

IMPERIAL COURT OF IOWA INC.

STANDARD OPERATING PROCEDURES



EFFECTIVE 9/24/2023

**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 – MISSION STATEMENT & LOGO

Section 1.01 Name and Mission Statement

1. Our Mission is to make a difference to the People of Iowa through fundraising and social consciousness, 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.

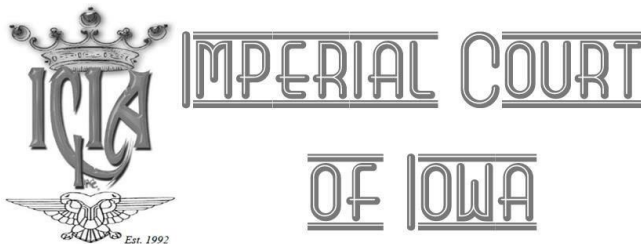
Logo #1



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 Bylaws and Standard Operational Procedures (SOPs) of the Imperial Court of Iowa (I.C.IA), Inc.
 - b. Be a legal resident domiciled (a place where you maintain a permanent home) 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 College of Monarchs (COM) or Academe of Permanent Titleholders (APT) if applicable with voting rights allowed at COM or APT meetings.
 - f. Members not belonging to The Society of Lifetime Titleholders (SLT), APT, or COM 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.
- 2. In order to reach more members of our community, a Friend(s) of the Court” designation may be offered at no cost, and no age requirement.
- 3. A member in “good standing” references members of the I.C.IA, Inc have met the follow criteria:
 - a. Paid their membership dues for the current reign.
 - b. Does not have an infraction/mediation action, filed grievance, or disciplinary actions such as suspension or removal from a position/office over 2 years.
 - c. Does not have a convicted felony of any crimes per State or Federal laws such as but limited to murder, rape, robbery, felony assault, burglary, embezzlement, grand larceny, and grand larceny of a motor vehicle.

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 start and end from Coronation Sunday.
- 3. The BOD will determine the amount of membership dues.
 - a. 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 and Responsibilities of All Member of the Board of Directors**
 - 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 term
 - 2) One (1) year term
 - 3) Newly elevated monarch(s) of the current reign
 - a. One (1) year term At-Large, if only one monarch is elected, at board discretion. Board may choose to run the board with five (5) members.
 - c. To have a BOD meeting, a quorum five (5) must be present or two-thirds (2/3) of the board 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 (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, the money bag should be in the presence of at least two members in good standing.
 - g. Members of the BOD must be domiciled (a place where you maintain a permanent home) in the State of Iowa during their term.
 - h. All members of the BOD shall have voting rights as outlined in **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, thus providing the option for the President to vote.

- 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 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.
- i. The BOD will follow a modified version of Robert's Rules while conducting meetings.
- j. Resignation/Removal from Office.
 - 1) BOD member letter of resignation must be sent to the I.C.IA., Inc. via mail, electric mail or personally handed to either the President or the Vice President so that the replacement process can begin immediately.
 - 2) A Board member may be asked by a majority of the seated Board of Directors to resign if not fulfilling their duties and responsibilities of their position or if found in violation the Attendance policy. This excludes violations covered in **Section 6.01**.
 - 3) A Board member may be removed from office by Board vote, if the individual, who has not fulfilled their duties and responsibilities of the position, refuses to resign.
 - 4) The removed individual will not qualify for any Board position or monarch for one (1) full reign after the removal date or addendum to the disciplinary action.
- l. Shall be in charge of verifying significant life changes that require recognition by the I.C.IA, Inc that includes the follow actions:
 - 1) Arranging distribution of flowers upon a surviving member of the deceased I.C.IA member 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) Funds for any purchase for the deceased will come from the Sunshine Fund as earmarked in the annual budget as \$250.00 funds carry over if unused from one year to the next.
 - 3) The BOD has the authority to make changes to the Sunshine Funds when needed by simple majority vote.
- m. Shall be in charge of verifying significant life changes that require recognition by the I.C.IA, Inc that includes the follow actions:
 - 1) Arranging distribution of flowers upon a surviving member of the deceased I.C.IA member and notify 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) Funds for any purchase for the deceased will come from the Sunshine Fund as earmarked in the annual budget as \$250.00 funds carry over if unused from one year to the next.
 - 3) The BOD has the authority to make changes to the Sunshine Funds when needed by simple majority vote.

