

MANUAL OF ORDERS AND OPERATIONS



**MANUAL OF ORDERS AND OPERATIONS
OF THE
IMPERIAL COURT OF KENTUCKY, INC.**

I CHAPTER ONE: AUTHORITY

I.1 Section 1: Provisions and Effect

- I.1.1 No provision of the Manual of Orders and Operations shall be valid if it is inconsistent with any provision of the By-Laws and Articles of Incorporation of the Corporation.
- I.1.2 The Manual of Orders and Operations shall carry the full force and effect of the By-Laws of the Corporation.
- I.1.3 The authority to adopt and amend this Manual of Orders and Operations is vested in the Board of Directors through ARTICLE III, Section 1.2 of the By-Laws of the Corporation.

II CHAPTER TWO: MEMBERSHIP

II.1 Section 1: Fees & Membership Requirements

- II.1.1 A fee of Ten Dollars and 00/100 (\$10.00) shall be paid for a new membership and an annual fee of Ten Dollars and 00/100 (\$10.00) shall be paid for renewal of membership. Payment may be cash, personal check, certified check, electronic payment, or money order. Applicants shall be responsible for any fees as a result of a returned check before application will be accepted.
- II.1.2 Personal checks that are returned to the Corporation or electronic payments that are reversed shall render the application for new or renewal membership defective.
- II.1.3 Membership shall be open to anyone who is a legal resident of the Empire as defined in Article II of the By-Laws of the Imperial Court of Kentucky and who is at least 18 years of age at the time of application, and who supports the purpose of the organization.

II.2 Section 2: Membership Management

- II.2.1 All management of membership, including but not limited to administration and organization of applications, new membership approvals, membership renewals, collection of fees, etc. is hereby incorporated into the duties of the elected Membership Chair.
- II.2.2 The membership list is to be updated and maintained as necessary.
- II.2.3 The Membership Chair is to receive all applications and fees for new membership and renewals and is to retain and keep all of these documents in an orderly manner.
- II.2.4 The Membership Chair shall make a monthly report of the number of new applications approved and the number of renewal applications approved, to the Board of Directors.

II.3 Section 3: Application for New Membership

II.3.1 Persons who wish to become new members of the organization shall submit a written, mailed, or online application for new membership, to any member of the Board of Directors along with the appropriate fee. No application for new membership will be accepted without the appropriate fee.

II.3.2 The written application for new membership shall require the following information:

- 1) Legal name
- 2) Date of birth
- 3) Current Mailing Address
- 4) Phone number
- 5) Email Address

II.3.3 The person receiving the application for new membership shall attest on said application to the date the application was received; to the manner in which the applicant's name, age and residency were verified; and that the appropriate fee accompanied the submission of the application.

II.3.4 For the purpose of verification of an application for new membership, the applicant must present a government issued photo identification.

II.3.5 Persons may submit an application for new membership via United States mail to the official post office box of the Corporation. Applications for new membership submitted via the United States mail must be submitted by the applicant and may not be submitted by any representative or agent of the applicant.

II.3.6 Applications for new membership submitted via United States mail to the official post office box of the Corporation must be accompanied by a photocopy of the applicant's government issued photo identification. The Membership Chair shall complete the attestation portion of applications for new membership received via United States mail.

II.3.7 Applications for new membership received by any member of the Board of Directors must be delivered to the Membership Chair within ten days of receipt of said application for new membership, together with the appropriate application fee. Date of receipt of application to be verified by Membership Chair when submitted near the August 31st deadline for eligibility to vote in the annual election (Refer to CHAPTER II, Section 4.2).

II.4 Section 4: Definition of Membership

II.4.1 For applications for new membership submitted via hand delivery, the month during which the recipient of the application attested to the date the application was received is defined as the anniversary month of the new member. All memberships shall be due for renewal at the end of each calendar year, December 31st.

II.4.2 All applications for new membership must be received and approved by the Membership Chair by August 31st in order to be eligible to vote in the following election cycle.

II.5 Section 5: Severing / Suspending of Membership Privileges

- II.5.1 An Imperial Court of Kentucky member may have their membership suspended and/or severed if they specifically disrupt or go against the purposes and/or goals of the Imperial Court of Kentucky or violate the Ethical Code of Conduct. (III. Section 13). The procedure for suspending or severing a membership is outlined in below.
- II.5.2 Any current member may choose to resign their membership at any time. To resign their membership, the member must either submit a letter and/or email in writing to the Membership Chair, including their desire to be removed, or state at any meeting of the Imperial Court of Kentucky BOD where official minutes are taken. If stated at a meeting where official minutes are taken, the resignation is effective immediately. If the resignation is received via letter or email, the resignation will be effective once received by the Membership Chair. All rights and privileges are suspended upon resignation of membership. Membership dues are a non-refundable donation.
- II.5.3 Any member of the Imperial Court of Kentucky can petition to relinquish their membership status and become a dues paying member of another Imperial Court System (ICS) organization while retaining their permanent titles within the Imperial Court of Kentucky. This only pertains to those who have successfully stepped down. Those currently reigning must relinquish the position or fulfill the requirements. Once membership within the Imperial Court of Kentucky has been relinquished the following will occur: Said individual has no voting privileges within the Imperial Court of Kentucky. Permanent title holders will be able to voice concern / opinion at a meeting, only if present at said meeting. Said individual may attend any Imperial Court of Kentucky event using their permanent title. Said individual may represent the Imperial Court of Kentucky with their permanent title at any out-of-town event.
- II.5.4 Any person of the general membership under consideration for having their membership suspended or severed shall be provided the opportunity to present their position to the BOD, prior to their respective voting on this issue. This will be done at a special meeting of the BOD with the accusers providing signed written statement(s) or be present at the meeting wither in person or through electronic means of communication designated by the Board of Directors President. The meeting will be held according to Roberts Rules of Order and all accusers and other persons who wish to speak or send in signed statements must send it to the Imperial Court of Kentucky President and Membership Chairperson no less than 24 hours prior to this meeting. Agenda for said meeting will be posted and time limits will be enforced.

1. The BOD must reach a decision on the status of the membership in question by a 2/3 majority rollcall vote of those present.
2. This same procedure shall be followed in order to reinstate a suspended membership. A severed membership cannot be reinstated.
3. If a person is suspended, a letter shall be sent by standard mail and a certified letter shall be sent to said person. A copy of such letter given to the Secretary to be placed in the minutes will contain the reason(s) for suspension as well as the date/time frame of said suspension. If person is to be re-evaluated or suspension removed, a letter will be revised and submitted for the records.

II.6 Section 6: Renewal of Membership

- II.6.1 Members must renew their membership to the Corporation by December 31st, plus a thirty-day grace period each calendar year. Failure to renew membership in a timely manner shall result in the forfeiture of membership tenure and loss of eligibility to vote.

- II.6.2 Members whose tenure is forfeited must submit an application for new membership pursuant to CHAPTER II, Section 3 of this Manual of Orders and Operations.
- II.6.3 Members must renew their applications within the time frame specified in CHAPTER II, Section 5.1 via submission of a written application for renewal together with the appropriate renewal fee to any member of the Board of Directors. No application for renewal will be accepted without the appropriate renewal fee.
- II.6.4 The written application for renewal shall contain at least the following information: legal name of the applicant, date of birth of the applicant, current address of the applicant, a valid e-mail address and/or a phone number.
- II.6.5 The person receiving the application for renewal shall attest on said application to the date the application was received; to the manner in which the applicant's name, age and residency were verified; and that the appropriate fee accompanied the submission of the application.
- II.6.6 For the purpose of verification of an application renewal, the applicant must show the recipient of the application a government issued photo identification.
- II.6.7 Persons may submit an application for renewal via United States mail to the official post office box of the Corporation. Applications for renewal submitted via the United States mail must be submitted by the applicant and not by any representative or agent of the applicant.
- II.6.8 Applications for renewal submitted via United States mail to the official post office box of the Corporation must be accompanied by a photocopy of the member's government issued photo identification.
- II.6.9 All applications for renewal submitted via United States mail to the official post office box of the Corporation must be received and approved by the Membership Chair on or before the grace period for membership renewal to not be considered lapsed.
- II.6.10 Applications for renewal not received by the Membership Chair directly from the applicant, must be submitted to the Membership Chair by the recipient of the application within ten days of receipt of said application for renewal together with the appropriate renewal fee.
- II.6.11 CHAPTER II, Section 6.6 and CHAPTER II, Section 6.8 is waived for members who attest on their renewal application that their legal name, current address, e-mail and phone number has not changed since the submission of their last application for membership.
- II.7 Section 7: Application Approval
 - II.7.1 Any application for new membership or for renewal membership shall be deemed approved after the Membership Chair has inspected the application and determined that the application meets the requirements set forth in CHAPTER II; provided however that nothing contained herein shall be construed to prevent referral of applications made pursuant the CHAPTER II, Section 8.5 and CHAPTER II, Section 8.6. Unless the Membership Chair has valid reason to believe otherwise, the attestation of the

application for new membership or renewal membership shall self prove the validity of the application for new membership or renewal membership.

II.8 Section 8: Defective Applications

II.8.1 If the Membership Chair determines that an application for new membership or an application for renewal membership is not in conformance with CHAPTER II, the Membership Chair shall within seven (7) days of receipt of the defective application return the defective application and any submitted application or renewal fee to the applicant with a written explanation of how the defect may be cured.

II.8.2 An application for new membership that is determined to be defective shall be deemed to have never been received.

II.8.3 Members who submit defective renewal applications shall have an additional thirty day grace period to cure the defect for the purpose of preservation of the member's tenure and anniversary date. Members who fail to cure renewal application defects by the expiration of the grace period extension shall forfeit membership and membership tenure.

II.8.4 All members retain membership tenure during the grace period established in CHAPTER II, Section 8.3, and for the period of time during which the Membership Chair and/or the Board of Directors rules on the authenticity of any submitted application for all purposes including elections of the Corporation.

II.8.5 The Membership Chair shall refer to the Board of Directors any membership applications that are deemed by the Membership Chair to be fraudulent. The Board of Directors will then determine whether or not to accept or reject any application referred under this subsection.

II.8.6 Any member of the Board of Directors may refer to the Board of Directors any matter relating to the authenticity or validity of any aspect of any membership application. The Board of Directors will then determine whether or not to accept or reject any application referred under this subsection.

II.9 Section 9: Temporary Absence from the Empire

II.9.1 Any member who is absent from the Empire for a period not exceeding sixty consecutive days shall be deemed to have resided continuously in the Empire for the purpose of meeting membership residency requirements.

II.9.2 Any member who is absent from the Empire for a period exceeding sixty consecutive days shall be deemed to have lost residency within the Empire for the purpose of meeting membership residency requirements.

II.9.3 Members deemed to have lost residency within the Empire pursuant the CHAPTER II, Section 9.2, forfeit their membership and membership tenure on the sixty-first day of consecutive absence from the Empire.

II.9.4 Members who must leave the Empire for a period exceeding sixty consecutive days, but who have not and will not establish legal residence outside of the Empire may petition the Board of Directors for waiver of CHAPTER II, Section 9.2. Waiver under this section is approved by simple majority of the Board of Directors

II.10 Section 10: Membership List

II.10.1 The membership list is defined as a listing of the legal name, date of birth, current mailing address, email address, and phone number of each member.

II.10.2 The membership list shall not be sold and shall be kept for internal purposes but may be provided to other organizations upon approval of the Board of Directors.

II.10.3 Only members of the Board of Directors shall be given access to the membership list.

II.10.4 Members of the Corporation, who are not on the Board of Directors, may obtain upon submission of a written request, a listing of the legal names of the members.

II.10.5 Except as otherwise provided herein, the membership list may not be utilized for any organized or systematic mailing or telephone contact except by approval of the Board of Directors.

II.11 Section 11: Membership Tenure

II.11.1 For the purpose of qualification of members, membership tenure shall be defined as January 1st through December 31st of each calendar year. All memberships shall be due for renewal at the end of each calendar year, December 31st. All applications for new membership must be received and approved by the Membership Chair by August 31st of each calendar year in order to be eligible to vote in the following annual election.

II.12 Section 12: Associate Membership

II.12.1 Associate membership is open to persons unable to fulfill the residency requirement, but fulfill all other membership requirements.

II.12.2 Associate members may substitute any government issued identity card for the purposes of establishing identity.

II.12.3 Associate members are afforded all membership rights of members, with the exception of voting and eligibility to run for elective office.

II.12.4 Members subject to CHAPTER II, Section 9.2 may, upon their request, convert their full membership to that of associate membership.

III CHAPTER THREE BOARD OF DIRECTORS

III.1 Section 1: Qualifications

III.1.1 Any member who will have had membership tenure of at least six months prior to the date of the annual elections, must of attended six (6) BOD meetings within the past twelve (12) months, whose legal residency lies within the Empire Proper, and who will have reached their twenty-first (21) birthday on or by the date of the annual election shall have the right to have their name placed on the ballot as a candidate for the Board of Directors.

III.1.2 Qualified members who wish to seek election to the Board of Directors must submit a written

application for candidacy.

- III.1.3 No application will be accepted without the following:
- 1) Applications must be fully complete.
 - 2) A copy of their COURTNET Criminal History Record from the Kentucky Administrative Office of the Courts. This requirement may be waived for an individual who has served on the Board of Directors within 36 months of the date applications are due pursuant to the submission of a "No Criminal History Affidavit". A copy of this document must be obtained from any member of the Election Oversight Committee.
- III.1.4 Written applications and all items listed above must be submitted to any member of the Election Oversight Committee before the deadline. This date certain shall be set by the Election Oversight Committee.
- III.1.5 Approval of candidates for the Board of Directors shall be made by the Election Oversight Committee upon submission of a written application by a qualified member. The application shall be approved upon verification of its contents by the Election Oversight Committee. If the Election Oversight Committee disapproves an application, said application shall be automatically referred to the Board of Directors for review.
- III.2 Section 2: Rights and Duties of Member of Board of Directors
- III.2.1 Directors must maintain membership to the Corporation pursuant to the renewal terms of CHAPTER II, Section 6. Directors who fail to maintain continual membership to the Corporation shall automatically forfeit their seat on the Board of Directors.
- III.2.2 Directors must maintain legal residency within the Empire Proper during the term of office for which the Director was elected. Directors who relocate outside of this defined area shall automatically forfeit their seat on the Board of Directors.
- III.2.3 All members of the Board of Directors must adhere faithfully to the By-Laws, Manual of Order and Operations and the Manual of Protocol of the Imperial Court of Kentucky in carrying out their duties with care, trust and confidentiality.
- III.2.4 All members of the Board of Directors must always show a professional respect for other members of the Board of Directors, Reigning Monarchs, Heirs Apparent, and all perpetual title holders.
- III.2.5 All members of the Board of Directors must actively promote the Imperial Court of Kentucky, be able to respond to questions and comments from court members and other interested parties.
- III.2.6 All members of the Board of Directors are responsible for attendance at all meetings of the Board of Directors unless otherwise representing the Imperial Court of Kentucky in other realms. Any member of the Board of Directors must contact the President of the Board at least 7 calendar days prior to a regularly scheduled meeting if they anticipate being absent for any reason.
- III.2.7 All members of the Board of Directors are responsible for attendance at a majority of all fundraisers held by the Board of Directors per quarter, unless otherwise representing the Imperial Court of Kentucky in other realms.
- III.2.8 Any member of the Board of Directors, who cannot fulfill their assigned duties/responsibilities at any given fundraiser for any reason, must contact the President of the Board at least 48 hours prior to the affected

fundraiser.

