (1) one Board member, serving as Chairperson, and
408 should not exceed (4) four members as designated by the Board President.

- 409 1. This committee shall coordinate and approve all advertising and marketing
410 materials for the organization and its functions. Additionally, the President and/or
411 Vice President may approve any marketing materials.
412
- 413 2. Coordinate and manage the court website and all social media
414
- 415 3. As a general rule, all marketing and campaign materials should include the
416 following:
- 417 **Court Logo**
418 **Web Address**
419 **501© 3 indicator**
420 **Social Media Address**
421

422 **B. SCHOLARSHIP COMMITTEE:**
423

424 This committee is chaired by the Vice-President of the Board and shall consist of three (3)
425 Board members and should not exceed more than five (5) members.
426

- 427 1. The scholarship committee is responsible for review of scholarship applications, and
428 making recommendations regarding scholarship awards.
429

430 **C. OPERATING GUIDELINE & BY-LAW REVIEW COMMITTEE:**
431

432 This committee is given the responsibility of reviewing the Operating Guidelines and By-
433 Laws, as needed, to ensure consistency and compliance with each other and the Laws of
434 Washington State.
435

- 436 1. The committee will be chaired by the Vice-President, unless otherwise designated by
437 the President.
438
- 439 2. The committee will consist of no more than (7) seven members as drawn from the
440 Board and the general membership.
441
- 442 3. The committee shall recommend to the Board, at any Board meeting, any changes
443 that they deem necessary.
444
- 445 4. Any member of the Board can make a motion to change the Operating Guidelines
446 and By-Laws.
447
- 448 5. Any member of the general membership can make a motion to change the Operating
449 Guidelines and By-Laws by submitting the appropriate form (See Membership
450 Section), available on the Court Website
451
- 452 6. The Board shall vote on the recommendations with a simple majority (50% + 1)
453 approval vote needed for passing.
454

- 455 7. So that the Officers and Board members have the most recent documentation of the
456 Operating Guidelines and By-Laws, the Vice-President or designee shall present the
457 written changes to the necessary documents, to all Board members present, at the
458 first Board meeting after they are approved.
459
- 460 8. The Moderator(s) of the Court’s Website will be responsible for posting the required
461 changes within 30 days of their approval.
462
- 463 9. The chairperson of the committee will make reports to the general membership at the
464 appropriate court membership meeting as needed.
465
- 466 a. With the exception of Financial and Business decisions of the Board, the
467 membership will be able to reject any changes that have been made.
468
- 469 b. Per the Operating Guidelines, the general membership can overturn any non-
470 financial/business decision of the Board by a 2/3 majority vote of the
471 membership in good standing present at that meeting.
472

473 **D. MEDIATION:**
474

475 This committee will be formed to provide a resource for the membership in problem solving.
476 The committee must be formed no later than 30 days from date of the alleged incident.
477

- 478 1. The committee shall consist of five (5) members of the organization, including the
479 Board President, Dean of the College, two (2) Court members in good standing (to
480 be appointed by the reigning monarchs), and one (1) Board member (to be appointed
481 by the President or presiding officer).
482
- 483 2. This committee will have the responsibility of resolving issues requiring mediation
484 that may arise within the organization, assisting in finding quick and reasonable
485 solutions while providing an unbiased viewpoint.
486
- 487 3. The committee will use the By-Laws and Operating Guidelines to help in there
488 decision making process.
489
- 490 4. In a case where the committee feels that disciplinary action needs to be taken, the
491 matter will be referred to the Board.
492
- 493 5. This committee will meet only as directed by the President of the Board or two
494 Board Members.
495
- 496 6. Notification/request must be in the form of a written letter; either hand delivered, via
497 email or sent USPS to a person who is allowed to call for the formation of the
498 Mediation Committee.
499

500 If the person writing the letter is authorized to call for the formation of the Mediation
501 Committee, then the written notification must be sent to someone other than that
502 person.

503 **E. FUNDRAISING AND PRODUCTION COMMITTEE**

504
505 The committee shall consist of the Emperor and Emprss serving as Co-Chairs, and should
506 not exceed (6) six members as designated by the Board President.

- 507
508 1. This committee shall be responsible for overseeing, producing and/or assisting the
509 production of fundraising events (non-pageants, ball) throughout the year.
510
511 2. The committee shall manage, maintain and coordinate inventory of all property
512 located in Court Storage with the exception of Liquor supplies and Court Records.
513
514 3. Coordinate with the Board of Directors and the reigning Monarchs the Court
515 Calendar.

516
517 **F. AUDIT COMMITTEE:**

- 518
519 1. This committee shall review as necessary and make recommendations about the
520 overall financial outlook for the Court of Seattle.
521
522 2. This committee shall be chaired by the President of the Board and to include at least
523 two (2) other members of the Board.
524
525 3. The Treasurer shall be allowed on this committee only as a non-voting member of
526 the committee.
527

528 **SECTION VI - TITLES**

529
530 The titles of Emperor and Empress of the Imperial Sovereign Court of Seattle and the Olympic &
531 Rainier Empire shall be under the exclusive control of the Board and may not be awarded or used
532 by any other region inside or outside of the Empire. Any other realm in the International Court
533 System shall not use the names “Olympia” for Empress and “Rainier” for Emperor. All other titles
534 noted in the operation guidelines shall also be under the exclusive control of the Board.
535

- 536
537 **Emperor – Rainier**
538 **Empress – Olympia**
539 **Imperial Prince**
540 **Imperial Princess**
541 **Mr. Gay Seattle**
542 **Miss Gay Seattle**
543 **Ms. Gay Seattle**
544 **King of the Seas**
545 **Queen of the Seas**
546 **King of Hearts**
547 **Queen of Hearts**
548 **Duke of Puget Sound**
549 **Duchess of Puget Sound**

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Czar of Capital Hill
Czarina of Capital Hill
Marquise of Magnolia Bluff
Marquesa of Magnolia Bluff
Count of Queen Anne
Countess of Queen Anne
Closet Queen
Closet King

A. TITLE REQUIREMENTS:

1. EMPEROR AND EMPRESS

A. QUALIFICATION

1. Must be at least 21 years of age. Must have been a resident of the Olympic and Rainier Empire for at least the past two (2) years, and have been a member of this court for one (1) year prior to filing.
2. Be a Member in Good Standing
3. Not be a reigning titleholder in this or any other Empire
4. Must be a U.S. Citizen or have proof of legal resident status
5. Provide documentation as necessary to substantiate eligibility and qualifications as set forth in this section

B. APPLICATION REQUIREMENTS FOR EMPEROR AND EMPRESS

1. Pay a non-refundable filing fee, as determined by the Board of Directors.
2. Complete an application and submit a Letter of Intent. Additionally, if possible, provide the Letter of Intent in electronic format.
3. Submit a photograph appropriately attired in the fashion applicable to the office sought - with the full knowledge that such photograph may be published in the media prior to election. Additionally, if possible, provide a copy of the photo in an electronic format.
4. Interview with the Board, including any past Emperor, Empress, and receive their approval. **The Board may deny any person approval to run for any reason.** This denial is not subject to review by the general membership.