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. Membership dues must be paid in full 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 on the BOD or Monarch, except for two-year termed members, who are on their first year of the BOD.
- g. BOD members who wish to run for Monarch while on the board are still responsible for all duties, responsibilities, and committee tasks.
 - 1) Anyone who does not meet the requirements of their board position and/or committee head duties and responsibilities will be revoked as a candidate for the title they are running for, per a BOD decision.
- h. Any member who resigns their seat will be ineligible to seek an elected or appointed position for the following reign.
- i. If a BOD member vacates their 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 Sunday Morning Privy Council (Combined members of the COM, APT and General Membership) shall meet Sunday morning before Victory Brunch to vote on board members positions
- b. Applicants must meet the membership requirements in **Section 2.01** and be in good standing with the I.C.IA, Inc. See **Section 2.02** of the SOP.
- c. Applicants have been a member for the last two (2) full membership years.
- d. Applicants must have attended at least two (2) BOD meetings in the current year.
- e. Nominees must fill out an application form that will be provided at no cost to file. (BOD Candidate form as Monarch Form)
- f. The BOD shall with a majority vote at review board approve the applicants to be added to the ballot to be decided on election-day.
- g. All names will be on one (1) ballot.
- h. If there are no applicants or less than three (3) applicants either approved by the BOD, or elected by a majority vote of the members, then the Privy shall fill these open seats at their respective meetings the morning after Coronation.
- i. 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.
- k. 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 Privy Council may meet (i.e., in person, by phone, or by any form of electronic communication to select someone as long as everyone who is able to participate does) to find a replacement, with a majority of the BOD's approval.
 - 2) 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.
 - 3) BOD member letter of resignation must be sent to the I.C.IA., Inc. via mail, email, or personally handed to either the President or the Vice President so that the replacement process can begin immediately.

4. Officers of the Corporation

a. Qualifications

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

b. Selection Process

- 1) Elections for Officers will be chaired by the immediate past President.
- 2) The past President oversees the meeting until ratification finalizes the placement of all new officers.
- 3) The nominations will proceed in the following order: President, Vice President, Secretary, Treasurer, and the last person will become the State Functions Chair.
- 4) Election to the respective BOD positions will be by a simple majority vote.
- 5) Ratification of newly elected positions will be made by a simple majority vote by the newly seated Board at the conclusion of the elections.
- 6) When the new President is elected, they will chair the rest of the elections.

5. Duties of Elected Officers

a. President

- 1) Acts as chairperson at all meetings of the BOD, when present.
- 2) Serves as Ex-officio member and liaison to other organizations.
- 3) 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.
- 4) Verifies ratification of new Officers.
- 5) Is a non-voting member, except for breaking ties or within the purview of a trial.

- 6) Chairs the Executive Committee.
- 7) Sign contracts per business practice needs.
 - a) Contract must be signed in a timely manner in accordance with deadlines set up during negotiations.
 - b) Signed contracts will be archived by the Secretary and Treasurer.
- 8) Responsible to creating the monthly board agendas and procuring the treasury summary report (starting monthly balance, total of expenditure, total of credits, closing monthly balance) from the Treasurer to put into agenda.
- 9) Shall have one copy of all keys (1) Court's storage unit, ballot box, PO Box, and etc.

b. Vice President

- 1) Acts as chairperson in absence of the President and as such would have the same voting scenarios outlined for the President.
- 2) Presides over the mediation, investigation, and disciplinary actions from a trial. **See Section 6.02**
- 3) Chairs the Standards and Practices Committee.
- 4) Carry out special assignments as requested by the President or other Executive Committee members
- 5) Keeps an accurate inventory of Items in the storage unit by working with State Functions and Treasurer.

c. Secretary

- 1) Maintains attendance records, record the minutes, generates correspondence, acts as librarian, and historian for the BOD.
- 2) If unable to attend a BOD meeting, they must appoint someone to fill the position.
 - a) If being replaced by a BOD member, they would only be allowed to use their own vote.
 - b) If being replaced by a non-BOD member, the replacement would have not voting rights.
- 3) Shall email copies of the BOD minutes to all members of the BOD at least five (5) business days before the next BOD meeting.
- 4) Shall possess the second of two (2) keys to the I.C.IA, Inc.'s Post Office Box.
- 5) Shall regularly collect, distribute, and disseminate all I.C.IA., Inc. mail as appropriate.
- 6) Shall notify the President when they are unable to collect the mail due to emergency or vacation.
- 7) Chairs the Membership Committee and Communication Committee.

