

**THE BY-LAWS OF  
THE IMPERIAL AND SOVEREIGN COURT OF WINNIPEG  
AND ALL OF MANITOBA  
(THE SNOWY OWL MONARCHIST SOCIETY, INC.)  
(As revised on September 17, 2019)**

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**0.0 NAME AND OFFICES**

- 0.01 The name of the Corporation shall be The Snowy Owl Monarchist Society, Incorporated, and hereafter the SOMS.
- 0.02 The principal office of the SOMS shall be located within the province of Manitoba at such place, as the Board of Directors shall determine, from time to time.
- 0.03 The SOMS shall operate publicly as the Imperial Sovereign Court of Winnipeg and all of Manitoba, also known as “The Court.”

## **1.0 INTERPRETATION**

### **1.01 Inclusive Language**

In all By-Laws of the SOMS, where the context so requires or permits, the singular shall include the plural and the plural the singular; the word “person” shall include an individual partnership and corporation, and any reference to gender shall be considered to refer to all genders and gender identities equally.

### **1.02 Internal By-Law Consistency**

After each By-Law change is effected, the various By-Law reference numbers, Table of Contents, any spelling, tense, or grammatical errors, and any other references within these By-Laws that have been altered as a result of said change, may be revised so as to be accurate without requiring the formal approval of an Annual General Meeting. These changes will not be made if they alter the meaning or intent of these By-Laws in any fashion.

## **1.03 DEFINITIONS**

1.04 “The Act” means the statute under which the SOMS has been incorporated and any Act substituted for it as amended from time to time.

1.05 “Ball” refers to the annual Coronation ball or Coronation week in general.

1.06 “Board” or “Board of Directors” means the Board of Directors of The Snowy Owl Monarchist Society, Incorporated.

1.07 “Director” means a person elected or appointed to the Board as provided for in these By-Laws.

1.08 “The Executive” refers to the President, Vice-President, Secretary, and Treasurer.

1.09 “Active member(s)” means those who have purchased an annual membership. A membership is valid from time purchased and expires at the following Annual General Meeting.

1.10 “A member in good standing” refers to a member who upholds the Aims and Objectives of the SOMS.

1.11 “Monarch(s)” means reigning and past titular heads (i.e. empresses and emperors) of the SOMS.

1.12 “Policies” refers to the Policies document of the SOMS.

1.13 “Section” or “Article” shall refer to any numerically designated By-Law found within The By-Laws of the SOMS.

- 1.14 Headings: By-Law headings have been inserted only as a matter of convenience and for ease of reference, and in no way define, limit or extend any of the provisions of these By-Laws nor are they intended to affect their interpretation.
- 1.15 Provisions: Where these by-laws deal with the duties of directors or monarch(s) of the SOMS, they are not intended to limit, or restrict the powers and abilities of the directors of the SOMS members to endeavor other tasks that will not detract from the day to day work of the SOMS.
- 1.16 Proxy: A board director or member who, upon direction of another board director or member, votes on behalf of the absent board member.
- 1.17 Registered Office: Until changed in accordance with the Act, the registered office of the SOMS shall be at such location as the Board may from time to time decide.
- 1.18 2SLGBTQ+ is used in these by-laws and denotes Two Spirit, Lesbian, Gay, Bisexual, Pansexual, Trans, Gender Independent, Queer, and Questioning.
- 1.19 The “International Imperial Court System” (also known as the “International Court System”) is one of the oldest and largest 2SLGBTQ+ organizations in the world. It is a grassroots network of organizations which strive to build community relationships for equality and raise monies for charitable causes through the production of annual Coronation Balls which invite an inclusive audience of attendees to be presented at Court throughout North America, in their most elegant attire, along with numerous other fundraisers each year, all for the benefit of their communities. The Imperial Court System is the second largest 2SLGBTQ+ organization in the world, surpassed only by the Metropolitan Community Church.

## **2.0 AIMS AND OBJECTIVES**

- 2.01 To foster, through entertainment, travel, and fundraising strategies and events, open communication and a spirit of goodwill amongst the 2SLGBTQ+ communities, both local and beyond.
- 2.02 To foster tourism to the community and exposure to the 2SLGBTQ+ communities in Winnipeg and throughout Manitoba.
- 2.03 To maintain a mandate of selflessness for the betterment of the SOMS, the community-at-large, and the general public.
- 2.04 To assist other non-profit organizations in the goal of the betterment of Society, the SOMS shall donate annually to charitable or non-profit organizations, as selected by the reigning monarch(s) and approved by the board.

- 2.05 To elect or bestow honorary title(s) to individual(s) who have diligently worked to uphold the Aims and Objectives.
- 2.06 To promote diversity and a commitment to inclusiveness to all individuals regardless of age, gender expression, gender identity, ancestry, nationality or national origin, religion or creed, and sexual orientation.

### **3.0 FISCAL YEAR**

- 3.01 The fiscal year shall be from September 1 to August 31.

### **4.0 MEMBERSHIP AND MEMBERSHIP FEES**

- 4.01 In the spirit of helping provide support towards the 2SLGBTQ+ community of Winnipeg and all of Manitoba, any individual may apply for a membership in the SOMS.
- 4.02 Membership fees must be paid in full to attain membership status. The cost of membership is currently set at \$5.00 until the end of the fiscal year. The benefits of this membership include:
- (a) Option of running for the candidacy of empress or emperor (provided that the person(s) is/are a member in good standing);
  - (b) Option of letting one's name stand for a position on the board of directors;
  - (c) Voting privileges at any Annual General Meeting or Special Membership Meeting.
- 4.03 SOMS membership fees or other financial levies payable by each member of the SOMS shall be determined by resolution at an Annual General Meeting, at a Special Membership Meeting, or at a meeting of the board of directors.
- 4.04 All membership fees are non- refundable.
- 4.05 The current reigning empress and/or emperor shall receive a complimentary membership for their reign year.

### **5.0 REVOCATION AND SUSPENSION OF MEMBERSHIP**

- 5.01 Any membership may be revoked for violations of the By-Laws, or for conduct unbecoming a member upon 2/3 majority vote of the board of directors as long as fifty percent of the executive of the board are part of said majority.
- 5.02 The board may, by majority vote, suspend any member's privileges for violations of the By-laws and/or policies, or for conduct unbecoming a member until the member's privileges are reinstated by the board, or until an Annual General Meeting can be

convened for proceedings pursuant to By-law 4.01. According to the rules governing the convening of a Special Meeting of the general membership, the said meeting must be convened within fifteen days of the suspension.

## **6.0 CANDIDACY QUALIFICATIONS OF ASPIRANTS TO THE TITLE(S) OF MONARCH(S)**

6.01 Those who apply for candidacy as aspirants to the titles of monarch(s) will apply for one of the following three titles:

- (a) Empress
- (b) Emperor
- (c) Emprex

The Emprex title, in effect from Coronation 2019 onward, is defined as being the non-binary gender monarchical title.

There can only be two reigning monarchs (any combination of two of the titles noted above) at any given time, regardless of gender identity. The person(s) with the highest amount(s) of votes become(s) the monarch(s).

All must meet the following requirements:

- (a) Candidates must hold, in good standing, membership in the SOMS for at least six months immediately prior to the annual Coronation Ball;
- (b) Candidates must be residents of Manitoba, as defined by the provincial government's residency criteria;
- (c) Candidates must be at least twenty-one years of age;
- (d) Candidates must be able to travel legally within the entire International Court System.

6.01 Other requirements deemed necessary shall be determined by the board.

## **7.0 MEETINGS AND VOTING PROCEDURES**

7.01 Voting Procedures:

- a) At the first meeting of a newly-elected president, voting procedures must be established by the president. Alternately, at any meeting, a resolution put to vote shall be determined by show of hands, unless a poll is called by at least one member present. Unless a poll has been requested, a declaration by the chairperson that a resolution had been carried by a show of hands either unanimously or by a particular majority. If a resolution has been defeated, it shall be final unless a motion to rescind is requested, and passed by majority, by an individual of the prevailing side.
- b) At any resolution put to vote, the president shall act as a neutral party, except for in the event of a tie. In such a case, the president shall cast the tie-breaking vote.

7.02 Proxy Voting:

- (a) Members eligible to vote at an Annual General Meeting or a Special Meeting of the members may do so in person or by proxy. This provision applies both to votes taken by a show of hands and to votes taken by poll.
- (b) Proxy rights shall not apply to board meetings.
- (c) No member shall be in possession at any one meeting of more than two proxies.

7.03 Appointing Proxies

An eligible voter who desires to proxy his/her vote to another shall communicate her/his intent to do so on paper and shall sign this proxy form in her/his own handwriting.

7.04 Proxy form format

As a guideline for any person who wishes to proxy her/his vote to another, the format of the form should be standardized as follows:

<p>The Snowy Owl Monarchist Society, Inc.          (The Imperial and Sovereign Court of Winnipeg and all of          Manitoba)</p> <p>I, _____, hereby          appoint _____, as proxy to vote on my          behalf as an eligible voting member at the _____          meeting to be held on the ___ day of _____, in the          year _____.</p>
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7.05 In a situation where multiple ‘identical’ positions (i.e. general directorships) on the board are open, each eligible voter may only cast one vote per person.