- 596 a). the interviews shall not be open to the general membership.
597 However, if the candidate so requests, they may have one
598 person sit in on the interview. That person will not be allowed
599 to speak or take notes unless directed by the Board.
600
- 601 5. The candidate shall acknowledge that: I have received and read the
602 current operating guidelines governing the office I am applying for,
603 and do hereby agree to follow said rules and regulations during the
604 campaign. I further understand that any and all actions that are
605 detrimental to this organization or the other candidates will be just
606 cause for removal, whether discovered before or after the campaign
607 begins, and will result in immediate disqualification by the Board.
608
- 609 6. Shall be willing to provide the Board the information as to how they
610 will pay for the expenses incurred during their reign.
611

612 **C. CAMPAIGNING**
613

- 614 1. Campaigning prior to the official campaign period is grounds for
615 immediate disqualification from any race, (disqualification shall be by
616 majority Board vote).
617
- 618 2. Committee formation, planning, preparations, discussions, verbal
619 announcement of candidacy and requests for support shall not be
620 construed to be "campaigning" for the purposes of this section.
621
- 622 3. Any verbal solicitation of a vote will be construed as campaigning.
623
- 624 4. No buttons, pins, pens, key-chains, T-shirts, hats, posters, flyers, or
625 any other advertising gimmick or media shall be permitted until the
626 beginning of the official campaign period, as determined by the Board
627 and specified on the application form.
628
- 629 5. Evidence of proper authorization of use of business or company logos
630 and or written endorsements will be required if used on campaign
631 materials. Said authorization(s) will be given to the Secretary of the
632 Board.
633
- 634 6. Any candidate, due to conflict of interest, cannot use any official
635 court sponsors.
636
- 637 7. In a contested race, Board Members and members of the Imperial
638 Family, as defined in these Guidelines, are required to remain neutral.
639
- 640 8. Campaigning shall be at least two (2) weeks, but no longer than four
641 (4) weeks in length, prior to Coronation.
642
- 643 9. Each candidate shall have a minimum one (1) official fundraiser.

- 644 10. Approval of posters and material used during the campaign must meet
645 the approval of the Chairman of the Advertising and Marketing
646 Committee, prior to distribution.
647
648 11. The Board will set exact dates for the beginning and ending dates of
649 the campaign.
650
651 12. No negative campaigning of any sort/type will be allowed.
652 Confirmation of such style of campaigning will result in immediate
653 disqualification of said candidacy.
654

655 **D. ATTENDANCE REQUIREMENTS**
656

657 *Members must attend all Court and Board meetings and maintain*
658 *good standing in the court.*
659

- 660 1. The Reigning Emperor and Empress, and Imperial Prince and
661 Princess are required to attend the below mentioned events.
662
663 2. All official Coronation and Prince and Princess Ball related events,
664 including the announcement of candidates.
665
666 3. Turnabout
667
668 4. Empress Express
669
670 5. All instate events relating to their titles.
671
672 6. With regards to the Emperor/Empress, a minimum of eight
673 International Court System events. The following are listed as
674 **suggestions:**
675
676 a). San Francisco's Coronation
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678 b). San Diego's Coronation
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680 c). Salt Lake City's Coronation
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682 d). Denver's Coronation
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684 e). Portland's Coronation
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686 f). Alaska's Coronation
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688 g). Vancouver BC's Coronation
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690 h). One of their Choosing
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E. FUNCTIONS TO PRODUCE

1. It is required, that each of the Monarchs host and plan at least two fundraisers during their year for which 25% of the proceeds will be designated as follows:

- 15% for the Court General Fund
- 5% designated for the Court Scholarship Fund
- 5% designated for the Court Endowment Fund

The Prince and Princess shall be responsible for the planning, execution, and success of those Court functions as directed by the Monarchs. It is required that they host and plan at least two fundraisers during their year.

F. GENERAL HOUSEKEEPING

1. Coordination of the Court Calendar for the year as Co-Chairs of the Fundraising and Production Committee and the Board.
2. Hold regular Imperial Family meetings at least quarterly.

2. THE IMPERIAL PRINCE AND IMPERIAL PRINCESS

A. QUALIFICATION

1. Those being considered for position of Imperial Prince and Imperial Princess must be: residents of the Empire, financially, morally and socially responsible, a member of the ISCSORE for one (1) year prior to their consideration and a member in good standing.

B. APPLICATION

2. There is no application process for the titles of Imperial Prince and Imperial Princess but all candidates being considered must be approved by the Board of Directors.

C. SELECTION PROCESS

1. The reigning Emperor and Empress will submit a list of names (3 maximum for each title) of those being considered for the position of Imperial Prince and Imperial Princess at the March Board of Directors meeting.
2. The Board of Directors will review the list of potential appointees and approve or disapprove each individual being considered.

