

IMPERIAL COURT OF IOWA INC.
**STANDARD OPERATING
PROCEDURES**



EFFECTIVE

September 29, 2024

**THE STANDARD OPERATING PROCEDURE (SOP) IS INTENDED TO
CLARIFY UPON THE BY LAWS OF THE I.C.IA., INC**

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ARTICLE I – NAME/ MISSION STATEMENT/ LOGO/ AFFILIATION

Section 1.01 Mission Statement

1. Our Mission is to make a difference to the People of Iowa through fundraising, social consciousness, and education, one dollar at a time.

Section 1.02 Logo and Court Color

1. One of the three logos below (Logo #1 designed by Candy Ferry-Lund and Logo #2 designed by Frank Haag) shall appear on all documents, correspondence, event materials, and advertising associated with the I.C.IA. Inc. per final proclamation of H.I.M Emperor II and Regent Emperor XIV Michael Ferry. The official colors of the Imperial Court of Iowa shall be as follows: Green, to remind us always that Iowa is an agricultural state; Silver and Gold, to honor Reign I in perpetuity, by Decree of H.I.M. Empress II of All Iowa Lili Whyte.

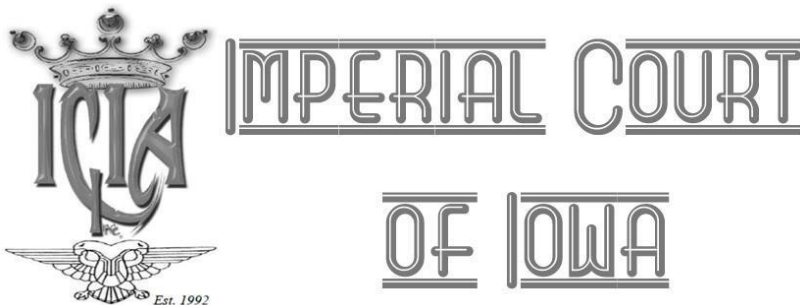
Logo #1



Logo #2



Logo #3



ARTICLE II - MEMBERSHIP

Section 2.01 Membership Rules and Responsibilities

1. To become a member of the I.C.IA. Inc., a person shall meet the following requirements:
 - a. Agree to uphold and abide by the By Laws and SOP of the I.C.IA. Inc.
 - b. Be a legal resident domiciled within the State of Iowa or any adjoining county.
 - c. Provide accurate name and residential mailing address which can be verified by photo id or official residential mail (i.e., phone bill, water bill, etc.). Email and phone numbers are optional, as directed on the membership form.
 - d. Pay membership dues as outlined in **Section 2.02** of the SOP.
 - e. An Associate Membership is available to those persons not meeting the regular residency (i.e. residing outside the State of Iowa.) membership requirements as listed on the SOP.
 - 1) Associate Members will have no voting rights at elections.
 - 2) Associate Members may be deemed in good standing of the COM and APT if applicable with voting rights allowed at COM or APT meetings.
 - f. Members not belonging to The Society of Lifetime Titleholders, Academe of Permanent Titleholders, or College of Monarchs will be announced as Citizens of the Empire (unless elevated).
 - g. There will be an age requirement to serve as Monarchs outlined in **Section 4.01** of the SOP.
 - h. Nothing in the SOP of the I.C.IA., Inc. shall demand that any member make an appearance at any function when such an appearance would jeopardize the health, career, and/or family of said member.
 - i. No one who has been convicted of a sexually based crime or who is required to be listed on a sex offenders registry shall be a member of I.C.IA., Inc.
 - j. To reach more members of our community, a "Friends of the Court" designation may be offered at no cost.

Section 2.02 Dues, and Membership Year

1. The BOD shall set the dues rate for the upcoming membership year by the August Meeting. The BOD may determine a rate for non-voting members.
2. The membership year for I.C.IA., Inc. will run from sunrise following coronation to sunrise after the following coronation. The BOD will determine the amount of membership dues.
3. With payment of the determined membership dues on election day, a member is granted a vote on election day (if the person is allowed to vote per section 2.01 of the SOPs), and a title to walk with.

ARTICLE III - GOVERNANCE

Section 3.01 Board of Directors

1. Duties

- a. The direction of the affairs and management of the Corporation shall fall to the Board of Directors (BOD).
- b. The BOD shall consist of Seven (7) members.
 - 1) Four (4) two-year terms, One (1) year Term, and Newly elected Monarchs of the current reign.
 - 2) One (1) year term At Large would be added, if only one monarch is elected, at the boards discretion. Board may choose to run the board with five (5) members, by no less than the Federal and State requirements.
- c. To have a BOD meeting, a quorum Five (5) must be present, or 2/3 of the members.
- d. The BOD shall establish a yearly budget for the I.C.IA., Inc. at Super Board as defined by the Bylaws.
- e. BOD members are required to attend three-quarters ($\frac{3}{4}$) of all scheduled meetings.
 - 1) Failure to do so may result in disciplinary action or removal of their BOD position by the remaining BOD members. This excludes the current reigning monarch(s) if traveling for the I.C.IA., Inc.
- f. All BOD members, except the current reigning monarch(s), and Treasury Designees are responsible for collecting funds at I.C.IA., Inc. events and depositing them in the I.C.IA., Inc. approved bank account within three (3) banking days after the event.
 - 1) If deposits cannot be made within three (3) banking days, a written explanation must be filed with

- the treasurer's report.
- 2) Disciplinary actions will be followed if this is not strictly followed.
- 3) Any BOD member and/or designated associate are never to count monies raised at an event in public. It must be done in a secure private location.
- 4) During fundraising events cash money bag should be in the presence of at least two members in good standing.
- g. Members of the BOD must be domiciled in the State of Iowa during their term.
- h. All members of the BOD shall have voting rights as outlined in **Bylaws Section 3.02** of the SOP.
 - 1) President only votes to break a tie vote on the Board or when the Vice President officiates the board meeting.
 - 2) PRs shall hold ad-hoc members position on the Board of Directors and shall only have voting rights in the absence of the monarch they serve from the Board of Directors meeting.
- i. The ranking BOD member present at the function will note attendance of other BOD members and report that data to the Secretary.
 - 1) If no members of the BOD are present, the ranking COM or APT member will be asked to take the role.
 - 2) If a BOD member fails to attend at least one (1) event per quarter, they may be disciplined as defined in **Section 6.01** of the SOP. (Quarter 1 is October through December, Quarter 2 is January through March, Quarter 3 is April through June, and Quarter 4 is July through September)
- j. The BOD will follow a modified version of Robert's Rules while conducting meetings.

2. Qualifications

- a. Must meet the requirements for membership as outlined in **Section 2.0.1**.
- b. Must be at least twenty-one (21) years of age at the time of review board or will be at the time of appointment.
- c. Must be dues paying member for the current membership year.
- d. The reigning Monarch(s) may not apply for an open elected BOD position in the year following their reign.
- e. BOD members may not serve on the Royal Family of the reign they oversee.
- f. Sitting BOD members may seek the office of Monarch, with the exception of two (2) year term members who are on their first year of the BOD.
- g. BOD members who wish to run for an office while on the board are still responsible for all duties, and anyone who does not meet the requirements of their board position may be revoked as a candidate for the title they are running for, per a BOD decision.
- h. If a BOD member vacates his/her seat, all documents and property of the I.C.IA., Inc. must be returned within ten (10) working days to the BOD.

3. Selection of Board members

- a. The newly elevated and installed Monarch(s) of the current reign shall each have one seat on the BOD but may not hold any elected position on the BOD. They will co-chair the Fundraising Committee
- b. The Sunday Morning Privy Council (Combined members of the COM and APT) shall meet Sunday morning before Brunch to vote on board members positions
 - 1) Nominees must be in good standing with the I.C.IA., Inc.
 - 2) Nominees must meet the membership requirements in Section 2.01 and have been a member for the last two (2) full membership years.
 - 3) Nominees must have attended at least two (2) BOD meetings in the current year.
 - 4) Nominees must fill out an application form that will be provided at no cost to file.
 - 5) The BOD shall with a majority vote at review board approve three (3) candidates to be added to the ballot to be decided on election-day.
 - (i) All names will be on one (1) ballot.
 - (ii) If there are no applicants or less than three (3) either approved by the BOD, or elected by a majority vote of the members, then the COM and APT shall fill these open seats at their respective meetings the morning after coronation.
- c. The new members of the BOD shall be announced and recognized during brunch following

coronation by the current President of the BOD at the discretion of the sitting BOD.

- d. If an elected member of the BOD resigns, is removed from office, or expires, the BOD may hold a special election or appoint a qualified member to fill the vacant position(s).
 - 1) **When** replacing any member of the BOD of a position, the specific group either COM or APT may meet (i.e. in person, by phone, or by any form of electronic communication to select someone if everyone who is able to participate does) to find a replacement, with a majority of the BOD's approval.
- e. If an appointed member of the BOD resigns, is removed from office, or expires, that member shall be replaced by and from the appropriate body either the COM or APT.
- f. BOD member letter of resignations must be sent to the I.C.IA., Inc. via mail, or personally handed to either the President or the Vice President so that the replacement process can begin immediately.