7.06 A ‘Special Meeting’ may be called by the board of directors, upon the petition of twenty per cent of current members in good standing, provided that they request that the president, in writing, call such a meeting. Notice which states the business to be brought before the meeting must be given to each member by either ten days notice either by regular mail or e-mail to the last known postal address or e-mail address of each member, or by three days’ notice by telephone.

7.07 Quorum for any duly called General Membership Meeting shall consist of the SOMS members present, which must include at least fifty per cent of both the board as well as its executive.

7.08 Any member who has held an SOMS membership for the preceding three months shall have the right to vote at any duly called General Membership Meeting.

**8.0 BOARD OF DIRECTORS**

8.01 The board of directors of the SOMS shall consist of:

- a) President
- b) Vice-President

- c) Secretary
  - d) Treasurer
  - e) Reigning monarch(s)
  - f) One College of Monarchs' member
  - g) Four directors
- 
- a) The board shall have full management of the affairs of the SOMS pursuant to the By-laws, Policies, and directions passed by any duly called and constituted membership meeting.
  - b) The reigning monarch(s) are titular heads of the organization, especially to the community-at-large, and should be treated as such at all times.
  - c) The reigning monarch(s) shall have all rights and privileges as other members of the board of directors, with the exception of casting a vote or votes.
  - d) Upper House title holders shall not serve as directors of the board during their year, if at all possible, but are encouraged to attend board meetings. In the event that a shortage of director candidates presents itself, an Upper House title holder may then be considered for a directorship. Under no circumstances shall an Upper House title holder serve as an executive director.
  - e) The board is charged with all overall orderly functioning of the internal operation of the SOMS. Its primary purpose is to assist the reigning monarch(s) in their duties and in achieving their reign's goals as long as these concur with the Aims and Objectives.
  - f) No member may hold more than one position on the board at any one time.
  - g) The board shall be responsible for setting all required dates for the election of monarch(s).
  - h) Meetings of the board are called by the president and shall be held as often as required, but at least once every month.
  - i) Meetings of the board shall be open to the membership of the SOMS and to the community-at-large, except for closed sessions declared by majority vote of the board when dealing with matters of a sensitive nature.
  - j) A special meeting of the board shall be called upon by the petition of any two directors of the board or upon request of the College of Monarchs, provided they request in writing that the president call such a meeting and state the business to be brought before the board.
  - k) Any meeting of the board shall be called with three days' notice via e-mail to each director and via posting to the board's private social media group platform.

- l) Quorum for a meeting of the Board of Directors shall be fifty percent of the board, which must include at least half of its executive.
- m) If quorum is not reached at any regularly called meeting of the board, any business transactions enacted at such meeting must be ratified at the next regular meeting, or must be voted upon via the board's private social media platform group, or be rendered null and void.
- n) Any board director who has a direct or indirect interest in a contract or proposed contract between the SOMS and any outside organization shall declare a conflict of interest and shall recuse themselves from voting.
- o) Official Closed-Session Meeting Commencement:  
At the opening of any closed-session board meeting, the following opening statement shall be read by the vice-president:  
  
"I remind all those present that what is discussed during the meeting is not to be discussed with members of the community-at-large, but only among the directors of this board and only when there is no possibility of the conversation being overheard."
- p) The board may, from time to time, establish ad-hoc committees. Members of these committees may be directors of the Society, members of the SOMS, and/or persons from the community-at-large. These committees will be given terms of reference, time limits, and specific reporting instructions. All ad-hoc committees shall report directly to the Board of Directors.

## **9.0 ELECTION OF DIRECTORS**

- 9.01 The term of office of all directors except the reigning monarch(s) and appointed positions, shall be a two-year term from the time of election of the SOMS Board.
- 9.02 Filling vacancies:  
In the event that the vacancy of the office of any director other than the chairperson occurs before the following Annual General Meeting in any year, then the vacancy shall be filled by appointment of the board. The duration of the above-noted appointment shall be the remainder of the term of office which was vacated. Should the number of voting directors decrease to less than six, those remaining directors shall call a meeting of the membership to elect new directors. Should the vacant position be that of president, the vice-president shall become president, and the position of vice-president will be filled by appointment.
- 9.03 Vacation of office:  
If the board so wills, then the office of a director shall be vacated:



- (a) If the director fails to comply with any requirements imposed by any valid By-Law respecting the qualification of the directors, in accordance with 6.01/6/02 Revocation and Suspension of Membership procedures of these By-Laws;
- (b) If the director resigns the office and gives written notice to the board of the resignation;
- (c) If a director fails to attend three consecutive regular board meetings (unless a verifiable, acceptable explanation of the absence is provided by the next board meeting. The remainder of the board, at that time, may decide to declare vacant a board directorship.

9.04 Upon receipt of a written letter of resignation of any director of the board, the resignation shall be effective pending board acceptance. Reigning monarch(s) wishing to resign shall refer only to the Abdication Policy of the Policies of the SOMS.

9.05 Anyone who has held an SOMS membership *in good standing* for the preceding three months shall have the right to be elected to the board.

9.06 Two members who share a residence may not both sit on the executive of the board, with signing authority, during the same term.

## **10.0 REMOVAL OF DIRECTORS AND OFFICERS**

10.01 Subject to provisions of the provincial code, a General Membership meeting shall be called by a simple majority of the board, or by written petition signed by fifty per cent of the membership. Members of the SOMS may, by ordinary resolution at a General Membership meeting, remove any director or directors from office and may elect any qualified member or members for the remainder of the term.

10.02 Any director or executive officer of the SOMS is subject to the terms of impeachment for: any actions which are in violation of the By-Laws, or for conduct which substantially harms the interests of the SOMS, upon a two-thirds majority vote in favor of impeachment, at a General Membership meeting.

10.03 Impeachments are subject to adherence to the Corporations Act of Manitoba.

## **11.0 DUTIES AND RESPONSIBILITIES**

### **11.01 DUTIES OF THE PRESIDENT**

- a) The president shall preside at all meetings of the SOMS and of its Board. In the event that the president is absent, the vice-president shall chair any such meeting; and in the absence of both, a chair shall be elected from within the board.
- b) The president shall act as chief spokesperson of the board.

- c) In cases of a secret ballot vote, the president shall cast a vote which is sealed and only opened in an event of tie. Otherwise, the sealed vote shall be destroyed.
- d) The president shall be responsible for conducting orientation sessions for newly-elected directors including but not limited to: responsibilities, duties, accountability, or via By-Laws and Policies.
- e) The president shall be responsible for choosing the recipient of the annual President's Award.
- f) The president shall call and convene board meetings at least once every month.
- g) The president shall perform duties that the board determines from time to time by resolution or By-Law.

#### **11.02 DUTIES OF THE VICE-PRESIDENT**

- a) The vice-president shall assist in the preserving of order at all meetings of the SOMS, and shall, at the beginning of closed-session meetings, remind those present of the expectation of confidentiality.
- b) In the absence of the president, the vice-president shall assume the duties, responsibilities, and authority of the president.
- c) The vice-president shall act as a liaison with reigning bar title holders of the community and with other organizations within the community regarding business related to the SOMS.
- d) The vice-president shall perform duties which the board determines from time to time by resolution or via by-laws.
- e) The vice-president shall coordinate membership drives and ensure that applications are available at all SOMS events.
- f) The vice-president shall keep up-to-date a record of all current members of the SOMS.

#### **11.03 DUTIES OF THE SECRETARY**

- a) The secretary shall be responsible for preparing, recording, keeping, and distributing accurate agenda and minutes of all board meetings.
- b) The secretary shall receive and have charge of all correspondence, records, and reports, whether incoming or outgoing, including retrieving of such correspondence through postal or courier delivery.
- c) The secretary shall ensure that all notices of the various meetings of the SOMS are posted and/or sent as required and in a timely fashion.
- d) The secretary shall perform duties that the board determines from time to time by resolution or By-Law.
- e) The secretary shall keep a calendar or other record of any relevant due dates.
- f) The Secretary shall make any grammatical or typographical corrections to By-Law(s) and Policies, so long as they do not compromise the spirit or intent of said By-law(s) and/or Policies

- g) The secretary shall request that a current, abridged version of *Roberts Rules of Order* remain on the SOMS website.