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3. The Emperor and Empress then may choose their Imperial Prince or Imperial Princess from the approved list.
 4. The announcement of the Imperial Prince and Imperial Princess shall take place at the Investitures/Imperial Prince and Princess Ball in late March/early April.
- D. CAMPAIGN**
1. There is no campaign process.
- E. DUTIES AND RESPONSIBILITIES**
1. Represent the ISCSORE at local and out of town functions.
 2. Support all worthwhile efforts by community organizations and individuals, which are consistent with the purpose of the ISCSORE as set out in the Bylaws and Operating Guidelines.
 3. Be public relation agents of the ISCSORE, always maintaining the best possible public image.
 4. At all times, attempt to nurture and maintain the unity of the community which the ISCSORE represents.
 5. The Imperial Prince and Imperial Princess must maintain continuous membership in good standing and residency in the Empire during the length of their term of office.
 6. Be an active participant at the functions within the ISCSORE.
 7. The Imperial Prince and Imperial Princess are required to attend the following;
 - a) The President’s Ball (Seattle Coronation)
 - b) Investitures/Imperial Prince and Princess Ball
 - c) Gay Seattle Pageant
 - d) Attend all Court Meetings (non-consecutive excused absences only)

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F. ASSUMPTION OF OFFICE, REMOVAL AND VACANCY

- 1. The Imperial Prince and Princess take office upon elevation at the annual Investiture/Imperial Prince and Princess Ball and shall serve until the succeeding annual Investitures/Imperial Prince and Princess Ball , unless removed from office.
- 2. The Imperial Prince and Princess who fails to fulfill his/her responsibilities as outlined in this section of the Operating Guidelines or whose conduct seriously damages the image of the ISCSORE, shall be subject to removal by a majority vote of the Board of Directors at the duly convened meeting.
- 3. In the event of death, removal or resignation of the Imperial Prince or Princess, the Emperor and Empress may nominate a successor who may be chosen as setout above, and who shall take office immediately upon approval by the Board of Directors.

G. INVESTITURES/IMPERIAL PRINCE AND PRINCESS BALL

- 1. The Imperial Prince and Princess shall work jointly with the newly elected Emperor and Empress in the coordination of the joint Investitures/Imperial Prince and Princess Ball to be held in early April.
- 2. The Imperial Prince and Princess shall be limited to:
 - a). Limited to a maximum of three (3) requested performances each
 - b). One (1) joint requested performance
 - c). Last walk performance to not exceed fifteen (15) minutes
- 3. The Imperial Prince and Princess shall be inducted into the Imperial Prince and Princess Council at the Prince and Princess Ball.

H. OTHER

- 1. Since the Imperial Prince and Princess are no longer elected, they shall not automatically receive a seat on the Board of Directors. They may be elected to an available Board Seat via the Board election process.

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3. THE GAY SEATTLES/SEAS AND HEARTS

A. QUALIFICATIONS TO RUN

1. Be eligible for membership in the Court
2. Not be a reigning titleholder in this or any other Empire upon election.
3. Provide such documentation as necessary to substantiate eligibility and qualifications as set forth in this section
4. Must join the Court within 30 days of ascension to the title

B. APPLICATION REQUIREMENTS

1. Complete an application for the position of the Gay Seattle's, Seas or Hearts and be a resident of the Empire.
2. Pay a non-refundable filing fee, as determined by the Board of Directors

C. ATTENDANCE

1. Attend all Court Meetings, and maintain membership in good standing in the court.
2. Represent the Organization at all official Court-sponsored, Court-sanctioned, and Court-endorsed functions

D. FUNCTIONS TO PRODUCE

These titles shall be responsible for assisting in the planning, execution, and success of those Court functions as requested by the Monarchs. It is required that they host and plan at least two fundraisers during their year. It is required that 25% of the revenue for these fundraisers be designated as follows:

- 15% for the Court General Fund
- 5% designated for the Court Scholarship Fund
- 5% designated for the Court Endowment Fund

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4. **APPOINTED TITLES**

Duke/Duchess of Puget Sound: Appointed by the Emperor and Empress;
Approved by the Board of Directors

Responsibilities: Produce King/Queen of the Seas

These titles shall be responsible for the production of the King/Queen of the Seas pageant and one (1) additional fundraiser for charity. They may also assist in the planning, execution, and success of those Court functions as requested by the Monarchs. It is required that 25% of the revenue for these fundraisers be designated as follows:

- 15% for the Court General Fund
- 5% designated for the Court Scholarship Fund
- 5% designated for the Court Endowment Fund

Eligibility – proven ability to produce pageant(s)

Final performance at In-Town Show

Czar/Czarina of Capital Hill: Appointed by the Emperor and Empress; Approved by the Board of Directors

Responsibilities: Produce King/Queen of Hearts

These titles shall be responsible for the production of the King/Queen of the Hearts pageant and one (1) additional fundraiser for charity. They may also assist in the planning, execution, and success of those Court functions as requested by the Monarchs. It is required that 25% of the revenue for these fundraisers be designated as follows:

- 15% for the Court General Fund
- 5% designated for the Court Scholarship Fund
- 5% designated for the Court Endowment Fund

Eligibility – proven ability to produce pageant(s)

Final performance at In-Town Show

Marquis/Marquise of Magnolia Bluff: Appointed by the Emperor and Empress;
Not approved by the Board of Directors

Responsibilities: produce two (2) successful fundraisers during the year

Eligibility – Prior line title holder (or Hearts/Seas).

920
921 Final performance at Announcement of Candidates
922
923 **Count/Countess of Queen Anne:** Appointed by the Emperor and Empress; Not
924 approved by the Board of Directors
925
926 Responsibilities: produce two (2) successful fundraisers during the year; one
927 (1) to benefit the JC Lady Graytop Scholarship Fund; one (1) to benefit a
928 charity of choice.
929
930 Final performance at Announcement of Candidates
931

932 **4. CLOSET QUEEN AND KING**
933

934 The Closet Queen and King pageant shall be a judged community contest,
935 with no commitment to join the Court unless the successful candidates
936 choose too. The only requirement is that they show up one (1) year later to
937 pass on the title. The planning and execution of the Closet Ball, sets, and
938 advertising will be the responsibility of the Court. The winners will receive a
939 prize to be determined by the Board
940

941 **A. QUALIFICATIONS TO RUN**
942

- 943 1. Not have executed drag before, with the exception of
944 Halloween and/or Turnabout
- 945
- 946 2. Candidates for Closet Queen and King must have a
947 sponsor who will prepare the contestant during the course of
948 the event.
949

950 **B. APPLICATION REQUIREMENTS**
951

952 Pay a non-refundable filing fee. The amount shall be determined by
953 the Board.
954

955 **C. ATTENDANCE**
956

957 Be present the following year for step down
958

959 **D. FUNCTIONS TO PRODUCE – none at this time**

960 **SECTION VII – BOARD REQUIRED EVENTS**
961

962 **A. OFFICIAL COURT SPONSORED FUNCTIONS**
963

- 964 1. The Court-sponsored Functions, listed below, are those for which the total
965 responsibility of planning, preparation, and execution belongs to the Court and the
966 Board.