Section 3.02.1 Officers of the Corporation

1. Qualifications

- a. Officers of the Corporation must meet eligibility requirements as outlined in **Section 3.01** of the SOP.

2. Selection

- a. Elections for Officers will be chaired by the immediate past President.
- a. When the new President is elected, he/she chairs the rest of the elections.
- b. The past President oversees the meeting until ratification finalizes the placement of all the new officers.
- c. The nominations will proceed in the following order: President, Vice President, Secretary, Treasurer, and the last person will become the State Functions Chair.
- d. Election to the respective BOD positions will be by a simple majority vote.
- e. Ratification of newly elected positions will be made by a simple majority vote by the newly seated Board at the conclusion of the elections.

Section 3.02.2 Duties of Elected Officers

1. President

- a. Acts as chairperson at all meetings of the BOD, when present.
- b. Serves as Ex-officio member, and liaison to other organizations.
- c. Chairs the Super Board Meeting until a new President is elected and oversees the rest of the elections of the Officers of the Organization are filled.
- d. Verifies ratification of new Officers.
- e. Is a non-voting member, except for breaking ties or within the purview of a trial.
- f. Chairs the Executive Committee.
- g. Shall oversee verifying significant life changes that require recognition by the I.C.IA, Inc.
 - 1) This includes the appointing distribution of flowers upon a member's expiration, and notifying the Secretary to send an appropriate card for the expiration of a member's immediate family which includes: spouse, children, parents, and/or grandparents.

2. Vice President

- a. Acts as chairperson in absence of the President and as such would have the same voting scenarios outlined for the President.
- b. Shall possess one (1) of two (2) keys to the I.C.IA., Inc.'s Post Office Box.
- c. Presides over any disciplinary actions from investigation to the final outcome.
- d. Chairs the Standards and Practices Committee.

3. Secretary

- a. Maintains attendance records for meeting and events (See **Section 3.01, e; Section 3.01 I, #2, and Section 9.02**), record minutes, generates correspondence, archive documents for the current reign.
- b. If unable to attend a BOD meeting, he/she must appoint someone to fill the position.
 - 1) If being replaced by a BOD member, they would only be allowed to use their own vote.
 - 2) If being replaced by a non BOD member, the replacement would not have voting rights.

- c. Shall email copies of the BOD minutes to all members of the BOD one (1) week following the board meeting.
- d. Shall possess the second of two (2) keys to the I.C.IA., Inc.'s Post Office Box.
- e. Shall regularly collect, distribute, and disseminate all I.C.IA., Inc. mail as appropriate.
- f. Shall notify the President when he/she is unable to collect the mail due to emergency or vacation.

3. Treasurer

- a. Shall maintain the bookkeeping, financial records, and documents of the I.C.IA., Inc.
- b. Shall provide the BOD with monthly written or electronic statements as well as a year-end financial report, a paper copy shall be given per request.
- c. Must provide the BOD with a balanced bank statement every meeting, with the disbursement of funds raised in the name of the I.C.IA., Inc. as determined by the BOD.
 - 1) Any request for expense reimbursement must be approved by the BOD prior to an event.
- d. Shall deliver all documents to an outside auditor for a yearly audit as approved by the BOD.
- e. The Treasurer and/or their designee(s), who is/are approved by the BOD, shall be at all official I.C.IA., Inc. events to see all monetary collection, change, transportation, and depositing of funds.
- f. The Treasurer and/or their designee(s) must complete an Event Report Form (found in the Documents section on the I.C.IA website) which includes two signatures of those responsible for counting funds raised.
 - 1) At least one signature must be the Treasurer, other BOD member, or the Treasurer's designee.
 - 2) The other signature may be any I.C.IA., Inc. member in good standing.
 - 3) This form must be included with the Treasurer's report given at the next BOD meeting and maintained in the Treasurer's records.
- g. The Treasurer must present a list of assistant treasurers to the BOD for approval by the November meeting.
- h. Assistant treasurers are necessary to help with the collection, counting, and depositing of funds.
- i. File the I.C.IA, Inc taxes in a timely manner or work with a CPA to file taxes.

NOTE: THE TREASURER'S TERM SHALL BE FROM THE SUPER BOARD MEETING UNTIL INVESTITURE THE FOLLOWING REIGN TO INSURE A TIMELY TRANSITION IN FINANCIAL MATTERS. THE TIME FROM SUPER BOARD TO INVESTITURE MAY HAVE TWO (2) TREASURERS DURING THIS TRANSITION. ONLY THE NEWLY ELECTED TREASURER FOR THE NEW REIGN MAY HAVE ANY VOTING PRIVLEDGES.

- j. Shall conform to all statutes and guidelines as related to 501(c)3 status.
- k. Chairs the Finance Committee (**See 3.03 Standing Committees**)
- l. The Treasurer will make available to the Registered Agent, access to all journals of the corporation. This will be done electronically or through data disk.
- m. Shall be a member of the Executive Committee with signatory rights on the banking account.
- n. Shall provide a final, balanced ledger for the preceding year to the Registered Agent by Investiture.

4. State Functions

- a. Oversees and manages the productions for all State Events (Investiture, Monarch Ball, PR Ball, and Coronation)
- b. Oversees and manages out of Realm walks with the Monarchs.
- c. Creates drafts and manages host hotel contract negotiations for Request for Proposals (RFP) for Coronations.

Section 3.03.1 – Non-Voting Members of Board who may present monthly reports

1. PRs – may provide the board monthly updates of events and/or fundraisers.

2. Webmaster

- a. Duties include but are not limited to:
 - 1) Maintain and keep current I.C.IA website and all social media platforms.

- 2) All request for updates to the I.C.IA website and all social media platforms must be completed within a week of the request being submitted to webmaster@imperialcourtofiowa.org.
- 3) Additional responsibilities for advertisement such as posters may be requested.
- 4) Passwords for the I.C.IA website and all social media platforms MUST be shared with the Secretary of the Board of Directors. This is to include when passwords are updated, the new password needs to be communicated to the Secretary the same day.

3. Registered Agent

- a. The I.C.IA., Inc. shall have one Registered Agent appointed with an indefinite term by the BOD.
- b. A replacement shall also be approved by the BOD.
- c. Shall ensure the orderly transition of the signatories on the corporation's accounts.
- d. Is the owner and signer of the corporate account.
- e. Is responsible for the duties outlined in the **Bylaws Article XI, dissolution, Section 11.02**.
- f. Is the one name on our corporate and legal documents filed with the State and Federal government.
- g. Shall have access to the Corporate ledgers.
- h. Shall receive the final, balanced ledger for the preceding year by Investiture.
- i. Is responsible for filing any changes of the corporation with the State of Iowa.

Section 3.03 Standing Committees

1. Executive Committee
 1. Shall be chaired by the President of the BOD.
 2. Members shall consist of the President, Vice President, Secretary, and the Treasurer.
 3. Shall set an agenda at least three (3) business days before all BOD meetings.
 4. Shall be granted certain executive powers granted by the BOD under guidelines of 501(c)3 status.
2. Standards and Practices Committee
 - a. Shall be chaired by the Vice President of the BOD.
 - b. Committee shall meet throughout the year to review all written proposed changes to the Bylaws and/or SOPs of the I.C.IA., Inc. if called for.
 - c. Shall send out a notification in October to the membership stating meeting dates
 - 1) Shall review all proposed amendments by April.
 - 2) The committee shall submit recommendations to the BOD on any proposed changes at the BOD meeting held in May to be voted upon in June.
 - 3) Any changes will go into effect at the beginning of the next membership year (**see Section 2.02**)
3. Finance Committee
 - a. Shall be chaired by the Treasurer of the BOD.
 - b. Shall submit names to be approved to be assistant treasurers to be approved by the BOD.
4. Membership Committee
 - a. Shall be chaired by the Secretary of the BOD.
 - b. The committee shall print membership applications and maintain current records of membership keeping track of when people join so as to keep track of those who are eligible for elevation.
 - c. Shall oversee the campaign and elections of all positions.
 - 1) Membership chair can't run for office.
 - 2) An alternate membership committee chair must be approved by the BOD in order for the membership chair to be allowed to run for any office.
 - d. Shall oversee In State protocol during coronation weekend.
5. Communications Committee
 - a. Shall be chaired by the Secretary of the BOD.
 - b. Shall oversee all communications such as: the newsletter, advertising, programs, flyers, etc.
 - c. Webmaster
 - 1) Answers to the Secretary as part of their communications function
 - 2) Appoint by the Board of Directors
 - 3) Term length to not exceed two (2) years unless a vote of confidence by the Board of Directors to extend to four (4) years or longer but may not exceed eight (8) years in a row.