#### **11.04 DUTIES OF THE TREASURER**

- a) The treasurer shall be responsible for receiving all monies paid to the SOMS and shall be responsible for the deposit of such funds at the designated financial institution, unless the board requests otherwise.
- b) The treasurer shall properly account for all funds and/or assets and keep accounting books and or records as may be determined by the SOMS in accordance with the laws of the Province of Manitoba.
- c) The treasurer shall be responsible for reporting at every board meeting a fully-detailed account of receipts, expenditures, general ledger, and bank statements.
- d) The treasurer shall write and present a fully-detailed annual financial report at the Annual General Meeting and provide copies for all present.
- e) The treasurer, president, vice-president, and secretary shall be authorized signing officers where required on all forms in financial matters. In the event of the unavailability of one or more of the said signing authorities, other directors may be appointed as signatories by the board.
- f) The treasurer is responsible for setting a budget for the coming year with the aid of the previous treasurer (where available), president, and a director.
- g) The treasurer shall perform duties that the board determines from time to time by resolution for via by-law(s).
- h) The Treasurer shall ensure that the SOMS's financial business is attended to in a timely and accurate manner.

#### **11.05 DUTIES OF THE REIGNING ELECTED OR REGENT MONARCH(S)**

- a) The reigning monarch(s) shall uphold and promote the Aims and Objectives and shall act as goodwill ambassadors to the SOMS, the 2SLGBTQ+ community, and the community-at-large.
- b) The reigning monarch(s) shall reign over their house or "kingdom" in perpetuity.
- c) The reigning monarch(s) shall establish a set of priorities to be presented to the board, for approval, at the first regularly scheduled board meeting following the Annual General Meeting. These priorities shall be the bases of the activities the monarch(s) shall undertake during the reign.
- d) The reigning monarch(s) shall host a minimum of one community-at-large meeting during their reign dedicated to describe and explain their priorities as well as to promote the Aims and Objectives.
- e) It is mandatory that the reigning monarch(s) organize and be physically present at all state functions of the SOMS (with the exception of the annual Coronation Ball).
- f) Each reigning monarch(s) shall be financially capable of attending and shall attend a minimum of three coronations, one out-of-town state function within

in the Imperial Court System in Canada, and one coronation within the International Imperial Court System in any foreign country.

- g) The reigning monarch(s) must maintain a mandatory active physical presence in Manitoba throughout their reign(s), barring exceptionally serious circumstances. Should any reigning monarch(s) be physically absent for more than one month, the monarch(s) are expected to inform the board in writing in advance of the absence. In the event that monarch(s) are absent longer than the time allowed by the board, they shall be placed on probation for 30 days (as overseen by the advisory committee). If the absence persists, they will be required to abdicate or they shall be removed from the title.
- h) In the event that a reigning monarch(s) is/are unable to complete their duties and/or obligations, an advisory committee shall be appointed by the board of directors. The advisory committee shall be comprised of: one member of the board (acting as advisory committee head), one active member of The College of Monarchs, one member of the general membership, and one member of the community-at-large. An advisory committee meeting will be convened with the monarch(s) in question to discuss a plan of action and/or any ramifications and/or sanctions.
- i) The reigning monarch(s) shall attend all meetings during their reign(s) of the board of directors. If a monarch(s) fail to attend three regular board meetings and no verifiable, acceptable explanation of the absence is provided by the next regular board meeting, the absence will be referred to the advisory committee for action.
- j) The reigning monarch(s) shall participate in reviews by The College of Monarchs at the three-month, six-month, and nine-month periods into their reign(s).
- k) The reigning monarch(s) shall, at the six-month review by The College of Monarchs, present (pending board approval) the name of their choice for Annual Coronation Ball coordinator. It is strongly recommended that the approved Ball coordinator attend the monarch(s); six-month review and also board of directors' meetings between their approval by the board and up to and including Coronation.
- l) Any reigning monarch(s) of the SOMS is subject to the terms of impeachment for any actions which are in violation of the By-Laws, for conduct which substantially harms the interests of the SOMS, or upon recommendation of the advisory committee. A two-thirds majority vote in favour of impeachment must be reached at a Special Membership meeting.
- m) The reigning monarch(s) shall be responsible for informing and updating the SOMS board of any organizations which request financial assistance from the SOMS.
- n) The reigning monarch(s) shall be responsible for choosing the recipient(s) of the annual Citizen of the Year Award, Jennifur Coates Memorial Humanitarian Award, Community Spirit Award, Volunteer Service of Distinction Award, Stephanie Lane-Barr Lifetime Achievement Award, and Rising Star Award.

- o) The reigning monarch(s) shall perform all other duties that the board determines from time to time by motion or via By-Law(s).
- p) Should the Monarch(s) feel that they are at risk of not completing one or more of their requirements, it is their responsibility to petition the Board with a suggested contingency plan. At such a time, the Board and Monarch(s) will come to a signed agreement which outlines the proposed substitute duties, the time frame in which they are to be completed, and the consequences if such an agreement is not honoured. Changes to any agreement made under these circumstances may only be made if both parties (Monarch(s) and Board) agree.

#### **11.06 DUTIES OF THE EMERITUS MONARCH(S)**

- a) Emeritus monarch(s) shall assist the reigning monarchs in areas such as protocol, and shall provide support wherever necessary.
- b) Emeritus monarch(s) shall attend, at minimum, one out-of-town coronation.
- c) Emeritus monarch(s) shall attend Investitures, the Debutante/White Knight Ball, and the Entertainer of the Year Pageant.
- d) The Emeritus monarch shall be responsible for performing the court anthem, "The Power of a Dream," at the SOMS Coronation.
- e) Emeritus monarch(s) shall perform other duties that the College of Monarchs determines from time to time by motion or via By-Law(s).
- f) Emeritus monarch(s) are responsible for the organization of people and collection of donations throughout their emeritus year for the hospitality suite during the annual Coronation Ball week.
- g) Emeritus monarch(s) are responsible for assisting the incoming monarch(s) in the coordination of Investitures.
- h) Emeritus monarch(s) shall act as honorary members of the College of Monarchs for the duration of their emeritus year, at which time the Board and College will vote to determine their status in the College.
- i) In order to gain admittance into the College of Monarchs, the Imperial Crown Princess and Imperial Crown Prince are required to fulfill the same requirements as the emeritus monarch(s), with the exception of the Court anthem performance. If more than one Princess or Prince is named in any particular reign, only the first-in-line *of succession* are eligible for elevation into the College of Monarchs.

#### **11.07 DUTIES OF THE COLLEGE OF MONARCHS**

- a) The College of Monarchs is responsible for providing direction and organizational consistency. It also shall act in an advisory capacity to the Board and, in particular, to the reigning monarch(s) and their House.
- b) The College shall annually appoint one representative to the SOMS board for a term from one Annual General Meeting to the following Annual General Meeting.

- c) The College shall appoint a regent monarch to assist a solely-elected monarch should the board and College deem necessary.
- d) The College is responsible for governing all matters of Court protocol, regalia, and crowning ceremonies.
- e) The College shall be responsible for fundraising for the annual Community Development Award.
- f) The College may appoint a College mentor to each newly-elected monarch(s).
- g) The College shall conduct reviews with the reigning monarch(s) at the three-month, six-month, and nine-month periods into their reign(s).

## **12.0 FINANCIAL REVIEW**

12.01 Unless the need for an audit is waived by a two-thirds' vote of the membership in attendance at the Annual General Meeting, the treasurer is charged with arranging for an audit of the financial records, as outlined by the Corporations Act of Manitoba, following that particular Annual General Meeting.

12.02 All financial records of the SOMS are public documents.

## **13.0 REMUNERATION**

13.01 No director or member shall receive remuneration for their services unless approved by a two-thirds majority vote of the Board of Directors. Such decisions shall be made and recorded in open session of meetings of the Board.

13.02 All remuneration must be conducted in accordance with the laws of the Government of Manitoba.

## **14.0 DISSOLUTION AND DISPOSITION OF NET ASSETS**

14.01 Members do not have and cannot have any personal interest in the property of the SOMS.

14.02 In the event that it becomes necessary to dissolve the SOMS, any assets left after all liabilities have been satisfied must be distributed to non-profit organizations whose purposes are the most similar to those of the SOMS at the time. The minutes, reports, correspondence, photographs, regalia, and other records of the SOMS shall be preserved in a recognized museum and/or archival institution.

14.03 The substance of this rule may not be changed by any later amendment, nor may this rule be repealed.

## **15.0 BY-LAW AMENDMENTS**

15.01 The By-Laws of the Society may be rescinded, amended and/or revised by means of a resolution brought to a Special Membership Meeting or Annual General Meeting. The resolution requires a two-thirds' majority vote adoption by those current members in attendance at the Meeting.

15.02 Policies of the SOMS, which shall be executed as having the same importance and weight as the By-Laws of the SOMS. The Policies shall be rescinded, amended and/or revised by means of a resolution brought to a Special Membership Meeting or Annual General Meeting. The resolution requires a two-thirds' majority vote adoption by those current members in attendance at the Meeting.

15.03 All By-Law revisions or amendments must be submitted by a member in good standing not less than 30 days prior to an Annual General Meeting or a Special Members' Meeting called for the purpose of revising By-Laws and/or Policies. All proposed changes will be posted on the SOMS social media platform for viewing by the membership at large, and will be open for comment.

15.04 These By-Laws were revised and adopted by the membership at the Annual General Meeting of The Snowy Owl Monarchist Society, Inc., on September 17, 2019, and are effective as of that date.

