

# MANUAL OF PROTOCOL



MANUAL OF PROTOCOL  
AND ORDER OF OPERATIONS  
OF THE COLLEGE OF MONARCHS

I ARTICLE ONE: COLLEGE OFFICERS

I.1 Section One: Election of College Officers

I.1.1 The College of Monarchs shall meet jointly with the Board of Directors at the Transition Meeting (Date and Time to be established by the outgoing President of the Board and the Minister of Protocol prior to each Coronation). At this joint meeting, the College of Monarchs will elect the presiding officers of the College of Monarchs – the Minister of Protocol, the Secretary of the College of Monarchs, and the Coronation Coordinator.

I.1.2 The Minister of Protocol shall be selected from and by active members of the College of Monarchs and is elected by simple majority vote.

I.1.3 Election of the Minister of Protocol shall be conducted by secret ballot.

I.1.4 Once the Minister of Protocol has been elected, the newly elected Minister of Protocol shall conduct the election of the Secretary of the College and the Coronation Coordinator.

I.1.5 Election of remaining officers shall be conducted by secret ballot with the Minister of Protocol tabulating and announcing the results of the election.

I.2 Section Two: Term of Office and Succession

I.2.1 The term of office of the officers of the College of Monarchs shall be from the date of their election to the date of the election of their successors.

I.2.2 Officers of the College of Monarchs may succeed themselves in office.

I.3 Section Three: Rights and Duties of the Minister of Protocol

I.3.1 The Minister of Protocol shall preside over the meetings of the College of Monarchs. The Minister of Protocol shall have no vote except in the case of a tie, or as otherwise provided in this Manual of Protocol.

I.3.2 The Minister of Protocol shall have the right to call special meetings of the College of Monarchs pursuant to the By-Laws of the corporation.

I.3.3 The Minister of Protocol shall keep a written record of the Lines of Descent and of all other titles bestowed by the Reigning Monarchs for the current reign to be used for matters of Protocol. The Reigning Monarchs must provide this written record to the Minister of Protocol at least 7 calendar days prior to the annual Investitures and shall update this record as necessary throughout the Reign.

I.3.4 The Minister of Protocol shall have the right to interpret and apply the Manual of Protocol at the Minister of Protocol's sole discretion at the functions of the Imperial Court of Kentucky.

- I.3.5 Prior to Coronation, the Minister of Protocol shall submit a listing of all certified perpetual titles of the Court for review and approval by the College of Monarchs, with said list to be utilized by the Minister of Protocol at the Coronation Ball as titles ratified for perpetual recognition by the College of Monarchs.
- I.3.6 The Minister of Protocol shall have the right to refuse and disallow recognition of any title at any function of the Imperial Court of Kentucky for good cause, except that the Minister of Protocol shall recognize titles which have been certified as perpetual pursuant to ARTICLE I, Section 3.5 by the College and the Minister of Protocol shall recognize titles bestowed by the Reigning Monarchs, including the Lines of Descent of the Monarchs and any honorific titles bestowed by them.
- I.3.7 The Minister of Protocol shall oversee protocol at all State Functions of the Imperial Court of Kentucky. The Minister of Protocol shall work in conjunction with the Coronation Coordinator to script the annual Coronation Ball.
- I.3.8 The Minister of Protocol shall maintain and update the listing of all perpetual titles recognized by the Imperial Court of Kentucky.
- I.3.9 The Minister of Protocol shall maintain and update the listing of all Coronation dates and themes held by the Imperial Court of Kentucky.
- I.3.10 The Minister of Protocol shall oversee the implementation of the provisions contained herein.
- I.3.11 The Minister of Protocol shall be required to attend one non-state function per quarter, following our fiscal year of August – July, in addition to all state functions as specified in ARTICLE III, Section 7 of this Manual.
- I.4 Section Four: Removal from Office
- I.4.1 The Minister of Protocol may be removed from office for willful neglect of duty, behavior unbecoming their position, while acting in that official capacity, or for acting in any other manner deemed to be detrimental to the Imperial Court of Kentucky, and/or to the College of Monarchs.
- I.4.2 The Minister of Protocol shall be removed from office by three-quarters (3/4) vote of the College of Monarchs.
- I.4.3 Removal of the Minister of Protocol from office pursuant to the terms of this section shall not have the effect of removing the Minister of Protocol from their vested seat on the College of Monarchs.
- I.5 Section Five: Resignation of Minister of Protocol
- I.5.1 A letter of resignation shall be submitted to the President of the Board of Directors for resignation. Upon receipt the President shall notify the College of Monarchs to schedule a special meeting in no less than forty-eight (48) hours and no more than two (2) weeks for the purpose of the election of a new Minister of Protocol.
- I.5.2 Resignation of the position of Minister of Protocol does not affect any perpetual titles held by the individual.

I.6 Section Six: Rights and Duties of the Secretary of the College of Monarchs

- I.6.1 The Secretary shall transcribe the minutes of the meetings of the College of Monarchs and present them to the College of Monarchs in written form for approval at the following meeting. The Secretary and their successors shall maintain the record of minutes in perpetuity.
- I.6.2 The Secretary shall maintain the status of all College of Monarchs members. See Article II.3.3 and II.3.4 for what constitutes active versus inactive membership.
- I.6.3 The Secretary will record all recommendations from the College of Monarchs. The Secretary or the Minister of Protocol will present them at the next regularly scheduled Board of Directors meeting for approval. Recommendations made during joint meetings can be presented to the Board of Directors concurrently.
- I.6.4 The Secretary shall be authorized to preside over meetings of the College of Monarchs in the absence of the Minister of Protocol. Additionally, should the Minister of Protocol be unable to carry out the duties of office, the College of Monarchs hereby authorizes the Secretary to fulfill the duties of the Minister of Protocol, pro tem, until such time that the Minister of Protocol reassumes the duties of office (for a term of no longer than ninety (90) days), or their successor is nominated and elected by the College of Monarchs. In the event the Secretary should have to fulfill the duties of the Minister of Protocol, the Secretary shall appoint an interim Secretary.