- 4) Removal process is initiated by the written request by one or more active board members. Regular grievance process does not apply.
- 5) May be removed by a three quarters ($\frac{3}{4}$) vote of the sitting Board of Directors. A replacement MUST be available to fill the vacancy.
- 6) Duties include but are not limited to:
 - (i) Maintain and keep current I.C.IA website and all social media platforms.
 - (ii) All request for updates to the I.C.IA website and all social media platforms must be completed within a week of the request being submitted to webmaster@imperialcourtofiowa.org.
 - (iii) Additional responsibilities for advertisement such as posters may be requested.
 - (iv) Passwords for the I.C.IA website and all social media platforms MUST be shared with the Secretary of the Board of Directors. This is to include when passwords are updated, the new password needs to be communicated to the Secretary the same day.

6. State Functions Committee

- a. Shall be chaired by the State Functions Officer of the BOD.
- b. Shall nominate a Ball Coordinator to be approved by the BOD, if so chooses.
- c. Shall oversee Coronation, Investiture, E&E Ball, PR Ball, and any other BOD approved State Function.

d. Community Investment and Fundraising Committee

- a. Shall be co-chaired by the Reigning Monarch(s).
- b. Shall oversee all non-state function fundraising events.
- c. Shall ensure that all events are properly booked, advertised, and staffed.
- d. Shall also contact other organizations and businesses to procure donations and sponsorships.
- e. The Chairperson(s) will also be responsible for the appointment of members to the Ad Hoc Imperial Court of Iowa's Guardian Angel Scholarship Committee per the selection process outlined in **Bylaws Section 3.03**.

e. Ad Hoc Committee (**See Bylaws 3.03**)

- a. Imperial Court of Iowa's Guardian Angel Scholarship Committee.
- b. The Fundraising Committee Chair(s) shall appoint 3 (three) members to the Scholarship Committee no later than January, adding more when necessary.
 - 1) These members overseeraising funds, advertising, handing out applications, and shall file a report at the monthly BOD meetings.
 - 2) Members shall be required to meet the minimum of one (1) full year of previous membership of I.C.IA. This group is to be separate from the non-I.C.IA., Inc. Selection Committee.
 - (i) The Selection Committee shall be made up of at least three (3) outside members of the community and must be pre-approved by the BOD.
 - (ii) No member of the Selection Committee or the Ad Hoc Scholarship Committee shall preside over the reviewing or the selection process if an immediate family member is in contention of any scholarship. That member must recuse themselves from the entire process, and the BOD shall approve a replacement.

ARTICLE IV – MONARCHS, PRS, PERMANENT TITLES & LIFETIME TITLES

Section 4.01 Monarch(s)

1. The Monarch(s) titles may be permanent but shall be known as the “Reigning Monarch” until their numeric designation is determined by the BOD during the September meeting. Reigning Monarch titles can include but not limited to the titles of Emperor, Empress, and/or the gender-neutral equivalent. Gender-neutral titles does not change the value or name of the title for any past Monarchs within the College of Monarchs (COM).
2. Duties
 - a. Shall each have a seat on the BOD as outlined in **Section 3.01**
 - b. Shall preside over Investiture, Monarch Ball, and their steppingdown coronation under the guidance of the BOD.
 - c. Shall bestow titles to the membership of their reign at Investiture and Monarch Ball, with

- possible additions and/or revisions throughout the reign.
- d. Shall attend as many I.C.IA., Inc. sponsored events as possible throughout the Empire according to their reign theme.
- e. Shall give all due respect and defend the dignity of all members of the I.C.IA., Inc.
- f. Shall conduct themselves in a manner befitting their titles as Monarch(s) according to their reign theme.
- g. Shall be responsible for holding at least one (1) meeting for the Citizens of the Empire at their own discretion during the reign.
- h. Shall act as host and/or hostess to promote goodwill, representing the I.C.IA., Inc. throughout the Empire of Iowa and the International Court System (ICS).
- i. Shall attend at least four (4) out of state coronations.
- j. Shall NOT publicly or privately endorse any candidate for Monarch, or the BOD.
- k. Shall wear symbol of Office for the Monarch which may include crown or medallion (if a Coronation theme will not allow a crown), and name badges. **See Section 9.02, #1**
1) The BOD shall budget the money for items as outlined in **Section 9.02**.
- l. Shall have the power to bestow one (1) Permanent Title each, as approved by the BOD, at the completion of his/her/their term of office
- m. Shall have the power to bestow one Lifetime Title (not given to an individual given a Permanent Title) each, as approved by the BOD, at the completion of his/her/their term in office.
- n. May host hospitality for the proceeding coronation as outlined in **Section 9.03**.
- o. Reigning Monarchs must make at least one (1) public appearance per quarter within the State of Iowa as Monarch(s) together, excluding state functions, as a show of unity and a congenial reign.

3. Qualifications

- a. Must be at least twenty-one (21) years of age at the time of review board.
- b. Must meet the requirements for membership as outlined in **Section 2.01**
- c. Must be a dues paid member for the current and previous full membership years as outlined in **Section 2.02**
- d. Applicants must have actively participated in I.C.IA., Inc. functions during the current reign.
- e. Must have attended six (6) BOD meetings and/or six (6) State Functions. during the current reign.
- f. Must have hosted at least two (2) I.C.IA., Inc. fundraising event during the current reign.
- g. Complete application provided by the Membership Committee and pay application fee.
 - 1) Prospective candidates not approved by the Review Board shall receive a refund of the application fee of \$125.00.
 - 2) Accepted candidates, who are later disqualified by the BOD, or by withdrawing shall not receive a refund in whole or part of the application fee of \$125.00.
- h. In keeping with promoting the I.C.IA., Inc. as an organization a Monarch may keep another title outside the I.C.IA., Inc., if it does not interfere with the workings of their reign.
 - 1) If the BOD or general member feels that the other title is getting in the way of our organization, then that person(s) may file a grievance to the Vice President to investigate.
- i. Monarchs must wait one (1) membership year after stepping down to become a candidate for the position of Monarch, and automatically after stepdown to be eligible to be appointed as a Regent Monarch.
- j. If a former Monarch is elevated, or appointed as regent to a current reign they cannot use their former number(s).
 - 1) All previous titles are suspended during their current reign.

4. Selection

- a. The Monarch will be elevated by a simple majority vote of all dues paid individuals meeting the eligibility requirements, as outlined in **Section 2.01**, at the time of voting.
 - 1) If there is one (1) or two (2) candidates for Monarch, they must receive 50% + 1 vote to elevate to the position of Monarch.
 - 2) If there are three (3) or more candidates, the two candidates who receive the simple majority of votes cast will be elevated.

- 3) If a single candidate for Monarch is not elevated, or there is no candidate for a position a Regent Monarch may be named to fill the empty position as outlined in **Section 4.01**

5. Authority

- a. Shall decide what charities will benefit from their fundraising efforts, in accordance with 501(c)3 guidelines.
- b. Shall decide what their "Reign" will be known as for the year.
- c. Shall decide what each of their respective "Titles" and colors will be for the year.
- d. Shall decide what the theme of their Coronation will be at the end of the year.
 - 1) A simple majority of the vote is needed by the BOD to approve the theme.
- e. Shall provide nomination(s) to the BOD on who will serve as PR(s) for their reign.
 - 1) A simple majority of the vote is needed by the BOD to approve the nomination(s).

6. Rights

- a. Shall have the right to be treated with respect and dignity by the members of the I.C.IA., Inc.
- b. Shall have the right to conduct their Reign as deemed necessary as long as it is within the realm of the laws of the state of Iowa, By Laws, and SOP of the I.C.IA., Inc. and according to Federal 501(c)3 guidelines.

7. Responsibilities

- a. Shall always follow proper protocol at all I.C.IA., Inc. State Functions
- b. Shall always follow proper protocol at all out of state functions.
- c. Will work with the BOD to ensure a successful reign.
- d. Shall follow the guidelines for naming a "Royal Family".
- e. Shall not handle or be responsible for any monies raised by and/or for the I.C.IA., Inc., with only the following exceptions:
 - 1) The Monarch(s) may only handle money, if given permission by the BOD for specific locations if there is not a BOD member or anyone else who is a pre-approved money handler, or a PR with special permissions granted prior to the event, this includes membership fees.
 - 2) Special parameters and safeguards must be set up and approved by the BOD beforehand to ensure accountability.
 - 3) The Monarch(s) will take full responsibility for any unaccounted for funds and/or items, if they are designated in charge, minus any PR(s) or BOD members, or any other pre- approved money handlers.
 - 4) Any discrepancies will result in disciplinary action taken by the BOD.
 - 5) Monarchs are not allowed to help or take part in the final tally of any monies and/or items at the end of an event if there is already the designated money counters present, if none are present then the BOD is responsible for setting up a strict protocol to be followed.
- f. Shall not be financially compensated by the I.C.IA., Inc.
- g. The newly elevated Monarchs are required to raise all funds used for travel (Public Relations) during their reign. Money can be earmarked for Public Relation Fund throughout Coronation Weekend, from Thursday through Sunday
 - 1) The BOD will set an amount at the October budget meeting that each monarch is allotted to spend.
 - 2) The BOD will set aside the amount determined for travel (Public Relations) for each monarch minus the amount raised at the Coronation Victory party and show, as to reach the allowed amount.