- III.2.9 All members of the Board of Directors shall assist, or chair one (1) committee established by the Board of Directors and assist on one (1) Coronation Committee established by the College of Monarchs each year.
- III.2.10 All members of the Board of Directors shall produce one (1) one fundraiser each year.
- III.2.11 In the event of a contested race during the annual elections no member of the Board of Directors shall endorse any candidate.
- III.2.12 **Appendix A** - Conflict of Interest Form - The Conflict-of-Interest Form is designed for each applicable Director to fill out documenting their activity outside of the Imperial Court of Kentucky that could be considered a conflict of interest for their current position on the Board of Directors.
- III.2.13 **Appendix B** - Accounting Controls and Best Practices - This document contains information related to the Imperial Court of Kentucky Money Handling Procedures and the composition of the Financial Review Committee in addition to an Event Cash Out Sheet that will be used at each event.
- III.2.14 **Appendix C** - Event Space Agreement - The Imperial Court of Kentucky Event Space Agreement is a document used between the Imperial Court of Kentucky and any venue where events are held.
- III.3 Section 3: Election / Candidacy of Directors
 - III.3.1 Directors shall be elected by qualified members at the annual elections of the Corporation.
 - III.3.2 For the purpose of the annual election of Directors, qualified members eligible to vote shall be as defined pursuant to CHAPTER II, Section 11.1 of the Manual of Order and Operations.
 - III.3.3 Upon approval of the application and notice to the applicant by the Election Oversight Committee, candidates may launch their campaigns except that no candidate shall launch their public campaign for the Board of Directors prior to the time and date for the launch of the public campaign for Monarch which is approximately six weeks prior to the annual elections of the Corporation, the exact date and time will be set by the Election Oversight Committee.
 - III.3.4 Candidates for the Board of Directors shall submit a written biography that the Court shall distribute to the membership prior to the date of the annual elections. The Election Oversight Committee reserves the right to limit the number of words and to edit any content of the biographies that are submitted by candidates for the Board of Directors.
 - III.3.5 The Election Oversight Committee must approve prior to its distribution any campaign material to be utilized by candidates for the Board of Directors.
 - III.3.6 No candidate for the Board of Directors shall be entitled to make any mailing to the membership on behalf of an individual candidacy under any circumstances.
 - III.3.7 Candidates for the Board of Directors may not campaign jointly with any other candidates for the Board of Directors, or with candidates for Monarch, but shall campaign individually and shall not endorse in any manner whatsoever other candidates for the Board of Directors nor endorse any candidate for Monarch.

- III.3.8 All campaigning shall be conducted in a positive manner. Negative campaigning, by a candidate or on their behalf, is forbidden, and will be considered grounds for disqualification.
- III.3.9 Campaigning, as defined by the Election Oversight Committee, is forbidden at the venue on the date of the annual elections of the Corporation. Any campaigning at that time will be considered grounds for disqualification.
- III.3.10 The method of voting for the Annual elections shall be determined by the Election Oversight Committee with the approval of the Board of Directors. The results will be tabulated in a manner prescribed by the Election Oversight Committee with approval of the Board of Directors. If paper ballots are used, they shall be tabulated by an impartial non-member of the Corporation designated by the Election Oversight Committee and approved by the Board of Directors.
- III.3.11 **Appendix D** - Board of Directors Application - To be used for Board of Directors applicants who seek to be elected by the membership during the annual elections of the Corporation.
- III.4 Section 4: Transitional Meeting and Election of Officers
- III.4.1 The President of the outgoing Board of Directors shall schedule a transitional meeting no later than three weeks following the date of the Coronation. If for any reason the outgoing President is not able to or refuses to schedule this meeting, the Minister of Protocol may schedule the meeting.
- III.4.2 A quorum of the outgoing Board of Directors shall be required for the conduct of any final orders of business of the outgoing Board of Directors at the transitional meeting.
- III.4.3 The President of the outgoing Board of Directors shall call to order the final meeting of the Board of Directors for the outgoing term for the conduct of any final business of the term. In the event a quorum of the outgoing Board of Directors is not present, the Minister of Protocol is authorized to declare the term of the outgoing Board of Directors expired.
- III.4.4 The outgoing Board of Directors shall adjourn on the day of the transitional meeting or have their term declared expired by the Minister of Protocol.
- III.4.5 Upon expiration of term of the outgoing Board of Directors via adjournment of the outgoing Board or by declaration of the Minister of Protocol pursuant to CHAPTER III, Section 4.3 or CHAPTER III, Section 4.4, the Minister of Protocol shall call to order the first meeting of the Board of Directors for the new term.
- III.4.6 Until election of the Secretary of the Board of Directors for the new term, the Minister of Protocol shall take minutes for the first meeting of the new term.
- III.4.7 The first order of business for the new term of the Board of Directors shall be the filling of any vacant seats on the Board pursuant to the provisions for filling of vacancies of the Board of Directors. Any vacancies shall be filled by persons who would be eligible to seek election to the Board of Directors at the time the vacancy occurred.
- III.4.8 The second order of business for the new term of the Board shall be the election of the President of the Board from and by the Board of Directors.

- III.4.9 Upon election of the President of the Board of Directors, from and by the Board of Directors, the Minister of Protocol shall relinquish the chair to the President of the Board for the conduct of business.
- III.4.10 The third order of business shall be the election of the Vice President of the Board from and by the Board of Directors.
- III.4.11 The fourth order of business shall be the election of the Treasurer of the Board from and by the Board of Directors.
- III.4.12 The fifth order of business shall be the election of the Secretary of the Board from and by the Board of Directors.
- III.4.13 The sixth order of business shall be the election of the Membership Chair of the Board from and by the Board of Directors.
- III.4.14 Election of officers and filling of vacancies shall be conducted by secret ballot with the chair tabulating and announcing the results of the election of officers.
- III.4.15 Should quorum of the newly elected Directors not be present at the transitional meeting, the Minister of Protocol shall schedule another transitional meeting no later than one week after the date of the initially scheduled transitional meeting. In this case, the outgoing Board of Directors maintains term of office until such a time that the first meeting of the new board is convened.
- III.4.16 Should quorum of the newly elected Directors not be present at the second scheduled transitional meeting, the Minister of Protocol shall convene a special meeting of the College of Monarchs no later than one week after the date of the second scheduled transitional meeting.
- III.4.17 Before the final meeting of the old term is adjourned and after the issuance of all credits upon the name of the Corporation, the outgoing Board of Directors shall donate all remaining funds of the Corporation to other Corporation(s) pursuant to the tax-exempt purpose of the Corporation, except that a minimum of One Thousand Dollars and 00/100 (\$1,000.00) shall be retained for the new term of the Board of Directors.
- III.5 Section 5: Regular Meetings of the Board of Directors
- III.5.1 Regular meetings of the Board of Directors shall be held twice monthly. The date and place of these meetings (including video conferencing) will be announced and noted at the adjournment of the preceding meeting.
- III.5.2 All business shall be brought before the Board of Directors at a convened meeting (Regular Meeting or Special Meeting) by resolution or motion pursuant to Robert's Rules of Order. Online voting or polling outside of a convened meeting should only be utilized when the matter of business is of an urgency that could not otherwise be placed on the agenda for the next convened meeting. All matters of business addressed by online or polled voting must be ratified at the next convened meeting of the Board of Directors.
- III.5.3 Board meetings shall be held at a central location, but Board members who are not present in person shall have the right to participate electronically through use of internet meeting services designated by the President that support anonymous voting and support visible displays identifying those participating and identifying those seeking recognition to speak. Board members joining electronically shall retain the full rights and voting privileges of Board Members attending the meeting in person.

- III.5.4 Articles of Impeachment, proposed amendments to the By-Laws, and proposed amendments to the Manual of Orders and Operations shall be brought before the Board of Directors by written motion.
- III.5.5 The agenda of the regular meetings of the Board of Directors shall be set forth by the President of the Board of Directors. Any member of the Board of Directors may place an item on the agenda of the Board of Directors by notifying the President within twenty-four hours of the meeting for which the member of the Board of Directors wishes to place the item on the agenda.
- III.5.6 The President of the Board shall chair all regular meetings of the Board of Directors. In the absence of the President, or in the President's refusal to act, the Vice President of the Board shall chair the regular meeting. In the absence of the President and Vice President, or in their refusal to act, the Secretary of the Board shall be authorized to convene a regularly scheduled meeting of the Board of Directors with the first order of business being the election of a President pro tem to chair the meeting. In the absence of the President, Vice President, and Secretary, or in their refusal to act, any other member of the Board of Directors or the Minister of Protocol for the College of Monarchs shall be authorized to convene a regularly scheduled meeting of the Board of Directors with the first order of business being the election of a President pro tem to chair the meeting.
- III.5.7 Except in the case of a tie, the chair of the regular meeting of Directors shall not have a vote.
- III.5.8 Except where specified otherwise herein, votes of the Board of Directors may be taken by the yeas and nays or by roll call, at the discretion of the chairperson.
- III.5.9 Where vote by yeas and nays is in order, any Director may require, prior to the taking of the vote or subsequent to the taking of the vote in the same meeting, that the vote be taken by roll call.
- III.5.10 The General Membership will be notified of any changes to the BOD/General Membership Meetings (date, time, location) by posting the change via social media.
- III.5.11 General Membership Meetings will be held on a monthly basis, to be held at a time and place determined by BOD meeting, held either physically or via video conference.
- III.6 Section 6: The President
- III.6.1 For the purpose of this section, where appropriate, it shall be presumed that the President is acting as chairperson.
- III.6.2 The President shall rule on all matters of order at any meeting of the Board of Directors.
- III.6.3 The President shall ensure that all meetings of the Board of Directors are conducted in accordance with the Articles of Incorporation, the By-Laws, and the Manual of Orders and Operations and shall make rulings of order in accordance therewith.
- III.6.4 The President shall act as the Chief Executive Officer of the Corporation.
- III.6.5 The President shall retain copies of all minutes and Treasurer's reports received during their term of office and shall deliver exact copies of these minutes and Treasurer's reports to their successor President who shall hold these minutes and Treasurer's reports together with the reports of the new term in perpetuity.

- III.6.6 The President may relinquish the chair to the Vice-President for the purpose of introducing Articles of Impeachment, proposed by-law amendments, and/or proposed amendments to the Manual of Orders and Operations. The President automatically reassumes the position of chair once the order of business for which the chair was relinquished is disposed of by the Board.
- III.6.7 The President shall ensure that all corporate filing requirements are filed in a timely manner.
- III.6.8 The President shall possess one of two keys to the Imperial Court of Kentucky Storage Unit and is considered the secondary key holder or BOD designated person.
- III.7 Section 7: The Vice-President
- III.7.1 In the absence of the President, or in the President's refusal to act, the Vice-President shall assume all powers and duties of the President.
- III.7.2 The Vice-President shall possess all passwords and information for all financial and banking websites.
- III.8 Section 8: The Treasurer
- III.8.1 The Treasurer shall receive all monies for deposit into the corporate banking accounts.
- III.8.2 The Treasurer shall receive all original bank statements of the Corporation and shall upon receipt reconcile said statements with the Treasurer's own records and reports and provide a copy of the bank statement along with the Treasurer's reconciliation at the Board Meeting following its receipt.
- III.8.3 The Treasurer shall hold all checks of the Corporation.
- III.8.4 Upon receipt on behalf of the Corporation of cash or other legal tender, the Treasurer shall deposit said cash or other legal tender into the corporate bank account within forty-eight hours of said receipt.
- III.8.5 The Treasurer shall issue all receipts issued on behalf of the Corporation.
- III.8.6 Corporate credits, such as the issuance of checks, are to be executed by the Treasurer and at least one other Director as designated by the Board of Directors. Credits shall not be issued upon the name of the Corporation without prior approval of the Board of Directors.
- III.8.7 At each regular meeting of the Board of Directors, the Treasurer is to deliver a written Treasurer's Report that presents inflows, outflows, and current balance of account since the last regular meeting of the Board of Directors.
- III.8.8 The Treasurer shall retain all original bank statements received and copies of Treasurer's reports presented during their term of office and shall deliver all original bank statements received and copies of Treasurer's reports presented during their term of office to their successor Treasurer who shall hold these bank statements and Treasurer's reports together with the original bank statements received and copies of Treasurer's reports presented during the new term in perpetuity.
- III.8.9 Upon request of any Director, the Treasurer shall immediately permit inspection of all records, statements, or other documents retained by them.

- III.8.10 The Treasurer will provide the Vice President with all passwords and information for all financial and banking websites.
- III.8.11 The Treasurer shall pose one of two keys to the corporate post office box and shall be considered the primary key holder. The Treasurer shall inspect said post office box on a weekly basis and will inspect the mail received and deliver any mail to appropriate officers or other Directors for the purpose of fulfillment of their duties. They shall notify the Secretary when unable to collect the mail due to emergency or vacation.
- III.9 Section 9: The Secretary
- III.9.1 The Secretary is to record all minutes of meetings of the Board of Directors of the Corporation.
- III.9.2 The minutes of the meetings shall contain at least the following: the name of the Corporation; a designation that the minutes are of a meeting of the Board of Directors; whether the meeting is a regular meeting or a special meeting; the term of the Board of Directors; the meeting number of the Board of Directors; full legal names of Directors present (including the Monarchs); full legal names Directors absent (including the Monarchs); full legal names of any guests present; a restatement of the Treasurer's report which includes at least a statement of inflows, outflows, and current account balance; the name of any director introducing a motion; the name of any director seconding a motion; the results of any vote of the Board; rulings of the chair; and any other matter designated to be included by the President.
- III.9.3 The Secretary shall deliver in writing at each meeting of the Board, minutes from the previously held meeting of the Board of Directors. Each Director shall receive a copy of minutes.
- III.9.4 Any corrections to the minutes shall be noted by the Secretary. The Secretary shall provide the President a copy of corrected minutes at the next meeting of the Board of Directors and shall retain a copy of the corrected minutes for them to keep with the official records.
- III.9.5 The Secretary shall retain copies of all minutes presented during their term of office and shall deliver exact copies of these minutes to their successor Secretary who shall hold these minutes together with copies of the minutes of the new term in perpetuity. The Secretary need only retain copies of corrected minutes.
- III.9.6 The Secretary shall be the custodian of all corporate records of the Corporation and shall deliver these records to their successor secretary to be held in perpetuity.
- III.9.7 The Secretary will possess one of two keys to the Imperial Court of Kentucky PO Box and be considered the secondary keyholder. They shall regularly collect, distribute and disseminate all ICK mail as appropriate in the absence of the Treasurer.
- III.10 Section 10: The Membership Chair
- III.10.1 The Membership Chair shall keep an accurate record of the Imperial Court of Kentucky membership.
- III.10.2 The Membership Chair shall ensure that Imperial Court of Kentucky membership records are kept confidential by limiting the distribution only to the BOD and committees as necessary.
- III.10.3 The Membership Chair shall actively solicit new members.

- III.10.4 The Membership Chair will verify all pageant/contestant participants are members.
- III.10.5 The Membership Chair will work with the Treasurer to confirm membership dues have been paid.
- III.11 Section 11: Special Meetings of the Board of Directors
- III.11.1 Special meetings of the Board of Directors may be called pursuant to the By-Laws of the Corporation.
- III.11.2 Members of the Board of Directors shall provide the President of the Board of Directors with their contact information for the purpose of providing notice to the Board members of any special meeting.
- III.11.3 The President or the President's designee shall be responsible for providing notice of special meetings pursuant to the By-Laws of the Corporation.
- III.11.4 The President of the Board shall chair all special meetings of the Board of Directors. In the absence of the President, or in the President's refusal to act, the Vice President of the Board shall chair the special meeting. In the absence of the President and Vice President, or in their refusal to act, the Secretary of the Board shall be authorized to convene a special meeting of the Board of Directors with the first order of business being the election of a President pro tem to chair the meeting. In the absence of the President, Vice President, and Secretary, or in their refusal to act, any other member of the Board of Directors or the Minister of Protocol for the College of Monarchs shall be authorized to convene a special meeting of the Board of Directors with the first order of business being the election of a President pro tem to chair the meeting.
- III.11.5 Members may waive by written notice to the chair of any special meeting of the Board of Directors.
- III.12 Section 12: Vacancies
- III.12.1 Should a vacancy occur on the Board of Directors, the vacancy shall be filled pursuant to the By-Laws of the Corporation by a person who would be qualified to hold a position on the Board of Directors at the time the vacancy occurs.
- III.12.2 Vacancies on the Board of Directors shall be filled by nomination and second by any member of the Board of Directors.
- III.12.3 When there is one vacancy on the Board of Directors, and one nominee for the vacancy, the nominee must receive an affirmative vote of a simple majority of Directors at the meeting during which the vacancy is to be filled.
- III.12.4 Where there is one vacancy on the Board of Directors, and multiple nominees for the vacancy, the vacancy shall be filled by a plurality vote of the Board of Directors. In case of a tie between two candidates, the President shall break the tie. In case of a tie between three or more candidates, the top two vote getters shall have a runoff.
- III.12.5 When there are multiple vacancies on the Board of Directors, the vacancies shall be filled by a plurality vote of the Board of Directors.
- III.12.6 The Board of Directors shall fill any vacancy on the Board of Directors at the next regular meeting of the Board of Directors after which the vacancy occurred. In the event there are no nominees to fill any vacancies on the Board of Directors, the issue of filling any vacancies shall be automatically tabled to the next regular meeting of the Board of Directors, not to exceed three regularly scheduled

meetings of the Board of Directors.