Joshua Malam, President  
David Halcrow, Vice-President  
Jay Rich, Secretary

**THE POLICIES OF  
THE IMPERIAL AND SOVEREIGN COURT OF WINNIPEG  
AND ALL OF MANITOBA  
(THE SNOWY OWL MONARCHIST SOCIETY, INC.)  
(As Revised on September 17, 2019)**

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**0.0 ABDICATION**

**Preamble:**

If, for any reason, the current reigning monarch(s) are unable or unwilling to complete their reign, the following procedure must be followed:

**Policy:**

1. Letters must be addressed to the following bodies and submitted to the secretary who then submits the letter for approval of the Board of Directors (hereafter "the Board"):
  - a. Letter of resignation from any position held on the Board;
  - b. "Instrument of Abdication" letter from the elected/appointed position;
  - c. Letter of resignation to the College of Monarchs
2. The secretary must immediately inform the President upon receipt of notification of abdication.



3. The President shall call a Special Meeting of the Board for the purpose of confirmation and acceptance of the resignation and abdication. The other business conducted at this meeting is for the Board to confirm the appointment of a regent empress or regent emperor.
4. The College of Monarchs shall forward to the Board a letter indicating its choice of regent(s).
5. The representative of the College of Monarchs shall call a meeting of the College to coincide with the meeting of the Board.
6. An emergency Special Meeting of the membership shall be called and investitures shall be planned. The appointed regent(s) shall take the Oath of Office in the presence of the Board, the College of Monarchs, and the membership of The Snowy Owl Monarchist Society, Inc. (hereafter “the SOMS”).

## **1.0 THE COMMUNITY DEVELOPMENT AWARD**

### **Preamble:**

The Community Development Award was founded by proclamation of Emperor 1998, Carlos Las Vegas. Hereafter in this policy, The Community Development Award shall be referred to as “the Award.”

### **Policy:**

#### **1.01 *Recipient(s) of the Award:***

The Award is presented to individuals who plan to or are attending a post-secondary educational institution in Manitoba and whose academic focus is science, social services, or humanities. The recipient(s) shall demonstrate academic excellence and ways in which their pending degree will impact and benefit 2SLGBTQ+ communities of Manitoba. The award recipient(s) is/are chosen by the College of Monarchs.

#### **1.02 *Value:***

Annually, there shall be a minimum of one Award presented, for an amount not lesser than \$500.

#### **1.02 *Criteria:***

The recipient of the Award shall demonstrate the following:

- Financial need
- Academic excellence
- Involvement in extra-curricular activities
- Past and current volunteer activities
- Will be or is attending a post-secondary institution in Manitoba

**1.03 Operational Criteria:**

- a. Applications for the Award shall be accepted up to June 1 of each year.
- b. The College of Monarchs shall receive and evaluate applications and recommend the recipient(s) to the Board for the latter's approval.
- c. Wherever possible gender equity shall be considered in the selection process for Award recipients.
- d. A representative from the College of Monarchs shall present the Award to the recipient(s) at the Annual Coronation ball.
- e. The College of Monarchs shall fundraise for the Award.

**1.04 COMMUNITY DEVELOPMENT AWARD APPLICATION**

The Community Development Award was created by The Snowy Owl Monarchist Society, Inc., to recognize individuals wishing, through post-secondary education, to proactively further the development of the lesbian, gay, bisexual, transgender, and non-binary communities.

The recipient(s) of the Award is a student(s) who will be attending or have been attending a post-secondary institution in Manitoba and whose academic focus is science, social services or humanities. The recipient(s) shall demonstrate academic excellence, and an awareness of the needs of the 2SLGBTQ+communities. The recipient(s) shall demonstrate that their pending degree will benefit aspects of one or more of these communities.

Surname: \_\_\_\_\_ Given Names: \_\_\_\_\_

Birthdate: \_\_\_\_\_ Gender Identification: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone(s): \_\_\_\_\_ E-mail: \_\_\_\_\_

**Academic Information**

Name of Educational Institution: \_\_\_\_\_ Expected year of graduation: \_\_\_\_\_

Area of Academic Focus: \_\_\_\_\_ Number of years completed: \_\_\_\_\_

**Volunteer Information**

Name of Organization: \_\_\_\_\_ Start and end dates: \_\_\_\_\_

Position: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_  
Responsibilities: \_\_\_\_\_

Name of Organization: \_\_\_\_\_ Start and end dates: \_\_\_\_\_  
Position: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_  
Responsibilities: \_\_\_\_\_

Name of Organization: \_\_\_\_\_ Start and end dates: \_\_\_\_\_  
Position: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_  
Responsibilities: \_\_\_\_\_

**Along with this application, please submit letters of reference.**

**Application is to be submitted to either the S.O.M.S. College of Monarchs' representative, or via mail (170 Scott St, Winnipeg, MB R3L 0L3) or via e-mail (college@impcourtmb.ca)**

Deadline for applications: June 1

## **2.0 ANNUAL CORONATION BALL**

### **Preamble:**

A Coronation Ball is held annually on the third week of July (or before July 31) to salute the outgoing Monarch(s), and to announce the results of the annual election for the incoming Monarch(s).

### **Policy:**

- 2.01 The Board shall choose the date and place of the Annual Coronation Ball.
- 2.02 It is the responsibility of the reigning Monarch(s) to choose both the theme of the Annual Coronation Ball, and a volunteer Coronation Ball co-coordinator. The Coronation ball co-coordinator shall have the following responsibilities:
- a. Co-coordinating the following Coronation committee appointments:
  - b. Decorating Committee
  - c. Advertising Committee
  - d. Hospitality Committee
  - e. Sound, Stage, Lights, Liquor Representatives
  - f. Tickets
  - g. Providing the Board with monthly updates and/or more frequent updates.

- 2.03 Up to seven “special request” performances shall be granted. When there are two reigning Monarchs, each shall be granted three “special request” performances and one combined “special request” performance.
- a. At each Coronation, the SOMS shall salute the outgoing Imperial Crown Princess and Imperial Crown Prince by providing each the opportunity of a walk/entrance (maximum 5 minutes) during the evening in addition to one page in the printed Coronation Ball program.
  - b. At a Coronation week event and pending board approval, the SOMS shall salute the outgoing Imperial Grand Duchess and Imperial Grand Duke by providing each the opportunity of a walk/entrance (maximum 5 minutes) during the evening in addition to one half (1/2) page in the printed Coronation Ball program.
- 2.04 The following awards shall be presented at the Annual Coronation Ball;
- a. The Community Development Award
  - b. The Citizen of the Year Award
  - c. The Jennifur Coates Memorial Humanitarian Award
  - d. The Community Spirit Award
  - e. The Volunteer Service of Distinction Award
  - f. The Stephanie Lane-Barr Lifetime Achievement Award
  - g. The Rising Star Award
  - h. The President’s Award
- 2.05 The Community Development Award was founded by proclamation of Emperor 1998, Carlos Las Vegas. The Award is presented to individuals who plan to or are attending a post-secondary educational institution in Manitoba and whose academic focus is science, social services, or humanities. The recipient(s) shall demonstrate academic excellence and ways in which their pending degree will impact and benefit 2SLGBTQ+ communities of Manitoba. The award recipient(s) is/are chosen by the College of Monarchs.
- 2.06 The Citizen of the Year Award is presented to an individual within the 2SLGBTQ+ community of Manitoba. Selected and presented by the current reigning Monarch(s), the recipient of the award has demonstrated commitment and dedication to the betterment of both The Snowy Owl Monarchist Society, Inc., and the 2SLGBTQ+ communities of Manitoba.
- 2.07 The Jennifur Coates Memorial Humanitarian Award is named in fond memory of John David (Jack) Cumming (1957-2017), Empress 1997 and Queen Mother for Life (Ultima), The One & Only Jennifur Coates. The award is presented to a person who has contributed significantly to the 2SLGBTQ+ community of Winnipeg and Manitoba over the course of several years.
- 2.08 The Community Spirit Award was founded by proclamation of Empress 2, Anita Stallion. The award is selected and presented by Monarchs when they step down. The award is given

to a member of the community who has exemplified community spirit by encouraging and supporting others through personal growth and self-confidence, all while preserving and promoting the art and essence of drag performance.