d. Treasurer

- 1) Shall maintain the bookkeeping, financial records and documents of the I.C.IA, Inc.
- 2) The Treasurer is required to use the court's provided laptop for use for all financial duties.
- 3) Shall provide the BOD with monthly treasury summary report (starting monthly balance, total of expenditure, total of credits, closing monthly balance) for the agenda, written or electronic bank statements (if needed) as well as a year-end financial report, a paper copy shall be given per request.
- 4) 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.
 - a) Any request for expense reimbursement must be approved by the BOD prior to an event.
- 5) Shall deliver all documents to an outside auditor for a yearly audit as approved by the BOD.
- 6) The Treasurer and/or their designee(s), who approved by the BOD, shall be responsible for the "Treasurer's Bag" including all the items therein and getting it to the designees who will oversee counting monies raised at all events.
 - a) If this is not possible, they are responsible for getting it to another BOD member who can do so.
 - b) The "Treasurer's Bag" shall include a sign in sheet, event forms, a receipt book, and the Square to the I.C.IA Inc. account.
 - c) All totals from sources of revenue which include but not limited to cash, checks, PayPal, Venmo, and Square raised needs to match at the end of the event.

- 7) The Treasurer and/or their designee(s), who is/are approved by the BOD, shall be at all official I.C.I.A Inc. events to see all monetary collection, change, transportation, and depositing of funds.
- 8) Must complete an Event Report Form (found in the I.C.I.A Inc. under "Our Documents") which includes two signatures of those responsible for counting funds raised.
 - a) At least one signature must be the Treasurer, other BOD member, or the Treasurer's designee.
 - b) The other signature may be any I.C.I.A., Inc. member in good standing.
 - c) This form must be included with the Treasurer's report given at the next BOD meeting and maintained in the Treasurer's records.
- 9) The Treasurer must present a list of assistant treasurers to the BOD for approval by the November meeting.
 - a) Assistant treasurers are necessary to help with the collection, counting, and depositing of funds.
- 10) The Treasurer's term shall be from the super board meeting until investiture the following reign to insure a timely transition in financial matters.
 - (i) The time from super board to investiture will have two (2) treasurers during this transition.
 - (ii) Only the newly elected treasurer for the new reign may have any voting privileges.
- 11) Shall conform to all State and Federal statutes and guidelines as related to 501(c)3 status.
- 12) Chairs the Finance Committee
- 13) 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.
- 14) Shall be a member of the Executive Committee with signatory rights on the banking account.
- 15) Shall provide a final, balanced ledger for the preceding year to the Registered Agent by Investiture.
- 16) Shall conform to all statutes and guidelines as related to 501(c)3 status.
- 17) Chairs the Finance Committee - Ensure on-time payments of recurring bills such as P.O. box fee, Website membership, Insurance, storage, IRS filings, 501c3 reporting, etc so I.C.I.A, Inc does not lapse
- 18) 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.
- 19) Shall be a member of the Executive Committee with signatory rights on the banking account.
- 20) Shall provide a final, balanced ledger for the preceding year to the Registered Agent by Investiture.

e. State Functions Chair

- 1) Ensures State Function events runs smoothly through planning, creating a budget, forming a committee, and delegating tasks for the following events/fundraisers:
 - a) Investiture (within 6 weeks after Coronation), Board of Directors Ball, Monarch Ball (October to April), PR Ball (October to July), Coronation.
- 2) Works with the Monarchs and PRs to plan State function events.
- 3) Present Coronation Annual budget during Annual Budget Proposal in conjunction with Treasurer.
- 4) May choose to conduct and collect feedback for I.C.I.A, Inc's State Function with in-Realm and Out of Realm folx.
- 5) Chair the State Functions Committee
- 6) May be the default Coronation Ball Coordinator if one is not selected or approved by the Board and/or Monarchs.
- 7) Shall have the second key to the Court's Storage unit

5. Non-voting positions who report to the Board of Directors

a. Webmaster

- 1) Ensures all events, fundraisers and meetings are posted on our Court's website, Google Calendar, Facebook and any addition multimedia sources/accounts.
- 2) Works closely with the Board and Monarchs in all regards of marketing and advertisement
- 3) Only has access to online accounts that pertinent to their duties and responsibilities.
- 4) Cannot make fiduciary decisions or changes to web accounts that are linked to bank account, unless directed by the Treasurer or another Executive Board Member.
- 5) Shares all passwords to applications, web-based programs and accounts with members of the Executive Board.
- 6) Research and provide suggestions or cost saving strategies related to the success of the Court's business
- 7) Assist Board members access to web-based applications and log ins including Google Business Workspace, which includes Google Docs, Google Shard Drive, etc.
- 8) May report during a monthly BOD Meetings at an as need basis for updates.

b. Registered Agent

- 1) The I.C.IA, Inc. shall have one Registered Agent appointed with an indefinite term by the BOD.
- 2) A replacement shall also be approved by the BOD.
- 3) Shall ensure the orderly transition of the signatories on the corporation's accounts.
- 4) Is the owner and signer of the corporate account.
- 5) Is responsible for the duties outlined in the **By Laws Article XI, dissolution, Section 11.02.**
- 6) Is the one name on our corporate and legal documents filed with the State and Federal government.
- 7) Shall have access to the Corporate ledgers.
- 8) Shall receive the final, balanced ledger for the preceding year by Investiture.