- III.12.7 Should a vacancy of office occur on the Board of Directors, the Board of Directors shall first fill the vacant seat and thereafter fill the vacant office from and by the Board of Directors.
- III.12.8 The term of an appointed director shall be for the remainder of the term during which the person was appointed to the Board with the appointed seat coming open for election at the next annual elections of the Corporation.
- III.12.9 **Appendix E** - Board of Director Vacancy Application - To be used for Board of Directors applicants who seek to fill a vacancy on the Board of Directors of the Corporation.
- III.13 Section 13 Code of Ethical Behavior
 - III.13.1 There will be no alcohol consumption during meetings of the Imperial Court of Kentucky (including regular meetings, special meetings, or committee meetings) where business is being conducted. Any member obviously under the influence will be asked to leave, based on the recommendation of a minimum of two (2) Board Members in agreement that the member is under the influence.
 - III.13.2 At official state functions, social events or meetings where Imperial Court of Kentucky business is being conducted, both in and out of the realm, unacceptable behavior that is (including but not limited to) abusive, combative, confrontational, inappropriately loud, disruptive, discriminatory, under the influence, or brings discredit to the organization shall not be tolerated. Based on the recommendation of a minimum of two (2) board members present at the event in agreement that the behavior is in the above statement, offenders will be given a verbal warning. Should the offensive behavior continue, the offender would be asked to leave the event, enforced by a member of the Board of Directors.
 - III.13.3 Illegal public nudity will not be tolerated at any Imperial Court of Kentucky function.
 - III.13.4 The Imperial Court of Kentucky cannot be held responsible for injury to persons or possessions at any function, meeting or event. However, theft of, or damage to personal, public or Imperial Court of Kentucky property will not be tolerated at any Imperial Court of Kentucky function. A police report will be filed by a member of the Board of Directors, in the event of theft or intentional damage to Imperial Court of Kentucky property, and the Imperial Court of Kentucky will support the enforcement of any existing crime laws. Embezzlement of Imperial Court of Kentucky funds will not be tolerated. A police report will be filed by a member of the Board of Directors, in the event of embezzlement, and the Imperial Court of Kentucky will support the enforcement of any existing crime laws.
 - III.13.5 The Imperial Court of Kentucky will not discriminate against any person or persons on the basis of age, gender, gender identity or presentation, race, color, ethnicity, national origin, sexual orientation, religion, creed, marital status, or physical and/or mental disability in any of its activities or operations. The Imperial Court of Kentucky will not tolerate any violation of this policy, and appropriate action will be taken, up to and including the removal of membership in the Imperial Court of Kentucky.
 - III.13.6 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 or inflammatory remarks either in person or through social media creating dissention among the Imperial Court of Kentucky or its membership is strongly discouraged. If you have a concern about remarks that have been made, bring them to the

Board of Directors for investigation and further action.

III.13.7 The Imperial Court of Kentucky will not tolerate any of the following:

- 1) Violations and misrepresentations to the purpose and principals of the organization.
- 2) Insubordination within the framework of the Imperial Court of Kentucky.
- 3) Unethical use of property, tangible and intangible, of the Imperial Court of Kentucky (Example: Improper use of title(s), unauthorized use of mailing list(s), unauthorized contact with the organizations charities and/or sponsors).
- 4) Misappropriation of funds.

III.14 Section 14: Disciplinary Action

III.14.1 Prior to any disciplinary action, the Board of Directors may attempt mediation to resolve any issue before a grievance is filed. However, mediation is not required before filing grievances. In the event of mediation, the Board Member mediating must notify the remaining members of the Board of Directors of the mediation within seven (7) calendar days, including the date of the mediation, by official communication. Grounds for Disciplinary Action are as follows:

- 1) Falsification of documentation
- 2) Dereliction of duties
- 3) Violation of the Code of Ethical Behavior (Chapter II, Section 13 of the Manual of Orders & Operations)
- 4) Violation of State of Kentucky or Federal felony laws

III.15 Section 15: Filing Grievances

III.15.1 The official Grievance Form provided by the Imperial Court of Kentucky shall be the only manner of submitting inquiries. (See Appendix K for Grievance Form).

III.15.2 **Appendix K** - Grievance Form - The Grievance Form is designed for submitting an inquiry to the Board of Directors into allegations made against any member of the Board of Directors.

III.15.3 All grievances must be mailed to the post office box address of the Imperial Court of Kentucky, attention: President of the Board of Directors at P.O. Box 265, Lexington, Kentucky 40588-0265. If the form has been submitted by mail notify a Board Member to make them aware of arrival.

III.15.4 In the event a grievance is against the President, the grievance must be submitted to the Vice President. If complaint is against both or a plurality of the Board is involved the College of Monarchs takes administrative control over the deliberations.

III.15.5 A period of discovery and investigation will begin when the grievance is received. The time frame for the aforementioned will occur over a period of (30) days maximum starting on the date the grievance was received.

III.15.6 The Board of Directors will determine if there are grounds to proceed with the inquiry, discovery and judgement by a simple majority vote of Directors.

III.15.7 Upon completion of the investigation, the Board of Directors will respond to the grievant in official manner as deemed fit by the Board within five (5) business days.

III.15.8 The individual(s) accused will be notified of the date of the incident, the Imperial Court of Kentucky

sponsored event where the incident occurred, and the alleged violation of the rules within five (5) business days after the investigation is complete. The Secretary shall notify involved parties through mail delivery and will require a signature upon receipt.

- III.15.9 If the claims are reasonable, the grievance will be discussed at the next regularly scheduled meeting of the Board. The individual(s) charged will have a right to be present and put forth a defense. The individual(s) verdict will be determined by a majority vote of the Board present plus one, the Minister of Protocol. The Minister of Protocol will cast (1) one collective vote from the active College of Monarchs present.
- III.15.10 If filed against the entire Board, the grievance must be turned over to the College of Monarchs. The College of Monarchs will appoint two (2) members, excluding the current Minister of Protocol and any other College members serving as Board members, to follow the steps above for investigation and resolution. The College of Monarchs will have full rights as the Board and will follow the procedures to determine the verdict.
- III.15.11 All active members of the College of Monarchs shall be allowed to participate in deliberations, investigations and judgements as follows:
- 1) Recommendation: At any stage during the grievance proceedings, the College of Monarchs has the right by formal communication to make recommendation to the Board anything pertaining to or in relevance to the case in question.
 - 2) Plus One Vote: The College of Monarchs shall collectively make a vote to be cast by the Minister of Protocol in the final vote initiated by the Board. The Minister of Protocol will then put the question before the College at any special or regular meetings of the College of Monarchs.

III.16 Section 16: Corrective Framework and Theory

- III.16.1 Verbal or written reprimand resulting in a possible probationary period that will be determined by the Board of Directors. This should be considered in instances that are involving minor and behavioral violations.
- III.16.2 Three strikes warning may be given as a reprimand with consequence in the consideration of minor and or behavioral offenses.
- III.16.3 Any violation pertaining to moral and ethical behavior occurring during a prescribed probationary, moratory or continuation period would be cause for an immediate arbitration assignment by the Board of Directors to concur within 72 hours. All parties will be notified by the President, but presence may not be physically required. The emergency arbitrator will determine the appropriate action for the violation(s) and the recourse for the offender's persistence. The selection and appointment of the arbitrator is at the discretion of the Board of Directors.
- III.16.4 Suspension of duties and titles of a current, reigning or past titleholder of the Imperial Court of Kentucky shall not exceed (1) month and shall be determined by the Board of Directors. This also requires consideration of the College of Monarchs affording insight and direction to the Board of Directors.
- III.16.5 Suspension of membership should be considered in only the most extreme violations.

IV CHAPTER FOUR REMOVAL OF ELECTED OFFICIALS

- IV.1 Section 1: Standard removal of Board Members
 - IV.1.1 Pursuant to ARTICLE VIII of the By-Laws of the Corporation, the Board of Directors may expel any Member of the Board of Directors by 2/3 vote of the Board of Directors, when in the opinion of the Board, the best interests of the Corporation would be served.
 - IV.1.2 The provisions of this Section and ARTICLE VIII of the By-Laws of the Corporation shall not be utilized where it is alleged that a member of the Board has committed an impeachable offense. Where an impeachable offense is alleged, the procedure for impeachment and removal must be followed.
 - IV.1.3 Any member of the Board of Directors who misses four (4) or more regularly scheduled meetings of the Board of Directors may be deemed by the Board of Directors to be acting in a manner that is contrary to the best interests of the Corporation. Any member of the Board of Directors must contact the President of the Board at least 7 calendar days prior to a regularly scheduled meeting if they anticipate being absent for any reason.
 - IV.1.4 Any member of the Board of Directors, who misses more than a majority of the fundraisers in any given quarter or any required State Function, may be deemed by the Board of Directors to be acting in a manner that is contrary to the best interests of the Corporation.
- IV.2 Section 2: Impeachable Offenses and Personal Jurisdiction
 - IV.2.1 Pursuant to the By-Laws of the Corporation, a member of the Board of Directors may be impeached and subsequently removed from the Board of Directors for willful neglect of duty, engaging in behavior unbecoming their position on the Corporation while acting in their official capacity, and/or for misappropriation of corporate funds.
 - IV.2.2 The Board of Directors shall have personal jurisdiction over the impeachment and removal of any reigning Monarch and any member of the Board of Directors.
- IV.3 Section 3: Process for Impeachment and Removal
 - IV.3.1 Any member of the Board of Directors may introduce Article(s) of Impeachment against persons over whom the Board of Directors holds personal jurisdiction for impeachment.
 - IV.3.2 Article(s) of Impeachment must be submitted in writing to the Board of Directors. A copy of the Article(s) must be made immediately available to the person subject to impeachment if that person is present. The Secretary shall cause a copy of the Article(s) of Impeachment to be attached to the minutes of the meeting during which the Article(s) was introduced as an addendum to the minutes.
 - IV.3.3 Article(s) of Impeachment may not accuse more than one person of an impeachable offense and Articles of Impeachment against more than one person may not be merged.
 - IV.3.4 For each offense alleged against an individual, a separate Article of Impeachment shall be presented to the Board of Directors. Multiple offenses shall not be contained within one Article of Impeachment though a series of Articles may allege a series of offenses.

- IV.3.5 The person under impeachment shall be impeached upon the seconding of any Article(s) of Impeachment. Where multiple Articles are brought forth, each Article must be individually seconded for further consideration of that Article by the Board of Directors.
- IV.3.6 Upon impeachment, the accused shall be suspended from the Board of Directors and office, if the accused holds office. Upon impeachment of a Reigning Monarch, the duties of that Monarch shall be assigned to the Vice-President until the matter is fully resolved. Upon impeachment of an officer of the Board of Directors, the President shall reassign the duties of that officer to any member of the Board until such a time that the matter is resolved by the Board of Directors.
- IV.3.7 The right to resign from the Board of Directors is lost upon impeachment. Furthermore, resignation does not preclude the Board of Directors from proceeding with impeachment and removal when the Board of Directors refuses to accept the resignation for the purpose of hearing Articles of Impeachment.
- IV.3.8 Upon impeachment, the Board of Directors shall schedule a removal hearing no sooner than two (2) weeks nor later than six (6) weeks from the date of impeachment. Where multiple persons are impeached, removal hearings shall be held separately.
- IV.3.9 The President shall notify the person(s) under impeachment of the charges against them by mailing (via certified mail) a true and accurate copy of the written Article(s) of Impeachment together with a notice of the time, location, and date of the removal hearing to the last known address of the person under impeachment.
- IV.3.10 If the certified mailing as described in CHAPTER IV, Section 3.9 is returned to the Corporation, the Board may proceed with an *ex parte* removal hearing under the principle that the accused has received constructive service and notice of their impeachment and of the removal hearing.
- IV.3.11 When a person who has received actual or constructive notice of impeachment and removal hearing pursuant to this Section fails to appear at the removal hearing, the Board of Directors shall proceed with an *ex parte* removal hearing.
- IV.3.12 The Minister of Protocol shall preside over the removal hearing. The Minister of Protocol shall make all rulings of order pursuant to Robert's Rules of Order and this Manual of Orders and Operations and shall conduct the hearing with decorum. After the consideration and disposal of any preliminary business related to the impeachment and removal hearing, the Minister of Protocol shall recognize the person who presented the Article(s) of Impeachment (hereinafter referred to as "plaintiff") for the purpose of presenting evidence to support the Articles of Impeachment. The plaintiff may present documentary evidence, affidavits, and they may examine witnesses, including the accused, to support the Article(s) of impeachment. Once the plaintiff has relinquished the floor, the Minister of Protocol shall recognize any member of the Board who so desires recognition for points of inquiry to the accused, to the Plaintiff, or any witness.
- IV.3.13 At the conclusion of points of inquiry, the Minister of Protocol shall recognize the accused, if the accused is present, for the purpose of presenting evidence to refute the Articles of Impeachment. The accused may present documentary evidence, affidavits, and the accused may examine witnesses, including the plaintiff, to refute the Articles of Impeachment. Once the accused has relinquished the floor, the Minister of Protocol shall order the Board into deliberation.

- IV.3.14 The Plaintiff and the accused may call any witness, including a member of the Board of Directors. Witnesses shall be sequestered from the hearing unless they are members of the Board of Directors participating in the hearing. The Minister of Protocol may not be called as a witness.
- IV.3.15 All Articles of Impeachment against the accused shall be considered individually during the removal hearing and during deliberation of the Board, and the Board shall vote individually on each Article of Impeachment if more than one Article is before the Board for consideration during deliberation.
- IV.3.16 The Board shall be sequestered for the purpose of deliberation.
- IV.3.17 The standard for a finding of guilt of any allegation contained in any Article of Impeachment shall be “guilty by a preponderance of the evidence”.
- IV.3.18 The Board shall first elect a Chair for the purpose of presiding over deliberations. The Chair shall have the right to vote on the question of guilt or innocence and shall call for that vote on each individual Article once each member has been afforded the opportunity to express their views on each Article. The vote shall be taken on each Article by roll call and recorded in writing by the Chair.
- IV.3.19 Once deliberations are complete, the Chair shall furnish the Minister of Protocol with the written record of the results of the deliberations. The Minister of Protocol shall then reconvene the removal hearing, thus summoning the accused if they are present, for the announcement of the decision of the Board. The Minister of Protocol shall announce the vote of each member as to guilt or innocence on the question of each Article of Impeachment.
- IV.3.20 If two-thirds (2/3) of the Board of Directors vote find that the accused is guilty of any Article(s) of Impeachment, the accused is removed from their position on the Board of Directors and the vacancy is filled pursuant to the By-Laws of the Corporation and this Manual of Orders and Operations.
- IV.3.21 Any person removed from their position in the Corporation subsequent to impeachment shall be forever barred from holding any position in the Corporation and shall be forever barred from holding membership to the Corporation.
- IV.3.22 The Minister of Protocol shall present to the Board within four (4) weeks of the removal hearing, minutes from the removal hearing that shall reflect the action taken by the Board on the question of guilt or innocence of each Article of Impeachment. Once approved by the Board, these minutes shall serve as the official record of the removal proceeding as a special meeting of the Board of Directors.

V CHAPTER FIVE: FINANCES AND OFFICIAL FILINGS

V.1 Section 1: Banking of Funds and Expenditures

V.1.1 The official depository of the Corporation shall be the Bank of the Bluegrass, its successors or assigns.

V.1.2 The Corporation shall require (3) authorized names on the designated bank account. The authorized names must include the Treasurer and two Directors (Excluding the Monarchs). No authorized names should be from the same household.

V.1.3 Two signatures shall be required (the Treasurer and at least one other authorized name as designated by the Board of Directors) for the issuance of a credit on the name of the Corporation.