- 967 2. Financial responsibility for these functions is borne totally by the Court, with all
 968 revenues derived from those functions becoming the assets of the Court, which is
 969 responsible for the concurrent liabilities.
 970
- 971 3. The Treasurer will ensure that twenty-five percent (25%) of net proceeds from the
 972 listed official Court-sponsored functions will be designated as such unless agreed by
 973 the Board to be designated to another charity or the general fund:
 974
- 975 • 15% for the Court General Fund
 - 976 • 5% designated for the Court Scholarship Fund
 - 977 • 5% designated for the Court Endowment Fund
- 978
- 979 4. The Board will ensure that all enumerated functions are planned and executed
 980 properly.
 981
- 982 5. The following events are the major revenue earners for which the Board has direct
 983 responsibility.
 984
- 985 6. The Board may suspend or combine any of the following functions, as they see fit
 986
- | | | |
|------|--------------------|--|
| 987 | April | Investitures/IPP Ball. |
| 988 | | |
| 989 | May | Closet Ball |
| 990 | | |
| 991 | July/August | Gay Day at Wild Waves |
| 992 | | |
| 993 | July | King and Queen of the Seas Pageant - held the last weekend of
994 July or the first weekend of August |
| 995 | | |
| 996 | September | King and Queen of Hearts Pageant |
| 997 | | |
| 998 | November | The Gay Seattle Pageant |
| 999 | | |
| 1000 | December | Court Christmas Show (College of Monarchs) |
| 1001 | | |
| 1002 | February | Coronation shall be held on President's Day Weekend, which
1003 is a three-day weekend, unless due to cost or other reasons, the
1004 Board shall be empowered to move the event to another
1005 weekend in February. |
| 1006 | | |

1007 **B. ADDITIONAL COURT FUNCTIONS**
 1008

- 1009 1. The Emperor's Birthday Celebration shall be held as close to the
 1010 birthday of the Emperor as possible, and it shall be entitled "Turn-About" This
 1011 function shall be done at the discretion of the Emperor.
 1012

- 1013 2. Empress Express may be held anytime at the discretion of the Empress.
1014

1015 *See Pageantry section for other events*
1016

1017 SECTION VIII - DISCIPLINARY PROCEDURES

1018 A. FINANCIAL REASONS

1019 1. BOUNCED CHECK

- 1020
- 1021 a. Within three days of the Treasurer receiving the bank's notification of a
1022 check deposited without sufficient funds to cover it, the Treasurer shall
1023 inform the member in writing (Certified Letter) of the situation, the total
1024 amount due, any penalties associated with the bounced check and loss of
1025 membership standing.
1026
- 1027 b. The Treasurer shall also copy the Board President and Secretary of said letter.
1028
- 1029 c. The letter shall be entered into the minutes at the next Board meeting.
1030
- 1031 d. The member shall have up to thirty days from the date of the letter
1032 informing them of said check owed to repay the check amount and penalties
1033 by means of a cashier's check or cash to the treasurer.
1034
- 1035 e. Upon payment within the thirty days, the member shall regain membership
1036 standing.
1037
- 1038 f. Failure to repay by day thirty-one from the treasurers dated letter means that
1039 the member tenders their resignation from the organization and
1040 relinquishes/resigns any and all reigning court titles and/or board
1041 membership.
1042
- 1043 g. The Treasurer shall inform the board of said resignation at the next board
1044 meeting and send a Certified Letter to the member stating what action has
1045 been taken.
1046
- 1047 h. The board shall be required to approve such resignation.
1048
- 1049 i. Resignation from the organization shall not relinquish the requirement of the
1050 person to repay the organization the money owed.
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2. MONEY COLLECTED ON BEHALF OF THE ORGANIZATION

- a. Any member who collects money on behalf of the organization shall be required to turn over those receipts to the Treasurer no later than three days after the event or activity at an agreeable time and place. The Treasurer and member can arrange previously for a later date.
- b. A member shall be considered in arrears on day four following the event or previously agreed date.
- c. On the fourteenth day from the day of collection, failure by the member to turn over receipts shall mean that the member tenders their resignation from the organization and relinquishes/resigns any and all reigning court titles and/or board membership.
- d. The Treasurer shall inform the board of said resignation at the next board meeting and send a Certified Letter to the member stating what action has been taken.
- e. The Board shall be required to approve such resignation.
- f. Resignation from the organization shall not relinquish the requirement of the person to repay the organization the money owed.

3. ENCUMBERING THE ORGANIZATION WITH FINANCIAL OBLIGATION(S)

- a. Members may not encumber this organization with any financial obligation without the express permission of the Board.
- b. Members, who do so, shall be notified that such financial obligation is their personal responsibility in a certified letter from the Treasurer.
- c. The letter shall also denote the amount of financial obligation and the loss of membership standing.
- d. The Treasurer shall also copy the Board President and Secretary of said letter.
- e. The letter shall be entered into the minutes at the next Board meeting.
- f. The member shall become in arrears upon receipt of said letter. The member shall have thirty days, from the date of the letter, to personally pay the debt.
- g. Upon payment within the thirty days, member shall regain membership standing.