- 2.09 The Volunteer Service of Distinction Award recognizes and honours a member or members who have been instrumental in the success of the current reign. The recipient(s) may never have taken to the stage but are being recognized for bringing passion and commitment to the organization and the current reign.
- 2.10 The Stephanie Lane-Barr Lifetime Achievement Award was founded by proclamation of Emperor 4, Tony Barr-Lane. The award recipient is selected by the current reigning Monarch(s) to a member of The Snowy Owl Monarchist Society, Inc. who has shown exceptional commitment and dedication to the organization and 2SLGBTQ+ community for at least 10 years.
- 2.11 The Rising Star Award was founded by proclamation of Empress 15, Satina Loren. The award is given to one or more drag queen(s), drag king(s), or members in their first five years of service in recognition of outstanding support, commitment, and dedication to the betterment of our Court.
- 2.12 The President's Award is given to a member of The Snowy Owl Monarchist Society, Inc. who has made an outstanding contribution to the good of the organization throughout the immediately preceding year. The recipient is selected by the President, who also presents the award.
- 2.13 The Empress's and Empress's personal awards shall be presented at Victory Brunch.
- 2.14 At each Coronation, the SOMS shall salute the Emeritus Monarch(s) celebrating the first anniversary of accession, and every decade anniversary Monarch(s) (10, 20, 30, etc.) by providing each the opportunity of a walk/entrance (maximum 5 minutes) during the evening in addition to one page in the Coronation Ball program.
- 2.14 During sequestering of the candidate(s) for Monarch(s), the Chief Electoral Officer will be called to present the envelope containing the annual election. The Chief Electoral Officer will open the envelope and show the results to the following members who may be assembled on stage:
  - a. The Imperial Godparents
  - b. The outgoing Monarch(s)
  - c. The College of Monarchs
  - d. Any heir apparent to Nicole the Great, the Queen Mother of the Americas
- 2.16 The newly-elected Monarch(s) shall be escorted into the ballroom by the outgoing monarch(s).
- 2.17 The newly-elected Monarch(s) shall be introduced as they enter the ballroom. They will subsequently take their place on the dais, and be read the Oath of Office.

### **3.0 ANNUAL CORONATION COMMITTEE**

- 3.01 The Annual Coronation Committee shall be responsible for the organization and coordinating of the Coronation Ball.
- 3.02 The Annual Coronation Committee, under the direction of the Coronation co-coordinator, shall be comprised of the following ad-hoc committees (for committee duties, see operating procedures):
- i. Hospitality Committee
  - ii. Decorating Committee
  - iii. Advertising and Coronation Program Committee
  - iv. Coronation Program Coordinator
- 3.03 The Annual Coronation Committee shall perform other duties that the Board determines from time-to-time by resolution or By-law.
- 3.04 Any current reigning Monarch(s) may not serve as his/her own Coronation Ball co-coordinator.

### **4.0 DUES AND FEES**

- 4.01 Annual membership fees shall be established by a simple majority vote at an Annual General Meeting. Currently, membership in the SOMS is \$5.00.
- 4.02 The fee for the application of the Monarch(s) shall be \$50.00 (each).
- 4.03 The reigning Monarch(s) shall (each) be required to post a \$100.00 bond which will be refunded at the completion of their respective reigns, less any outstanding expenditures made and charged to the SOMS.
- 4.04 Unless otherwise noted, all fees are non-refundable.

### **5.0 ELECTION OF MONARCH(S)**

#### **Preamble:**

This policy establishes the guidelines by which the elections of the SOMS shall be conducted.

#### **Policy:**

- 5.01 The Board shall appoint the annual Chief Electoral Officer of the SOMS. The Chief Electoral Officer shall be subject to the authority of the Board, and be responsible for the fair and reasonable administration of the election of Monarch(s).
- 5.02 The SOMS grants the Chief Electoral Officer the authority to make decisions on its behalf in regards to the administration of the election and shall recognize the results of those decisions without further approval of the Board. The Chief Electoral Officer is not permitted to make a decision that contravenes SOMS By-laws or policies.
- 5.03 The Board shall not amend this policy after the commencement of the formal campaigning period or prior to the ratification of election results.
- 5.04 All complaints are to be directed to the Chief Electoral Officer, who shall investigate and provide a written report to the Board on all complaints, findings and recommendations.

**5.05 Elections of Monarch(s)**

- a) The SOMS shall hold an annual election within one week prior to the annual Coronation Ball to elect Monarch(s) to represent and act as figureheads or “goodwill ambassadors” of the SOMS locally, nationally, and internationally.

**5.06 Duties of the Chief Electoral Officer**

- a) The Chief Electoral Officer is responsible for managing and overseeing the elections of Monarch(s) in a wholly fair, honest, and accountable manner.
- b) The Chief Electoral Officer shall use as a template the guidelines established by Elections Manitoba.
- c) The Chief Electoral Officer shall submit an elections report to the Board (no later than the Annual General Meeting) which must include:
- i. A complete tabulation and summary of all votes cast;
  - ii. A summary of complaints;
  - iii. A summary of other irregularities or problems which occurred;
  - iv. Any other information that the Chief Electoral Officer deems relevant.

**5.07 Voting Procedures for the Election on Monarch(s)**

The Chief Electoral Officer shall, subject to Board approval, devise a voting method for eligible voters. Any method must ensure that:

- a. Voting for the position of monarch(s) is open to all residents of Manitoba who have attained the age of majority, and who present photo identification;
- b. All votes are confidential;
- c. Eligible voters receive sufficient notice of date, time and location of polling;
- d. There is no coercion occurs at the polling station;
- e. All ballots are clear and legible;

- f. Each voter shall only receive one ballot and shall not vote more than once;
- g. Polling station(s) are staffed at all times and poll clerks fulfill their duties in an unbiased manner;
- j. The results of the balloting remain uncontaminated by elections irregularities including, but not limited to, activities such as ballot stuffing, bribery, or coercion;
- k. Advance polling is provided for members who cannot be in attendance during regular voting period;
- l. Annual voting to elect monarch(s) shall take place from 12-4 p.m. and 8-12 p.m., and for one hour prior to the commencement of the Annual Coronation Ball;
- m. Prior to the closing of the voting period, the Chief Electoral Officer shall vote by secret ballot. This vote is individually sealed and shall only be opened in the event of a tie.

5.08 At the Annual Coronation Ball, the Chief Electoral Officer shall present election results to the head dais assembled at Coronation and will notify the sequestered candidates as the winner of the election.

5.09 The Chief Electoral Officer shall, prior to commencement of the formal campaign period and subject to the approval of the Board, establish all rules by which an election shall be conducted in those instances where they are not already explicitly outlined in SOMS By-laws or policies.

**5.10 Nominations, Qualifications and Applications for the Position(s) of Monarch(s)**

- a) Individuals wishing to seek nomination for the position of Monarch(s) must complete the nomination form provided by the Board. In order to be considered valid, all nominations shall be received by the secretary prior to the close of nominations.
- b) Applications for the position of monarch(s), for each consecutive term, shall be made available no less than two months prior to the Annual Coronation Ball.
- c) All applicants for the position of Monarch(s) shall be interviewed and screened by the Election Committee comprised of one director of the Board, one member of the College of Monarchs, one SOMS member, and one 2SLGBTQ+ community member.
- d) Preceding the screening of applicants, and prior to validating the nomination of each applicant, the Election Committee shall forward its recommendations of the candidates to the Board for approval.
- e) Each candidate may only run for one monarchical position at each election. No person may be acclaimed as a monarch. If a candidate position is uncontested, a “yes/no” vote is required. An uncontested candidate must be voted in by a simple majority.



- f) Any candidate who wishes to withdraw from the election and have his/her name removed from the ballot may do so provided that written, signed notice of such intent is delivered to the Chief Electoral Officer no less than 72 hours prior to the opening of the polls.

#### **5.11 Campaign and Campaign Period for the Position(s) of Monarch(s)**

Campaigning in elections shall be defined as an act that:

- a) Declares one's candidacy or intended candidacy;
- b) Can be determined to be a part of an organized course of action for the purpose of becoming elected or assisting another person in becoming an elected monarch.
- c) Following Board approval of nominations, the commencement of campaigning of the candidate(s) for Monarch(s) shall take place for a minimum of four weeks prior to the Annual Coronation Ball.
- d) Campaign(s) shall be considered closed at the opening of the polls one hour prior to the commencement of the Annual Coronation Ball.
- e) The SOMS shall not endorse any specific candidate and no candidates shall be permitted to claim endorsement from the SOMS.
- f) There is no monetary limit placed upon a candidate's campaign spending. The SOMS is not responsible for any candidate's campaign expenditures.

#### **5.12 Penalty and Disqualification**

- a) In the event that a candidate violates any rule of the SOMS election as articulated in the SOMS By-laws, the elections policy, or any other regulations which has been established and publicized by the CEO in regards to a particular campaign, that candidate may be subject to penalties, disciplinary action, and/or disqualification.
- b) Ignorance of SOMS regulations in regards to the conduct of candidates in an election shall not be considered as a valid argument against the decision of any penalty or disqualification. Candidates are responsible for knowing the rules and regulations of any election in which they are involved and, in cases when they are unsure about the permissibility of an action, should check in advance with the Chief Electoral Officer, the Board, or both.
- c) In the event that a candidate violates any rule, a Penalty and Disqualification Committee, and Election Committee shall meet to address the violations and recommend to the Board any consequences.
- d) The Board must approve any penalty or disqualification.

#### **5.13 Ballot Box**

- a) The ballot box shall be kept under the sole authority of the Chief Electoral Officer.