8. Regency

- a. A vacancy in the position of a Monarch due to a lack of a candidate, no candidate being elevated, removal or resignation of said Monarch may be filled by a vote of the BOD if the reigning PR(s) decides not to be elevated, with that title being Regent.
- b. When possible, the Regent Monarch must be a past Monarch of the I.C.IA., Inc.
 - 1) If no past Monarch is available or interested then a past PR(s) may be considered.
- c. The BOD will take nominations from the COM or the APT.
- d. For a member of the COM or the APT to be eligible to become regent they must have been an active member of the I.C.IA., Inc. for the previous two (2) full membership years, attended one (1) BOD

- meeting, and hosted one (1) event during the current reign.
- 1) If not having been to at least one (1) BOD meeting, and not hosting at least one (1) event, said member may be given one (1) month to fulfill those two requirements and then be elevated at a later date.
 - e. A simple majority ballot vote of approval by the BOD is necessary for a nominee from the COM or APT to be named a Regent Monarch.
 - f. The BOD, at their discretion, may also vote to leave the position vacant.
 - g. The Regent monarch shall serve for the remainder of the unexpired term.
 - h. The By Laws and SOP of the I.C.IA., Inc. binds the Regent monarch.

NOTE: THE REGENT MONARCH(S) MAY NOT NECESSARILY BE BOUND TO THE TRAVEL REQUIREMENT: HOWEVER, IT IS STRONGLY ENCOURAGED THAT THE REGENT MONARCH(S) VISIT AT LEAST TWO FAMILY COURT CORONATIONS.

- i. At the end of the Regent Monarch's term, they may retain their title (i.e. Regent) with a Roman numeral designation matching the reign number of their Regency.
 - 1) This is dependent on approval by the BOD by a simple majority vote.
 - j. A Regent Monarch is ineligible to seek election for the following reign.
 - k. A Regent Monarch may be known as Regent Emperor, Regent Empress, or Gender-Neutral Equivalent.
 - l. Upon resignation, removal, incapacity, abandonment, or death of a monarch, the corresponding PR(s) may succeed to the title of Regent Monarch for the remainder of the reign.
 - m. A two-thirds (2/3) majority vote of the BOD, at the end of the reign, may permanently bestow the Regent title.
 - 1) If the BOD does not approve the stepped up PR as regent by a two-thirds (2/3) vote, said Regent will revert to PR status.
9. State Function Protocol
- a. The current reigning Monarchs shall be introduced as the "Reigning Monarch", and/or "Regent Monarch".
 - 1) These are the only Monarchs who are allowed to use the words "Most" and/or "Sovereign" in conjunction with their honorific.
 - 2) The use of the word "elevated" will be used when describing the ascension of the new monarchs.
 - (i) Use of the term "elected" in reference to any Monarch is strictly prohibited and may result in disciplinary action.
 - b. Protocol does not apply to non-state function court shows and fundraisers.
 - c. These are suggestions for naming a "Royal Family" in the order of highest to lowest are as follows:
 - 1) Prince Royal / Princess Royal / Gender-Neutral Equivalent (His/Her/Their Most Royal Highness)
 - 2) Prince / Princess / Gender-Neutral Equivalent (His/Her/Their Highness)
 - 3) Duke / Duchess / Gender-Neutral Equivalent (His/her/Their Grace)
 - 4) Earl / Countess(a) / Gender-Neutral Equivalent (His/Her/Their Excellency)
 - 5) Viscount / Viscountess / Gender-Neutral Equivalent (His/Her/Their Excellency)
 - 6) Count / Countess / Gender-Neutral Equivalent (His/Her/Their Excellency)
 - 7) Baron / Baroness / Gender-Neutral Equivalent (His/Her/Their Excellency)
 - 8) Marquis / Marquessa / Gender-Neutral Equivalent (His/Her/their Excellency)
 - d. No more than fourteen (14) royal family titles may be given out, this includes PR(s).
 - e. Monarchs shall bestow "titles" to the Citizens of the Empire.
Titles may be Lord/Lady/ Gender-Neutral Equivalent
 - f. Other "camp" titles may be used following the patterns of European and other World courts, their characters, and personalities.
 - g. "Knight", "Dame", "Crown Prince", "Crown Princess", "Grand Duke", "Grand Duchess", "Grand Czar", "Grand Czarina", "Prince Imperial", "Princess Imperial", "Duke Imperial", and "Duchess Imperial" may not be used in any form in a title, along with other "retired" or currently used titles from the APT and SLT.

- h. Iowa Protocol**
 - 1) Iowa walks in the following order:
 - 2) Citizens of the Realm
 - 3) Society of Lifetime Titleholders (oldest to newest)
 - 4) Academy of Permanent Titleholders (oldest to newest)
 - 5) College of Monarchs (newest to oldest)
 - 6) Reigning Royal Family (lowest to highest)
 - 7) Reigning PR(s)
 - 8) Reigning Monarch(s)

Section 4.02 PR(s)

- 1. The current PR(s) shall be introduced as the “Reigning PR(s)” and shall be the only members of the royal family allowed to use the word “Most” in conjunction with their honorific. The PR(s) titles may be permanent if they receive their number and are accepted into the APT.
 - a. During the September meeting, the BOD shall vote if their numeric designation has been earned.
 - 1) Numeric designation is based upon the fulfilling of their obligations as outlined in the SOPs and By Laws of the I.C.IA., Inc.
 - b. If approved by the BOD, the APT will determine if the PR(s) have presented themselves during their reign in a manner in which they are worthy to become members of the APT.
 - 1) Membership into the APT will be voted on during the APT meeting the morning after coronation.
 - (i) This is by a simple majority vote of the members of the APT.
 - (ii) If granted membership in to the APT, they may vote with the APT for the duration of said meeting and any other further actions.
 - (iii) If not accepted in to the APT at this time, they may petition for membership six (s) months after he and/or she has stepped down.
 - c. If the stepping down PR(s) are not accepted in to the APT and they do not previously have a Permanent Title from a previous reign, they will become members of the SLT.
 - d. If any PR(s) does not receive their numeric designation from the BOD and their reigning monarch(s) the title(s) of PR(s) shall not exist for that reign.
 - 1) They are furthermore released from any further responsibilities and obligations as a PR(s).
 - 2) Any previously held permanent and/or lifetime titles are restored at that time, with all the rights and responsibilities pertaining therein.

2. Duties

- a. The PR(s) shall represent the reigning monarch(s) in their absence
- b. The PR(s) will host an annual PR Ball.
- c. The PR(s) will attend all the coronation weekend events.
- d. The PR(s) will be responsible for maintaining an Events Calendar and work in conjunction with the Community Investment and Fundraiser Committee to ensure proper dissemination of I.C.IA., Inc. functions to the general membership and communities of interest during the reign.
- e. The duties of the PR(s) end with the beginning of Victory Brunch the next reign.
- f. Shall conduct themselves in a manner befitting their titles of PR(s) according to the reign theme.
- g. The Reigning PR(s) must attend at least three (3) BOD meetings during their reign.
- h. PRs shall hold ad-hoc members position on the Board of Directors and shall only have voting rights in the absence of the monarch they serve from the Board of Directors meeting.
- i. Shall always follow proper protocol at all I.C.IA., Inc. State Functions.
- j. Shall always follow proper protocol at all Out of State Functions.
- k. Will work with the BOD to ensure a successful reign.
- l. Shall attend as many I.C.IA., Inc. sponsored events as possible throughout the Empire if not traveling outside the realm.
- m. Suggested to attend all state functions of the I.C.IA, Inc.
- n. Shall give due respect and defend the dignity of all members of the I.C.IA., Inc.
- o. Shall not handle or be responsible for any monies raised by and/or for the I.C.IA., Inc., with only the following exceptions:

- 1) The PR(s) may only handle money if given permission by the BOD for specific locations if there is no BOD member or anyone else who is a pre-approved money handler.
 - 2) Special parameters and safeguards must be set up and approved by the BOD beforehand to ensure accountability.
 - 3) The PR(s) will take full responsibility for any unaccounted for funds and/or items, if they are designated in charge, minus any BOD member or any other pre-approved money handler.
 - 4) Any discrepancies will result in disciplinary action taken by the BOD.
 - 5) PR(s) are not allowed to help take part in the final tally of any monies and/or items at the end of an event if there is already the designated money counters present, if none are then the BOD is responsible for setting up a strict protocol to be followed.
- p. Shall NOT publicly or privately endorse any candidate for Monarch, or the BOD.
 - q. Shall act as host and/or hostess to promote goodwill, representing the I.C.IA., Inc. throughout the Empire, and the International Court System (ICS).
 - r. In keeping with promoting the I.C.IA., Inc. as an organization a ~~PT~~-PR may keep another title outside the I.C.IA., Inc. as long as it does not interfere with the workings of their reign.
 - 1) If the BOD or any other member feels that the other title is getting in the way of our organization, then that person(s) may file a grievance for the Vice President to investigate.
 - s. The reigning PR(s) may become a candidate for the titles of Monarch(s) the following reign, but they are still responsible for all duties to finish out the current reign, and if they do not, the BOD may revoke their candidacy.
3. Qualifications
- a. Candidates must have attended either two (two) board meetings, or one (1) board meeting and one (1) State Function (i.e. Investiture, Monarch Ball, PR Ball, and Coronation).
 - b. Candidates must have been a paid dues member for the previous year and are current members in good standing with the I.C.IA., Inc.
 - c. Must be at least twenty-one (21) years of age at the time of review board.
 - d. The PRs may wear a medallion, tiara, diadem, and/or coronet no taller than the Monarch's State Crown
 - e. This is to be purchased either by the PR or by the reigning monarchs.
 - f. The names of the respective candidates for the title of PR(s) must be presented to the BOD prior to the meetings of the COM and APT the morning following coronation.
 - g. The BOD shall tentatively approve the PRs until the new BOD either ratifies the selection or calls for new candidates.

Section 4.03 Permanent Titles and Lifetime Titles

1. Permanent Titles

- a. I.C.IA., Inc. shall honor all past Permanent Titleholders.
- b. I.C.IA., Inc. shall honor all approved Dignitary Writ titleholders.
- c. Selection
 - 1) The names of up to three (3) candidates for a Permanent title shall be submitted in writing in the order of preference, to the BOD a minimum of three (3) months before coronation.
 - a) These shall be voted on during the August BOD meeting.
 - 2) The reigning PR(s) are ineligible to be nominated for a Permanent Title due to the fact that the BOD has already approved them for consideration. See **Section 5.03**
 - 3) The BOD shall review, approve, and ratify the final selection for a Permanent Title by a simple majority vote ballot.
 - a) The decision of the BOD is final.
 - b) The approved candidate(s) will join the APT.
- d. Permanent Titles will become effective at sunrise the morning following coronation.
- e. Permanent Titles shall be announced and awarded by the current and stepping down monarchs during coronation weekend.
- f. Permanent title shall receive a gold name tag in the shape of Iowa with black lettering.

2. Lifetime Titles

- a. I.C.IA., Inc. shall honor all past Lifetime Titleholders.

- b. Titles given as past Lifetime titles may never be used again.
- c. Selection
 - 1) The name of the candidate for a Lifetime Titleholder shall be submitted in writing to the BOD a minimum of three (3) months before coronation.
 - a) These shall be voted on during the August BOD meeting.
 - 2) The BOD shall review, approve, and ratify the candidate(s) for a Lifetime title by a simple majority vote ballot.
 - a) The approved candidate(s) will join the SLT.
- d. Lifetime titles will become effective at sunrise the morning following coronation.
- e. If not awarded at coronation, the monarch(s)' Lifetime title must be given by the five (5) year anniversary of their step-down
- f. Lifetime Title shall receive a green name tag in the shape of Iowa with white lettering.

ARTICLE V – DESIGNATED PERMANENT TITLES

Section 5.01 Titles

- 1. The Corporation will have three (3) categories permanent titles, members of which must meet all membership requirements as outlined in **Section 2.01**
 - a. The College of Monarchs (COM)
 - b. Academy of Permanent Titleholders (APT) can only be named to a single person.
 - c. Society of Lifetime Titleholders (SLT), may be named to a Group or Organization.
 - d. Only person in COM and APT will be allowed to wear name badges in the shape of the state of Iowa, shall be gold in color, with black lettering.
 - e. Stepping down Monarch(s) will need to receive BOD approval for SLT name badges.

Section 5.02 College of Monarchs

- 1. Selection
 - a. The COM shall consist of past Monarchs who have completed their respective year's reign as outlined in **Section 4.01**, and who have been deemed worthy by the current COM members.
 - b. Membership into the COM will be voted on during the COM meeting the morning after coronation.
 - 1) The COM meeting will be chaired by the most senior, active, interested member present.
 - 2) A simple majority of ballot vote is needed.
 - 3) If a stepping down monarch(s) is accepted into the COM, the newly stepped down monarch(s) may vote with the COM for the duration of said meeting, and any further functions.
 - 4) If a stepping down monarch(s) is not accepted into the COM at this time they may choose to petition for membership six (6) months after he/she has stepped down.
 - 5) If the stepping down monarch(s) is not accepted into the COM they will become members of the Society of Lifetime Titleholders.
 - 6) Shall honor Dignitary Writ
 - a) The COM shall welcome any past monarch from an ICS recognized realm that moves to the state of Iowa.
 - i) A written verification from their realm of titular origin must be received.
 - ii) They must have successfully completed their reign, and is in good standing with the court that elevated them.
 - b) Their position within the COM shall remain Dignitary, with no voting rights or ability to be appointed to, or run for the BOD, or for the COM position.
 - i) This will be over once the monarch(s) has been a dues paid member of the I.C.IA., Inc. for two (2) consecutive membership years.
 - ii) After the required period of time, the honorary monarch(s) may apply to the COM for voting privileges at COM meetings.
 - iii) After approval by the COM and BOD the monarch(s) will have voting privileges.
 - c) In protocol, said monarch(s) shall walk immediately before the COM.
 - d) Upon receiving their numeration or title from the BOD, all monarch(s) and Permanent Titleholders are divested of any and all previous lower titles held within the I.C.IA., Inc.

- c. Shall be represented on the BOD as outlined in **Section 3.01**
- d. Monarch(s) shall only be known as a “Dowager” if and when his/her/their Monarch is deceased.
- e. Monarch may be referred to as “Emeritus”.
- f. I.C.IA., Inc. shall not have a “King Father” or “Queen Mother” as Emperor I and Empress I are recognized as our Founders

Section 5.03 Academe of Permanent Titleholders

1. Selection

- a) The APT shall consist of past Permanent Titleholders who have completed their respective year’s reign as outlined in **Section 4.02**, and who have been deemed worthy by the current APT members.
- b) Membership into the APT will be voted on during the APT meeting the morning after coronation.
 - i. The APT meeting will be chaired by the most senior, active, interested member present.
 - ii. A simple majority of ballot vote is needed.
 - iii. If a stepping down PR(s) is accepted in to the APT, the newly stepped down PR(s) may vote with the APT for the duration of said meeting, and any further functions.
 - iv. If a stepping down PR(s) is not accepted in to the APT at this time they may choose to petition for membership six (6) months after he/she has stepped down.
- 5) If the stepping down PR(s) is not accepted in to the APT they will become members of the Society of Lifetime Titleholders.
- 6) Shall honor Dignitary Writ
 - a) The APT shall welcome any past monarch from an ICS recognized realm that moves to the state of Iowa.
 - i) A written verification from their realm of titular origin must be received.
 - ii) They must have successfully completed their reign and is in good standing with the court that elevated them.
 - b) Their position within the APT shall remain Dignitary, with no voting rights or ability to be appointed to, or run for the BOD, or for the COM position.
 - i) This will be over once the monarch(s) has been a dues paid member of the I.C.IA., Inc. for two (2) consecutive membership years.
 - ii) After the required period of time, the honorary monarch(s) may apply to the APT for voting privileges at APT meetings.
 - iii) After approval by the APT and BOD the monarch(s) will have voting privileges.
 - c) In protocol, said monarch(s) shall walk immediately before the APT.

2. Shall be represented on the BOD as outlined in Section 3.01

Section 5.04 Society of Lifetime Titleholders

- 1. The SLT shall consist of all Lifetime Titleholders as outlined in **Section 4.01**
- 2. Shall not be represented on the BOD as outlined in **Section 3.01**
- 3. Does not have to be domiciled within the state of Iowa or be domiciled within the boundaries of our realm.

Section 5.05 Heir Apparent

- 1. The Board of Directors of I.C.IA, Inc., shall recognize the validity and guidance of the Imperial Court System (ICS) and more specifically the Imperial Court Council, its Heads, i.e. Queen Mother and/or King Father, or Chief Executive Officer, and the members of the said council, the Heir Apparents. The Heir Apparent, resident of Iowa, will consult and advise the Board of Directors and Court in general.
 - a. Duties
 - 1) Shall represent the best interest of the I.C.IA., Inc. at the scheduled meetings of the ICS.
 - 2) Shall be responsible for keeping the BOD and membership informed of the actions and activities of the ICS.
 - 3) Shall host at least one (1) fundraising event per year to offset the cost of transportation and accommodation to any ICS or Heirs Apparent meeting.