- 1101 h. Failure to repay by day thirty-one from the treasurers dated letter means that
1102 the member tenders their resignation from the organization and
1103 relinquishes/resigns any and all reigning court titles and/or board
1104 membership.
1105
1106 i. The Treasurer shall inform the board of said resignation at the next board
1107 meeting and send a Certified Letter to the member stating what action has
1108 been taken.
1109
1110 j. The board shall be required to approve such resignation.
1111
1112 k. Resignation from the organization shall not relinquish the requirement of the
1113 person to repay the organization the money owed.
1114

1115 **4. IMPROPER EXPENDITURE OF FUNDS**
1116

- 1117 a. From time to time, members may be given money to
1118 expend on varying activities within and on behalf of the organization.
1119
1120 b. The member given the money shall provide receipts for any
1121 and all funds expended and return any unused money to the treasurer.
1122
1123 c. The funds may only be spent for the items that have been approved by
1124 the Board and/or in the budget if appropriate.
1125
1126 d. Receipts and unused money must be turned in within 30 days of
1127 receipt of funds as documented by the Treasurer. Failure to turn in by
1128 day thirty-one will result in member being in arrears.
1129
1130 e. The Treasurer shall on day thirty-one notify the member in a certified
1131 letter that they have fifteen days turn in receipts and unused money
1132 and that they have lost their membership standing.
1133
1134 f. The Treasurer shall also copy the Board President and Secretary of
1135 said letter.
1136
1137 g. The letter shall be entered into the minutes at the next Board meeting.
1138
1139 i. Upon return of receipts and unused money totaling the amount given
1140 to the member by the treasurer by said date, the member shall regain
1141 their membership standing.
1142
1143 j. Failure to repay by day fifteen from the treasurers dated letter means
1144 that the member tenders their resignation from the organization and
1145 relinquishes/resigns any and all reigning court titles and/or board
1146 membership.
1147

- 1148 k. The Treasurer shall inform the board of said resignation at the next
1149 board meeting and send a Certified Letter to the member stating what
1150 action has been taken.
1151
1152 l. The Board shall be required to approve such resignation.
1153
1154 j. Resignation from the organization shall not relinquish the requirement
1155 of the person to repay the organization the money owed.
1156

1157 5. APPEAL PROCESS

1158
1159 Decisions regarding disciplinary action for financial reasons may be appealed for
1160 review to the general Membership. An appeal puts the disciplinary action in
1161 question on hold. Any action taken by or on behalf of the Board will be also be put
1162 on hold until resolved by the General Membership.
1163

- 1164 a. The member being disciplined has 15 days, from receipt of the above
1165 Certified Letter, to inform the Board President of their intent to appeal the
1166 decision to the General Membership.
1167
1168 b. The Board President shall then place the appeal on the Agenda of the General
1169 Meeting which shall meet the following criteria:
1170
1171 1. The meeting must not fall within 10 days from receipt of notice to
1172 appeal.
1173
1174 2. and shall not exceed 60 days from the notice to appeal.
1175
1176 c. At the General Membership meeting, the President or designated
1177 representative will address the issue with the General Membership. All
1178 pertinent testimony will be read aloud or provided in writing by the Board
1179 Secretary to the General Membership. An open discussion will follow
1180 utilizing the following format:
1181
1182 1. The individual making the appeal may speak for up to fifteen minutes.
1183
1184 2. Each member in good standing will be allowed to address the
1185 membership for no more than three minutes, unless a longer time is
1186 set at the discretion of the presiding officer.
1187
1188 3. Should Board members so desire, they will be allowed to speak or
1189 question general members only for input for no more than 3 minutes
1190 each, unless a longer time is set at the discretion of the presiding
1191 officer.
1192
1193 4. At the close of discussion, the General Membership, including the
1194 Board, will vote by secret Ballot.
1195

- 1196 5. Only in the event of a tie will the presiding authority be allowed to
1197 vote on any appeal before the general membership.
1198
1199 6. A majority of the present members in good standing (50% + 1) must
1200 decide to accept the appeal. The vote counts will be entered into the
1201 next minutes of the Board.
1202
1203 7. If the appeal is declined, disciplinary action shall continue as
1204 previously started. If the General Membership accepts the appeal, the
1205 member will regain his good standing, any court titles and/or Board
1206 membership.
1207
1208 8. A decision of the General Membership to accept the appeal will not
1209 be implemented until such time as the monies have been repaid.
1210

1211 **B. NON-FINANCIAL REASONS**

1212
1213 **1. STARTING A DISCIPLINARY ACTION**
1214

- 1215 a. Mediation – any incident that a member believes rises to the level requiring
1216 Disciplinary Action must first go through the process offered by the use of
1217 the Mediation committee. This action will follow the guidelines given for the
1218 Mediation Committee in Section V, Subsection D of this document.
1219

1220 Should the parties involved not arrive at a mutually agreeable solution, then
1221 either party has the ability to petition the Board for redress. They would then
1222 follow the guidelines listed below.
1223

1224 The Mediation Committee, itself, has the ability to refer the matter to the
1225 entire Board, either for a solution or for actual Disciplinary Action.
1226

- 1227 b. An Officer needs to receive a written request, from either parties involved or
1228 from the Mediation Committee, within 30 days from the completion of the
1229 work of the Mediation Committee. This letter must:
1230

- 1231 1. Include a specific request for disciplinary action
1232 2. Include all pertinent information and,
1233
1234 3. Must be presented one week prior to the Board meeting.
1235

- 1236 c. The Officers must review letter and make determination if a problem exists.
1237

- 1238 d. E-mails and electronic transfer of the information are not allowed and will
1239 not be accepted.
1240

- 1241 **2.** If the Officers agree that a problem exists and before any individual can be
1242 disciplined the following must occur
1243

- 1244 a. The complaint information must be presented to the Board and the Board
1245 must agree by a majority vote that this complaint is valid and acted upon.
1246
- 1247 b. A written letter from the Board will be sent by the Secretary via registered
1248 mail – return receipt requested to the individual outlining the actions for
1249 which the individual may be subject to discipline.
1250
- 1251 c. The letter will contain the alleged misconduct and the date, time and place for
1252 the special fact-finding meeting
1253
- 1254 **3.** A special Board fact-finding meeting shall be called.
1255
- 1256 a. This meeting shall be held at/on the date, time and place noted in the above
1257 letter.
1258
- 1259 b. This meeting shall be chaired by the President.
1260
- 1261 1. If the President is involved with the disciplinary action or is a
1262 witness, then the Vice-President will chair the meeting.
1263
- 1264 c. The Board will request the presence of any and all pertinent witnesses to the
1265 action allegation(s).
1266
- 1267 1. Each witness will be expected to provide a detailed written account of
1268 the allegations.
1269
- 1270 2. This account will be read by the writer (or the Board Secretary,
1271 should the writer not be able to attend the meeting) and a copy will be
1272 presented to the Secretary of the Board for recording in the minutes.
1273
- 1274 3. The witness may make a brief concise statement.
1275
- 1276 4. The person(s) whom the allegations have been made may make a
1277 brief, concise rebuttal of allegations.
1278
- 1279 5. The president will then ask for questions.
1280
- 1281 6. At the conclusion of the special meeting, the board will review
1282 testimony and decide, by vote, if allegations are justified. (Only
1283 Board members not involved or a witness to the incident will be
1284 allowed to vote on allegations).
1285
- 1286 7. In the event that the allegations are found to be justified, the board
1287 shall decide what disciplinary action, if any, shall be taken. A
1288 majority of the present Board members allowed to vote (50% + 1)
1289 will be necessary to approve disciplinary actions.
1290