I.7 Section Seven Removal from Office

- I.7.1 The Secretary may be removed from office under the same provisions in ARTICLE I, Section IV of this Manual.

I.8 Section Eight Resignation of Secretary

- I.8.1 For resignation, the Secretary shall submit a letter of resignation to the Minister of Protocol. Upon receipt, the Minister of Protocol will notify the College of Monarchs and schedule an election for a new Secretary at the next regularly scheduled College of Monarchs meeting.
- I.8.2 Removal from office or resignation from office of position of Secretary shall not have the effect of removing the individual from the individual's vested seat on the College of Monarchs nor does it affect any perpetual titles held by the individual.

I.9 Section Nine: Coronation Coordinator

- I.9.1 The Coronation Coordinator shall establish and coordinate work within all committees for the annual Coronation Ball (as outlined in Appendix A) and report updates to the College of Monarchs.
- I.9.2 The Coronation Coordinator, along with the Minister of Protocol, shall be designated as the venue contacts for the annual Coronation Ball. The Coronation Coordinator and/or Minister of Protocol shall communicate the decisions of the College of Monarchs with respect to the venue and the Coronation events to the venue's management or designee.
- I.9.3 The Coronation Coordinator shall distribute all correspondence (on behalf of the College of Monarchs) for the annual Coronation Ball. This includes (but is not limited to) the invitation and confirmation of

Monarchial and College of Monarchs commands, and Emcees, requests for guests to the Dais, and any other pertinent correspondence.

I.9.4 The Coronation Coordinator shall work in conjunction with the Minister of Protocol to script the annual Coronation Ball.

1.10 Section Ten Removal from office

I.10.1 The Coronation Coordinator may be removed from office under the same provisions in ARTICLE 1, Section 4 of this Manual.

1.11 Section Eleven Removal from office

I.11.1 For resignation, the Coronation Coordinator shall submit a letter of resignation to the Minister of Protocol. Upon receipt, the Minister of Protocol will notify the College of Monarchs and schedule an election for a new Coronation Coordinator at the next regularly scheduled College of Monarchs meeting.

I.11.2 Removal from office or resignation from office of position of Coronation Coordinator shall not have the effect of removing the individual from their vested seat on the College of Monarchs nor does it affect any perpetual titles held by the individual.

II ARTICLE TWO: COLLEGE OF MONARCHS MEMBERSHIP, TERM, MEETINGS & DUTIES

II.1 Section One: Initial Membership

II.1.1 The initial membership of the College of Monarchs shall be the initial members of the Board of Directors as set forth in the initial Articles of Incorporation of the Imperial Court of Kentucky.

II.2 Section Two: Membership by Invitation

II.2.1 The College of Monarchs may invite any Monarch to join the College of Monarchs once the Monarch title of the invitee is certified as perpetual.

II.2.2 A member of the College of Monarchs may invite any eligible invitee by motion. Upon seconding of the motion, an invitee is invited to join the College of Monarchs by simple majority vote of the College of Monarchs, said vote to be taken by secret ballot.

II.2.3 Any member of the College of Monarchs who served as a Reign partner to an eligible invitee may not vote on the question of inviting the eligible invitee to the College of Monarchs, though less than a quorum may consider this question.

II.2.4 Upon simple majority approval by the College of Monarchs on the question of invitation of an eligible invitee to the College of Monarchs, the invitee is automatically installed to the College of Monarchs with all rights and privileges of said membership immediately in tact.

II.2.5 Upon a simple majority vote of disapproval by the College of Monarchs on the question of invitation of an eligible invitee to the College of Monarchs, said individual will not be eligible for invitation to join the College of Monarchs for a period of one (1) year.

II.3 Section Three: Term of the College of Monarchs

II.3.1 The term of the College of Monarchs shall be perpetual.

II.3.2 Once installed to the College of Monarchs, membership to the College of Monarchs shall be perpetual so long as the College of Monarchs member retains recognition of the title or titles through which membership to the College of Monarchs is vested, and so long as the member retains membership to the Imperial Court of Kentucky.

II.3.3 Any College of Monarchs member who fails to renew their membership to the Imperial Court of Kentucky or who is otherwise a non-member or an associate member shall be placed on inactive status, which shall result in an automatic suspension of that member's College of Monarchs voting privileges. Voting privileges of an inactive member shall be reinstated upon attainment of three (3) months membership tenure as calculated according to the Manual of Orders and Operations.

II.3.4 Any College of Monarchs member who fails to attend three (3) consecutive College of Monarchs meetings shall be placed on inactive status, which shall result in an automatic suspension of that member's College of Monarchs voting privileges. A College of Monarchs member must attend two (2) consecutive meetings and comply with membership requirements as stated in ARTICLE II, Section 3.3 of this Manual to regain active status. Voting rights shall be restored upon attendance at a third consecutive meeting.

II.4 Section Four: Meetings of the College of Monarchs

II.4.1 The College of Monarchs shall meet at a time and place as it designates from time to time.

II.4.2 The College of Monarchs shall meet, at a minimum, each quarter per year in full session. They shall meet with the Board of Directors weekly in the month leading up to Coronation.