V.1.4 No credit shall be issued on the name of the Corporation without prior consent of the Board of Directors.

V.1.5 The bank statements of the Corporation shall be sent to the official post office box of the Corporation.

V.1.6 The Corporation may establish corporate credit accounts and designate authorized users of the account. Debts from any corporate accounts shall be paid as soon as practicable after receipt of any credit statement.

V.1.7 Monies earned using charitable gaming practices shall be deposited into an account designated for such funds only.

V.1.8 No checks may be held or issued from the charitable gaming account; all monies to be credited from charitable gaming events must be transferred to the Corporation's general fund account to be disbursed.

V.2 Section 2: Charitable Contributions

V.2.1 The Corporation shall make every reasonable effort to minimize expenses and maximize charitable contributions.

V.2.2 The Corporation shall determine to whom and by what proportion the net proceeds of events will be donated.

V.2.3 At the last meeting of the Board of Directors, before the transitional meeting, the Board shall determine to whom and by what proportion the year-end net proceeds will be donated.

V.2.4 The outgoing Board of Directors shall donate all remaining funds of the Corporation pursuant to CHAPTER 5 Section 2.3, except that a minimum One Thousand Dollars and 00/100 (\$1000.00) shall be carried forward into the account for the new term of the Board of Directors.

V.3 Section 3: Official Filings

- V.3.1 The Corporation shall operate on a fiscal year that ends on July 31. The President of the Corporation shall ensure that the financial filing requirements of the IRS associated with the Corporation's status as an organization exempt from federal income tax under Section 501(c) 3 of the Internal Revenue Code are filed in a timely manner.
- V.3.2 The Corporation shall file an annual report with the Commonwealth of Kentucky, Secretary of State as required by the Kentucky Revised Statutes. In association with the filing of the annual report, the Board of Directors shall designate a registered agent of the Corporation who shall be a current member of the Board of Directors or current member of the College of Monarchs.
- V.3.3 Any change in registered agent of the Corporation shall be accompanied by the filing of the appropriate "Change of Registered Agent Form" with the Commonwealth of Kentucky, Secretary of State.
- V.3.4 The Corporation shall purchase and maintain an official post office box and the address of said post office box shall be the registered address of the Corporation.
- V.3.5 The Board of Directors shall approve any necessary expenditure associated with official federal and state filings.
- V.3.6 The Board of Directors, when necessary, shall designate and authorize the execution of any powers of attorney, or other similar documents, associated with the official federal and state filings and/or associated with the execution of any other documents on behalf of the Corporation, including contracts.
- V.3.7 The Corporation shall file an annual report with the Commonwealth of Kentucky, Kentucky Department of Charitable Gaming as required by the Kentucky Revised Statutes. In association with the filing of the annual report, the Board of Directors shall designate a registered agent of the Corporation who shall be a current member of the Board of Directors or current member of the College of Monarchs.

VI CHAPTER SIX: COMMITTEES OF THE BOARD

VI.1 Section 1: Formation and Composition

- VI.1.1 The Board of Directors may establish committees of the Board of Directors from time to time as it sees fit.
- VI.1.2 Chairpersons of committees shall be members of the Board of Directors.
- VI.1.3 Committees shall make referrals to the Board of Directors by simple majority.
- VI.1.4 No action of a committee shall be deemed official until the Board of Directors ratifies said action, except that the Board of Directors may empower a committee to make findings and determinations independent of Board approval.
- VI.1.5 Except when provided otherwise by the Board of Directors, and excluding the chairperson of any committee, members of the committee are not required to be members of the Board of Directors.

- VI.1.6 The Board of Directors may designate by simple majority or by plurality the chair of committees created by the Board of Directors.
- VI.1.7 Once appointed by the Board of Directors, the chairperson of a committee shall be empowered to appoint the members of the committee. The chairperson shall appoint at least two (2) members to the committee that the individual chairs. The chairperson of the committee may, at the chair's discretion, discharge any committee member from further service on the committee that the individual chairs.
- VI.1.8 Each member of the committee shall control one vote, excluding the committee chair who shall only vote in the case of a tie.
- VI.1.9 No person who has ever been impeached and removed pursuant to the provisions of the By-Laws of the Corporation and this Manual of Orders and Operations shall be eligible to serve on a committee of the Board of Directors.
- VI.2 Section 2: Election Oversight Committee
- VI.2.1 The Board of Directors hereby creates an Election Oversight Committee and shall activate said committee when deemed necessary by the Board of Directors for oversight and supervision of all aspects of the annual elections of the Corporation.
- VI.2.2 The Election Oversight Committee shall consist of a chairperson selected from and by the Board of Directors and two members of the College of Monarchs selected by the chairperson of the Election Oversight Committee.
- VI.2.3 No person seeking office during the upcoming annual elections of the Corporation shall be eligible to be a member of the Election Oversight Committee.
- VI.3 Section 3: Membership Renewal Committee
- VI.3.1 The Board of Directors hereby creates the Membership Renewal Committee and shall activate said committee during the membership renewal period as designated each year for the purposes of updating member information and engaging the membership in the renewal process.
- VI.3.2 The Membership Renewal Committee shall consist of a chairperson selected from and by the Board of Directors and two members of the Imperial Court of Kentucky selected by the chairperson of the Membership Renewal Committee.
- VI.3.3 No person seeking office during the upcoming annual elections of the Corporation shall be eligible to be a member of the Membership Renewal Committee.
- VII CHAPTER SEVEN ELECTION OF MONARCHS
- VII.1 Section 1: Qualifications and Election
- VII.1.1 Qualified members shall have the right to seek the office of Monarch and shall be elected during the annual elections of the Corporation.

- VII.1.2 Any person seeking to hold the office of Monarch shall meet the following qualifications:
- 1) Must be a tenured member of the Corporation at least one (1) year prior to the date of the annual election.
 - 2) Must have reached their twenty-first (21) birthday by the application deadline.
 - 3) Must have been a resident of the Empire for at least one year prior to the date of the annual election during which they wish their name on the ballot.
 - 4) Must have proof of a legal residency that lies within the empire proper defined by the bylaws (Bylaws Section II.3.1) by the date of the transitional meeting.
 - 5) Must not be listed on the National Sex Offender Registry.
 - 6) Must have participated in four (4) fundraisers in the twelve (12) months prior the application is made available.
 - 7) Must have attended at least six (6) Board of Directors Meetings in twelve (12) months prior to the application is made available.
 - 8) Reigning Monarchs must maintain residency within the empire proper defined by the bylaws (Bylaws Section II.3.1). and continuous membership to the Corporation during their entire reign or immediately abdicate the Throne of the Empire.
- VII.1.3 For the purpose of the annual election of Monarchs, qualified members eligible to vote shall be those members who have membership tenure. Membership tenure shall be defined pursuant to CHAPTER II, Section 11.1 of the Manual of Order and Operations.
- VII.1.4 Upon receiving a majority of votes by the qualified members of the Corporation, the Candidate(s) shall be bestowed the title of Imperial Crown Princess alternatively Imperial Crown Princet, Imperial Crown Prince or Monarch-Elect.
- VII.2 Section 2: Application
- VII.2.1 Persons who wish to seek the position of Monarch must complete and submit a written application for candidacy by a date certain as established each year by the Election Oversight Committee. An application fee of Sixty Dollars and 00/100 (\$60.00) must be submitted with the application. No written application will be accepted without the application fee.
- VII.2.2 The Election Oversight Committee shall create and make available the written application for Monarch Candidacy approximately sixteen (16) weeks prior to the date of the annual elections of the Corporation. The written application shall be verified by a member of the Election Oversight Committee upon submission by an applicant.
- VII.2.3 The written application deadline shall be approximately twelve (12) weeks prior to the date of the annual elections. This date certain shall be set by the Election Oversight Committee.
- VII.2.4 The Election Oversight Committee shall approve all applications. In instances where an application is not approved, said application shall automatically be referred to the Board of Directors for consideration.
- VII.2.5 No application will be accepted without the following:

- 1) Applications must be fully complete.
 - 2) The appropriate application fee in the form of certified check, money order, cash, or personal check.
 - 3) A copy of their COURTNET Criminal History Record from the Kentucky Administrative Office of the Courts. This requirement may be waived for an individual who has served on the Board of Directors within 36 months of the date applications are due pursuant to the submission of a "No Criminal History Affidavit". A copy of this document must be obtained from any member of the Election Oversight Committee.
- VII.2.6 Written applications and all items listed above must be submitted to any member of the Election Oversight Committee before the deadline. This date certain shall be set by the Election Oversight Committee.
- VII.2.7 **Appendix G** - Monarch Application - To be used for Monarch applicants who seek to be elected by the membership during the annual elections of the Corporation.
- VII.3 Section 3: Written Exam and Interview
- VII.3.1 Applicants, whose applications have been approved, shall submit to a written exam created and administered by the Election Oversight Committee.
- VII.3.2 The subjects of the written exam shall be limited to the history of the Corporation, the By-Laws of the Corporation, this Manual of Orders and Operations, and the Manual of Protocol.
- VII.3.3 The written exam shall be scored by percentage of accurate answers given by the test-taker and shall be graded by a member of the Election Oversight Committee and the scoring results shall be immediately made available to the test-taker and any Board Members present for testing.
- VII.3.4 Any member of the Board of Directors may be present for testing.
- VII.3.5 The written test shall be administered approximately eight (8) weeks prior to the date of the annual elections; the date certain to be set by the Election Oversight Committee.
- VII.4 Section 4: Oral Interview
- VII.4.1 Immediately following the written exam, applicants shall individually submit to an oral interview conducted in a meeting held in executive session chaired by the chairperson of the Election Oversight Committee. Any member of the Board of Directors may be present for and participate in the oral interview of candidates.
- VII.4.2 A quorum for oral interview shall be three (3) representatives from the Board of Directors and the Election Oversight Committee.
- VII.4.3 Applicants may be asked any reasonable question in a respectful and positive nature during oral interview.
- VII.4.4 The chairperson of the Election Oversight Committee shall prescribe the manner and order of the oral interview and the chairperson shall allow each participant to pose at least two questions of the applicants. Nothing contained herein shall be construed to prevent the chairperson of the Election Oversight Committee from posing questions of applicants.

VII.5 Section 5: Deliberations

- VII.5.1 Upon the completion of oral interview of each applicant, the applicant shall be dismissed from the executive session meeting and the representatives shall deliberate on the approval or disapproval of the candidacy of an individual applicant.
- VII.5.2 Each representative shall consider factors such as the applicant's performance on the written exam and performance in the oral interview, among such other factors as the individual representatives may deem appropriate, when deliberating on the approval or disapproval of an applicant's candidacy.
- VII.5.3 Upon the completion of deliberations, each representative, including the chair, shall vote by secret ballot on the approval or disapproval of an applicant's candidacy.
- VII.5.4 Upon the completion of oral interview and deliberations on the approval or disapproval of all candidates, the chair shall inform the applicants of the decision of the representatives regarding their candidacies.
- VII.5.5 Candidacy approval shall be contingent on the execution of a Candidacy Agreement as created by the Election Oversight Committee by an approved applicant. The Candidacy Agreement shall contain mutual promises and covenants between the Corporation and the candidate relating to the rules of candidacy and penalties for violations thereof as set forth herein as provided in the Monarch application (**Appendix G**).

VII.6 Section 6: Rules of Candidacy

- VII.6.1 Any Candidate who serves on the Board of Directors must forfeit their position on the Board of Directors upon approval of their application for Monarch by the Board of Directors.
- VII.6.2 Candidates may launch their public campaign approximately six (6) weeks prior to the date of the annual elections; the date certain to be set by the Election Oversight Committee. No form of public campaigning may begin before this time.
- VII.6.3 Candidates are strongly encouraged to campaign in public vigorously using signs, posters, flyers, and other means of campaigning. Candidates must, however, obtain permission to display campaign items in any establishment before distribution of said items in any establishment. All campaign materials must be approved by the Election Oversight Committee before any public distribution.
- VII.6.4 Candidates shall be required to plan and execute at least one (1) fundraiser during the approximate six-week campaign period. The Election Oversight Committee shall have the discretion to limit the number of an individual's candidate fundraisers provided that all candidates shall be permitted to have the same number of events. The Election Oversight Committee must approve any candidate fundraising concept as well as the time, date, location and budget of the events. Any budget which contemplates reimbursement of the candidate by the Court from the net proceeds of the candidate fundraiser shall automatically be referred to the Board of Directors for consideration. Candidates shall submit their fundraiser information as specified herein to the Election Oversight Committee after their candidacy has been approved and prior to any public promotion of the event.

- VII.6.5 Discussing candidate fundraisers with establishment manager/owners, and/or others involved in the planning and execution of any candidate's fundraiser shall not be deemed to constitute a form of public campaigning.
- VII.6.6 All campaigning shall be conducted in a positive manner. Negative campaigning, either by candidates or on their behalf, is forbidden.
- VII.6.7 Candidates for Monarch shall be provided access to the membership list and the listing of eligible voters made at the time of their request, and/or labels for mailings to eligible members in support of their individual campaigns.
- VII.6.8 In the event the Election Oversight Committee deems that a conflict of interest may exist between an officer of the Board of Directors and said officer's duties at a candidate fundraiser, the Election Oversight Committee shall recommend to the Board of Directors the appointment of an officer pro tem for the purpose of fulfillment of officer's duties at the candidate fundraiser in question.
- VII.6.9 Net proceeds from candidate fundraisers shall be donated to the general fund of the Corporation.
- VII.6.10 Candidates for Monarch must execute a Candidate Entrance at the annual elections of the Corporation. The Candidate Entrance shall be limited to seven (7) minutes.
- VII.6.11 Candidates for Monarch may not campaign jointly, but shall campaign individually and shall not endorse, in any manner whatsoever, another candidate for Monarch nor any candidate for the Board of Directors.
- VII.7 Section 7: Grievances and Appeals from the Election Oversight Committee
 - VII.7.1 Any candidate who wishes to file a grievance which does not pertain to a decision of the Election Oversight Committee shall submit said grievance in writing to the chairperson of the Election Oversight Committee. The Election Oversight Committee shall respond in writing within forty-eight(48) hours of receipt of said grievance to the candidate who filed the grievance. The response shall indicate what action, if any, is being taken or will be taken by the Election Oversight Committee relating to the filing of the grievance.
 - VII.7.2 Candidates may appeal any decision of the Election Oversight Committee to the Board of Directors by notifying the President of the Board of Directors, in writing, of the desire to appeal the decision of the Election Oversight Committee. The President of the Board of Directors shall immediately schedule a special meeting of the Board of Directors for the disposal of the appeal. The Board of Directors may affirm, remand with instructions, or reverse the appealed decision of the Election Oversight Committee.
 - VII.7.3 The Board of Directors, on its own initiative, may appeal any decision of the Election Oversight Committee.
- VII.8 Section 8: Violations and Penalties
 - VII.8.1 If the Election Oversight Committee determines that a candidate has violated the rules of candidacy, the Election Oversight Committee shall refer the violation, with or without recommended action to be taken by the Board, to the President of the Board of Directors who shall immediately schedule a special meeting of the Board of Directors for the purpose of disposing of the violation referral.

- VII.8.2 The Board of Directors may take any action it deems fit, including the cancellation of the campaign of a candidate and withdrawal of the candidate's name from the ballot, upon a finding that a candidate has violated a campaign rule.
- VII.8.3 Candidates shall be solely responsible for the actions of their campaign.
- VII.9 Section 9: The Ballot
- VII.9.1 The election of the candidates(s) for monarch shall be on separate ballots.
- VII.9.2 The order of names on each ballot shall be determined by random drawing of approved candidates at the conclusion of the oral interview. The legal name of the candidate shall appear first with any pseudonym appearing after the legal name in parentheses.
- VII.10 Section 10: Term of Office
- VII.10.1 The term of office of the Monarchs shall be the exact term of the Board of Directors elected at the same annual election as the Monarchs.
- VII.10.2 Persons may not seek to hold the position of Monarch for successive terms; provided that nothing contained herein shall be construed to prevent a person from holding the position of Monarch for successive terms so long as one of the terms is by virtue of appointment to the position.
- VII.11 Section 11: Electoral Requirements
- VII.11.1 The position of Monarch shall be elected by simple majority of qualified members at the annual elections where two candidates are running for the position of Monarch.
- VII.11.2 The position of Monarch shall be elected by plurality of qualified members at the annual elections where more than two candidates are running for the position of Monarch.
- VII.11.3 Where a candidate for Monarch runs unopposed, the candidate must receive an affirmative vote of a simple majority of qualified members to be elected.
- VII.11.4 In case of a tie vote for Monarch, the members of the Board present for the certification of the tie shall each cast one vote on the question of breaking the tie.
- VII.11.5 Where no candidate seeks the office of Monarch, the Board of Directors may elect to appoint a Regent Monarch. Only individuals nominated by the College of Monarchs in accordance with rules established in the Manual of Protocol will be considered eligible to be appointed to the position of Regent Monarch.
- VII.12 Section 12: Vacancies
- VII.12.1 Should a vacancy of the position of Monarch occur, by abdication or removal, the Board of Directors may elect to appoint a Regent Monarch. Only individuals nominated by the College of Monarchs in accordance with rules established in the Manual of Protocol will be considered eligible to be appointed to the position of Regent Monarch.