- 1291 8. The process of notification of the individual(s) of the Board's
1292 decision shall be by the Secretary via Certified Letter – return receipt
1293 requested - to all parties concerned and the letter shall be recorded in
1294 the minutes of the next Board meeting.
1295
1296 9. A person who has had disciplinary action taken against them by the
1297 Board may either accept the action the board has taken or may appeal
1298 the decision as noted in Section VIII, C, 5,
1299

1300 **C. FORMS OF DISCIPLINE FOR NON-FINANCIAL REASONS**

1301
1302 These are by no means the only ways to discipline members. They will act as a guideline
1303 for the Board as to possible ways in which someone may be disciplined.
1304

- 1305 **1. REPRIMAND:** A verbal or written statement/warning as to the inappropriate
1306 behavior and a specific course of action.
1307
1308 a. The person who chaired the Board meeting in which the reprimand was
1309 decided should deliver the reprimand in private.
1310
1311 b. Reprimands do not require a formal disciplinary process, and may be
1312 delivered as a result of a Board decision.
1313
1314 c. Reprimands may fall outside of the standard disciplinary process.
1315
1316 d. A verbal reprimand will be documented in writing and kept as part of the
1317 Court Records.
1318
1319 **2. CENSURE:** A written reprimand for actions not befitting a member of our Court.
1320
1321 a. will result in immediate loss of Membership in Good Standing.
1322
1323 b. Good standing may be re-earned as stated in the letter of censure
1324
1325 c. A letter of censure will be sent by the Secretary via registered mail – return
1326 receipt requested or hand delivered to the individual(s).
1327
1328 d. It will be read aloud by the Court Secretary at the next regular court meeting,
1329 only after 10 business days after posting of registered letter or receipt of
1330 return receipt or verification of hand delivery
1331
1332 **3. SUSPENSION OF TITLE – TEMPORARY:** If inappropriate behavior continues
1333 after a reprimand and/or censure, or if an incident is in itself serious enough, it may
1334 become necessary to temporarily suspend any position or awarded title.
1335
1336 a. Should this be the decision of the Board, they will determine an appropriate
1337 time period for the prescribed penalty, but shall not exceed one year.
1338

- 1339 b. The person being disciplined will be notified either by the Secretary via hand
1340 delivery or registered mail, return receipt requested.
1341
1342 c. During the period of time that the individual is suspended, they will not be
1343 considered a member in good standing.
1344
1345 d. If they are Board members, voting rights for that body will also be
1346 suspended.
1347
1348 e. A past or present titleholder will not be able to “walk” with their Court of
1349 Seattle title(s) for the duration of the time in question.
1350
1351 f. They will not be allowed to represent the Court of Seattle during that time for
1352 any reason whatsoever.
1353

1354 **4. REMOVAL OF RIGHTS AND PRIVILEGES OF ELECTED TITLES AND**
1355 **POSITIONS**
1356

1357 **A. FORFEITURE OF TITLE OF BOARD POSITION**
1358

- 1359 1. This action will require a simple majority of the Board vote.
1360
1361 2. Membership in the organization may be maintained but the individual
1362 will not be considered to be in good standing.
1363
1364 3. The Board will determine the length of time that the disciplined
1365 member will not be in good standing, but shall not exceed one year.
1366
1367 4. The person being disciplined will be notified either by the Secretary
1368 via hand delivery or by registered mail, return receipt requested.
1369
1370 5. If the individual meets the standards for good standing on the last day
1371 of the stated period of suspended membership, they will immediately
1372 earn their membership in good standing status.
1373
1374 6. If they have not attended the appropriate number of meetings or their
1375 dues are not current, then they will have to earn their good standing,
1376 and voting privileges.
1377

1378 **B. TERMINATION OF MEMBERSHIP**
1379

- 1380 1. This disciplinary action requires the same simple majority vote.
1381
1382 2. The person being disciplined will be notified either by the Secretary
1383 via hand delivery or by registered mail, return receipt requested.
1384

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3. If an individual decides to reapply for membership after having been terminated, two court members who are in good standing shall sit before the Board to answer any relevant questions regarding their sponsorship.
 4. It will take a simple majority vote by the board before they will be allowed to rejoin the organization.

1394 **5. APPEAL OF DISCIPLINARY ACTION – NON-FINANCIAL**

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1396 Board decision regarding disciplinary action may be appealed for review to the
1397 general membership.

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- a. The member being disciplined has 15 days, from receipt of the above Certified Letter, to inform the Board President (by written letter) of their intent to appeal the decision to the General Membership.
 - b. The Board President shall then place the appeal on the agenda of the general membership meeting which shall meet the following criteria:
 1. The meeting must not fall within 10 days from receipt of notice to appeal, and shall not exceed 60 days from notice.

1409 **c. AT THE COURT MEETING OF APPEAL:**

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1. The president or designate will be given the opportunity to address this issue with the general membership.
 2. All pertinent testimony will be read aloud and provided in writing to the Board secretary for the general membership.
 3. The open discussion will utilize the following format:
 - a). The individual being disciplined may speak for up to fifteen minutes.
 - b). each member in good standing will be allowed to address the meeting for no more than three minutes.
 - c). should Board members so desire, they will be allowed to speak or question general members for input for no more than five minutes.
 4. Discussion will be closed and the Chair will entertain a motion for reinstatement.
 - a). Voting will be by secret ballot.