- b) In any case where there is more than one ballot box at more than one location, a scrutineer of each candidate shall be present at each voting location.
- c) At the close of every voting period, a seal and the signatures of at least two witnesses of the SOMS must be placed upon the ballot box. Any candidate(s) may not be witnesses. In addition, each witness shall register their signature on a witness form.

#### **5.14 Ballot Counting**

- a) On the day of the Annual Coronation Ball, the ballots shall be counted by the Chief Electoral Officer, as well as two designates (one being a non-realm designate and the other being a Board director), appointed by the Chief Electoral Officer, to serve as witnesses.
- b) The results shall be recorded, signed by all witnesses counting the ballots on an annual elections results form, which shall be placed in a sealed envelope. The envelope shall then be presented prior to the crowning ceremony.
- c) The Chief Electoral Officer is the sole holder of the envelope containing the annual elections results form.
- d) Any candidate has the right to request a recount of the ballots three hours from the announcement of results. The same individuals from the first count, plus a scrutineer representing each candidate, shall conduct any recount.

#### **5.15 Destruction of Ballots**

- a) The Chief Electoral Officer shall preserve the ballots until and pending approval of an elections report.
- b) The Chief Electoral Officer shall destroy the ballots, pending approval of the membership at the next Annual General Meeting.

#### **5.16 Notice and Promotion**

In collaboration with the Board, the Chief Electoral Officer shall be responsible for widely posting and publicizing the following:

- a. Notice of opening of nomination, as per by-law, not less than two months prior to the Annual Coronation Ball;
- b. Notice of the election including the date, time and location of the polling station(s);
- c. Any other further information deemed relevant by the Board.

### **6.0 ENTERTAINER OF THE YEAR**

## **Preamble:**

The Entertainer of the Year shall be an annual title awarded by the SOMS with the term commencing the third weekend of October, whenever possible, and finish in one calendar year. Should it not be possible to hold the Entertainer of the Year Pageant on the third weekend of October, it shall be held no later than November 30.

## **Policy:**

- 6.01 The Entertainer of the Year shall uphold and promote the aims and objectives of the SOMS and shall, as a goodwill ambassador from the SOMS to the 2SLGBTQ+ communities of Manitoba, be charged with the following expectations:
- 6.02 The annual term of the Entertainer of the Year shall run concurrently with that of the current reigning Monarch(s).
- 6.03 The Entertainer of the Year shall organize two fundraising events during his/her term.
- 6.04 The Entertainer of the Year shall represent the SOMS as chair of its committee which organizes and creates an SOMS float for the annual Winnipeg Pride parade.
- 6.05 The Entertainer of the Year shall be awarded a command performance by the current reigning monarch(s) on behalf of the SOMS, at the annual Coronation ball.
- 6.06 The Entertainer of the Year shall play an active role in the organization of the subsequent Entertainer of the Year Pageant.
- 6.07 The reigning Monarch(s) shall be responsible for ensuring that the Entertainer of the Year is meeting the requirements of the position. The reigning Monarch(s) may also decide whether or not there will be a judged Entertainer of the Year Pageant, or may instead choose to appoint, at Investitures, an Entertainer of the Year.
- 6.08 In the event that an Entertainer of the Year fails to fulfill at least a majority of the obligations of the contract they signed when applying for candidacy, the current reigning Monarch(s) may choose any or all of the following remedies:
  - a) Remove the Entertainer of the Year performance from the Annual Coronation Ball.
  - b) Cancel the step-down portion of the Entertainer of the Year Pageant.
  - c) Dismiss the Entertainer of the Year from the position.
- 6.09 A member of the board of directors shall be appointed annually to serve for a one-year period as the guiding mentor of the Entertainer of the Year.

## **7.0 FINANCIAL RESPONSIBILITY**

### **Preamble:**

The financial policy of the SOMS is intended to promote fiscal responsibility to the community-at-large.

### **Policy:**

#### **7.01 Limits of ability to Authorize Spending**

- a) Expenditures over \$75.00 must be pre-approved by the Board.
- b) Following consultation with the Board, the treasurer has the authority to freeze spending which has exceeded any particular budget.
- c) In the event that it is not possible to hold a Board meeting, and that such inability impairs the work of the organization, the executive may approve expenditures. Any expenditure approved in such a manner must be placed on the agenda for ratification at the next Board meeting.
- d) Immediately following the resignation of any director who is a signing authority, the SOMS shall immediately appoint three signing authorities (one of whom being the treasurer) for banking purposes. Any two of the signing authorities shall validate signatures on all payable and receivable amounts, including cheques and requisitions.
- e) Following any SOMS event, funds held must be submitted to the treasurer within three days.

#### **7.02 Requisition Requirement**

Requisitions are not required for general or usual administration of the SOMS business. The exceptions, where requisitions are not required, include:

- a. Photocopier usage
- b. Postage
- c. Long distance telephone calls provided the user completes the notations required for the appropriate long-distance logbook.

#### **7.03 Use of Requisitions**

Cheques will not be issued without a completed requisition form.

- a. If the cheque is for an expense which has been approved at the required levels or for a regularly-used service, the treasurer may authorize the requisition.
- b. Requisitions must be accompanied by the appropriate receipt(s). If the requisition states that the receipt is forthcoming, the treasurer must have the said receipt within three weeks of issuing the cheque. If the receipt is not forwarded to the

treasurer, the person requesting the cheque will be expected to pay the SOMS for the amount of the cheque.

#### **7.04 Required Authorization of Expenditures**

While some expenditures may be considered routine and require only the approval of the treasurer and another signing authority (if the other signing authority is applicable), other expenditures require higher levels of approval (in accordance with the importance of expenditure). The types of approval required therefore include:

- a. Approval of the treasurer only;
- b. Approval of the treasurer and another signing authority;
- c. Approval of the Board;
- d. Approval issued at an Annual General Meeting or Special Membership Meeting

#### **7.05 Carry Over to New Fiscal Year**

- a) An administrative buffer of \$2000.00 must to remain in the bank account for each successive Board.
- b) A “promotional budget” of \$2000.00 shall be awarded to the reigning Monarch(s). In the case of there being two Monarchs, the funds shall be divided evenly. Expenses require pre-approval of the Board.
- c) All promotional monies from the fund will only be reimbursed with receipt, before distribution, and after confirmation of SOMS-related expense at the discretion of the Board.

#### **7.06 Collection of Funds**

Directors shall be the only individuals with the authority to collect money being held on behalf of the SOMS.

### **8.0 DISCRIMINATION AND HARASSMENT**

#### **8.01 Purpose**

- a) The SOMS is committed to providing a community-based fundraising environment which enhances the dignity and self-esteem of all of its volunteers and event participants and which is free from discrimination and harassment.
- b) The SOMS will neither tolerate nor condone any inappropriate or irresponsible conduct, including any form of behavior which creates an intimidating, hostile, or offensive environment for directors, volunteers, venue staff, and event participants through the harassment of an individual or group.

- c) This policy also establishes a process for dealing with complaints of discrimination or harassment, should they arise.
- d) Nothing in this policy is intended to discourage or prevent SOMS directors, volunteers, venue staff, and event participants from initiating a harassment complaint to the Manitoba Human Rights Commission or exercising any other legal rights available under the law.

## **8.02 Definitions**

- a) “Discrimination”: Refers to intentional or unintentional differential treatment based upon a generalization or a protected characteristic outlined by the *Manitoba Human Rights Act*. Discrimination may be intentional (overt) or unintentional (systemic).
- b) “Harassment”: Refers to abusive and unwelcome behaviors including comments and/or conduct which is insulting, intimidating, humiliating, hurtful, malicious, degrading, demeaning or otherwise offensive to an individual or groups of individuals, or which creates an uncomfortable environment.
- c) Harassment may include but is not limited to: written or verbal abuse or threats; sexually-oriented comments; racial or ethnic slurs; unwelcome remarks, jokes, innuendos, or taunting about a person’s body, attire, age, marital status, ethnic or racial origin, sexual expression or romantic attractions; display of racist, ableist, or other offensive or derogatory material; practical jokes which cause awkwardness, embarrassment or humiliation; unwelcome sexual remarks, invitations, or requests, whether indirect or explicit, or by intimidation; leering or other obscene or offensive gestures; condescension or behavior which undermines self-respect; physical behavior such as inappropriate or nonconsensual touching or contact.
- d) “Complainant”: A person who alleges that they have been subject to discrimination or harassment as defined in this policy.
- e) “Respondent”: A person who is alleged to have engaged in discrimination or harassment as defined in this policy.

## **8.03 Policy**

- a) Discrimination or harassment by SOMS directors, volunteers, venue staff, and event participants is strictly prohibited and will not be tolerated.
- b) It is recognized that creating and maintaining an organization free from discrimination and harassment is a shared responsibility.
- c) The SOMS will take appropriate measures against any directors, volunteers, venue staff, and event participants who subject another individual to harassment.

- d) The SOMS and the Manitoba Human Rights Commission provide sanctions against discriminatory behavior or harassment. What constitutes discriminatory behavior or harassment is outlined in the *Human Rights Code of Manitoba*.