- b. Qualifications
 - 1) Must be at least twenty-one (21) years of age at the time of Review Board.
 - 2) Must meet the requirements for membership as outlined in **Section 2.01**.
 - 3) Must be a dues-paid member for the current and previous full membership years as outlined in **Section 2.02**.
 - 4) Applicants must have actively participated in I.C.IA., Inc. functions.
 - 5) Must have a working knowledge of the Bylaws and SOPs of the I.C.IA., Inc.
 - 6) Must not be a reigning monarch or BOD member.
- c. Selection
 - 1) Both the ICS Representative and the Alternate ICS Representative positions shall be appointed by the Board of Directors.
 - 2) Both positions must have a term off after serving two (2) terms of their respective positions.
 - 3) Either position may not resign their position to then run for an open candidate position in an upcoming election.
- d. Standards
 - 1) The I.C.IA., Inc. BOD shall be responsible for the transportation and accommodations for the ICS Representative/Heir Apparent to all ICS meetings (sharing accommodations whenever possible).
 - 2) The President of the BOD shall ensure that both parties receive a copy of the I.C.IA., Inc. By Laws and SOPs within six (6) weeks of their appointments, and/or any revisions or changes that are made to said document(s).
- e. Removal and Replacement
 - 1) Either Representative may be removed by a two thirds (2/3) majority vote of the seated BOD.
 - 2) Grievance and trial rules apply as outlined in **Section 6.02**.
 - 3) If a replacement needs to be made to fill an Heir Apparent appointment, it will be chosen by the BOD.

ARTICLE VI – DISCIPLINE

Section 6.01 Code of Ethical Behavior

1. There will be no alcohol consumption during meetings of the Citizens of the Empire, or BOD meetings.
 - a. Any member obviously intoxicated will be asked to leave any gathering where I.C.IA., Inc. business is being conducted.
 - b. The members of the BOD are reminded to avoid excessive alcohol consumption at all events.
2. At official State Functions or social events both in and out of the realm where alcohol is consumed, unacceptable behavior is that which is abusive, combative, confrontational, vulgar, inappropriately loud, or disruptive shall not be tolerated.
 - a. Offenders will be given a verbal warning.
 - b. Should the offensive behavior continue, he/she would be asked to leave the event. The Madame High Executioner or a BOD member shall enforce this.
3. Illegal public nudity will not be tolerated at any I.C.IA., Inc. function.
4. Theft or damage to personal, public, or I.C.IA., Inc. property will not be tolerated at any I.C.IA., Inc. function.
 - a. The I.C.IA., Inc. will support the enforcement of any existing crime laws.
5. I.C.IA., Inc. cannot be held responsible for injury to persons or possessions at any Official State Function or social event.
 - a. However, every possible precaution will be taken to provide a safe environment.
6. I.C.IA., Inc. as a recognized organization of the state of Iowa, cannot and will not discriminate based on race, religion, age, national origin, gender identity and expression, sexual orientation, sex, marital status, physical, or mental disabilities.
7. Any member who feels their rights, person, or possessions have been violated, file a grievance to be investigated by the Vice President.
8. To provide a unified and professional public image as well as foster a spirit of goodwill and

cooperation in our own membership, public gossip of inflammatory remarks about I.C.IA., Inc., or its membership, is strongly discouraged.

- a. If you have a concern about remarks that have been made, file a grievance to be investigated by the Vice President.

Section 6.02 Mediation, Investigation and Disciplinary Action

Prior to any disciplinary action the BOD may attempt mediation to resolve any issue before a grievance is filed.

1. Grounds for grievance/disciplinary action include, but are not limited to:
 - a. Dereliction of duties or conduct unbecoming a member of the I.C.IA, Inc, may include dereliction of duties and responsibilities of the Board, Monarchs, and PRs. (**Section 3.01, Section 4.01, and Section 4.02**)
 - b. Violation of the Code of Ethical Behavior. (**Section 6.01**)
 - c. Violation of state of Iowa or Federal felony laws.

2. Filing a Grievance

- a. All grievances must be filed within thirty (30) days of the occurrence, in one of the following manners: by mail, electronically through the I.C.IA, Inc. website, or personally handed to any member of the BOD, in all cases the \$50.00 filing fee must be included with the grievance.
- b. Only current members of the I.C.IA, Inc. may file a grievance(s)
- c. Any other member of the community shall set up a meeting with the President and the Vice President of the Current board to discuss possible outcomes, which after an investigation shall be shared and if needed voted on by the entire BOD.
- d. A fee of \$50.00 shall be included with the grievance as a show of full backing of said grievance by members of the I.C.IA, Inc. The fee is non-refundable.
- e. If incident or complaint is filed against the entire BOD, the non-BOD members of the COM and APT would intervene.
 - 1) The two (2) most senior, non-involved active members present will preside as co-chairs.
- f. The Vice President chairs the mediation, investigation and grievance process is per the duties and responsibilities noted in **Section 3.02.2.c**, unless the President delegates of the responsibility to another BOD member due to conflict of interest.
- g. All parties noted or involved in the complaint or said grievance will be asked to adhere to a cease and desist order - no communication or post on social media, particularly outside of the I.C.IA, while the investigation is going.
 - 1) If a resolution is successful during mediation, the cease and desist become null and void.
 - 2) If a resolution fails during mediation, the cease and desist order carries over during the grievance process including the trial.
- h. The Vice President or mediation chair may require collecting addition facts, information and/or proof of the incident/conflict within seven (7) days of being notified of the incident.
- i. The Vice President or mediation chair may consult with the Board if initial investigation/finds provide proof or warrants immediate BOD action to move forward with a grievance trial.
- f. The Vice President or mediation chair may have all parties meet in an attempt to resolve the conflict prior to an escalation of the said grievance.
- g. If the mediation does not resolve the conflict and upon recommendation of the Vice President or mediation chair, the grievance process may move forward on the grievance to a mandatory trial.
- h. The Vice President or mediation chair will respond to the individual filing the grievance within five (5) days after the mediation or investigation.

3. Grievance Trial

- a. The individual(s) charged will be informed by the Vice President that they are immediately suspended of all titles and responsibilities within the I.C.IA, Inc. and will not be recognized at any event in or out of state until such time as the trial is complete and discipline, if any, is warranted.
- b. All grievances will be investigated by the Vice President within forty-five (45) days of the Vice President's receipt of said grievance.
- c. The BOD will respond to the individual filing the grievance within five (5) days after the investigation.

- d. If no trial is called for, no disciplinary action beyond a possible verbal or written warning will be metered out.
- e. The rights of the accused are as follows:
 - 1) The individual(s) charged have the right to be present, and to put forth a defense.
 - 2) The individual(s) charged may also be represented by another party if they so choose.
 - 3) The individual(s) verdict will be determined by a two-thirds (2/3) majority ballot vote of the BOD.
- f. If filed against the entire BOD, the non-BOD members of the COM and APT would intervene.
 - 1) The two (2) most senior, non-involved active members present will preside as co-chairs.

4. Disciplinary Action

- a. For all Citizens of the Empire, Society of Lifetime Titleholders, Academe of Permanent Titleholders, College of Monarchs, Reigning Monarchs, Reigning PRs, and BOD members:
 - 1) Verbal or written reprimand resulting in possible probationary period determined by the BOD.
 - 2) Any violation of the Code of Ethical Behavior, Bylaw, or the SOPs during said probationary period would be cause for an emergency trial of the BOD.
 - 3) Emergency meeting must be held within seventy-two (72) hours of the violation.
 - 4) All concerned parties will be notified by the Vice President but may not necessarily be present.
 - 5) The emergency trial will determine the appropriate disciplinary action for violation of probationary period.
 - i) Immediate suspension of all duties and title(s) involved with the I.C.IA, Inc. for a designated period of time to be determined by the BOD.
 - ii) Removal of title(s) previously given by the I.C.IA, Inc.
 - iii) Expulsion from the I.C.IA, Inc. for a designated period of time to be determined by the BOD and including perpetuity with no paid dues and/or fees returned.
- b. Permanent Titles and Monarchs will retain their titles for life, although suspension of recognition for a designated period of time determined by the BOD may result for serious infraction(s) of the Bylaws or the SOPs.
 - 1) If a Monarch(s) is removed, a Regent Monarch(s) as stated in Section 4.01 may replace the individual(s) removed from office.
- c. If a BOD member(s) is removed, at that time the President of the BOD would send out notification of said events to be issued to membership of the I.C.IA, Inc., and the ICS.
 - 1) See **Section 3.01** on finding a replacement.
 - 2) For the entire BOD, see individual sections for the members.
 - i) The COM and APT will govern until a new Board can be seated.
 - ii) The two (2) most senior, active, interested, non-grieved against members will be acting co-chairs.
- d. A letter of the action will be sent by the Vice President of the BOD, return receipt/certified.
- e. A copy of the letter or a summary of the action taken by the BOD will be posted to the appropriate ICS website and Imperial Court Council.