- VII.12.2 Should a vacancy of the position of Monarch occur as a result of a single Monarch being elected at the annual election of the Corporation, the Board of Directors may elect to appoint a Regent Monarch. Only individuals nominated by the College of Monarchs in accordance with rules established in the Manual of Protocol will be considered eligible to be appointed to the position of Regent Monarch.
- VII.12.3 In the event the Board of Directors elects to allow a sole Monarch to reign, the unfilled Monarchical position on the Board of Directors shall remain vacant. A Regent Monarch may be appointed to fill this vacancy at any time during the reign, if it deems appropriate by the College of Monarchs and the Board of Directors.
- VII.12.4 Upon recommendation of the College of Monarchs, the Minister of Protocol shall present said recommendation to the Board of Directors at the next regularly scheduled Board Meeting. Upon recommendation to the Board of Directors, the recommended appointee shall be dismissed from the executive session meeting and the representatives shall deliberate on the approval or disapproval of the candidacy of an individual applicant. The Minister of Protocol shall participate in the executive session meeting.
- VII.12.5 Each representative shall consider factors such as the applicant's history with the organization, among such other factors as the individual representatives may deem appropriate, when deliberating on the approval or disapproval of the recommended party to the Board of Directors.
- VII.12.6 Upon the completion of deliberations, each representative, including the chair, shall vote by secret ballot on the recommended parties' appointment to the Board of Directors. The appointment to the position of Regent Monarch shall be confirmed by a 2/3 vote of the Board of Directors.
- VII.12.7 Upon the completion of oral interview and deliberations on the approval or disapproval of appointment of the recommended party to the Board of Directors, the chair shall inform the party of the decision of the representatives regarding their appointment.

VIII CHAPTER EIGHT RIGHTS AND DUTIES OF MONARCHS & MONARCHS-ELECT

- VIII.1 Section 1: Right to Appoint Lines of Descent and Bestow Titles
 - VIII.1.1 The reigning Monarchs shall have the right to appoint their respective lines of descent and to bestow titles in accordance with rules established by the College of Monarchs. Individuals appointed to the lines of descent must be members in good standing.
 - VIII.1.2 Conversely, Monarchs shall have the right to rescind any title given by them in accordance with rules established by the College of Monarchs.
 - VIII.1.3 The reigning monarch(s) may appoint an Imperial Crown Prince Royale / Imperial Crown Princess Royale / Imperial Crown Princet Royale, which, by previous royal proclamation, becomes a permanent title upon the holder's step-down.
- VIII.2 The reigning monarch(s) have the right to choose their Coronation theme and any coronation week events, and the right to select Coronation particulars relating to their "stepping down" coronation, including dais

guests, attendants and command performers. If one Regent is appointed, the elected Monarch will choose the Coronation theme. Section 2: Right to Represent the Corporation in Public Forums

- VIII.2.1 The reigning Monarchs shall have the right to symbolically represent the Corporation in any public forum except when designated otherwise by the Board of Directors. However, this shall not be construed as authority to suspend or sanction the title of the reigning Monarch without due process (refer to Chapter III, Section 12 through Chapter III, Section 15 of the Manual of Orders & Operations).
- VIII.3 Section 3: Right to Make Proclamations
 - VIII.3.1 The reigning Monarchs shall have the right to make proclamations in accordance with rules established by the College of Monarchs.
- VIII.4 Section 4: Right to Hold Enfranchised Seat on the Board of Directors
 - VIII.4.1 The reigning Monarchs shall have the right to hold an enfranchised seat on the Board of Directors.
 - VIII.4.2 The reigning Monarchs shall have all of the rights, privileges, duties, and restrictions of members of the Board of Directors and where those rights, privileges, duties, and restrictions of members of the Board are specified in the By-Laws of the Corporation and herein those sections shall be presumed to apply to reigning Monarchs; except that reigning Monarchs may not hold office on the Board of Directors.
- VIII.5 Section 5: Duties of Monarchs
 - VIII.5.1 The reigning Monarchs shall have a duty to uphold the By-Laws of the Corporation.
 - VIII.5.2 The reigning Monarchs, as symbolic and public leaders of the Corporation, shall have a duty to represent the Corporation in a respectable manner.
 - VIII.5.3 The reigning Monarchs shall have a duty to present themselves at a majority of fundraising events of the Corporation.
 - VIII.5.4 The reigning Monarchs shall have a duty to foster amicable relations between the Corporation and the community.
 - VIII.5.5 The reigning monarch(s) may begin to use the number of their elected reign at the time of step up. If a former monarch runs and wins the election, they shall be able to use all numbers including the current and any past. For example, if Empress 1 runs for Empress during Reign 10, she will be known as Empress 1 and 10.
 - VIII.5.6 The reigning monarch(s) will preside over their "Court" for the duration of their term. That reign may name their "court" and their "house," and both titles, if used, should reflect the personality and/or tone of the reign.
- VIII.6 Section 6: Duties of Monarchs-Elect
 - VIII.6.1 For the purposes of this Manual, the titles of Imperial Crown Prince, Imperial Crown Princess, Imperial Crown Princet shall henceforth be referred to as Monarchs-Elect.

- VIII.6.2 The reigning Monarchs-Elect shall have a duty to assist the reigning Monarchs in upholding the By-Laws of the Corporation.
- VIII.6.3 The reigning Monarchs-Elect shall have a duty to represent the Corporation in a respectable manner.
- VIII.6.4 The reigning Monarchs-Elect shall have a duty to assist the reigning Monarchs in fostering amicable relations between the Corporation and the community.
- VIII.6.5 The reigning Monarchs-Elect shall have a duty to present themselves at all board meetings and a majority of fundraising events of the Corporation from the time of the annual election to the following Coronation.
- VIII.6.6 The Monarchs-Elect of Kentucky shall each be required separately to execute regal presentations/walks in a manner prescribed by the College of Monarchs. The Monarchs-Elect presentations/walks shall be limited to no more than seven (7) minutes. Approval by the College of Monarchs must be obtained by the Monarch-Elect no later than 30 days after the annual elections of the Corporation.
- VIII.6.7 A State Pin will be presented by the stepping down Monarch(s) at coronation to their guests. The pin will be customized to represent the reign concluding with the reign colors and the initials of the monarch(s)

IX. CHAPTER NINE CROWN JEWELS

IX.1 Section 1: Identification

- IX.1.1 The Corporation currently holds as Crown Jewels the following: the State Crown; the Crown of the Emperor; the Crown of the Empress; the Crown of the Emperex; the Crown of the Imperial Crown Princess; the Crown of the Imperial Crown Princet; the Crown Pin of the Imperial Crown Prince; the Crown Pin of the Imperial Crown Princet; the Crown of the Imperial Princess Royale; the Crown of the Imperial Princet Royale; the Crown Pin of the Imperial Prince Royale and the Crown Pin of the Imperial Princet Royale.

- IX.1.2 For any pageant they wish to produce, The Reigning Monarchs, authorization from the Board of Directors prior to purchasing regalia for said pageants (Crowns 4" or shorter or medallions 2" or smaller).

IX.2 Section 2: Possession of Crown Jewels

- IX.2.1 The Reigning Empress shall be entrusted with possession of the Crown of the Empress.
- IX.2.2 The Reigning Emperor shall be entrusted with possession of the Crown of the Emperor.
- IX.2.3 The Reigning Emperex shall be entrusted with possession of the Crown of the Emperex.
- IX.2.4 The Reigning Imperial Crown Princess shall be entrusted with possession of the Crown of the Imperial Crown Princess. This Crown must be returned to the Minister of Protocol at the following annual Coronation Ball upon being crowned Empress.

- IX.2.5 The Reigning Imperial Crown Princet shall be entrusted with possession of the Crown of the Imperial Crown Princet. This Crown must be returned to the Minister of Protocol at the following annual Coronation Ball upon being crowned Emprex.
- IX.2.6 The Reigning Imperial Crown Prince shall be entrusted with possession of the Crown Pin of the Imperial Crown Prince. This Crown Pin must be returned to the Minister of Protocol at the following annual Coronation Ball upon being crowned Emperor.
- IX.2.7 The Reigning Imperial Crown Princet shall be entrusted with the possession of the Crown Pin of the Imperial Crown Princet. This Crown Pin must be returned to the Minister of Protocol at the following annual Coronation Ball upon being crowned Emprex.
- IX.2.8 The Reigning Imperial Princess Royale shall be entrusted with possession of the Crown of the Imperial Princess Royale.
- IX.2.9 The Reigning Imperial Princet Royale shall be entrusted with possession of the Crown of the Imperial Princet Royale.
- IX.2.10 The Reigning Imperial Prince Royale shall be entrusted with possession of the Crown Pin of the Imperial Prince Royale.
- IX.2.11 The Reigning Imperial Princet Royale shall be entrusted with possession of the Crown Pin of the Imperial Princet Royale.
- IX.2.12 The Minister of Protocol is hereby designated “Keeper of the Crown Jewels” and shall be entrusted with possession of the Crown Jewels not otherwise described in Sections 2.1 through 2.11 of this CHAPTER. The Keeper shall be entrusted with possession of the other State items, General items, and Hospitality Items as described in Section 2.15.
- IX.2.13 The Board of Directors authorizes and will maintain the purchasing of a Storage Unit to house items for the events required in the Manual of Order & Operations and the Manual of Protocol, and to facilitate the safekeeping and care of the items the “Keeper of the Crown Jewels” is responsible for.
- IX.2.14 The “Keeper of the Crown Jewels” shall be required to execute a “Bailment Agreement” with the Corporation, said agreement attached hereto as “**APPENDIX H**” agreeing to take possession and care of all items in storage.
- IX.2.15 The “Keeper of the Crown Jewels” shall maintain an Inventory List of Storage Unit (hereto attached as “**APPENDIX I**”) where State Items, General Items, and Hospitality Items are housed. The Keeper will maintain the possession of the Storage Unit key(s), passcode(s), and grant access to the Storage Unit in a reasonable amount of time when requested. Any member of the College of Monarchs or Board of Directors is allowed reasonable access to the Storage Unit.
- IX.2.16 The “Keeper of the Crown Jewels” shall be required to obtain a signed ICP Regalia Contract agreement, attached hereto as “**APPENDIX J**” from the Reigning Imperial Crown Prince, the Reigning Imperial Crown Princess, and/or the Reigning Imperial Crown Princet upon their election allowing for the possession of Regalia throughout their Reign.
- IX.2.17 Should the Minister of Protocol refuse the responsibility of “Keeper of the Crown Jewels”, the Board

of Directors may designate some other member of the College of Monarchs.

- IX.2.18 Upon certification of perpetuity of title by the College of Monarchs, the Crown of the Empress, the Crown of the Emperor, the Crown of the Empress, the Crown of the Imperial Princess Royale, the Crown Pin of the Imperial Prince Royale, the Crown of the Imperial Princet Royale, and the Imperial Crown Pin of the Imperial Princet Royale shall become gifts to the holder from the Corporation.
- IX.2.19 **Appendix H** - Bailment Agreement- a contract between the Corporation and the Keeper of the Crown Jewels assuming possession and care of all items in the Storage Unit.
- IX.2.20 **Appendix I** - Storage Unit Inventory- the Storage Unit houses items needed for events that are required by the Manual of Order & Operations and the Manual of Protocol. The Inventory List should contain all items and amounts housed in the Storage Unit.
- IX.2.21 **Appendix J** - ICP Regalia Contract- a contract between the Imperial Crown Prince, Princess or Princet (ICP), the Minister of Protocol, and the Corporation agreeing to the possession of the ICP Regalia throughout their Reign as ICP; and the return of said Regalia to the possession of the Minister of Protocol upon their crowning as Monarch or removal as ICP.
- IX.3 Section 3: New and Replacement Crown Jewels
- IX.3.1 Within 30 days of the annual elections, The Board of Directors must order the Crown Jewels needed for the upcoming Reign. Refer to Section 1.1 for a list of possible required Regalia.
- IX.3.2 The Board of Directors may purchase such other Crown Jewels as it sees fit from time to time and may designate who may hold these Crown Jewels.

X. CHAPTER TEN REQUIRED EVENTS OF THE CORPORATION

- X.1 Section 1: Coronation Ball
- X.1.1 The Corporation shall be required to execute annually a Coronation Ball.
- X.1.2 The Coronation Ball is defined as all associated events immediately preceding and following the annual Coronation event.
- X.1.3 The College of Monarchs shall oversee all aspects of the planning and execution of the annual Coronation Ball, including the designation of the time and location of the Coronation Ball.
- X.1.4 The Board of Directors shall retain final approval of all expenditures associated with the annual Coronation Ball.
- X.2 Section 2: Investitures
- X.2.1 The Corporation shall be required to execute Investitures at which the Reigning Monarchs will announce their respective Lines of Descent.
- X.2.2 Investitures must be executed within twelve (12) weeks of the first meeting of the new term of the Board of Directors.

- X.2.3 The College of Monarchs shall oversee all aspects of the planning and execution of Investitures, including the designation of the time and location of Investitures.
- X.2.4 The Board of Directors shall retain final approval of all expenditures associated with Investitures.
- X.3 Section 3: Julie Vaughn Memorial Closet Ball
- X.3.1 The Corporation shall be required to execute the Julie Vaughn Memorial Closet Ball.
- X.3.2 The Julie Vaughn Memorial Closet Ball must be executed within sixteen (16) weeks of the first meeting of the new term of the Board of Directors.
- X.3.3 Contestants must be twenty-one years old by the date of the event and must have resided in the Empire for at least six (6) months prior to the date of the event.
- X.3.4 For presentation, contestants must appear as themselves.
- X.3.5 Contestants will be given one hour after presentation to prepare for their performance dressed in drag.
- X.3.6 Contestants must submit a written application together with an application fee to any member of the Board of Directors. The application fee to be determined by the Board of Directors.
- X.3.7 Each contestant will be allowed one dressing room assistant only. No two candidates may share the same assistant.
- X.3.8 A judge will be present in the dressing area of the contestants for the purpose of keeping time and for the purpose of ensuring that contestants each have one dressing room assistant.
- X.3.9 The design and production of the written application, score sheets, and judges' packet shall be obtained from the Minister of Protocol. The selection of all judges shall be the duty and responsibility of the Reigning Monarchs.
- X.3.10 The winner may choose if they would like a tiara, round crown or an engraved medallion to be purchased by the Board of Directors, and the winner may choose to use the title of "Closet Ball King, "Closet Ball Queen" or "MX Closet Ball".
- X.3.11 No contestant will participate if they have publicly done drag impersonation for an audience. Specific exclusions of prospective candidates include but are not limited to: participation in pageants of drag illusion, participation in drag talent night exhibitions, participation in a drag show which included the prospective candidate dressing and performing in drag, or a performance in which the prospective candidate appeared in drag and accepted tips from an audience. For the purpose of this section, previously appearing in public in drag-will not bar a contestant from participating.
- X.3.12 The College of Monarchs shall oversee all aspects of the planning and execution of Julie Vaughn Memorial Closet Ball, including the designation of the time and location of Julie Vaughn Memorial Closet Ball.
- X.3.13 The Board of Directors shall retain final approval of all expenditures associated with Julie Vaughn

Memorial Closet Ball.

X.4 Section 4: Falsie Awards

X.4.1 The Corporation shall be required to execute annually the Falsie Awards.