#### **8.04 Complaint and Investigation Process**

- a) Individuals who feel that they have experienced harassment are encouraged, if possible, to clearly and firmly make known to the respondent that the behavior is considered as harassment and must stop.
- b) If the alleged harassment continues, or if circumstances constrain an individual from objecting, a complaint of harassment can be brought to the immediate attention of the President of the Board.
- c) Upon receiving a complaint, the President of the Board will ensure that an investigation is undertaken expeditiously, fairly, and confidentially.
- d) As is required, alternate or additional internal or external investigators may be appointed by the Board.
- e) Information shall be kept confidential. The SOMS (including those investigating the complaint) will not disclose the identity of the person(s) complaining, or the respondent, except where disclosure is necessary for the purpose of investigating or taking disciplinary action in relation to the complaint, unless required by law.
- f) The alleged harasser will be provided with information concerning the circumstances of the complaint and the alleged harasser may be accompanied by a representative.
- g) Following the conclusion of the investigation, the President of the Board will inform the complainant and the respondent of the results of the investigation.
- h) Where harassment has not been substantiated, no action will be taken SOMS directors, volunteer(s), venue staff, and event participant(s) who has/have made a complaint in good faith.
- i) A complaint of harassment which is either fraudulent or malicious may itself be regarded as major misconduct and is subject to disciplinary action.

#### **8.05 Findings and Breach of Policy**

- a) Where a complaint is determined to be substantiated following the investigation, immediate and appropriate corrective action will be taken by or at the direction of the Board.

- b) Corrective action may include, but is not limited to: public or private apology (verbal or written); referral to education services; restricted/no access to specific SOMS events; suspension/expulsion from the SOMS; disciplinary action including warning, reprimand, or suspension.
- c) The President of the Board will thereafter advise the complainant that corrective action has been taken, but will not provide the complainant with particulars of that action unless, in the discretion of the discrimination and harassment officer, extenuating circumstances warrant so doing.

## **8.06 Appeals**

- a) Any party may appeal a decision made under the Discrimination and Harassment Policy by forwarding a written letter to the President of the Board.
- b) An appeals committee will conduct appeals within 14 working days. This committee will be determined on a case-by-case basis and will consist of two board directors, one members of the College of Monarchs, and one member-at-large.
- c) The appeals committee will: inform, in writing, the person reporting the discrimination or harassment that the allegations will be investigated; inform, in writing, the person against whom the complaint is made as to the allegations, request a response to the allegations and advise that the complaint is being investigated; separately interview any parties and witnesses to the complaint. Witnesses may include those who have direct knowledge or experience of similar conduct from the alleged harasser.
- d) Prepare a written report, including recommendations, and forward same to the President of the Board for final approval.

## **8.07 Retaliation**

Retaliation against a person who has complained of discrimination or harassment, given evidence in a harassment investigation, or been found to be in breach of this Policy, whether the complaint has been substantiated or unsubstantiated may itself result in disciplinary or corrective action.

## **9.0 GRIEVANCE PROCEDURE**

### **Preamble:**

The following order shall be adhered to in the event that a grievance is filed.

### **Policy:**

9.01 Pursuant to by-law 16.0 (c): A Grievance Committee shall be formed.



- 9.02 All Committee meeting shall be held in closed-session
- 9.03 Grievances forwarded to the Committee chair are such issues which may potentially affect the business of the SOMS in an adverse manner, and or compromise the aims and objectives.

By-law 3.0 to 3.04 states:

- 3.01 To foster, through entertainment, travel, and other fundraising strategies and events, open communications and a spirit of goodwill amongst the 2SLGBTQ+ communities, both local and beyond;
- 3.02 To bring about tourism to the community and to bring attention, without seeking personal gain, to the LGBTT\* communities in Winnipeg and Manitoba.
- 3.03 To maintain a mandate of selflessness for the betterment of the 2SLGBTQ+ communities and the SOMS.
- 3.04 To assist other non-profit organizations in the goal of the betterment of society;

- 9.04 The chair of the Committee shall provide in writing the decisions of the Committee to all named parties, separately, specifically pertaining to their circumstance within the grievance.
- 9.05 The Chair of the Committee shall provide closed-session minutes and submit a final written report to the Board regarding the grievance at hand, as well as the decisions and, if deemed necessary, recommendations for disciplinary action.

## **10.0 GRIEVANCE COMMITTEE**

- 10.01 The Grievance Committee shall be comprised of one member of the College of Monarchs, one Director of the Board, and two members from the general membership.
- 10.02 The chair of the Grievance Committee shall be determined by the Committee and shall be a non-voting member.
- 10.03 The Grievance Committee shall be responsible for handling complaints and personal grievances between:
- q) A member and another member;
  - r) A member and a director of the Board;
  - s) A non-member and a member of the SOMS.
- 10.04 The Grievance Committee shall meet with all parties involved regarding the matter at hand and shall work to resolve the issue(s).

10.05 If deemed necessary, recommendations of disciplinary action may be forwarded to the Board for the latter's approval.

10.06 The Grievance Committee shall be responsible for reporting all grievances to the Board. The Grievance Committee shall perform other duties that the Board determines from time-to-time by motion or By-law.

## **11.0 SPECIAL APPOINTMENTS: THE IMPERIAL HOUSE AND TITLES**

### **Policy:**

#### **11.01 Special Appointments**

In recognizing the special nature of the SOMS's function and activities, the Board may, from time-to-time, find it necessary to make special appointments of officers for undertaking specific responsibilities. These special appointments will include but are not limited to:

- a. Imperial Historian and Keeper of Titles (permanent title)
- b. Minister of Protocol (permanent title from The College of Monarchs)
- c. Chief Electoral Officer

11.02 The Imperial Historian and Keeper of Titles of the SOMS shall be responsible for maintaining a record of all titles.

11.03 The Board may make special appointments to meet specific needs of the organization.

11.04 Permanent titles may be one of the following:

- a. Ultima
- b. Lifetime
- c. Perpetual

11.05 There may be only one permanent of any particular permanent title at any one time. Permanent titles shall be granted for life and may not be awarded again. They shall be certified by issuing a printed scroll provided by the Society, to be presented at the Annual Coronation Ball, and shall be listed in successive Annual Coronation Ball programs.

11.06 There shall be a limit of two permanent titles appointed (pending Board approval) per reign.

#### **11.07 The Imperial House**

- a) The current reigning Monarch(s) shall establish their Imperial House by announcing its name within 30 days of the Annual Coronation Ball.

- b) Each House will have a distinct name and shall exist to support the reigning Monarch(s) in fulfilling their roles within the SOMS.
- c) Members of the House will be appointed by the reigning Monarch(s). There shall be no set number of members of the House. All members of the House must be or must become a member of the SOMS.
- d) Annual titles shall be certified by issuing 'House certificates' created by the reigning Monarch(s).
- e) Each member of the House shall have a title bestowed upon them, by the reigning Monarch(s), at the time of their appointment to the House. Each Appointment shall exist for the year of the reign or may be removed permanently at any time by those who bestowed the title. In order for any of these titles to become permanent, a request must be made in writing by the reigning Monarch(s) to the Board for approval.

11.08 The SOMS shall recognize the Imperial Family as:

- a. Imperial Crown Princess or Princet (gender neutral)
- b. Imperial Crown Prince or Princet (gender neutral)
- c. Imperial Grand Duchess or Duchex (gender neutral)
- d. Imperial Grand Duke or Duchex (gender neutral)

11.09 The SOMS shall recognize the Royal Family as:

- a. Princess
- b. Prince
- c. Viscountess
- d. Viscount
- e. Marquisa
- f. Marquis
- g. Countess
- h. Count

11.10 The SOMS shall recognize the following titles as a template for House:

- a. Dame Commander
- b. Knight Commander
- c. Lord-in-Waiting
- d. Lady-in-Waiting
- e. Esquire
- f. Squire
- g. Lord
- h. Lady
- i. Lording
- j. Damsel
- k. Earl
- L. King Father\*\*

m. King Mother\*

\* Permanent title signifies that a person shall hold that title until they resign, be removed, or in any other way cease to be able to continue the duties involved.

\*\*The King Father or Mother may be chosen for each consecutive reign or may be rendered a permanent title. If rendered the latter, then proper procedure must be established by membership prior to selection.

11.11 Imperial Family titles shall be appointed pending Board and the College of Monarchs' approval. The titles shall be numbered and become permanent at the end of each reign, apart from the two permanent titles allowed per reign. These titles may be removed or suspended pending Board and College approval.

11.12 The titles of Emperor and Empress shall be named and titled according to each reign number. When that reign does not have one or the other, that title will be deemed null and the number skipped to the next reign.

- a. During their reign, an Empress or Emperor may use their number, call themselves current reigning, and use the title His or Her Most Imperial Sovereign Majesty.
- c. In the year following their reign, the Monarch(s) may not use the word "Most" and, therefore, become His or Her Imperial Sovereign Majesty. For that year they will be called Emeritus Empress or Emperor.