ARTICLE VII – MEETINGS

- 1. Desired outcomes from close session meeting shall include outlined information for corrective action or points of actions
- 2. **See By Laws, Article VII**

ARTICLE VIII – AMENDING THE BY LAWS

- 1. **See Bylaws Article VIII**

ARTICLE IX – CORPORATE RESPONSIBILITY

Section 9.01 Fiduciary Responsibility – See Bylaws Section 9.01

Section 9.02 Records. The Secretary of the Board of Directors is responsible for maintaining official records of the Corporation. All Corporate records must be maintained for a minimum of seven (7) years (i.e. financial records, meeting minutes, agenda, attendance, voting and elections results, etc)

Section 9.03 Fiscal Year. The fiscal period of the Incorporation shall run from October 1 to September 30.

Section 9.04 Standard Operational Procedures

1. Symbols of Office
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Section 9.04.1 Symbols of Office

1. The Symbol of Office for the Monarch shall be a crown or medallion (if a Coronation theme will not allow a crown), and name badges.
2. The crowns for the Monarch(s) shall have a budgeted allowance determined by the BOD at the October meeting.
3. These crowns are to be worn at all Official State Functions.
4. These crowns are to be worn at all Official out of realm State Functions.
5. Crown Jewels
 - a. The following items are part of the I.C.IA., Inc.'s "Crown Jewels".
 - b. The following items are part of I.C.IA, Inc's "Crown Jewels"
 - 1) Del Rey I Crown (aka Del Rey Tower) – Crown is never to be worn. It's held over the head of the Empress/Emprex during the crowning ceremony at Coronation Ball.
 - 2) Del Rey II Crown – One of the only crowns a Reigning Empress/Emprex may wear during their reign in lieu of her State Crown is being made.
 - 3) McLaughlin Crown – The Reigning Emperor/Emprex may wear this crown while during their reign in lieu of their State Crown is being made.
 - 4) Del Rey Robe (Robe of Office)

Section 9.04.2 Dress Code

1. Iowa Dress Code
 - a. Members of the I.C.IA, Inc may dress in theme for an In-Realm or Out of Realm State Function or dress formal attire including full length gown, crown and regalia, name badges, suits/tuxes, and leather.
 - b. While in mourning, members of the I.C.IA, must wear one of the following items or in combination: black outfit, black veil, black arm band, and/or black rose; mourning duration is a month following the death of a Privy Council member, unless directed otherwise by the BOD.

Section 9.04.3 State Functions – Review Board, Campaign, Election, Coronation, Other State Functions

1. Review Board for Candidates

- a. Shall be held on a Sunday at least six (6) weeks and no more than ten (10) weeks prior to Coronation weekend, set by the BOD's discretion.
- b. Shall consist of the COM, and APT.
 - 1) Any member of the APT, COM or BOD who is running for Monarch, or the BOD shall not participate on the Review Board.
- c. All Citizens of the Empire except the candidate(s) shall be invited to attend with no voting privileges.
 - 1) All candidates for Monarch, must present themselves to the Review Board.
 - 2) Candidates for Monarch must meet the requirements outlined in **Section 4.01** and **Section 3.01** if a candidate current board member.
 - 3) Candidates must present their completed application and application fee to the Review Board.

- d. The BOD will determine the application fee 1-2 months to the Review Board.
- e. A random draw of all the candidates for Monarch(s) shall determinethe presentation order of candidates. This order shall carry through the entire campaign.
- f. Candidates for Monarch shall come before the Review Board one at a time.
- g. Candidates shall be required to answer truthfully any question posed to them by the Review Board.
- h. The order of question by the Review Board are as follows: BOD, COM, APT, and SLT.
- i. As time permits, questions by those in attendance may be allowed at the BOD President's discretion.
 - 1) It is advised for everyone on the Review Board to actively listen and refrain from asking duplicate/repetitive questions.
- j. After all candidates have come before the Review Board, the BOD, APT, and COM shall review the answers given by each candidate.
- k. Final vote on approval for candidacy for Monarch(s), the BOD, MP and/or AMP, will be a closed session of the BOD, COM, and APT.
- l. Any candidate not approved by the Review Board shall receive a full refund of their application fee.
- m. All applications approved after Review Board may be posted for public viewing minus vital information, i.e., address, phone number, email, etc.
- n. All candidates shall be returned to the Review Board for approval results individually.
- o. Premature disclosure of results shall result in disciplinary action.

2. Campaign

- a. The Membership Chair shall appoint a Candidate Coordinator to be approved by the BOD to assist and supervise all candidates for Monarchs, at the meeting four months prior to Review Board.
- b. No person may campaign in any form before being approved at Review Board. If caught doing so, will result in immediate disqualification from running for monarch.
- c. Campaign is officially opened at the "Presentation of Candidates" function.
 - 1) Hosted by the COM and the BOD.
- 2) Candidates for Monarch(s) must participate at the "Presentation of Candidates" function and all candidates' events. If a work conflict or family conflict (death, wedding) occur, a candidate may petition the Board a request of absence. Board decision is based on a case by case basis.
- d. Unofficial campaigning is allowed immediately following approval at Review Board.
- e. No limitation is set on personal campaign expenditures. No expenses will be incurred by the I.C.IA. for candidates' expenditures. All candidates must provide their own campaign materials, including a sash if they wish to have one.
- f. Candidates are strongly discouraged from promising titles during campaign, except for finding their PR nominee by the September BOD Meeting. Failure to comply will result in disqualification of running for monarch.
- g. Campaign is an I.C.IA., Inc. Official State Function.
- h. All candidates must abide by the Code of Ethical Behavior. See **Section 6.01**.

3. Election Procedure

- a. The annual elections of the I.C.IA, Inc. shall be held on the Saturday one (1) week prior to Coronation.
- b. Each voting site shall be open no less than four (4) hours.
- c. Each voting site shall be operated by a minimum of two (2) individuals in good standing, from the BOD, COM, and/or APT.
- d. The BOD, if necessary, may approve multiple voting sites.
- e. The I.C.IA, Inc. may reimburse the individuals operating the voting site(s) for one night lodging at the BOD's discretion.
 - 1) If no polling place is available, the BOD may approve rental of a polling place, if needed.
- f. The sitting BOD will cast a second secret ballot when they vote at election.
 - 1) Reigning Monarch(s) is/are exempt.
 - 2) The second secret ballot will be placed in the ballot box in an envelope marked "Only to be opened in the event of a tie in the general election."
 - 3) If there is no tie in the general election, these votes will remain unopened and destroyed by the

- I.C.IA, Inc.'s appointed accountant.
- 4) The President of the BOD shall make a third secret ballot in the case of a second tie, which will be destroyed if there is no need to open this second envelope.
 - g. All ballot boxes to be used for voting shall be locked before arriving at the polling site(s).
 - h. All I.C.IA, Inc. ballots shall consist of a membership form, and the ballots, which will list all the names of the candidates and what position they are running.
 - i. The location and times of voting shall be publicly advertised no less than one (1) month prior to election day.
 - j. Absentee ballots must be requested from the Election Committee Chairperson at least two (2) weeks prior and must be postmarked at least three (3) days prior to election day.
 - 1) Absentee ballots shall include a self-addressed stamped envelope to the I.C.IA, Inc. post office box, and a clearly marked separate envelope with the word "BALLOT".
 - k. All people voting, either in person or by absentee ballot must pay the designated amount for membership dues to vote, and also meet the requirements set out in **Section. 2.01**.
 - l. No proxy votes are allowed.
 - m. Write in candidates are not permitted for any position.
 - n. At the end of the allotted voting time, the individuals operating the voting site(s) shall seal each ballot box.
 - 1) The individuals will sign the area that is sealed and place the ballot box in a secure location.
 - o. Upon return to Des Moines, the Chairperson of the Election Committee or the President of the BOD shall collect all of the ballot boxes and absentee ballots and deliver them to the I.C.IA, Inc.'s appointed accountant for tabulation.
 - p. If there are more than two (2) candidates for a position, that individual must win by a simple majority vote from all of the ballots.
 - q. If there is only one candidate for a position, that individual must win by a fifty (50%) percent plus one (1) vote.
 - r. In the event of a tie in the general election, the secret ballot will be opened by the I.C.IA, Inc.'s appointed accountant, and add the results to the general elections totals.
 - 1) The President's secret ballot will only be opened in the event of a second tie.
 - 2) The results of the election will remain in the custody of the I.C.IA, Inc.'s appointed accountant until they are opened on stage at coronation by the President of the BOD.
 - s. Only the names of the successful candidates for each office will be publicly announced at Coronation.
 - t. Vote totals and order of results will not be announced but will be maintained in the Archive for review and scrutiny of any member of the I.C.IA, Inc. who wishes to do so.