6. Standing Committees – See Bylaws Section 3.03

a. 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.

b. Standards and Practices Committee

- 1) Shall be chaired by the Vice President of the BOD.
- 2) 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.
- 3) Shall send out a notification in October to the membership stating meeting dates.
- 4) Shall review all proposed amendments by April.
- 5) 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.
- 6) Any changes will go into effect at the beginning of the next membership year (**see Section 2.02**)

c. Finance Committee

- 1) Shall be chaired by the Treasurer of the BOD.
- 2) Shall submit names to be approved to be assistant treasurers to be approved by the BOD.

d. Membership Committee

- 1) Shall be chaired by the Secretary of the BOD.
- 2) 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.
- 3) Shall oversee the campaign and elections of all positions.

- 4) Membership chair can't run for office.
 - a) 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.
 - 5) Shall oversee In State protocol during coronation weekend.
- e. Communications Committee
- 1) Shall be chaired by the Secretary of the BOD.
 - 2) Shall be in charge of all communications such as: the newsletter, advertising, programs, flyers, etc.
 - 3) Webmaster
 - a) Answers to the Secretary as part of their communications function
 - b) Appoint by the Board of Directors
 - c) 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.
 - d) Removal process is initiated by the written request by one or more active board members. Regular grievance process does not apply.
 - e) The Webmaster would be informed of this action, with a written copy of the reasoning included, where upon they may address the Board to plead their case.
 - f) May be removed by a 3/4 vote of the sitting Board of Directors. A replacement MUST be available to fill the vacancy.
 - g) Duties include but are not limited to:
 - (i) Maintain and upkeep 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.
- f. State Functions Committee
- 1) Shall be chaired by the State Functions Chair.
 - 2) Shall ask the Monarchs for nominees for a Ball Coordinator.
 - a) Nominee for Ball Coordinator is approved by the BOD by simple majority.
 - 3) Shall oversee Coronation, Investiture, E&E Ball, PR Ball, and other BOD approved State Events
 - a) Collections information and requests from the Monarch(s) and PR(s) pertaining to decorations, food, etc.
 - b) The food budget is \$250.00 for each State Event except Coronation.
 - (i) The BOD can vote to modify the food budget.
 - 4) Shall work with the Monarchs, PRs and BOD to set up tasks to be completed; set up timeframes, and deadlines; and ensure accountability.
 - 5) Arrange transportation of items to and from the Court's storage unit, if need be.
- g. Community Investment and Fundraising Committee
- 1) Shall be co-chaired by the Reining Monarchs.
 - 2) Shall oversee all non-state function fundraising events.
 - 3) Shall ensure that all events are properly booked, advertised, and staffed.
 - 4) Shall also contact other organizations and businesses to procure donations and sponsorships.
 - 5) The Chairperson will also be responsible for the appointment of members to the Imperial Court of Iowa's Guardian Angel Scholarship Committee and the Selection Committee per the selection process outlined in **Section 3.03**.

- h. Ad Hoc Scholarship
 - 1) The Community Investment and Fundraising Chairs shall appoint three (3) members to the Scholarship Committee by June, adding more when necessary.
 - a) These members are in charge of raising funds, advertising, handing out applications, and shall file a report at the monthly BOD meetings.
 - (i) Members shall be required to meet the minimum of one (1) full year of previous membership.
 - b) This group is to be completely separate from the non-I.C.IA, Inc. Selection Committee.
 - 2) 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.
 - a) 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.
 - b) That member must excuse themselves from the entire process, and the BOD shall approve a replacement.
 - c) **See Bylaws, Section III, 3.03.**

ARTICLE IV – REIGNING MONARCHS

Section 4.01 Monarch(s)