II.4.3 General Business of the College of Monarchs shall be approved by simple majority, unless otherwise prescribed in this Manual of Protocol.

II.4.4 This Protocol Manual and *Robert's Rules of Order* shall control the manner of meeting operation with this Protocol Manual superceding any contrary rules contained in *Robert's Rules of Order*.

II.4.5 The Minister of Protocol shall provide a notice to all current members of the College of Monarchs of any regular meetings of the College of Monarchs. Notices of a regular meeting must be provided no later than five (5) days prior to the next regular meeting of the College of Monarchs.

II.4.6 A notice shall be provided by the Minister of Protocol to all current members of the College of Monarchs prior to any special meeting. Notices of a special meeting must be provided no later than 48 hours prior to the special meeting.

II.5 Section Five: Duties of the College of Monarchs

- II.5.1 The College of Monarchs shall annually elect a Minister of Protocol, a Secretary of the College, and a Coronation Coordinator, from and by the College of Monarchs whose memberships are active.
- II.5.2 The College of Monarchs in conjunction with the Coronation Coordinator, shall oversee all aspects of planning and execution of the annual Coronation Ball including the satellite events.
- II.5.3 The College of Monarchs shall oversee the implementation of Customs of Manner of the Imperial Court of Kentucky.
- II.5.4 The College of Monarchs shall oversee the designation and recognition of all perpetual titles of the Imperial Court of Kentucky.
- II.5.5 College members should maintain active status as defined in ARTICLE II, Section 3 of this Manual and should be present at a minimum of one (1) Imperial Court of Kentucky event per quarter, and are encouraged to attend at a minimum of one (1) Board of Directors meeting every six (6) months.

II.6 Section Six: Regent Monarch Nominations by the College of Monarchs

- II.6.1 Where no candidate seeks the office of Monarch, the College of Monarchs reserves the right to nominate a Regent Monarch to fill the position. Upon approval by the Board of Directors this individual shall be appointed to fill the position.
- II.6.2 Should a vacancy of office of the elected Monarch occur, by abdication or removal; the College of Monarchs reserves the right to nominate a Regent Monarch to fill the vacated position. Upon approval by the Board of Directors, this individual shall be appointed to fill the vacant position.
- II.6.3 Should a vacancy of the position of Monarch occur as a result of a single Monarch being elected at the annual elections of the Corporation, the College of Monarchs reserves the right to nominate a Regent Monarch to fill the vacated position. Upon approval by the Board of Directors, this individual shall be appointed to fill the vacant position.
- II.6.4 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 deemed appropriate by the College of Monarchs and the Board of Directors.
- II.6.5 Nominees for Regent Monarch may be selected by the College of Monarchs from vested perpetual title holders that are fully recognized by the College of Monarchs (former perpetual title holders). The College of Monarchs shall give consideration to all qualified individuals that may express interest in fulfilling the role of Regent Monarch when selecting nominees. The nominees will be voted upon by secret ballot with the Minister of Protocol tabulating and announcing the results of the vote. If a nominee for Regent Monarch is established by the College of Monarchs, said nominees will be recommended to the Board of Directors and be appointed in accordance with the Manual of Orders & Operations.
- II.6.6 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.

- II.6.7 If the Board of Directors rejects the recommended Regent Monarch candidate from the College of Monarchs, a joint meeting will be scheduled within 14 days to resolve the issue.

### III ARTICLE THREE: DESIGNATION AND RECOGNITION OF PERPETUAL TITLES

#### III.1 Section One: Definition of Perpetual Titles

- III.1.1 A perpetual title is defined as a title accorded perpetual recognition by the Imperial Court of Kentucky.
- III.1.2 Persons holding certified perpetual titles shall have the right to recognition of those titles at any State Walk of the Imperial Court of Kentucky pursuant to the rules of protocol for any State Function.
- III.1.3 The Minister of Protocol shall maintain and update the listing of certified perpetual titles.

#### III.2 Section Two: The Empress Title

- III.2.1 The title of “Empress of Kentucky” shall be bestowed on the person duly elected as Empress according to the By-Laws of the Imperial Court of Kentucky.
- III.2.2 Each Empress shall utilize in their title the appropriate Reign number as designated by the College of Monarchs.
- III.2.3 The title “Empress of Kentucky” together with the appropriate Reign number, shall automatically be certified as perpetual at midnight on the day of the Coronation Ball at which they are stepping down.
- III.2.4 Upon being appointed by the Board of Directors, the “Regent Empress” shall have all of the rights and privileges of protocol as one duly elected to hold the “Empress” title.
- III.2.5 Absolute Empress- The title “Absolute Empress of Kentucky” together with the appropriate Reign number, shall automatically be certified as perpetual at midnight on the day of the Coronation Ball at which they are stepping down, so long as they served and completed their entire Reign as the sole Monarch.

#### III.3 Section Three: The Emperor Title

- III.3.1 The title of “Emperor of Kentucky” shall be bestowed on the person duly elected as Emperor according to the By-Laws of the Imperial Court of Kentucky.
- III.3.2 Each Emperor shall utilize in their title the appropriate Reign number as designated by the College of Monarchs.
- III.3.3 The title “Emperor of Kentucky” together with the appropriate Reign number, shall automatically be certified as perpetual at midnight on the day of the Coronation Ball at which they are stepping down.