- 1433 b). only in the event of a tie will the presiding authority be
1434 allowed a vote on any disciplinary action.
1435
1436 c). A majority of the present members in good standing (50% + 1)
1437 must decide to accept or reject the appeal.
1438
1439 5. The vote counts will be entered into the minutes at the next Board
1440 meeting.
1441
1442 6. If the appeal is declined, disciplinary action shall continue as
1443 previously started. If the General Membership accepts the appeal, the
1444 member will regain his good standing, any court titles and/or Board
1445 membership.
1446

1447 **D. SPECIAL PROVISION FOR ALL DISCIPLINARY ACTIONS**
1448

- 1449 1. No disciplinary action of any elected past titleholder (one who has successfully
1450 completed their year and stepped down), will permanently remove his or her title or
1451 number, with the exception of a convicted crime against this organization.
1452
1453 2. Additionally, lifetime membership shall not be permanently removed if given within
1454 these guidelines with the exception of a convicted crime against this organization.
1455
1456 3. Termination of membership, titles and positions and all rights and privileges of any
1457 titles from the organization shall be automatic with a conviction of a misdemeanor or
1458 felony crime against this organization.
1459
1460 4. This statement will remain true regardless of rank or position, and shall include all
1461 current general court members, the Board, reigning and past title holders, lifetime
1462 title holders and citizens for life.
1463

1464 **E. Non-Discrimination/Anti-Harassment Policy and Complaint Procedure**
1465

1466 The Imperial Court of Seattle (ISCSORE, Inc.) is a not-for-profit 501(c)(3) Public
1467 Benefit Corporation in the State of Washington that hosts and participates in a variety of
1468 entertainment and educational events, and activities to raise monies, which support the
1469 causes of other diverse community-based charitable organizations that do not
1470 discriminate based upon race, age, gender, sexual orientation, religion or ethnic
1471 background. Our purpose is to collect charitable contributions from individuals and
1472 organizations, to distribute those contributions to other not-for-profit 501(c)(3) public
1473 benefit charitable organizations, and to have fun while doing it. Our intent is to allow
1474 membership to any individual or organization. Though our primary membership is
1475 drawn from the LGBT culture we believe everyone has the right of inclusion and the
1476 desire to help their community.
1477

1478 The ISCSORE, Inc. is committed to a friendly, social, collaborative, charitable
1479 environment in which all individuals are treated with respect and dignity. Each
1480 individual, all ISCSORE, Inc. members, monarchs, titleholders, imperial family
1481 members, contractors, and designated representatives has the right to participate in a
1482 professional atmosphere that promotes equal opportunities and prohibits unlawful
1483 discriminatory practices, including harassment with any ISCSORE, Inc. sponsored
1484 events or event affiliated with ISCSORE, Inc. Therefore, The Imperial Court of Seattle,
1485 Inc. (ISCSORE, Inc.) expects that all relationships among persons in the organizations
1486 will be highly respectful and free of bias, prejudice and harassment.

1487

1488 **Non-Discrimination & Equal Opportunity**

1489

1490 It is the policy of The Imperial Court of Seattle, Inc. (ISCSORE, Inc.) to ensure equal
1491 opportunity without discrimination or harassment on the basis of race, color, religion,
1492 creed, national origin, ancestry, disability, gender, sexual orientation, transgender,
1493 gender identity, age, social economic status, marital status, disability, veteran or draft
1494 status; or any other characteristic protected by federal, state or local laws. The Imperial
1495 Court of Seattle, Inc. (ISCSORE, Inc.) prohibits any such discrimination or harassment.
1496 Retaliation is also prohibited. The Imperial Court of Seattle, Inc. (ISCSORE, Inc.)
1497 encourages reporting of all perceived incidents of discrimination or harassment. It is the
1498 policy of The Imperial Court of Seattle, Inc. (ISCSORE, Inc.) to promptly and
1499 thoroughly investigate such reports. The Imperial Court of Seattle, Inc. (ISCSORE, Inc.)
1500 prohibits retaliation against any individual who reports discrimination or harassment or
1501 participates in an investigation of such reports.

1502

1503 **Definitions of Harassment**

1504

1505 1. Sexual harassment constitutes discrimination and is illegal under federal, state and
1506 local laws. For the purposes of this policy, sexual harassment is defined, as in the
1507 Equal Employment Opportunity Commission Guidelines, as unwelcome sexual
1508 advances, requests for sexual favors and other verbal or

1509

1510 2. Physical conduct of a sexual nature when, for example: (1) submission to such
1511 conduct is made either explicitly or implicitly a term or condition of an individual's
1512 membership; (2) submission to or rejection of such conduct by an individual is used
1513 as the basis for making eligibility or a decision affecting such individual; or (3) such
1514 conduct has the purpose or effect of unreasonably interfering with an individual's
1515 participation in the organization or creating an intimidating, hostile or offensive
1516 working environment. Sexual harassment may include a range of subtle and not so
1517 subtle behaviors and may involve individuals of the same or different gender.
1518 Depending on the circumstances, these behaviors may include, but are not limited to:
1519 unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo;

1520 verbal abuse of a sexual nature; commentary about an individual's body, sexual
1521 prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene
1522 comments or gestures; and other physical, verbal or visual conduct of an unwanted
1523 sexual nature.

1524
1525 3. Harassment on the basis of any other protected characteristic also is strictly
1526 prohibited. Under this policy, harassment is verbal, written or physical conduct that
1527 denigrates or shows hostility or aversion toward an individual because of his/her
1528 race, color, religion, creed, national origin, ancestry, disability, gender, sexual
1529 orientation, transgender, gender identity, age, social-economic status, ancestry,
1530 marital status, disability, veteran or draft status; or any other characteristic protected
1531 by federal, state or local laws or that of his/her relatives, friends or associates, and
1532 that: (i) has the purpose or effect of creating an intimidating, hostile or offensive
1533 professional and courteous environment; (ii) has the purpose or effect of
1534 unreasonably interfering with an individual's work and performance for the
1535 organization, or (iii) otherwise adversely affects an individual's ability to fully
1536 participate in the ISCSORE, Inc. organization. Individuals and Conduct Covered
1537 These policies apply to each individual, all ISCSORE, Inc. members, monarchs,
1538 titleholders, imperial family members, contractors, and designated representatives,
1539 whether related to conduct engaged in by fellow ICSF Inc. members or by someone
1540 not directly connected to The Imperial Court of Seattle, Inc. (ISCSORE, Inc.) (e.g. an
1541 outside vendor, consultant or customer or community member). Conduct prohibited
1542 by these policies is unacceptable at any ISCSORE, Inc. sponsored event or any event
1543 affiliated with ISCSORE, Inc. including meeting locations, this also includes any
1544 event-related setting outside the organization, such as during road trips, business
1545 meetings, coronations, fundraising activities and other social events.