X.4.2 The College of Monarchs shall oversee all aspects of the planning and execution of the annual Falsie Awards.

X.4.3 The Board of Directors shall retain final approval of all expenditures associated with the Falsie Awards.

X.4.4 The Falsie Awards shall be held on the date of the annual elections of the Corporation.

X.4.5 The College of Monarchs hereby creates the Academy of Drag Arts & Sciences.

X.4.6 The Academy of Drag Arts and Sciences shall consist of the Minister of Protocol, the Reigning Monarchs, and two other persons selected by the Minister of Protocol.

X.4.7 The Academy of Drag Arts and Sciences shall select nominees and winners for awards to be presented and/or voted upon at the Falsie Awards. The agreed upon List of Falsie Awards, attached hereto as "Appendix J" are the only approved awards. Any additional awards or addendums to the List must be approved by the College of Monarchs.

X.4.8 The Lifetime Achievement Award, given in recognition of an individual who has contributed to the art and craft of drag, may be presented. Nominations may be made by the Academy of Drag Arts and Sciences with the approval of a simple majority of the College of Monarchs. The nominations must be made no later than 45 days prior to the date of the Falsies and must be considered by the College of Monarchs no later than 30 days prior to the date of Falsies.

X.4.9 **Appendix J** - List of Falsie Awards - the List of approved awards to be presented and/or voted upon at the Falsies and the annual elections.

XI CHAPTER ELEVEN AWARDS AND RECOGNITION

XI.1 Section 1: James Herndon Lifetime Achievement Award

XI.1.1 The Board of Directors may, at its option, present the James Herndon Lifetime Achievement Award.

XI.1.2 The James Herndon Lifetime Achievement Award shall be presented at the annual Coronation Ball.

XI.1.3 Unanimous approval by secret ballot vote of the Board of Directors shall be required to bestow the James Herndon Lifetime Achievement Award.

XI.1.4 The Board of Directors may only bestow the James Herndon Lifetime Achievement award to one individual per term of the Board of Directors.

XI.1.5 History and Description of James Herndon:

James Herndon, also known as Sweet Evening Breeze or "Sweets", was born in 1892 in Scott

County, Kentucky. Sweets grew up in Lexington's Good Samaritan Hospital where he was abandoned as a small child. As a teen, he began working in the Hospital as an orderly and worked there for over forty years- quite the accomplishment for an effeminate African American in the heavily segregated South. Sweet Evening Breeze is considered by many to be the originator of the Lexington Drag Scene. Sweets was beloved by the entire Lexington community- being featured in the local paper many times and known throughout the city as a colorful figure- and spent much of her time baking pies or buying shoes for poorer families. Sweets played the piano, went to church, and entertained in her home on Prall Street near the University of Kentucky's campus. Sweets was known for being fearless in his refusal to be anything other than herself and was an example for other queer people that the proscribed right of individual choice should not- and would not- be muffled by the "norms of society". Sweets' courageous example in life is why the James Herndon Lifetime Achievement Award is given to a fearless, trailblazing, drag entertainer at the annual Coronation Ball.

*Please note that historically, Sweets referred to himself as "shim" at times, while also using the "he/him/his" pronouns, in addition to the "she, her, hers" pronouns (often interchangeably and in the same sentence).

XI.2 Section 2: Henry Faulkner Community Service Award

XI.2.1 The Board of Directors shall nominate worthy persons for the Henry Faulkner Community Service Award.

XI.2.2 The nominations for the Henry Faulkner Community Service Award shall be placed on the ballot of the annual elections of the corporation and the winner of the award shall be determined by vote of qualified members.

XI.2.3 For the purpose of selection of the Henry Faulkner Community Service Award, qualified members shall be those members who are qualified to vote in that annual election pursuant to CHAPTER II, Section 10.1 of this Manual of Orders and Operations.

XI.2.4 The recipient of the Henry Faulkner Community Service Award shall be announced at the annual Coronation Ball.

XI.2.5 History and Description of Henry Faulkner:
Henry Faulkner was born in 1924 in Holland, Kentucky; eventually being sent to a Louisville orphanage. Henry had a hard time finding his niche in orphanages and family placements because of his feminine ways. Faulkner studied at the Louisville School of Art and in 1959 began exhibiting his paintings. Faulkner settled in Lexington and is best known for his abstractions of scenes from all over his native Kentucky. Faulkner's art was collected by such notables as Bette Davis, Nat King Cole, Marlon Brando and his dear friend, Tennessee Williams. He was a true character and never had to try to be one, he was just a character. Each year, the Imperial Court of Kentucky membership votes to gift the Henry Faulkner Community Service Award to unique characters at the annual Coronation Ball. Faulkner was a pioneer of being yourself and accepting yourself: to look to the future, but always remember how you got there, "save the seeds, children! Save the seeds!" he was often heard saying. The Court membership honors Henry Faulkner's contributions to Lexington culture by recognizing notable figures and thanking them for serving our community.

XI.3 Section 3: Natalie Gaye Humanitarian Award

- XI.3.1 The College of Monarchs hereby creates the Natalie Gaye Humanitarian Award for presentment at the annual Coronation Ball.
- XI.3.2 Unanimous approval by secret ballot vote of active College of Monarchs members shall be required to bestow the Natalie Gaye Humanitarian Award to up to 4 recipients per year.
- XI.3.3 History and Description of Natalie Gaye:
 - XII.1.1 As Empress 15 & 20 of Kentucky, Natalie Gaye ushered in a renewed interest in the Imperial Court. She reinvigorated membership and elevated the stature of the Court in our local community through amendment referred by the Board of Directors. The Board of Directors shall approve all postage costs associated with providing notice to qualified members of a meeting of the members.
 - XII.1.2 A quorum of a meeting of members shall be the number of qualified members present at a meeting of members.
 - XII.1.3 Qualified members participating in the meeting of members must present valid, state-issued photo identification to the President of the Board and execute their signature on the official voter registry, before participating in the meeting of members. If the member is known to the President of the Board of Directors, the requirement of presentment of a state issued photo identification is waived and the election official will attest on the voter registry that the official knew the voter.
 - XII.1.4 The Treasurer shall provide the President of the Board of Directors, within two (2) weeks of the meeting of members, the official voter registry which shall contain a listing of qualified members for that meeting of members in alphabetical order, a space for the signature of the member, and a space for the initials of the President of the Board of Directors who will verify the identity of the voter.
 - XII.1.5 Members shall vote on the question of ratification of a referred by-law amendment by secret ballot, with the President of the Board of Directors and the Treasurer tallying the votes and certifying the results.
 - XII.1.6 Qualified members for the purpose of a meeting of members shall have membership tenure at least three (3) months prior to the date of the meeting of members.
- XIII CHAPTER THIRTEEN: BY-LAW AMENDMENTS
 - XIII.1 Section 1: Written Requirement
 - XIII.1.1 A proposed By-Law amendment must be submitted in writing by any Director at a lawfully convened meeting of the Board of Directors.
 - XIII.1.2 If the proposed amendment will supersede, repeal, or amend an existing By-Law, the written proposal shall identify the existing By-Law that would be superseded, repealed or amended.
 - XIII.1.3 If the proposed amendment would create a new By-Law, the written proposal shall contain the proposed CHAPTER, Section, and Sub-section number of the By-Laws under which the amendment would be enacted.
 - XIII.2 Section 2: Procedure for Referral

- XIII.2.1 Upon the seconding of a proposed amendment to the By-Laws, the Board of Directors will debate the proposed amendment. At the close of debate the Board of Directors will vote by roll call on the question of whether or not to refer the proposed amendment to the membership.
- XIII.2.2 A proposed amendment is referred to the general membership by three-quarter (3/4) vote of the Board of Directors. Referred amendments shall be submitted to qualified members at a meeting of the members pursuant to the terms set forth herein.
- XIII.3 Section 3: Supremacy of Amendment and Application
- XIII.3.1 Any amendment referred by the Board of Directors to the membership and ratified by qualified members shall supersede any contrary provisions of the By-Laws or of this Manual of Orders and Operations in place before ratification of the amendment.
- XIII.3.2 Amendments to the By-Laws shall be prospective in application except where the amendment itself provides for retroactive application of the amendment.
- XIII.4 Section 4: Publication
- XIII.4.1 Upon ratification of any amendment to the By-Laws by qualified members of the Corporation, the Board of Directors shall make available printings within 30 days.
- XIII.4.2 In the interim between printings of the By-Laws, any amendments shall be made available as supplements to the current By-Laws.
- XIII.5 Section 5: Conformance with Articles of Incorporation
- XIII.5.1 No proposed amendment to the By-Laws may be in contravention of the Articles of Incorporation of the Corporation.
- XIV CHAPTER FOURTEEN: AMENDMENTS OF THIS MANUAL OF ORDERS AND OPERATIONS
- XIV.1 Section 1: Written Requirement
- XIV.1.1 A proposed amendment to this Manual of Orders and Operations must be submitted in writing by any Director at a lawfully convened meeting of the Board of Directors.
- XIV.1.2 If the proposed amendment will supersede, repeal, or amend an existing provision of this Manual of Orders and Operations, the written proposal shall identify the existing provision that would be superseded, repealed or amended.
- XIV.1.3 If the proposed amendment would create a new provision herein, the written proposal shall contain the proposed CHAPTER, Section, and Sub-section number of the Manual of Orders and Operations under which the amendment would be enacted.
- XIV.2 Section 2: Prohibited Amendments

- XIV.2.1 No proposed amendment to this Manual of Orders and Operations may be in contravention of the By-Laws and Articles of Incorporation of the Corporation.
- XIV.2.2 The threshold question upon consideration of any amendment to this Manual of Orders and Operations should be whether or not the amendment is in conformance with the By-Laws and Articles of Incorporation.
- XIV.3 Section 3: Consideration of Proposed Amendment
 - XIV.3.1 Upon seconding of a proposed amendment to this Manual of Orders and Operations, the Board of Directors will debate the proposed amendment. At the close of debate the Board of Directors will vote by roll call on the question of whether or not to approve the proposed amendment to the Manual of Orders and Operations.
 - XIV.3.2 Amendments to the Manual of Orders and Operations are approved by a three-quarters (3/4) vote of Directors at a lawfully convened meeting of the Board of Directors.
- XV CHAPTER FIFTEEN: RESERVED POWERS OF THE BOARD
 - XV.1 Section 1: Supremacy of the Board
 - XV.1.1 Any business not covered by the By-Laws of the Corporation and this Manual of Orders and Operations shall be left to the sound discretion of the Board of Directors.

THIS EDITION OF THE MANUAL OF ORDERS AND OPERATIONS INCLUDES REVISIONS ADOPTED BY THE IMPERIAL COURT OF KENTUCKY, BOARD OF DIRECTORS ON NOVEMBER 19, 2023

APPENDIX "A"

CONFLICT OF INTEREST BOARD OF DIRECTORS/MONARCHS IMPERIAL COURT OF KENTUCKY

Name of Director: _____

Board Position: _____

Instructions:

1. Who completes this template: Each person elected or appointed to the Board of Directors or Monarch must complete this form.
2. How this template is completed:
 - A. List alphabetically any activity outside of the Imperial Court of Kentucky that could be considered a conflict of interest for your position. This may include:
 - a. Places of Employment.
 - b. If you are a member of a charitable organization in which the Imperial Court of Kentucky donates monies.
 - c. Any other position/job/obligation that could potentially create a conflict of interest for your position.

Additional pages may be used as necessary.

Note: By adding to this form, you agree that in matters of the ICK Board of Directors coming to a vote on an issue involving understated organizations, you shall waive your voting rights in the instance.

| Name of Organization / Establishment | Position |
|--------------------------------------|----------|
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |

(Signature of Director)

(Date)

(Signature of President of the Board of Directors)

(Date)

APPENDIX “B”

Accounting Controls and Best Practices Imperial Court of Kentucky, Inc

***All checks should be made out to, “The Imperial Court of Kentucky, Inc.”

I. Money Handling Procedures

- A. The Board of Directors should designate two cash handlers for each event.
- B. The Treasurer of the Board will deliver a Cash Bank in a locked box along with an “Event Cash Out Sheet” to the designated member of the Board responsible for receiving the Cash Bank from the Treasurer and for returning the Cash Bank to the Treasurer.
 1. Upon receiving this Cash Bank, the Director(s) responsible for cash handling should verify the amount of the Cash Bank by counting and signing to verify the initial amount of the Cash Bank at the time it is transferred to their care. It is the responsibility of the Director (usually the Treasurer) to ensure this is signed; otherwise, without a signature at pass-off the Treasurer still assumes responsibility for the funds.
 2. During an event, the two designated Directors will be responsible for collecting any and all funds raised during the event for counting and verification following the event. This includes, but is not limited to, collecting cover charges (donations) at the door of the event, tips received during the event, and any other monies raised from event activities during the event, and completing the “Event Cash Out Sheet”.
 3. Each of the two designated Directors will count the proceeds raised separately, but in witness of one another, to verify they each agree upon the amount raised. They will then write the results of their count on the Event Cash Out Sheet (attached) and sign this sheet to verify they have each reached the same dollar amount raised. (Only proceeds on hand should be added to the Event Cash Out Sheet. Pledges, anticipated donations, or donations not yet received should not be placed on the Event Cash Out Sheet.)
 - i. All bills should be straightened, organized and faced in the same direction. One-dollar bills should be counted into stacks of 25 and packaged this way for ease of verifying the overall count later (and for consistency).
 - ii. The designated Directors will list funds raised by categories for book-keeping and tracking purposes. The following are examples of common categories utilized by The Imperial Court of Kentucky; however, this is not an exhaustive list and other categories may be needed from time to time: Donations, Door, Tips, Raffles, Auction, and Memberships Dues.
 4. One of the designated Directors accepts the responsibility of returning the Cash Bank and proceeds raised to the Treasurer. Remember, time is of the essence as the Treasurer has only 48 hours to get the funds deposited. Every effort should be made to get the funds to the Treasurer the day of the event or at the latest, by the next day. The designated Director accepting responsibility for returning the funds raised and cash bank shall sign the Chain of Custody section of the “Event Cash Out

Sheet”, accepting responsibility for the funds until they are returned to the Treasurer or deposited into the Bank of the Bluegrass.

5. For ease of financial review, the Treasurer should make event deposits separate from one another, as well as membership deposits (membership deposits may be combined). For clarity, there should be a deposit slip to match the event cash out sheet total for every event. (Remember, this does not include membership dues.)
6. Designated money handlers at an event should escort one another to place the event funds in a secure location.

II. Financial Review Committee

- A. Each year the Board of Directors should establish a Financial Review Committee to review the books for the current Reign.
- B. This should be a committee of three people comprised of:
 1. A Member of the Board of Directors (not a check signer and not the Treasurer).
 2. A Member of the College of Monarchs (that does not hold a seat on the Board of Directors).
 3. A General Member of the Imperial Court of Kentucky that does not hold a seat on either governing body.
- C. This committee should review the books carefully and thoroughly by performing checks on such things as, but not limited to, verification of deposits, verification of monies paid out, verification of membership records, etc.
- D. This committee should convene twice annually to verify ICK bookkeeping records.
- E. At the end of a “Reign” this committee should meet prior to the transition meeting.