1. **Description:** 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 stepping down 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. Must hold or sponsor monthly fundraising events.
- e. Shall attend as many I.C.IA, Inc. sponsored events as possible throughout the Empire according to their reign theme.
- f. Shall give all due respect and defend the dignity of all members of the I.C.IA, Inc.
- g. Shall conduct themselves in a manner befitting their titles as Monarch(s) according to their reign theme.
- h. Shall be responsible for holding at least one (1) meeting for the Citizens of the Empire at their own discretion during the reign.
- i. 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).
- k. Shall attend at least four (4) out of state coronations.
- l. Shall NOT publicly or privately endorse any candidate for Monarch, or the BOD.
- m. Shall wear the state symbols at all in and out of realm State functions which include crowns and name tags. Monarchs may wear pins and/or sash at their discretion.
 - 1) The BOD shall budget the money for items as outlined in **Section 9.02.**
- n. Shall the power to bestow one (1) Permanent Title each, as approved by the BOD, at the completion of his/her term in office.
 - 1) If there is one Reigning monarch, they may petition the BOD to be allowed to bestow an additional Permanent Title, as approved by the BOD.
- o. Shall have the power to bestow one (1) Lifetime Title (not given to an individual given a Permanent Title) each, as approved by the BOD, at the completion of his/her term in office.
- p. May host hospitality for the proceeding coronation as outlined in **Section 9.04 4.a.**
- q. 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 and 2.02**
- c. Must be a dues paid member (in **Section 2.02**) for two (2) consecutive years.
- d. Applicants must have actively participated in I.C.IA., Inc. functions during the current reign.
- e. Must have attended three (3) BOD meetings during the current reign.
- f. Must have hosted at least one (1) 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.
 - 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.
- 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., as long as 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 stepping down 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.
- b. 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**
- c. If there are only two (2) Monarch candidates, each candidate must receive 50% plus one.

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.
- f. 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" **See Article IX, Section .**

- 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 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 are 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 at the Coronation Victory party and show.
 - 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 Monarch position due to a lack of a candidate; no candidate being elevated; removal or resignation of a Monarch.
- b. The BOD will take in consideration the Reign Monarch's opinion if they want a Regent Monarch.
- c. The position can be filled by a vote of the BOD if the reigning PR(s) decides not to be elevated, with that title being Regent.
- d. 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.
- e. The BOD will take nominations from the Privy Council.
- f. For a member of the COM or the APT to be eligible to become Regent they meet the following criteria:
 - 1) Have been an active member of the I.C.IA., Inc. for the previous two (2) full membership years
 - 2) Attended one (1) BOD meeting
 - 3) Hosted one (1) event during the current reign.
 - 4) If a Regent candidate has not attended one (1) BOD meeting and hosted at one (1) event, the Regent candidate may be given up to Investiture to fulfill those two requirements and then be elevated at a later date.
- g. 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.
- h. The BOD, at their discretion, may also vote to leave the position vacant.
- i. The Regent monarch shall serve for the remainder of the unexpired term.
- j. The Bylaws and SOP of the I.C.IA, Inc. binds the Regent monarch.
- k. 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.
- l. At the end of the Regent monarch's term, they shall 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.
- m. A Regent monarch is ineligible to seek election for the following reign.
- n. A Regent monarch shall be known as Regent Monarch .
- o. 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.
- p) 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 elevated monarchs shall be introduced as the “Reigning Monarch” and/or “Regent Monarch”.
- b. Reigning or Regent Monarchs are the only monarchs who are allowed to use the words “Most” and “Sovereign” in conjunction with their honorific title.
- c. The use of the word “elevated” will be used when describing the ascension of the new monarchs.
 - 1) Use of the term “elected” in reference to any Monarch is strictly prohibited and may result in disciplinary action.
- d. Protocol does not apply to non-state function court shows and fundraisers.
- e. “Royal Family” - **See Section 9.03** on available titles
 - 1) No more than fourteen (14) royal family titles may be given out, this includes PR(s).
 - 2) Monarchs shall bestow “titles” to the Citizens of the Empire.
 - 3) Titles may be Lord and Lady (Your Lordship, Your Ladyship) or Non-Gender equivalent.
- f. Other “camp” titles may be used following the patterns of European and other World courts, their characters, and personalities.
- g. The tiara/diadem, and/or coronet worn by the PR(s) shall not be taller than the Monarch’s State Crown.
- h. Reigning Monarch cannot use “King Father” or “Queen Mother.”

10. Voting for the Monarch/Regent(s) Permanent Title

- a. During the September meeting, the BOD shall vote by ballot if the Monarch(s)/Regent Monarch(s) numeric designation has been earned.
- b. Numeric designation is based upon the fulfilling of their obligations and duties and responsibilities as outlined in the SOPs and Bylaws of the I.C.IA, Inc.
- c. If approved by the BOD, the COM will determine if the Monarch(s)/Regent Monarch(s) have presented themselves during the reign in a way they are worthy to become members of the COM.
- d. Membership into the COM will be voted on during the COM meeting the morning after coronation. **See Section 5.02**
 - 1) This is by a simple majority vote of the members of the COM. **See Section 5.02**
 - 2) If granted membership into the COM, they may vote with the APT for the duration of said meeting and any other further actions.
 - 3) If not accepted into the COM at this time, they may petition for membership six (6) months after they have stepped down.
 - 4) If the stepping down Monarch/Regent(s) are not accepted into the COM and they do not previously have a Permanent Title from a previous reign, they will become members of the SLT.
- e. They are furthermore released from any further responsibilities and obligations as a Monarch.
- f. Any previously held permanent and/or lifetime titles are restored at that time, with all the rights and responsibilities pertaining therein.