- III.3.4 Upon being appointed by the Board of Directors, the “Regent Emperor” shall have all of the rights and privileges of protocol as one duly elected to hold the “Emperor” title.
- III.3.5 Absolute Emperor- The title “Absolute Emperor of Kentucky” together with the appropriate Reign number, shall automatically be certified as perpetual at midnight on the day of the Coronation Ball at which they are stepping down, so long as they served and completed their entire Reign as the sole Monarch.
- III.4 Section 4 The Emprex Title
- III.4.1 The title of “Emprex of Kentucky” shall be bestowed on the person duly elected as Emprex according to the By-Laws of the Imperial Court of Kentucky.
- III.4.2 Each Emprex shall utilize in their title the appropriate Reign number as designated by the College of Monarchs.
- III.4.3 The title “Emprex of Kentucky” together with the appropriate Reign number, shall automatically be certified as perpetual at midnight on the day of the Coronation Ball at which they are stepping down.
- III.4.4 Upon being appointed by the Board of Directors, the “Regent Emprex” shall have all of the rights and privileges of protocol as one duly elected to hold the “Emprex” title.
- III.4.5 Absolute Emprex- The title “Absolute Emprex of Kentucky” together with the appropriate Reign number, shall automatically be certified as perpetual at midnight on the day of Coronation Ball at which they are stepping down, so long as they served and completed their entire Reign as the sole monarch.
- III.5 Section Five: The Imperial Crown Princess or Imperial Crown Prince or Imperial Crown Princet
- III.5.1 The title of “Imperial Crown Princess of Kentucky” shall be bestowed on the Empress Elect from the time of the annual election until the oath of office for Empress has been administered at the next Coronation.
- III.5.2 The title of “Imperial Crown Prince of Kentucky” shall be bestowed on the Emperor Elect from the time of the annual election until the oath of office for Emperor has been administered at the next Coronation.
- III.5.3 The title of “Imperial Crown Princet of Kentucky” shall be bestowed on the Emprex Elect from the time of the annual election until the oath of office for Emprex has been administered at the next Coronation.
- III.5.4 Each Imperial Crown Princess or Imperial Crown Prince or Imperial Crown Princet shall utilize in their official title the current reign number.
- III.6 Section Six: Imperial Princess Royale or Imperial Prince Royale or Imperial Princet Royale
- III.6.1 The title of Imperial Princess Royale of Kentucky may be bestowed and withdrawn by the duly elected Head of the Matriarchal Line of Descent at their pleasure.

- III.6.2 The title of “Imperial Prince Royale of Kentucky” may be bestowed and withdrawn by the duly elected Head of the Patriarchal Line of Descent at their pleasure.
- III.6.3 The title of “Imperial Princet Royale of Kentucky” may be bestowed by the duly elected Reigning Monarchs at their pleasure, and withdrawn by the duly elected Reigning Monarch that appointed the title at their pleasure.
- III.6.4 Each Imperial Princess Royale or Imperial Prince Royale or Imperial Princet Royale shall utilize in their official title the Reign number of the Monarch who appointed them.
- III.6.5 The titles “Imperial Princess Royale” or “Imperial Prince Royale” or “Imperial Princet Royale”, together with the appropriate Reign number, shall automatically be certified as perpetual at midnight on the day of the Coronation Ball at which the Monarch who appointed them steps down.
- III.7 Section Seven: Official Designations for Perpetual Titles
- III.7.1 The Reigning Empress shall be designated as “Her Most Imperial Majesty”.
- III.7.2 The Reigning Emperor shall be designated as “His Most Imperial Majesty”.
- III.7.3 The Reigning Emperex shall be designated as “Their Most Imperial Majesty”.
- III.7.4 Past Empresses shall be designated as “Her Imperial Majesty”.
- III.7.5 Past Emperors shall be designated as “His Imperial Majesty”.
- III.7.6 Past Emperexes shall be designated as “Their Imperial Majesty”.
- III.7.7 The Reigning Imperial Crown Princess and the Reigning Imperial Princess Royale shall be designated as “Her Most Imperial Highness”.
- III.7.8 The Reigning Imperial Crown Prince and the Reigning Imperial Prince Royale shall be designated as “His Most Imperial Highness”.
- III.7.9 The Reigning Imperial Crown Princet and the Reigning Imperial Princet Royale shall be designated as “Their Most Imperial Highness”.
- III.7.10 Past Imperial Crown Princesses and past Imperial Princesses Royale shall be designated as “Her Imperial Highness”.
- III.7.11 Past Imperial Crown Princes and past Imperial Princes Royale shall be designated as “His Imperial Highness”.
- III.7.12 Past Imperial Crown Princets and past Imperial Princets Royale shall be designated as “Their Imperial Highness”.

Section Eight: Imperial Proclamations

- III.7.13 An Imperial Proclamation may be presented to the College of Monarchs by the Reigning Monarch desiring perpetual recognition of the proclamation at any meeting of the College of Monarchs. Reigning Monarchs may, together, present joint proclamations for Imperial recognition. Reigning Monarchs may make Imperial Proclamations upon approval by two-thirds (2/3) vote of the College. The presentment of Imperial Proclamations must be made prior to 30 days before the date of the annual Coronation Ball.
- III.7.14 Imperial Proclamations made by a Reigning Monarch and approved by two-thirds (2/3) vote of the College of Monarchs shall be recognized in perpetuity and the proclamation language shall reflect such.
- III.7.15 No sort of corporate enfranchisement whatsoever may be derived through Imperial Proclamation and no Imperial Proclamation may create a vesting right.
- III.7.16 No Imperial Proclamation may in any way supplement, detract from, contradict, reinforce, nor change or affect the By-Laws of the Imperial Court of Kentucky, nor any other governing document of the Imperial Court of Kentucky.
- III.7.17 Reigning and Past Monarchs may submit Imperial Proclamations for consideration by the College. Imperial Proclamations from Reigning Monarchs shall be deemed given by the Reigning Monarch, whereas Imperial Proclamations given by Past Monarchs shall be deemed given by the College of Monarchs as a whole.
- III.7.18 Imperial Proclamations are certified as perpetual upon approval by the College of Monarchs.
- III.7.19 The Minister of Protocol shall maintain in perpetuity, a listing of all Imperial Proclamations.