By signing below, I agree to these cash handling procedures and controls:

_____, Member of the Board of Directors (Print Name)

_____, Member of the Board of Directors (Sign Name)

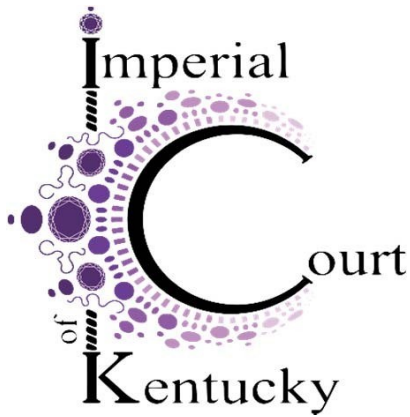
_____, Date

Accepted by:

_____, President of the Board of Directors (Print Name)

_____, President of the Board of Directors (Sign Name)

_____, Date



Event Cash Out Sheet

Event: _____

Location: _____

Date: _____

Cover: _____

Beginning Cash Bank: _____

Verified by: _____

| | Door | Tips | Donations | Misc 1 | Misc 2 | Misc 3 | Misc 4 | TOTAL |
|------------|------|------|-----------|--------|--------|--------|--------|-------|
| 100's | | | | | | | | |
| \$50's | | | | | | | | |
| \$20's | | | | | | | | |
| \$10's | | | | | | | | |
| \$5's | | | | | | | | |
| \$1's | | | | | | | | |
| Coins | | | | | | | | |
| Checks | | | | | | | | |
| Other: | | | | | | | | |
| Sub-Total | | | | | | | | |
| Minus Bank | | | | | | | | |
| Total | | | | | | | | |

Notes by Counters:

Counter 1: PRINT

SIGN

Counter 2: PRINT

SIGN

APPENDIX “C”

THE IMPERIAL COURT OF KENTUCKY

P.O. Box 265
Lexington, KY 40588

EVENT SPACE AGREEMENT

The Imperial Court of Kentucky, Inc. is a 501(c)3 nonprofit organization with a special outreach to the LGBTQ+ Community of Kentucky. Founded in 1982 and based on the savants of manner of English royalty, the Imperial Court of Kentucky is a charter member of the International Court System with over 70 other courts across North America. The Court provides a social outlet and recognition to the LGBTQ+ Community and its supporters through various events, all while raising funds for local charitable causes. The Imperial Court of Kentucky enters into this Agreement with the Venue as outlined below:

Venue: _____

Address: _____

Venue Contact: _____

Venue Contact Phone: _____

Venue Contact Email: _____

Event Date: _____

Event Name: _____

Event Description: _____

Venue Needs: _____

Set-Up Time: _____ Event Start Time: _____ Approx. End Time: _____

Amount of Door Donation: \$ _____

Hours Door Donation will be Collected: _____

Event Host: **The Imperial Court of Kentucky**

Host Primary Contact: _____

Primary Contact Phone: _____

Primary Contact Email: _____

USE OF VENUE:

1. The Imperial Court of Kentucky shall have access and temporary use of the venue for the purpose of hosting a fundraiser at the date and time as outlined above.
2. The Owner of the venue agrees to allow the Imperial Court of Kentucky to use the venue free of charge.
3. The Imperial Court of Kentucky agrees to accept the venue space in its "AS-IS" Condition and make an effort to leave the venue space in the same condition at the end of the event.
4. The Imperial Court of Kentucky will provide a member of the Board of Directors at the door of the venue for the purpose of collecting a door donation in the amount listed on Page 1 of this Agreement and during the time frame outlined on Page 1 of this Agreement (when applicable).
5. The Imperial Court of Kentucky will retain all proceeds as outlined in this Agreement.

AUTHORIZATION:

Both parties whose signatures appear below hereby warrant that they are fully authorized and entitled to enter into this agreement, and do so agree on the dates written below by affixing their signatures below:

Imperial Court of Kentucky Authorized Representatives Signature

Date

Venue Authorized Representatives Signature

Date

APPENDIX “D”

IMPERIAL COURT OF KENTUCKY, INC.

BOARD OF DIRECTORS APPLICATION PACKET RULES & REGULATIONS / APPLICATION

Overview

As the Board of Directors of the Imperial Court of Kentucky is a relatively small group (7 elected members and the Reigning Monarchs), election to the Board of Directors carries with it significant responsibilities. First, the Board of Directors is a working board and members are expected to attend meetings with regularity. The Officers of the Corporation are elected from the Board. Frequently, Directors are asked to chair committees and assume responsibility for fundraising events. Directors are expected to support the fundraising efforts of the Corporation by promoting and attending events. In addition, the Board of Directors is charged with the responsibility of collecting and handling monies at all events.

While traditionally the Reigning Monarchs assume the leadership roles in the Corporation's fundraising, the final responsibility rests with the Board of Directors; therefore, the Board of Directors must work collectively to ensure that the Corporation serves those in the community who need the assistance. Individuals seeking election to the Board of Directors must be prepared, if elected, to come to the table with a strong commitment to work together in a friendly, supportive manner for the good of our community.

1. Individuals who are interested in applying for a position on the Board of Directors shall meet the following qualifications:
 - a. The Individual must have been a tenured member of the Imperial Court of Kentucky for at least six (6) months prior to the date of the Annual Election.
 - b. The Individual must have reached their twenty-first (21st) birthday on or before the date of the Annual Election.
 - c. The Individual must reside within the Commonwealth of Kentucky.
2. Qualified members who wish to have their name placed on the ballot as a candidate for a position on the Board of Directors must complete and submit to any member of the Election Oversight Committee (EOC) the written application on or before the Application Deadline established (date certain to be established by the EOC each year).
3. It is the policy of the Imperial Court of Kentucky, that an individual seeking leadership positions with the Imperial Court of Kentucky, including the Board of Directors, Monarch, and any active College members, may not be listed on the National Sex Offender Registry. It is the responsibility of the applicant to obtain a copy of their COURTNET Criminal History Record from the Kentucky Administrative Office of the Courts at the following address:

Records Unit
100 Millcreek Park
Frankfort, KY 40601
(502) 573-1682

<http://courts.ky.gov/aoc/criminalrecordreports/Pages/default.aspx>

A copy of this Criminal History Record dated within 30 calendar days of the Application Deadline must be submitted along with the Application for Board of Directors (date certain to be established by the EOC each year). This requirement may be waived for an individual whom has served on the Board of Directors within 36 months of the date applications are due pursuant to the submission of a "No Criminal History Affidavit". A copy of this document must be obtained from any member of the Election Oversight Committee

4. Applicants for the Board of Directors may not conduct any sort of campaigning prior to notification by the Chairperson of the EOC that their application has been approved or before the Campaign Launch Date (date certain to be established by the EOC each year). **No form of public campaigning may begin before the Campaign Launch Date!**
5. Applicants, together with the submission of their written application, shall submit a typed or neatly written biography of no more than seventy-five (75) words to be distributed by the Court to the membership. The EOC reserves the right to edit the biography.
6. No candidate for Board of Directors may undertake any mailing on behalf of his or her individual candidacy to the membership of the Court.
7. The Election Oversight Committee must approve prior to its distribution any campaign material to be utilized by candidates for the Board of Directors. Approval, rejection or suggested modifications to any proposed campaign materials will be relayed to the applicant by the Chairperson of the EOC.
8. Candidates for the Board of Directors may not campaign jointly with any other candidates for the Board of Directors, nor with candidates for Monarch, but shall campaign individually and shall not endorse in any manner whatsoever other candidates for the Board of Directors nor candidates for Monarch.
9. All campaigning shall be conducted in a positive manner. Negative campaigning, either by a candidate or on their behalf, is forbidden.
10. Campaigning during the event in which the Annual Elections will be conducted is forbidden.
11. The order of the ballot for the election of Board of Directors shall be alphabetical according to the legal last names of the candidates, with any pseudonyms following the legal name in parentheses.
12. Contact information for members of the Election Oversight Committee will be provided to each potential candidate.

IMPERIAL COURT OF KENTUCKY, INC.
APPLICATION FOR BOARD OF DIRECTORS

LEGAL NAME: _____

PSEUDONYM (If Applicable): _____

CURRENT MAILING ADDRESS: _____

HAVE YOU BEEN A MEMBER OF ICK FOR AT LEAST 6 MONTHS? _____

HAS MEMBERSHIP LAPSED IN THE LAST 6 MONTHS? _____

DATE OF BIRTH (Month/Date/Year): _____

VALID PHONE NUMBER: _____

VALID EMAIL ADDRESS: _____

FOR OFFICIAL COMMITTEE USE ONLY

APPLICATION RECEIVED BY: _____

MEMBERSHIP VERIFIED BY: _____

DATE OF BIRTH VERIFIED BY: _____

CURRENT ADDRESS VERIFIED BY: _____

CRIMINAL HISTORY RECORD VERIFIED BY: _____

ACTION TAKEN ON APPLICATION: _____ **APPROVED** _____ **DISAPPROVED**

REASON(S) FOR DISAPPROVAL IF ANY: _____

SIGNATURE OF EOC CHAIRPERSON: _____

REQUEST FOR BIOGRAPHY FROM APPLICANT

Please write a brief biography of no more than seventy-five (75) words to be distributed by the Court to the membership and submit with your application. The following questions may be addressed in your Biography:

1. Explain your history with the Imperial Court of Kentucky. What experiences do you have? What titles have you held? What events have you worked or been involved with?
2. Have you served on the Board of Directors previously?
3. What other organizations are you involved with in the LGBTQ+ community? Do you actively participate in other organizations events? Have you served on boards of other organizations?

APPENDIX “E”

IMPERIAL COURT OF KENTUCKY, INC.

BOARD OF DIRECTORS RULES & REGULATIONS / APPLICATION TO FILL A VACANCY

Overview

As the Board of Directors of the Imperial Court of Kentucky is a relatively small group (7 elected Directors and the Reigning Monarchs), election to the Board carries with it significant responsibilities. First, the Board of Directors is a working board and Directors are expected to attend meetings with regularity. The Officers of the Corporation are elected from the Board. Frequently, Directors are asked to chair committees and assume responsibility for fundraising events. Directors are expected to support the fundraising efforts of the Corporation by promoting and attending events. In addition, the Board of Directors is charged with the responsibility of collecting and handling monies at all events.

While traditionally the Reigning Monarchs assume the leadership roles in the Corporation's fundraising, the final responsibility rests with the Board of Directors; therefore, the Board of Directors must work collectively to ensure that the corporation serves those in the community who need the assistance. Individuals seeking election to the Board of Directors must be prepared, if elected, to come to the table with a strong commitment to work together in a friendly, supportive manner for the good of our community.

1. Individuals who are interested in volunteering to fill a vacancy on the Board of Directors shall meet the following qualifications:
 - a. The Individual must have been a tenured member of the Imperial Court of Kentucky for at least six (6) months prior to the date that the vacancy is to be filled on the Board of Directors.
 - b. The Individual must have reached their twenty-first (21st) birthday on or before the date that the vacancy is to be filled on the Board of Directors.
 - c. The Individual must reside within the Commonwealth of Kentucky.
2. It is the policy of the Imperial Court of Kentucky, that an individual seeking leadership positions with the Imperial Court of Kentucky, including the Board of Directors, Monarch, and any active College members, may not be listed on the National Sex Offender Registry. It is the responsibility of the applicant to obtain a copy of their COURTNET Criminal History Record from the Kentucky Administrative Office of the Courts at the following address:

Records Unit
100 Millcreek Park
Frankfort, KY 40601
(502) 573-1682
<http://courts.ky.gov/aoc/criminalrecordreports/Pages/default.aspx>

A copy of this Criminal History Record dated within 30 calendar days from the date the vacancy is to be filled must be submitted along with the Application for Board of Directors. This requirement may be waived for an individual whom has served on the Board of

Directors within 36 months of the date applications are due pursuant to the submission of a "No Criminal History Affidavit". A copy of this document must be obtained from the President of the Board of Directors.

3. Applicants, together with the submission of their written application, shall submit a typed or neatly written biography of no more than seventy-five (75) words.
4. Applicants who wish to volunteer to fill a vacancy on the Board of Directors must submit a completed Application, Biography, and Criminal History Record (or No Criminal History Affidavit) to the President of the Board of Directors at least 24 hours prior to the Board Meeting (virtual or in-person meeting) where the vacancy is scheduled to be filled.

IMPERIAL COURT OF KENTUCKY, INC.

APPLICATION FOR BOARD OF DIRECTORS

LEGAL NAME: _____

PSEUDONYM (If Applicable): _____

CURRENT MAILING ADDRESS: _____

HAVE YOU BEEN A MEMBER OF ICK FOR AT LEAST 6 MONTHS? _____

HAS MEMBERSHIP LAPSED IN THE LAST 6 MONTHS? _____

DATE OF BIRTH (Month/Date/Year): _____

VALID PHONE NUMBER: _____

VALID EMAIL ADDRESS: _____

FOR OFFICIAL BOARD USE ONLY

APPLICATION RECEIVED BY: _____

MEMBERSHIP VERIFIED BY: _____

DATE OF BIRTH VERIFIED BY: _____

CURRENT ADDRESS VERIFIED BY: _____

CRIMINAL HISTORY RECORD VERIFIED BY: _____

SIGNATURE OF BOARD PRESIDENT : _____

REQUEST FOR BIOGRAPHY FROM APPLICANT

Please write a brief a brief biography of no more than seventy-five (75) words to be distributed by the Court to the membership and submit with your application. The following questions may be addressed in your Biography:

1. Explain your history with the Imperial Court of Kentucky. What experiences do you have? What titles have you held? What events have you worked or been involved with?
2. Have you served on the Board of Directors previously?
3. What other organizations are you involved with in the LGBTQ+ community? Do you actively participate in other organizations events? Have you served on boards of other organizations?

APPENDIX “F”

IMPERIAL COURT OF KENTUCKY, INC.

MONARCH APPLICATION PACKET RULES & REGULATIONS / APPLICATION

1. The Election Oversight Committee (EOC) shall oversee all aspects of the annual elections.
2. Individuals who are interested in applying for a position as Monarch of the Imperial Court of Kentucky shall meet the following qualifications:
 - a. Must be a tenured member of the corporation at least one (1) year prior to the date of the Annual Election.
 - b. The Individual must have reached their twenty-first (21st) birthday on or before the date of the Annual Election.
 - c. Must have been a resident of the Empire for at least one year prior to the date of the Annual Election.
 - d. Must have proof of a legal residency that lies within the Empire Proper (a radius of 50 miles from the center of Lexington, which shall be calculated from the intersection of Limestone / Main) by the date of the transitional meeting.
 - e. Must not be listed on the National Sex Offender Registry (See Paragraph No. 3 below).
 - f. Must have participated in four (4) fundraisers in the twelve (12) months prior to the date the application is made available.
 - g. Must submit a completed application form and non-refundable application fee of sixty dollars (\$60.00) in the form of certified check, money order, cash, or personal check payable to “Imperial Court of Kentucky, Inc.” to any member of the EOC prior to the deadline.
 - h. Must submit a fully completed Monarch Candidacy Acknowledgment and Agreement (See Form on Page No. 5 of this Document).
3. It is the policy of the Imperial Court of Kentucky, that any individual seeking leadership positions with the Imperial Court of Kentucky, including the Board of Directors, Monarch, and any active College members, may not be listed on the National Sex Offender Registry. It is the responsibility of the applicant to obtain a copy of their COURTNET Criminal History Record from the Kentucky Administrative Office of the Courts at the following address:

Records Unit
100 Millcreek Park
Frankfort, KY 40601
(502) 573-1682
<http://courts.ky.gov/aoc/criminalrecordreports/Pages/default.aspx>

A copy of this Criminal History Record dated within 30 calendar days of the Application Deadline must be submitted along with the Application for Monarch. This requirement may be waived for an individual whom has served on the Board of Directors within 36 months of the date applications are due pursuant to the submission of a “No Criminal History Affidavit”. A copy of this document must be obtained from any member of the Election Oversight Committee.

4. Applications for Monarch shall be reviewed, verified, approved or disapproved by the EOC. Applicants shall be notified by the Chairperson of the EOC of the action taken by the committee

subsequent to review and verification of the contents of the application. In instances where an application is not approved, said application is automatically referred to the Board of Directors for review.

5. Applicants for Monarch shall submit to a written examination created and administered by the EOC. The subject of the examination is limited to the history of the Imperial Court of Kentucky, history of the International Court System, the By-Laws of the Imperial Court of Kentucky, the Manual of Order & Operations of the Imperial Court of Kentucky, and the Manual of Protocol of the Imperial Court of Kentucky.
6. Applicants for Monarch shall submit to an oral interview immediately following completion of the written examination. Applicants may be asked any reasonable question during oral interview.
7. The written examination and oral interview shall take place on the date, time and location established by the EOC each year. Applicants who wish to reschedule the written examination and oral interview must contact the Chairperson of the Election Oversight Committee at least two (2) weeks in advance of the scheduled exam.
8. Upon completion of the written examination and oral interview, representatives shall deliberate on the question of approving or disapproving an individual candidacy. Each representative shall consider factors such as the applicant's performance on the written exam, performance during the oral interview, and other factors deemed appropriate by the individual representatives. Approval of candidacy is contingent upon the applicant receiving a simple majority of affirmative votes of representatives present. Applicants will be informed of the decision of the representatives at the conclusion of deliberation.
9. Candidates approved by the EOC, may launch their public campaign for Monarch on the Campaign Launch Date established by the EOC each year.
No form of public campaigning may begin before the Campaign Launch Date!