Section 4.02 PR(s)

1. Description: 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. Reigning PR titles can include but not limited to the titles of Prince Royal, Princess Royal, and/or the gender-neutral equivalent. Gender-neutral titles does not change the value or name of the title for any past PRs within the APT.

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) starts with and ends at 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. Shall always follow proper protocol at all I.C.IA, Inc. State Functions.
- i. Shall always follow proper protocol at all Out of State Functions.
- j. Will work with the BOD to ensure a successful reign.
- k. Shall attend as many I.C.IA, Inc. sponsored events as possible throughout the Empire if not traveling outside the realm.
- l. Shall give due respect and defend the dignity of all members of the I.C.IA, Inc.
- m. Shall NOT publicly or privately endorse any candidate for Monarch, or the BOD.
- n. 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).
- o. 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.
- p. Shall wear the state symbols at all in and out of realm State functions which include crowns and name tags. Prs may wear pins and/or sash at their digressions.
- q. The tiara/diadem, and/or coronet worn by the PR(s) shall not be taller than the Monarch's State Crown.
 - 1) The PR crown is to be purchased either by the PR or by the reigning monarchs.
- r. 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. Responsibilities

- a. 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.
- b. Shall not handle or be responsible for any monies raised by and/or for the I.C.IA, Inc., with only the following exceptions:
- c. 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.
 - 1) Special parameters and safeguards must be set up and approved by the BOD beforehand to ensure accountability.
 - 2) 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.
 - 3) Any discrepancies will result in disciplinary action taken by the BOD.
 - 4) 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 are already the designated money counters present, if none are then the BOD is responsible for setting up a strict protocol to be followed.
 - 5) 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.
- d. 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.

4. Qualifications

- a. Candidates must have attended either two (2) 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. **See Section 2.01 and 2.02**
- c. Must be at least twenty-one (21) years of age at the time of review board.

5. Selection/Nomination of PR candidate

- a. 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.
- b. The BOD shall tentatively approve the PRs until the new BOD either ratifies the selection or calls for new candidates.

6. Voting for the PR(s) Permanent Title

- a. During the September meeting, the BOD shall vote if their numeric designation has been earned.
- b. Numeric designation is based upon the fulfilling of their obligations as outlined in the SOPs and By Laws of the I.C.IA, Inc.
- c. If approved by the BOD, the APT will determine if the PR(s) have presented themselves during the reign in a manner in which they are worthy to become members of the APT.
- d. Membership into the APT will be voted on during the APT meeting the morning after coronation. See **Section 5.03**
 - 1) This is by a simple majority vote of the members of the APT. See **Section 5.03**
 - 2) If granted membership in to the APT, they may vote with the APT for the duration of said meeting and any other further actions.
 - 3) If not accepted into the APT at this time, they may petition for membership six (6) months after they have stepped down.
 - 4) If the stepping down PR(s) are not accepted into the APT and they do not previously have a Permanent Title from a previous reign, they will become members of the SLT.
 - 5) 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.
- e. They are furthermore released from any further responsibilities and obligations as a PR(s).
- f. Any previously held permanent and/or lifetime titles are restored at thatv time, with all the rights and responsibilities pertaining therein.

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.
 - 2) These shall be voted on during the August BOD meeting.
 - 3) The reigning PR(s) are ineligible to be nominated for a Permanent title because the BOD has already approved them for consideration. See **Section 5.03**
- d) The BOD shall review, approve and ratify the final selection for a Permanent Title by a simple majority vote ballot.
 - 1) The decision of the BOD is final.
 - 2) The approved candidate(s) will join the APT.
 - 3) Permanent Titles will become effective at sunrise the morning following Coronation.
 - 4) Permanent Titles shall be announced and awarded by the current and stepping down monarchs during coronation.

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.
 - 2) These shall be voted on during the August BOD meeting.

- d. The BOD shall review, approve and ratify the candidate(s) for a Lifetime title by a simple majority vote ballot.
 - 1) The decision of the BOD is final.
 - 2) The approved candidate(s) will join the SLT.
 - 3) Lifetime titles will become effective at sunrise the morning following coronation.
 - 4) If not awarded at coronation, the monarch(s)' Lifetime title must be given by the five (5) year anniversary of their step-down.