III.8 Section Nine: State Functions of the Imperial Court of Kentucky

- III.91 All rules of protocol and customs of manner shall be strictly enforced by the Minister of Protocol at State Functions of the Imperial Court of Kentucky.
- III.9.2 Each of the following events shall be considered a State Function of the Imperial Court of Kentucky:
- A. Investitures (Ceremony and Event)
  - B. Julie Vaughn Memorial Closet Ball
  - C. Falsie Awards
  - D. Coronation and all associated satellite functions

IV ARTICLE FOUR: THE LINES OF DESCENT AND ROYAL PROCLAMATIONS

IV.1 Section One: The Matriarchal Line of Descent-

- IV.1.1 The Matriarchal Line of Descent shall be as follows in descending rank of title:
- A. Imperial Princess Royale of Kentucky
  - B. Queen Mother of Kentucky
  - C. Duchess of Kentucky

- D. Marquise of Kentucky
- E. Countess of Kentucky
- F. Viscountess of Kentucky
- G. Baroness, Baron, and Baronet of Kentucky

- IV.1.2 The Queen Mother, Duchess, Marquise, Countess, Viscountess, and Baroness shall use numerical Reign designations in their titles and shall only be entitled to recognition during the Reign of the Monarch appointing them.
- IV.1.3 The Duchess, Duke, Ducet, M and Marquise shall be designated as “Her Highness”.
- IV.1.4 The Countess and Viscountess shall be designated as “Her Grace”.
- IV.1.5 The Baroness shall be designated as “Her Excellency”.
- IV.1.6 The Queen Mother shall use the designation of any prior perpetual title held by the individual, or if the individual holds no prior perpetual title, they shall be designated “Her Grace”.
- IV.1.7 The Reigning Monarch may appoint any person to the Matriarchal Line of Descent so long as said person is a member in good standing of the Imperial Court of Kentucky.
- IV.1.8 The Reigning Monarch may withdraw any title or Royal Proclamation given, except that once any titles given have been certified as perpetual, the Monarch may not withdraw said title without leave of the College of Monarchs.
- IV.1.9 The Reigning Monarch may appoint more than one person to hold the same title on the Matriarchal Line of Descent with the exception of Imperial Princess Royale of Kentucky, Queen Mother of Kentucky and Half Empress of Kentucky (alternatively Imperial Princet Royale of Kentucky, Kasier of Kentucky, and Half Emprex of Kentucky) for which there shall be only one title given per Reign per Monarch.

IV.2 Section Two: The Patriarchal Line of Descent

- IV.2.1 The Patriarchal Line of Descent shall be as follows in descending rank of title:
  - A. Imperial Prince Royale of Kentucky
  - B. King Father of Kentucky
  - C. Duke of Kentucky
  - D. Marquis of Kentucky
  - E. Count of Kentucky
  - F. Viscount of Kentucky
  - G. Baron of Kentucky
- IV.2.2 The King Father, Duke, Marquis, Count, Viscount, and Baron shall use numerical Reign designations in their titles and shall only be entitled to recognition during the Reign of the Emperor appointing them.
- IV.2.3 The Duke and Marquis shall be designated as “His Highness”.
- IV.2.4 The Count and Viscount shall be designated as “His Grace”.

- IV.2.5 The Baron shall be designated as “His Excellency”.
- IV.2.6 The King Father shall use the designation of any prior perpetual title held by the individual, or if the individual holds no prior perpetual title, they shall be designated “His Grace”.
- IV.2.7 The Reigning Monarch may appoint any person to the Patriarchal Line of Descent so long as said person is a member in good standing of the Imperial Court of Kentucky.
- IV.2.8 The Reigning Monarch may withdraw any title or Royal Proclamation given, except that once any titles given have been certified as perpetual, the Monarch may not withdraw said title without leave of the College of Monarchs.
- IV.2.9 The Reigning Monarch may appoint more than one person to hold the same title on the Patriarchal Line of Descent with the exception of Imperial Prince Royale of Kentucky, King Father of Kentucky and Half Emperor of Kentucky (alternatively Imperial Princet Royale of Kentucky, Kaiser of Kentucky, and Half Emprex of Kentucky) for which there shall be only one title given per Reign per Monarch.

IV.3 Section Three: Non-Binary Titles

- IV.3.1 The Non-Binary Line of Descent titles may be bestowed by an Empress, Emperor, and/or Emprex to non-binary or gender non-conforming individuals. These titles correspond directly to the titles bestowed by the heads of the Matriarchal Line of Descent or Patriarchal Line of Descent.
- IV.3.2 The Non-Binary Line of Descent titles are as follows in descending rank of title:
  - A. Imperial Princet Royale of Kentucky
  - B. Kaiser of Kentucky
  - C. Ducet of Kentucky
  - D. Margrave of Kentucky
  - E. County of Kentucky
  - F. Vicomte of Kentucky
  - G. Baronet of Kentucky
- IV.3.3 The Kaiser, Ducet, Margrave, County, Vicomte, and Baronet shall use numerical Reign designations in their titles and shall only be entitled to recognition during the Reign of the Monarch appointing them.
- IV.3.4 The Ducet and Margrave shall be designated as “Their Highness”.
- IV.3.5 The County and Vicomte shall be designated as “Their Grace”.
- IV.3.6 The Baronet shall be designated as “Their Excellency”.
- IV.3.7 The Kaiser uses the designation of any prior perpetual title held by the individual, or if the individual holds no prior perpetual title, they shall be designated “Their Grace”.