1546

1547 **Reporting an Incident of Harassment, Discrimination or Retaliation**

1548

1549 The Imperial Court of Seattle, Inc. (ISCSORE, Inc.) encourages reporting of all
1550 perceived incidents of discrimination, harassment or retaliation, regardless of the
1551 offender's identity or position in the organization. Individuals who believe that they have
1552 been the victim of such conduct should discuss their concerns with The Imperial Court
1553 of Seattle, Inc. (ISCSORE, Inc.) Board of Director's (1) President or Vice President of
1554 the Board, (2) or any Board Member. See the complaint procedure described below. In
1555 addition, The Imperial Court of Seattle, Inc. (ISCSORE, Inc.) encourages individuals
1556 who believe they are being subjected to such conduct promptly to advise the offender
1557 that his or her behavior is unwelcome and request that it be discontinued immediately.
1558 Often this action alone will resolve the problem. The Imperial Court of Seattle, Inc.
1559 (ISCSORE, Inc.) recognizes, however, that an individual may prefer to pursue the matter
1560 through a ISCSORE, Inc. formal complaint procedure.

1561 ISCSORE, Inc. shall adhere to the By-Laws and Codes of Conduct that describes the due
1562 process and procedure for such violations of the Non-Discrimination Harassment and
1563 Retaliation Policy.

1564

1565 **Complaint Procedure**

1566

1567 Individuals who believe they have been the victims of conduct prohibited by this policy
1568 statement or believe they have witnessed such conduct should discuss their concerns
1569 with the (1) President or the Vice President of the Board, (2) or any Board Member. The
1570 Imperial Court of Seattle, Inc. (ISCSORE, Inc..) encourages the prompt reporting (within
1571 90 days) of complaints or concerns so that rapid and constructive action can be taken
1572 before relationships become irreparably strained. Therefore, the 90-day reporting period
1573 has been established, early reporting and intervention have proven to be the most
1574 effective method of resolving actual or perceived incidents of harassment and
1575 discrimination. Any reported allegations of harassment, discrimination or retaliation will
1576 be investigated promptly. The investigation may include individual interviews with the
1577 parties involved and, where necessary, with individuals who may have observed the
1578 alleged conduct or may have other relevant knowledge. Confidentiality will be
1579 maintained throughout the investigatory process to the extent consistent with adequate
1580 investigation and appropriate corrective action. Retaliation against an individual for
1581 reporting harassment or discrimination or for participating in an investigation of a claim
1582 of harassment or discrimination is a serious violation of this policy and, like harassment
1583 or discrimination itself, will be subject to disciplinary action. Acts of retaliation should
1584 be reported immediately and will be promptly investigated and addressed. Misconduct
1585 constituting harassment, discrimination or retaliation will be dealt with appropriately.
1586 Responsive action may include, for example, training, referral to counseling and/or
1587 disciplinary action such as warnings, reprimands, temporary or permanent withdrawal of
1588 titles, censure, member suspension or termination of membership, as The Imperial Court
1589 of Seattle, Inc. (ISCSORE, Inc.) believes appropriate under the circumstances.

1590

1591 Notwithstanding, ISCSORE, Inc., independent due process to remedy violation(s) of the
1592 Non-Discrimination Policy or prevent any future violation(s) of the Non-Discrimination
1593 Policy, the complainant may also choose to exercise his/her rights under federal state, or
1594 local non-discrimination laws to resolve their reported complainant or alleged
1595 violation(s) of discrimination or harassment. False and malicious complaints of
1596 harassment, discrimination or retaliation (as opposed to complaints that, even if
1597 erroneous, are made in good faith) may be the subject of appropriate disciplinary action.

1598

1599 **Conclusion**

1600

1601 The Imperial Court of Seattle, Inc. (ISCSORE, Inc.) has developed this policy to ensure
1602 that each individual, all ISCSORE, Inc. members, monarchs, titleholders, imperial
1603 family members, contractors, and designated representatives can participate in an
1604 environment free from unlawful harassment, discrimination and retaliation. The Imperial

1605 Court of Seattle, Inc. (ISCSORE, Inc.) will make every reasonable effort to ensure that
1606 all concerned are familiar with these policies and aware that any complaint in violation
1607 of such policies will be investigated and resolved appropriately. Any member who has
1608 any questions or concerns about these policies should talk with the Board of Director's
1609 (1) President or Vice President of the Board or (2) any Board Member of The Imperial
1610 Court of Seattle, Inc. (ISCSORE, Inc.)

1611
1612 Finally, these policies should not, and may not, be used as a basis for excluding or
1613 separating individuals of a particular race, color, religion, creed, national origin,
1614 ancestry, disability, gender, sexual orientation, transgender, gender identity, age, social-
1615 economic status, ancestry, marital status, disability, veteran or draft status; or any other
1616 characteristic protected by federal, state or local laws, from participating in business or
1617 work-related social activities or discussions. In other words, no one should make the
1618 mistake of engaging in discrimination or exclusion in order to avoid allegations of
1619 harassment. The law and the policies of The Imperial Court of Seattle, Inc. (ISCSORE,
1620 Inc.) prohibit disparate treatment on the basis of sex or any other protected characteristic,
1621 with regard to terms, conditions, privileges and prerequisites of membership. The
1622 prohibitions against harassment, discrimination and retaliation are intended to
1623 complement and further those policies, not to form the basis of an exception to them.
1624 Terms Claimant for the purpose of this policy only means that allegation of a violation
1625 of discrimination, harassment or retaliation. Respondent for the purpose of this policy
1626 only means that an allegation has been reported for a violation of discrimination,
1627 harassment and/or retaliation and an investigation has been opened.

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1629

1630 **RATIFICATION**

1631
1632 The Business Section of the Operating Guidelines of the Imperial Sovereign Court of Seattle; the
1633 Olympic and Rainier Empire, Inc. were duly ratified by a majority vote of the General Membership
1634 meeting on October 23, 2017 at The Cuff, in the city of Seattle county of King, State of
1635 Washington.

1636