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 persons with the designated titles from these three (3) categories will be allowed to wear name badges in the shape of the state of Iowa.
 - e. These name badges shall be gold in color.
 - f. Stepping Down Monarch(s) will need to receive the BOD approval for SLT name badges.
 - g. Any other name badges can be in the shape of the State of Iowa, but their color will be green

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 Dean of the COM is the most senior, active, interested member present.
 - 2) The Dean of the COM chairs the COM meeting
 - 3) A simple majority of ballot vote is needed.
 - 4) 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.
 - 5) 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.
 - 6) If the stepping down monarch(s) is not accepted into the COM they will become members of the Society of Lifetime Titleholders.
 - 7) 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. A Monarch(s) shall only be known as a “Dowager” if and when his/her Monarch is deceased.
- e. A Monarch may be referred to as “Emeritus”.
- f. The Dean of the College is the most senior, active, interested member of the COM.

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.
 - 1) The Dean of the APT is the most senior, active, interested member present.
 - 2) The Dean of APT will chair the APT meeting.
 - 3) A simple majority of ballot vote is needed.
 - 4) 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.
 - 5) 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.
 - 6) If the stepping down PR(s) is not accepted in to the APT they will become members of the Society of Lifetime Titleholders.
 - 7) 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.
 - 8) After approval by the APT and BOD, the PR(s) and other permanent titleholders will have voting privileges.
 - 9) In protocol, said PR(s) and other permanent titleholder shall walk immediately before the APT.
- c. APT 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.

ARTICLE VI – CODE OF ETHICAL BEHAVIOR AND DISCIPLINARY ACTION

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.
 - 1) 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.
 - c. Offenders will be given a verbal warning.

- 1) Should the offensive behavior continue, they would be asked to leave the event. The President of the BOD or a BOD member present excluding the Monarchs shall enforce this.
2. Illegal public nudity will not be tolerated at any I.C.IA, Inc. function.
3. Theft or damage to personal, public, or I.C.IA, Inc. property will not be tolerated at any I.C.IA, Inc. function.
4. The I.C.IA, Inc. will support the enforcement of any existing crime laws.
5. The I.C.IA, Inc. cannot be held responsible for injury to persons or possessions at any Official State Function or social event.
6. Every possible precaution will be taken to provide a safe environment to both the members and guests at I.C.IA's events.
7. The 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.
8. Any member who feels their rights, person, or possessions have been violated, file a grievance to be investigated by the Vice President.
9. In order 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

1. Grounds for grievance/disciplinary action include, but are not limited to:
 - a. Dereliction of duties and conduct unbecoming a member of the I.C.IA, Inc.
 - b. Violation of the Code of Ethical Behavior. (**Section 6.01**)
 - c. Violation of state of Iowa or Federal felony laws.
2. Filing Grievances
 - 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.
 - 1) 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.
 - d. 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.
 - e. The BOD may attempt mediation to resolve any issue(s) before a grievance is filed.
 - 1) The Vice President chairs the mediation, investigation and grievance process is per the duties and responsibilities noted in **Section 3.01.5.c**, unless the President delegates of the responsibility to another BOD member due to conflict of interest.
 - 2) 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.
 - a) If a resolution is successful during mediation, the cease and desist become null and void.
 - b) If a resolution fails during mediation, the cease and desist order carries over during the grievance process including the trial.
 - 3) The Vice President or mediation chair may require to collect addition facts, information and/or proof of the incident/conflict within seven (7) days of being notified of the incident.

- a) 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.
- 4) 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.
- 5) 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.
- 6) 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. Possible 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.
 - a) 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.
 - b) Emergency meeting must be held within seventy-two (72) hours of the violation.
 - c) All concerned parties will be notified by the Vice President but may not necessarily be present.
 - d) 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 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 period of time, up to 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 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 cause a statement of 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.
 - a) The COM and APT will govern until a new Board can be seated.