IV.4 Section Four: Royal Proclamations

- IV.4.1 Reigning Monarchs may, at their pleasure, make Royal Proclamations. These proclamations are specific to the Reign of the Monarch, and the proclamation language shall reflect such at the

discretion of the Minister of Protocol. Once the Reigning Monarch's title is certified as perpetual, any and all Royal Proclamations made by that Monarch become null and void.

- IV.4.2 The titles of Queen Mother or Kaiser, and all titles ranked at or below in the Matriarchal Line of Descent, and any other title given by the Monarch during their Reign without the College of Monarchs approval or the implied consent thereof, shall be bestowed by Royal Proclamation.
- IV.4.3 The titles of King Father or Kaiser, and all titles ranked at or below in the Patriarchal Line of Descent, and any other title given by the Monarch during their Reign without the College of Monarchs approval or the implied consent thereof shall be bestowed by Royal Proclamation.
- IV.4.4 No Royal Proclamation may in any way add to, detract from, supplement, contradict, reinforce, nor change or affect in any manner the By-Laws of the Imperial Court of Kentucky or any other governing document of the Imperial Court of Kentucky.
- IV.4.5 Neither Past Monarchs, nor anyone other than a Reigning Monarch, may make Royal Proclamations, or bestow any other form of title.

V ARTICLE FIVE: VESTING TITLES, NON-VESTING TITLES, AND REMOVAL FROM THE COLLEGE OF MONARCHS

V.1 Section One: Definition

- V.1.1 Membership to the College of Monarchs is derived and protected by vesting perpetual title(s) which give members right to a seat and voting rights on the College of Monarchs.
- V.1.2 A vesting title is defined as any Monarchical title, which is certified as perpetual, held by the College of Monarchs member.
- V.1.3 A non-vesting title is defined as any title granted by the Imperial Court of Kentucky, which is certified as perpetual, held by any non-member of the College of Monarchs.
- V.1.4 For members of the College of Monarchs who do not hold Monarchical titles, their vesting title shall be defined as all perpetual titles held by them, and they shall hold these titles jointly and expressly not severally for the purpose of application of the rules contained herein.
- V.1.5 Members of the College of Monarchs who hold multiple Monarchical titles shall have those titles considered jointly and expressly not severally for the purpose of application of the rules contained herein.

V.2 Section Two: Jurisdiction of the College of Monarchs

- V.2.1 The College of Monarchs shall oversee recognition of all perpetual titles, including vesting perpetual titles and non-vesting perpetual titles, of the Imperial Court of Kentucky.
- V.2.2 The College of Monarchs has no jurisdiction over titles from other realms held by the Reigning Monarchs.

V.3 Section Three: Removal of Vesting Titles – Manner and Effect

- V.3.1 Upon written motion by any member of the College of Monarchs in which it is alleged that a member of the College of Monarchs has caused intentional harm to the integrity of the Court and upon second thereof, recognition of vesting titles are suspended pending further action by the College of Monarchs. The written motion shall specify the acts and/or omissions which are deemed to have caused intentional harm to the integrity of the Court. Upon suspension of a vesting title, the member under suspension shall also have their voting privileges to the College of Monarchs suspended.
- V.3.2 Notice of suspension of a vesting title shall be served by the Minister of Protocol via certified mail to the last known address of the individual. The notice shall contain a copy of the written motion for suspension, and shall contain a date no sooner than fourteen (14) days prior to the date of the notice for hearing on the motion by the College of Monarchs.
- V.3.3 The College of Monarchs shall convene a hearing within the time restrictions provided by ARTICLE V, Section 3.2. The movant will first present their case to the College of Monarchs and then the individual under suspension may present their case. Once the College of Monarchs has heard all of the evidence it determines relevant, it shall reconvene in executive session for deliberation.
- V.3.4 Upon 3/4 vote of College of Monarchs members, recognition of all vesting titles are permanently rescinded and the individual under suspension is permanently removed from the College of Monarchs. The vote on the question of permanent rescission of recognition shall be made by secret ballot and tabulated by the presiding officer.
- V.3.5 The presiding officer shall cause written notice to be made to the individual of the permanent rescission of recognition of all vesting titles to the last known address of the individual via first-class mail, and they shall also cause such notice to be given to the International Court Council.
- V.3.6 The presiding officer over any rescission hearing shall be the Minister of Protocol, except that if the Minister of Protocol is under suspension, the College of Monarchs shall designate a presiding officer by simple majority.
- V.3.7 The presiding officer shall have a vote on the question of rescission of recognition of vesting titles.
- V.3.8 Upon rescission of vesting titles, all records pertaining to that individual as having held said titles shall be deleted from all future records and official publications of the Imperial Court of Kentucky.
- V.3.9 Rescission of an individual's vesting perpetual title(s) shall automatically result in the rescission of any non-vesting perpetual title(s) held by the individual.

V.4 Section Four: Removal of Non-Vesting Perpetual Titles – Manner and Effect

- V.4.1 The College of Monarchs may rescind recognition of a non-vesting perpetual title for good cause by 3/4 vote of the College of Monarchs, taken by secret ballot and tallied by the Minister of Protocol.
- V.4.2 Upon rescission of recognition of a non-vesting perpetual title, the Minister of Protocol shall cause written notice to be made to the individual of the permanent rescission of recognition of the title to the last known address of the individual via certified mail, and they shall also cause such notice to be given to the International Court Council.