NOTE: Discussing potential candidate fundraisers with owners of businesses and other establishments, and with individuals closely associated with the execution of candidate fundraiser(s) does not constitute public campaigning. However, if a candidate has any question in his/her mind as to what does and does not constitute public campaigning, the candidate should seek the opinion of the EOC prior to undertaking any questionable activity.

10. Subsequent to the launch of a campaign, candidates are encouraged to campaign vigorously using signs, posters, flyers, and other means of campaigning. Candidates must first obtain the permission of owners/managers of any establishment before campaigning within said establishment or before distributing/displaying any campaign materials within said establishment.
11. Candidates are responsible for the actions of agents of their campaign. Where agents of the campaign are found to be in violation of these Rules and Regulations, the EOC may hold the individual candidate responsible for any such violations, or it may require the candidate to instruct the agents to cease and desist the committing of violations before further action is taken by the EOC against the individual candidate.
12. All campaigning shall be conducted in a positive manner. Negative campaigning, either by candidates or on their behalf, is strictly forbidden.
13. Candidates shall be required to execute at least one (1) fundraiser within the timeframe established by the EOC each year. Candidates may execute more than one (1) fundraiser, except that the EOC reserves the right to limit the overall number of fundraisers so long as such limitation is applied to all candidates.

14. Prior to advertising any candidate fundraiser, the candidate must receive the approval of the concept, time, date, location and budget of the event and any event promotional materials. Any budget, which contemplates reimbursement to the candidate of expenses from the net proceeds of the event, shall automatically be referred by the EOC to the Board of Directors for consideration. Candidates shall submit the fundraising proposal as hereinabove required to the EOC subsequent to candidacy approval and prior to the public promotion of any such event. Approval, rejection or suggested modifications to the proposed fundraiser will be relayed to the applicant by the Chairperson of the EOC. Net proceeds of candidate fundraisers shall be donated to the general fund of the Imperial Court of Kentucky and advertising promoting such event shall state:

“NET PROCEEDS TO BENEFIT THE CHARITIES OF THE IMPERIAL COURT OF KENTUCKY”.

15. Candidates for Monarch shall be provided access to the membership list and the listing of eligible voters, and/or labels for mailings to eligible members in support of their campaigns.
16. Candidates for Monarch shall execute a Candidate Entrance at the Annual Election. The entrance is limited to seven (7) minutes.
17. Candidates for Monarch may not campaign jointly, but shall campaign individually and shall not endorse in any manner any other candidate for Monarch, nor any candidate for the Board of Directors.
18. The term of the Monarch-Elect position (Imperial Crown Prince, Imperial Crown Princess, or Imperial Crown Princet) is approximately 3 months: from the annual election to the Crowning Ceremony at following Coronation.
19. The term of office of Monarch is approximately one year following the Coronation at which the individual is crowned.
20. All grievances are initially filed with the EOC. Grievances must be submitted in writing and state clearly the grounds for the grievance and the requested action taken on the grievance. The EOC will respond within forty-eight (48) hours to any grievance filed by a candidate.
21. Any candidate may appeal any decision of the EOC to the full Board of Directors by notifying the current President of the Board of Directors, in writing of the intent to appeal. The Board may affirm, remand with instructions, or reverse any decision of the EOC.
22. If the EOC determines that a candidate has violated the rules of candidacy, the EOC shall automatically refer the violation to the full Board of Directors, with or without recommendation. Upon such referral, the Board may take any action it deems fit including the cancellation of a campaign and withdrawal of a candidate's name from the ballot upon a finding that a violation of rule(s) has occurred.
23. The order of the ballot shall be determined by random drawing at the conclusion of oral interview. The legal name of the candidate shall first appear, with any pseudonym following in parenthesis.
24. The members of the Election Oversight Committee with contact information will be provided to each potential applicant as an attachment to this Monarch Application Packet along with the Election Timeline for the current year.

25. For the purposes of the next Annual Elections, qualified members who may cast a vote in said elections shall have obtained membership on or before August 31 of the year prior to the next Annual Election, and must have maintained active standing to avoid loss of tenure and loss of voting privileges.
26. Candidates for Monarch who run without opposition must receive an affirmative vote of at least fifty-one (51) percent to assume office.
27. These Rules and Regulations are derived from the Manual of Orders and Operations of the Board of Directors and are supplemented by order of the EOC to implement certain provisions. These Rules and Regulations and the provisions of the Manual of Orders and Operations of the Board of Directors shall control all aspects of the election. Candidates who do not understand any aspect of the Rules and Regulations should seek clarification from the EOC.

IMPERIAL COURT OF KENTUCKY

MONARCH CANDIDACY ACKNOWLEDGMENT AND AGREEMENT

I, _____, candidate for the position of _____ of Kentucky, do hereby acknowledge and agree to the following:

- a. I have read and understand the Rules and Regulations of Candidacy, and I agree to abide by same;
- b. I have read and understand the By-Laws and the Manual of Orders and Operations of the Imperial Court of Kentucky, and I agree to abide by same;
- c. I understand and I agree that I am solely responsible for the actions of agents of my campaign and that it is my duty to ensure that any agent or other representative of my campaign understands and abides by the Rules and Regulations of Candidacy, the By-Laws, and the Manual of Orders and Operations of the Imperial Court of Kentucky;
- d. I understand and I agree that if I am not certain whether or not a particular activity or undertaking on behalf of my campaign is prohibited or otherwise disallowed, that I will first consult the Election Oversight Committee before any questionable activity is undertaken, and that failure to do so could result in the finding of a campaign rules violation;
- e. I understand and I agree that should it be found that I, or my campaign, is in violation of the Rules and Regulations of Candidacy, of the By-Laws, and/or of the Manual of Orders and Operations of the Imperial Court of Kentucky, the Election Oversight Committee and the Board of Directors may take action against me and/or my campaign, including withdrawal of my name from the ballot and cancellation of my campaign.

WITNESS MY HAND this _____ of _____, 20_____.

PRINTED LEGAL NAME

LEGAL SIGNATURE

IMPERIAL COURT OF KENTUCKY, INC.

APPLICATION FOR MONARCH

POSITION SOUGHT (Select One): _____ HEAD OF THE PATRIARCHAL LINE OF DESCENT

_____ HEAD OF THE MATRIARCHAL LINE OF DESCENT

TITLE SOUGHT (EMPEROR, EMPRESS, OR EMPREX) _____

LEGAL NAME: _____

PSEUDONYM (If Applicable): _____

CURRENT MAILING ADDRESS: _____

HAVE YOU BEEN A MEMBER OF ICK FOR AT LEAST 12 MONTHS? _____

HAS MEMBERSHIP LAPSED IN THE LAST 12 MONTHS? _____

DATE OF BIRTH (Month/Date/Year): _____

VALID PHONE NUMBER: _____

VALID EMAIL ADDRESS: _____

NO APPLICATION ACCEPTED WITHOUT \$60.00 APPLICATION FEE
FOR OFFICIAL COMMITTEE USE ONLY

APPLICATION RECEIVED BY: _____

MEMBERSHIP VERIFIED BY: _____

DATE OF BIRTH VERIFIED BY: _____

CURRENT ADDRESS VERIFIED BY: _____

CRIMINAL HISTORY RECORD VERIFIED BY: _____

MONARCH CANDIDACY AGREEMENT VERIFIED BY: _____

ACTION TAKEN ON APPLICATION: _____ APPROVED _____ DISAPPROVED

REASON(S) FOR DISAPPROVAL IF ANY: _____

SIGNATURE OF EOC CHAIRPERSON: _____

REQUEST FOR STATEMENT FROM APPLICANT

Please write a brief statement addressing the following questions and attach with your application:

1. Explain your history with the Imperial Court of Kentucky. What experiences do you have? What titles have you held? What events have you worked or been involved with?
2. What experience do you have fundraising? Have you held your own fundraiser? If so, describe your experience with that event and the results.
3. What other organizations are you involved within the LGBTQ+ community? Do you actively participate in other organizations events? Have you any experience with pageants?
4. Have you visited other Empires within the Imperial Court System? If so, where and what was your experience?
5. Briefly explain your reasons for running for Monarch and what your goals would be for the organization.

APPENDIX G

Bailment Agreement Passing of The Imperial Court of Kentucky Regalia from the retiring Minister of Protocol to the "Keeper of the Crown Jewels"

I, _____, do hereby acknowledge the receipt and possession of the following items belonging to The Imperial Court of Kentucky:

State Crown

Glass Oil Anointer with tin case

Robe of the Empress in Air-Sealed Vacuum Bag (alternatively Robe of the Emprex)

Robe of the Emperor in Air-Sealed Vacuum Bag (alternatively Robe of the Emprex)

Gold and White Thrones

Risers/Kneelers with cushions

Imperial Crown Prince Pin (alternatively Imperial Crown Princet Pin)

Imperial Crown Princess Crown (alternatively Imperial Crown Princet Crown)

Purple and Gold Pillows

Gold Scepter with gold bag

Flags with flag poles

In addition, I do hereby acknowledge receipt and possession of all General Items and Hospitality Items contained in the Storage Unit belonging to The Imperial Court of Kentucky.

Minister of Protocol Printed Name:

Minister of Protocol Signature:

Date: _____

Keeper of the Crown Jewels Printed Name:

Keeper of the Crown Jewels Signature:

Date: _____

Witness Signature:

Date: _____

APPENDIX H

STORAGE UNIT INVENTORY LIST

STATE ITEMS

State Crown

Roll of Weather Stripping 1 roll

Glass Oil Anointer w/ tin case

Robe of the Empress in Air-Sealed Vacuum Bag (alternatively Robe of the Emprex)

Robe of the Emperor in Air-Sealed Vacuum Bag (alternatively Robe of the Emprex)

Gold and White Throne x2

Risers/Kneelers x2 w/ cushions x4

Imperial Crown Prince Pin (alternatively Imperial Crown Princet Pin)

Imperial Crown Princess Crown (alternatively Imperial Crown Princet Crown)

Large Purple and Gold Pillows x2 (in large FedEx Bag)

Gold Scepter w/ gold bag (in large FedEx Bag)

Flags x14 with various poles (USA, Canada, Mexico, Kentucky Seal, Bisexual, Bear, Rainbow, Leather, Hawaii Flag, Progressive Pride, Intersex, Ally, Non-Binary, African American)

Reign 40 PR Crown & PR Pin

GENERAL ITEMS

Box of unused Pageant Winner Crowns x2 (Reign 38 and Reign 39)

Tote of Records w/ Broken Lid

Tote of Records w/ Blue Folding Lid

50th Golden Jubilee Pillows x2

Large Wooden Locking Jewelry Box w/locks and keys

Large Styro Falsies Awards Sign x2

Gold Table Runners x 35

Yellow Social Distancing Fold Out Tent Signs x9

Large Gold Glitter Wooden Crown Cutouts x2

Tall Black Tip Baskets x2

Black Cloth Tote Bags x23

APPENDIX H

Mail Carrier Box

Mayoral Proclamation Plaques 2014, 2015

Blank Index Cards x100

HOSPITALITY ITEMS

Roaster Oven x2

Salad Tongs x2 sets

Can Opener x2

Spatulas x2

Plastic Beer Pitchers x3

White Plastic Blow-Up Cooler

Large Clear Plastic Ice Bucket

White Plastic Serving Bowls x3

Dinner Roll Serving Basket

Large Clear Plastic Totes x2

Cardboard Box containing: Metal Coffee Maker

Corkscrew x2

Giant Blue Ice Bucket x2

Blue Plastic Tote x2

Hot Plate, 2 Burners

Bar Liquor Mats x4

Toaster in Box

Barrel Beverage Dispenser in Box x2

1 Basket

1 gallon bag Assorted Sweetener

Salt & Pepper Shakers (6 each) x12

16oz cups x100

Chinet Plates Reg x75

Styrofoam To-Go Containers x210

Platter Plates x150

APPENDIX H

Aluminum Sheets (1 baggie full + 1 box)

Aluminum Foil Roll x1

Assorted Serving Ware x6

Plastic Forks x75

Plastic Spoons x75

Coffee Cups x30

Assorted Plates x275

Coffee Stirrers x100

Drink Stirrers x50

Drink Straws x50

Prop Cloths x3

Paper Bowls x100

Toothpicks 1 box

Plastic Shot Cups x275

Mid-Size Aluminum Pans x23

Deep Aluminum Pans x6

Medium Aluminum Pans x28

Small Aluminum Pans x22

Styrofoam Bowls x75

Trays x30

APPENDIX I

ICP Regalia Contract Imperial Court of Kentucky

For the purposes of this contract, the Imperial Crown Prince Pin (alternatively the Imperial Crown Princet Pin) and the Imperial Crown Princess Crown (alternatively the Imperial Crown Princet Crown), shall be referred to as the ICP Regalia. Upon signing below, the recipient of these symbols of the title bestowed shall designate the piece of Regalia received, when signing.

I accept possession of The Imperial Court of Kentucky ICP Regalia designated below, along with the duties and responsibilities of the related title. I further understand that the ICP Regalia received is- and will remain- the sole property of The Imperial Court of Kentucky.

I will not alter the ICP Regalia in any way while in my possession and accept the responsibility of returning it in the condition in which it was received by me at the signing of this contract.

I understand the ICP Regalia is to be returned to the Minister of Protocol of The Imperial Court of Kentucky within one week following my step-up as Monarch. I further understand if I were to vacate the position of Imperial Crown Prince/Princess/Princet, either by resignation or removal, I will return the ICP Regalia entrusted to me by this contract to the Minister of Protocol within 48 hours of the vacancy.

I promise to uphold the covenants of this contract and accept receipt of the

(Designate either Imperial Crown Prince/Princet Pin or Imperial Crown Princess/Princet Crown)

| | |
|----------------------------|--------------------------|
| Recipient Legal Name:_____ | Minister Name: _____ |
| Recipient Signature:_____ | Minister Signature:_____ |
| Recipient Pseudonym: _____ | Minister Date _____ |
| Recipient Date: _____ | Witness Signature:_____ |

APPENDIX I

Vow of Imperial Crown Prince/Princess/Princet

Do you vow to support The Imperial Court of Kentucky, its Monarchs, its membership and its community through good deeds, good will, and a diligent effort to prepare for your role to come while serving as Imperial Crown Prince/Princess/Princet?

APPENDIX J

List of Falsie Awards

Larry Stanley Leather Award

John David Elam Bear Award

Annie Cummins Bartending Award

Michael Thompson Community Service Award

Hunter Hayes Male Entertainer Award

Newcomer of the Year Award

Performer of the Year

ICK Service Award

Empress Award (alternatively Emprex Award)

Emperor Award (alternatively Emprex Award)

Imperial Court of Kentucky Falsie Awards Hall of Fame Inductee (at most, 1 per year)

Lifetime Achievement Award (requires College approval, see Manual of Protocol)

Henry Faulkner Community Service Award (voted on by ICK Membership at annual elections, nominees selected by Academy of Drag Arts & Sciences)

APPENDIX “K”

ICK Grievance Form

| |
|----------------------|
| Grievant Information |
|----------------------|

Name: _____

Date: _____

ICK Title: _____

ICK Membership status: Active_____ Inactive_____ Associate _____

Home Mailing Address: _____

| |
|--|
| Date, time and place of event occurred: |
| |
| Document a detailed account of alleged offense (include the names of persons accused, person's who witnessed and persons filing these are required): |
| |
| Please state policies, procedures, or guidelines from the governing documents that you feel have been violated: |
| |

We care about you! We apologize for any trouble you have experienced. The Imperial Court of Kentucky seeks to be a more inclusive entity through the creation of more equitable channels of communication. We hope this form allows the empire an acceptable way of filing complaints and grievances. Forms shall be submitted to the board of directors for review and consideration. If the grievance involves an issue pertaining to titles or protocol the Board will call a joint meeting with the College of Monarchs to plan a course of action. Please be patient and report any further problems promptly.

The grievant should retain a copy of this form for his/her records. The signature below indicates that you are a filing a grievance, and any information on this form is truthful.

Signature

Date

Received by

Date