- b) 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

See By Laws, Article VII

ARTICLE VIII – AMENDING THE BYLAWS

See Bylaws Article VIII

ARTICLE IX – CORPORATE RESPONSIBILITY

Section 9.01 Records

- 1. State Funerals
- 2. Monarch’s Official Archival Report
- 3. Permanent Title Official Archival Report
- 4. Lifetime Title Official Archival Report

Section 9.02 Symbols of Office

- 1. The Symbol of Office for the Monarch shall be a crown.
- 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. The BOD and Dean of the COM are responsible for overseeing the inventory, cataloging, and storing of the entire collections of the Crown Jewels and State Regalia.
- 6. Only Reigning Monarch(s) shall have to the Crown Jewels for use.
- 7. Crown Jewels and State Regalia
 - a. 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 9.03 Royal Family, Protocol Moniker, ICIA Walk Ordering and Dress Code

- 1. “Royal Family” in the order of highest to lowest are as follows:
 - a. Prince Royal / Princess Royal / Gender Neutral Equivalent (His/Her/Their Most Royal Highness)
 Prince / Princess / Gender Neutral Equivalent (His/Her/Their Highness)
 Duke / Duchess / Gender Neutral Equivalent (His/her/Their Grace)
 Earl / Countess(a) / Gender Neutral Equivalent (His/Her/Their Excellency)
 Viscount / Viscountess / Gender Neutral Equivalent (His/Her/Their Excellency)
 Count / Countess / Gender Neutral Equivalent (His/Her/Their Excellency)
 Baron / Baroness / Gender Neutral Equivalent (His/Her/Their Excellency)
 Marquis / Marquessa / Gender Neutral Equivalent (His/Her/their Excellency)
 - b. No more than fourteen (14) royal family titles may be given out including the PRs.
 - c. Monarch may bestow “title” to the Citizens of the Realm/Empire.
 - d. If on the Royal family and given a title, you must walk with the court tile.
 - e. The tiara/diadem, and/or coronet worn by the all Royal Family shall not be taller than the Monarch’s State Crown.

2. Retired titles that cannot be used are as follows:
 - a. "Knight" and "Dame" ad bestowed title by Bob "Mongo" Emperor 1 and
 - b. "Crown Prince", "Crown Princess", "Grand Duke", "Grand Duchess", "Grand Czar", "Grand Czarina", "Prince Imperial", "Princess Imperial", "Duke Imperial", and "Duchess Imperial"
3. Moniker guidelines for Protocol:
 - a. Only Reigning Monarchs, Reigning PRs/ICPs (CANADA or other US courts), and Reign family are allowed to have their full monikers read for Coronations.
 - b. Titles and awards bestowed by Jose 1 or QM Nicole the Great may be read in moniker.
 - c. Non-Reigning Monarchs and PRs monikers should not exceed 2 sentences.
 - d. Members of the COM, APT and SLT are limited to 3 last names or at the discretion of the Minister of Protocol, Head Emcee or Ballroom Coordinator.
 - e. If on the Royal family and given a title, you must walk with the court tile.
4. Iowa Walk Protocol in the following order:
 - a. Citizens of the Realm
 - b. Society of Lifetime Titleholders (newest to oldest)
 - c. Academy of Permanent Titleholders (newest to oldest)
 - d. College of Monarchs (newest to oldest)
 - e. Reigning Royal Family (lowest to highest)
 - f. Reigning PR(s)
 - g. Reigning Monarch(s)/Regent Monarch(s)
5. Iowa Dress Code
 - a. Members of the I.C.I.A., 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, Inc must wear a black outfit, black veil, black arm band and/or black rose for a month following the death of a Privy Counsel member.

Section 9.04 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.
 - a) Candidates for Monarch must meet the requirements outlined in Section 4.01.
 - b) 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 determine the presentation order of candidates.
 - 1) 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.
- 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' nights.
- d. Unofficial campaigning is allowed immediately following approval at Review Board.
- e. No limitation is set on personal campaign expenditures.
- f. Candidates are strongly discouraged from promising titles during campaign.
- 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 of dues in order 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 a 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 host hospitality Saturday between 10:00 a.m. and 2:00 p.m.
 - 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
 - (ii) Ruby James Knight Award
 - (iii) Board of Directors Awards
- b) The I.C.IA, Inc. shall pay for following reigning Monarch awards:
 - (i) Two each in-Realm, one (1) per each monarch
 - (ii) Two each out of Realm, one (1) per each monarch
 - (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 Emperor and/or Empress
 - (iii) Founding Monarchs: Emperor I and Empress I
 - (iv) Approved candidates for Monarch
 - (v) Technical staff
 - (vi) Reigning PR(s)
 - (vii) Treasurer
 - c) The reigning monarch(s) may admit one (1) person each at no charge to Coronation.
- 5) Each reigning monarch may invite a maximum of three (3) command performers to 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 to adjust the number of commands on a petition in to be compliant for crowning by 10:30 p.m.

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. Investiture, E&E Ball, and PR Ball

- a. Shall be overseen by the State Functions Committee with the BOD as the 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

ARTICLE XI DISSOLUTION

See Bylaws, Article X