V.4.3 Upon rescission of a non-vesting perpetual title, all records pertaining to that individual as having held said title shall be deleted from all future records and official publications of the Imperial Court of Kentucky.

V.5 Section Five: Reinstatement of Titles

V.5.1 The College of Monarchs may reinstate recognition of perpetual titles, whether previously recognized as vesting or non-vesting, by 3/4 vote of the College of Monarchs for good cause shown and upon reinstatement, said individual shall be given all rights of protocol appurtenant to the reinstated title with said reinstatement resulting in the certification of the perpetuity of the reinstated title.

V.5.2 Reinstatement of a perpetual title which formerly vested the individual with a seat on the College of Monarchs shall result in that title being recognized as a non-vesting perpetual title and therefore no seat to the College of Monarchs shall automatically ensue.

V.5.3 Individuals whose Monarchical or other previously vesting title(s) are reinstated, or who have titles rescinded by the College of Monarchs but who remain otherwise qualified for membership to the College of Monarchs, may be invited to join the College of Monarchs pursuant to the provisions for invitation contained herein.

V.5.4 No individual who has had recognition of a perpetual title rescinded shall be eligible for reinstatement of recognition for a period of fifteen (15) years following the date of rescission.

V.6 Section Six: Effect of Impeachment and Removal from and by the Board of Directors

V.6.1 Individuals holding either vesting and/or non-vesting perpetual titles who are impeached by the Board of Directors shall have recognition of all perpetual titles suspended pending further action by the Board of Directors. Suspension of a vesting title pursuant to this provision shall result in suspension from membership to the College of Monarchs as well.

V.6.2 Upon impeachment and removal, an individual holding vesting or non-vesting perpetual title(s) shall be subject to a rescission hearing by the College of Monarchs pursuant to the terms for notice and hearing contained herein under the standards of conduct prescribed herein, except that any individual removed for misappropriation of Imperial Court of Kentucky funds shall have the recognition and rights derived therefrom of any and all vesting or non-vesting titles rescinded and notice shall be provided to the individual and other entities pursuant to the rules and regulations provided herein.

V.6.3 Removal of a Reigning Monarch shall result in the automatic rescission of recognition of their titles, and of any Royal Proclamations made by them, and notice shall be provided to the individual and other entities pursuant to the rules and regulations provided herein.

V.7 Section Seven: Resignation

V.7.1 Individuals holding certified perpetual titles shall not have the right to cause the non-recognition nor rescission of said title through resignation.

V.7.2 Members who wish to resign from the College of Monarchs shall submit a written letter of resignation to the Minister of Protocol. The Minister of Protocol shall then present the letter of resignation to the



College of Monarchs at its next meeting. A resignation is accepted by simple majority vote of the College of Monarchs. Upon acceptance of resignation, the vesting perpetual title(s) of the individual shall become non-vesting perpetual titles.

V.7.3 An individual who has resigned from the College of Monarchs may be reinstated to the College of Monarchs through the invitation procedures, so long as the individual is otherwise qualified to sit on the College of Monarchs.

V.7.4 No person against whom impeachment, rescission, or non-recognition procedures have been instituted shall have the right to resign from the College of Monarchs.

## VI ARTICLE SIX: FULL FAITH AND CREDIT

### VI.1 Section One: Sovereignty of Foreign Empires Over Titles Bestowed by Them

VI.1.1 It shall be the policy of the Imperial Court of Kentucky to give full faith and credit to the titles bestowed by foreign Empires when such persons are guests within the Empire of the Imperial Court of Kentucky so long as the foreign title was given by an Empire recognized as a member of the International Imperial Court system.

VI.1.2 It shall be the policy of the Imperial Court of Kentucky to retain the right to refuse recognition of any individual foreign title where the holder of such title has been subject to rescission of title within the Empire of the Imperial Court of Kentucky.

### VI.2 Section Two: Recognition of Foreign Empires

VI.2.1 It shall be the policy of the Imperial Court of Kentucky to give full faith and credit to the governing body of the International Imperial Court System with respect to recognition and non-recognition of foreign Empires.

VI.2.2 It shall be the policy of the Imperial Court of Kentucky to refuse recognition of any foreign title where such title was not bestowed by an Empire recognized as a member of the International Imperial Court System.

VI.2.3 The Imperial Court of Kentucky shall recognize and honor the Proclamations of the Titular Head of the International Court System and recognize the Imperial Court of San Francisco first, the Imperial Court of Vancouver British Columbia Canada second, and the Imperial Court of Portland third when recognizing foreign Empires.

### VI.3 Section Three: Expectation of Reciprocity

VI.3.1 In giving full faith and credit to foreign Empires and to the International Imperial Court System, it is expected that the foreign Empires will give full faith and credit to the decisions of the College with respect to recognition of titles bestowed by the Empire of the Imperial Court of Kentucky.

VI.3.2 Where a foreign Empire refuses upon written notice to cease and desist recognition of a title rescinded by the College of Monarchs, the College of Monarchs shall cause a written complaint to be made to

the governing body of the International Court System specifying the acts and omissions of the foreign Empire and in which immediate relief from the grievance is demanded.

VI.3.3 The College of Monarchs reserves the right to suspend recognition of foreign titles from any Empire which refuses to give full faith and credit to the decisions of the College of Monarchs with respect to recognition of titles bestowed by the Empire of Kentucky.