4. Protocol during Coronation

- a. Minister of Protocol may be the Head Emcee, Ball Coordinator or State Functions Chair.
- b. Protocol will be accepted from 10:00 a.m. until 2:00 p.m. on Saturday, the day of Coronation Ball.
 - 1) The BOD may set up a deadline for online protocol submission.
- c. Iowa recognized the One Title-One Walk rule for people representing an ICS recognized court.
 - 1) Minister of Protocol may allow members of a Court to walk with their business and organization.
- d. Protocol Moniker guidelines:
 - 1) Only Reigning Monarchs, Reigning PRs/ICPs (CANADA or other US courts), and Reign family are allowed to have their full monikers read.
 - 2) Titles and awards bestowed by Jose 1 or QM Nicole the Great may be read in moniker.
 - 3) Non-Reign Monarchs and PRs monikers should not exceed 2 sentences.
 - 4) Non-Reigning monarchs are limited to 3 last names or at the discretion of the Minister of Protocol from an out of Realm State Function.
 - 5) All protocol must have the following:
 - a) Arial font type
 - b) font size – 24 or greater
 - c) Pronunciation spelled out is required for difficult names for both In-Realm and Out of Realm
 - d) Can be sent to Minister of Protocol electronically
- e. Protocol will not be accepted or changed after the 2:00 p.m. deadline on Saturday of Coronation Ball.

- 1) Exceptions can be made at the discretion of the Minister of Protocol and/or State Functions Chair.

5. Coronation Weekend

a. Hospitality

- 1) The I.C.IA, Inc. shall sponsor a "Hospitality Room" during Coronation weekend.
- 2) The Hospitality Room shall reflect the tradition of the Iowa style of hospitality.
- 3) The Hospitality Room shall be hosted by and be the responsibility of an Ad Hoc Hospitality Committee under the jurisdiction of the State Functions Committee, with first consideration for chairpersons going to the previous year's monarch(s).
- 4) Food and beverage shall be provided during all hours that the Hospitality Room is open.
- 5) The hosts are to acquire food and beverage donations to supplement the approved budget.
 - a) The hosts are to find and schedule workers to staff the Hospitality Room while it is open.
 - b) Candidates will be present in hospitality between 10:00 a.m. to 12 p.m., Saturday of Coronation.
- 6) Hospitality hours will be determined by the sitting BOD.
- 7) Hospitality budget will be approved at the BOD Budget Meeting under Coronation Budget
 - a) Hospitality budget is divided between food, non-alcoholic beverages, and alcohol
- 8) Upon recommendation or suggestion by the Monarch, BOD may choose not to serve alcohol during all or some of the Hospitality hours per ICS promotion of sober area for ICS guests.

b. Coronation Ball

- 1) Shall be overseen by the Coronation Ball Coordinator with the BOD as the final authority.
 - a) The Ball Coordinator is chosen by the Monarchs and then up for BOD approval.
 - (i) The default Coronation Ball Coordinator will be the State Functions Chair, unless determined otherwise by the BOD.
 - b) Coronation budget should be presented to the BOD for approval at the Board Budget meet or no later than six (6) months prior to Coronation by the State Functions Chair or State Functions Committee.
- 2) Coronation of the Monarch(s) of the I.C.IA, Inc. shall take place in the month of September, as close to the 24th day as possible. Coronation will take place in the greater metropolitan area of the capitol city of Des Moines, Iowa.
 - a) The doors will open at 5:00 p.m. with the ball beginning at 6:00 p.m.
 - (i) BOD may adjust start and end time accordingly if QM of the America is in attendance of Coronation.

3) Awards

- a) The BOD may present up to two (2) BOD awards at Coronation to individuals or groups who have shown great strides in promoting community spirit and involvement.
 - (i) Naomi Del Rey Lifetime Achievement Award ~ focus on lifetime achievement that made a positive impact on the IC.IA Inc and/or their community which may include with feedback/suggestions from nomination from past award recipients.
 - (ii) Board of Directors Awards ~ rewarded to an individual or group who have shown great strides in promoting community spirit, involvement, and support of I.C.IA, Inc.
- b) The I.C.IA, Inc. shall pay for following reigning Monarch awards:
 - (i) Each monarch may present up to two In-Realm Awards
 - (ii) Each monarch may present up to two Out of State Awards.
 - (iii) If only one monarch serves, they must petition the BOD for their non-existent counterpart's awards.
- c) The reigning monarch(s) shall pay for any other awards, certificates, or forms of recognition to be given at Coronation from their own personal funds.

4) Admission

- a) Only the BOD, by majority vote, shall have the authority to admit persons at no charge to Coronation.
- b) The BOD shall admit the following individuals at no charge to coronation:
 - (i) Reigning Queen Mother and/or King Father of the Americas
 - (ii) Reigning Monarchs
 - (iii) Founding Monarchs: Emperor I and Empress I
 - (iv) Approved candidates for Monarch

- (v) Technical staff
- (vi) Reigning PR(s)
- (vii) Treasurer
- (viii) Hospitality Chair if they are running hospitality all weekend.
- (ix) Coronation Ball Coordinator
- (x) State Functions Chair

c) The reigning monarch(s) may admit two (2) person each at no charge to Coronation.

5) Each reigning monarch may invite a maximum of three (3) command performersto entertain during Coronation for a total of six (6) command performances.

a) If only one monarch serves, they must petition the BOD for their non-existent counterpart's command performers.

(i) The BOD has the right adjust the number of commands on a petition in to be compliant for crowning by 10:30 p.m.

(ii) An additional command performance may be auctioned off at the Out of State Show, by the reigning monarch with the money raised to go towards Public Relations for the newly elected monarchs at Victory Brunch.

c. Crowning Ceremony

1) The BOD shall oversee the crowning ceremony with assistance from the COM.

2) The Founding Monarchs and succeeding reigns, in order after them, shall be responsible for conducting the crowning ceremony.

3) As part of the crowning ceremony, the newly elevated Monarch(s) shall publicly recite and sign the "Oath of Office", while facing the attendees of Coronation.

4) Stepping down monarch(s) will be responsible for placing the crowns on their successors.

5) If in attendance, the Reigning Queen Mother and/or King Father of the Americas may perform a "blessing" of the new monarch(s).

6) If not present, the BOD shall decide if a "blessing" shall be delivered.

7) The crowning ceremony must be completed by 10:30 p.m. and is the responsibility of the President of the BOD in conjunction with the Ball Coordinator or State Functions Chair to edit the program/script to ensure completion.

6. State Functions - Investiture, E&E Ball, and PR Ball

a. Shall be overseen by the State Functions Committee with the BOD having final authority.

b. Shall have a budget established by the BOD for each event.

c. Investiture shall take place no more than six (6) weeks following Coronation.

d. The reigning monarch(s) shall give titles to the membership of the I.C.IA., Inc. at Investiture and throughout the year.

e. The reigning monarch(s) shall pay for any Symbols of Office of the Royal Family to be given at Investiture from their own personal funds.

f. Only the BOD by majority vote shall have the authority to admit persons at no charge to Investiture, Monarch Ball, and PR Ball.

g. The door cost is a freewill donation to admit persons into these functions.

h. Monarch Ball (E&E) shall be no later than six (6) months from Investiture.

a) Monarch(s) will need to petition the BOD for approval to schedule Monarch Ball past the 6-month deadline.

i. PR Ball shall be no later than eight (8) months from Investiture.

a) PR(s) will need to petition the BOD for approval to schedule the PR Ball past the 8-month deadline.

Section 9.05 Auxiliary "Our" Documents – include but not limited to any form or document used to conduct day to day business, keep financial records and keep historical records of the Imperial Court of Iowa.

1. Any form or document may be added, modified, or edited with BOD approval without restrictions of going through the Standards and Practices committee for revisions so long as the goal is to keep accurate records.

2. Archive Reports, Oaths of Office, Event Fundraising Form, Event Records, I.C.IA Money Intake Form, Imperial Court of Iowa, Inc Logo Clip Art, Code of Conduct, Application for Candidates, I.C.IA

Reimbursement form, Crown Ceremony document, Coronation checklist, Show List template, BOD
Nomination form (**Section 3.01.3**), Proclamations

ARTICLE X – GRANDFATHER CLAUSE

See Bylaws, Article X - I.C.IA, Inc. was incorporated on May 21, 2002. All past monarchs, Permanent Titleholders and Lifetime Titleholders prior to this date will be recognized by their reign numbers and/or titles given.

ARTICLE XI DISSOLUTION

See Bylaws, Article XI