11.13 The permanent title of Emperor or Empress may only be removed following the processes outlined in By-law 11.0.

## **12.0 DEATH OF A MEMBER**

### **Preamble:**

In the event of the death of a member, the SOMS will observe the following protocol in memory of that member.

### **Policy:**

1. A donation of \$100.00 shall be made in the member's name to the charity of the family's choice. This shall be made on behalf of the SOMS and shall be drawn from the administrative fund.
2. An In Memoriam page shall be included in the Annual Coronation Ball program.

3. A memorial event may be scheduled to celebrate and honour the life of the deceased member. It is preferable but not mandatory that the event be planned with the executor or next-of-kin.
4. The board shall send an official statement to all other realms.

### **13.0 PROCLAMATIONS**

#### **Preamble:**

During tenure of reigning Monarch(s), they may, with the approval of the Board of Directors, issue proclamations. Proclamations usually relate to issues of protocol, events or the establishment of tradition which enrich the Society. Proclamations rarely overlap constitutional issues. In the event that this should happen, the incumbent administration is asked to consider incorporating the proclamation into the By-laws through normal membership ratification.

#### **Policy:**

1. Each Monarch may make one proclamation and each co-Monarch may make one joint Proclamation, provided that the board of directors approves the proclamations.
2. Presentation of the proclamations shall be made at the Annual Coronation Ball and recorded in the archives.
3. No proclamations shall contravene any existing or previous proclamation, By-law, or Policy.

### **14.0 MONARCHS' REGALIA AND LINE OF SUCCESSION**

#### **Preamble:**

The College of Monarchs shall be responsible for setting policy for regalia and symbols of state for Monarch(s), members of the Imperial Family, and the general membership.

#### **Policy:**

- 1.01 Regalia shall be symbols of goodwill, unity, and solidarity amongst the SOMS.
- 1.02 Regalia shall only be accessed by the reigning Monarch(s), College of Monarchs, and past Monarch(s) of the SOMS, and shall be used in accordance with the Aims and Objectives in the By-laws.

- 1.03 Access, use, or display of the regalia must be requested, in writing, to the College of Monarchs' Board representative for approval by the College of Monarchs.
- 1.04 The College of Monarchs shall be responsible for keeping all regalia in good order.
- 1.05 During the Monarch's (Emperor/male persona) reign, they shall receive a round head crown to signify their reign. The crown shall be designed with only clear/white stones or gems, with a silver backing. This symbol of state is the property of the SOMS until such time as the Monarch has completed their reign and has fulfilled all obligations. Only then shall this symbol of state become the Monarch's personal property, as a gift from the people of the Kingdom of Winnipeg and All of Manitoba for representing them. The Kingdom of Winnipeg shall present this gift at the crowning ceremony.
- 1.06 During the Monarch's (Empress/female persona) reign, they shall receive a crown to signify their reign. There is no size restriction on the crown. The crown shall be designed with only clear/white stones or gems, with a silver backing. This symbol of state is property of the SOMS until such time as the Monarch has completed their reign and has fulfilled all obligations. Only then shall this symbol of state shall become the Monarch's personal property, as a gift from the people of the Kingdom of Winnipeg and All of Manitoba for representing them. The Kingdom of Winnipeg shall present this gift at the crowning ceremony.
- 1.07 During the Monarch's reign (Emprex/gender neutral persona), they shall receive either an emperor's head crown or a female tiara/crown (not both), which will signify their reign. The crown shall be designed with only clear/white stones or gems, with a silver backing. This symbol of state is the property of the SOMS until such time as the Monarch has completed their reign and has fulfilled all obligations. Only then shall this symbol of state become the Monarch's personal property, as a gift from the people of the Kingdom of Winnipeg and All of Manitoba for representing them. The Kingdom of Winnipeg shall present this gift at the crowning ceremony.
- 1.08 The state regalia given to the Monarch(s) by the Kingdom of Winnipeg shall be worn at the following state functions:
- a. Investitures
  - b. White Knight and Debutante Ball
  - c. Coronation Week events (including crowning ceremony)
  - d. Entertainer of the Year Pageant
  - e. Emperor & Empress Ball
  - f. Imperial Crown Prince & Imperial Crown Princess Ball

## **15.0 Crowns**

- 15.01 The Imperial Crown Prince shall receive a shoulder crown which will signify his reign. The shoulder crown shall not exceed the size of the male Monarch's head crown. This symbol of state is the property of the SOMS until such time as the Imperial Crown Prince

has completed his reign. Only then shall this symbol of state become his personal property, as a gift from the people of the Kingdom of Winnipeg and All of Manitoba for representing them.

- 15.02 The Imperial Crown Princess shall receive a tiara which will signify her reign. The tiara shall not exceed the size of the female Monarch's crown. The crown shall be designed with only clear/white stones or gems, with a silver backing. This symbol of state is property of the SOMS until such time as the Imperial Crown Princess has completed her reign and has fulfilled all obligations. Only then shall this symbol of state shall become her personal property, as a gift from the people of the Kingdom of Winnipeg and All of Manitoba for representing them.
- 15.03 The Imperial Crown Princet shall receive either a tiara or a shoulder crown (not both), which will signify their reign. The tiara shall not exceed the size of the female Monarch's crown, and the shoulder crown shall not exceed the size of the male Monarch's head crown. The crown shall be designed with only clear/white stones or gems, with a silver backing. This symbol of state is property of the SOMS until such time as the Imperial Crown Princess has completed their reign and has fulfilled all obligations. Only then shall this symbol of state shall become their personal property, as a gift from the people of the Kingdom of Winnipeg and All of Manitoba for representing them.
- 15.04 The Imperial Grand Duke shall receive a shoulder crown which will signify his reign. The shoulder crown shall not exceed the size of the Imperial Crown Prince/Princet's shoulder crown. The crown shall be designed with only clear/white stones or gems, with a silver backing. This symbol of state is the property of the SOMS until such time as the Imperial Grand Duke has completed his reign and fulfilled all obligations. Only then shall this symbol of state become his personal property, as a gift from the people of the Kingdom of Winnipeg and All of Manitoba for representing them.
- 15.05 The Imperial Grand Duchess shall receive a tiara that will signify her reign. The tiara shall not exceed the size of the Imperial Crown Princess/Princet's tiara. The tiara shall be designed with only clear/white stones or gems, with a silver backing. This symbol of state is property of the SOMS until such time as the Imperial Grand Duchess has completed her reign and has fulfilled all obligations. Only then shall this symbol of state become her personal property, as a gift from the people of the Kingdom of Winnipeg and All of Manitoba for representing them.
- 15.06 The Imperial Grand Duchex shall receive either a tiara or a shoulder crown (not both), which will signify their reign. The tiara shall not exceed the size of the Imperial Crown Princess's tiara, and the shoulder crown shall not exceed the size of the Imperial Crown Prince's shoulder crown. The tiara or shoulder crown shall be designed with only clear/white stones or gems, with a silver backing. This symbol of state is the property of the SOMS until such time as the Imperial Grand Duchex has completed their reign and fulfilled all obligations. Only then shall this symbol of state become their personal

property, as a gift from the people of the Kingdom of Winnipeg and All of Manitoba for representing them.

## **16.0 COMMUNICATIONS AND PUBLIC RELATIONS**

### **Preamble:**

The Communications and Public Relations policy exists to ensure that SOMS/Court activities are handled in a consistent and clear manner.

#### **16.01 Name Usage as per By-law 0.03**

In all communications and public relations, the Society shall be referred to as “The Imperial and Sovereign Court of Winnipeg and All of Manitoba,” except when referring to the “The Snowy Owl Monarchist Society, Incorporated.”

#### **16.02 Publications and Promotional Materials**

All publications and promotional materials of the SOMS, including but not limited to, the Annual Coronation Ball packages, programs and show advertisements, will clearly state that they are produced by the ISCWAM and shall include the SOMS’s logo and website. Where appropriate, further contact information shall also be made available.

#### **16.03 Society Logo**

The official logo of the SOMS shall be determined by the Board.

#### **16.04 Media**

Annually, the Board, from within its ranks, may appoint a media relations contact person. This person shall coordinate all contact to and from the media regarding the SOMS’s activities.

## **16.0 PRIDE COMMITTEE**

16.01 The Pride Committee shall be comprised of one Board director (who serves as chair), the Entertainer of the Year, and interested members of the SOMS.

16.02 The Pride Committee shall be responsible for organizing and coordinating the SOMS’s annual involvement with Winnipeg Pride.

16.03 The Board representative of the Pride Committee shall be responsible for reporting and providing updates to the Board.



16.04 The Pride Committee shall perform other duties which the Board may, from time-to-time determine, by resolution or By-law.

These Policies were revised and adopted by the Board of Directors of The Snowy Owl Monarchist Society, Inc., on September 17, 2019, and are effective as of that date.

Joshua Malam, President  
David Halcrow, Vice-President  
Jay Rich, Secretary