VI.4 Section Four: Foreign Titles Held by the Imperial Court of Kentucky Members

VI.4.1 Reigning and past Monarchs may accept or decline any title offered by a foreign Empire, or by the International Court Council, and upon acceptance shall notify the Minister of Protocol who shall include the title in the individual's list of titles to be used in accordance with the rules of protocol as prescribed herein.

VI.4.2 Members within the Imperial Court of Kentucky may accept title(s) bestowed by foreign Empires. However, the titles bestowed will not be recognized within our Empire.

VI.4.3 No foreign title shall be afforded perpetual recognition within the Empire of Kentucky unless the foreign Empire bestowing the title confirms in writing to the Minister of Protocol that the foreign title shall be accorded perpetual recognition within the foreign Empire.

VI.4.4 In the event a titleholder within the Imperial Court of Kentucky accepts a foreign title, the foreign title shall in no way be construed to vest the holder with any privilege or authority within the Empire of Kentucky than if the titleholder held no such foreign title.

VI.4.5 No titleholder within the Imperial Court of Kentucky shall be afforded recognition of any foreign title where the foreign title is construed to be higher in rank than any Kentucky title held by the individual.

VII ARTICLE SEVEN: THE CORONATION

VII.1 Section One: Date, Time, and Location

VII.1.1 The Coronation shall be held annually on a date and at a time specified by the College of Monarchs.

VII.1.2 The Coronation shall be held in a venue chosen by the College of Monarchs located in Lexington, Kentucky. The Coronation Coordinator and Minister of Protocol shall be the official contacts of the Imperial Court of Kentucky for the venue and who shall communicate the decisions of the College with respect to the venue management.

VII.2 Section Two: Coronation Committees

VII.2.1 The College of Monarchs shall form the following Coronation committees no later than three months prior to Coronation: set design; opening production; ballroom coordination; hospitality; advertising and publicity; program design; and satellite activities.

VII.2.2 The duties of the Coronation committees shall be prescribed by Appendix A, incorporated herein by reference as if set out in full.

- VII.2.3 The College of Monarchs shall select a chair from each committee, who shall be a member of the College of Monarchs, or the Board of Directors.
- VII.2.4 The committee chair shall then appoint no fewer than two (2) members to the committee. At least one (1) of these members must be a member of either the College of Monarchs or the Board of Directors. The committee chair shall report the names of the members of the committee to the Event Chair in a timely manner.
- VII.2.5 The committee chair shall retain the right to remove any member of a Coronation committee when the chair determines that any member is not fulfilling their committee duties as prescribed by Appendix A , the College of Monarchs, and the committee chair.
- VII.2.6 For good cause shown, the College of Monarchs may remove a Coronation committee chair by 2/3 vote at any meeting of the College of Monarchs without prior notice to the committee chair subject to removal.
- VII.2.7 The committee chair shall report to the College of Monarchs the progress of their committee at each meeting of the College of Monarchs subsequent to their appointment to the position of committee chair. The committee chair shall present the proposals of the committee to the College of Monarchs in the form of a motion, and no action of any committee shall be deemed final until approval by the College of Monarchs.
- VII.3 Section Three: Expenditures
- VII.3.1 The College of Monarchs is without the authority to authorize expenditures from the corporate bank accounts.
- VII.3.2 The College of Monarchs shall approve recommended Coronation expenditures for presentment to the Board of Directors by the Secretary or the Minister of Protocol at the next meeting of the Board of Directors following recommendation by the College of Monarchs. Recommendations made during joint meetings can be presented to the Board of Directors concurrently.
- VII.3.3 The Board of Directors reserves the right to disapprove any recommended expenditure. However, the Board should approve any expenditure which fulfills the corporate requirements with respect to the Coronation as contained in the By-Laws and Manual of Order and Operations of the corporation.
- VII.3.4 In the event that the Board of Directors and College cannot reconcile proposed expenditures, a joint committee of the College of Monarchs and Board shall convene. The joint committee shall consist of the Minister of Protocol, two (2) members of the College of Monarchs designated by the Minister of Protocol, the President of the Board of Directors, the Vice-President of the Board of Directors, and Treasurer of the Board of Directors. The joint committee shall convene for the purpose of resolving the disputed recommended expenditure. The Minister of Protocol and the President of the Board shall serve as co-chairs of the joint committee.
- VII.3.5 Any expenditure associated with Coronation shall be distributed in a manner prescribed by the Board of Directors.

VII.4 Section Four: The Kentucky State Walk

- VII.4.1 The rules of Coronation protocol shall apply to state walks and introductions at the Coronation Ball and to the satellite functions associated with the Coronation Ball.
- VII.4.2 The Reigning Monarchs of Kentucky shall be entitled to use of their royal designations, their Monarchical Titles, any secondary title, and a maximum of five additional titles held by them of their individual choosing during introductions at the Coronation Ball.
- VII.4.3 Perpetual Titleholders of Kentucky shall be entitled to use of their royal designations, their Highest Perpetual title or titles as determined by the Minister of Protocol, any secondary title in the case of former Monarchs only, and the highest title bestowed on them if any by a Reigning Monarch of Kentucky.
- VII.4.4 Other titleholders of Kentucky shall be entitled to recognition of the highest title bestowed on them by either of the Reigning Monarchs.
- VII.4.5 In ranking highest titles, the Minister of Protocol shall consider the Line of Descent as prescribed in descending order. Honorific titles shall be considered of equal rank, at the sole discretion of the Minister of Protocol.
- VII.4.6 The Minister of Protocol shall script a State Walk of the Imperial Court of Kentucky to be included in the Coronation Ball schedule and said walk shall be scripted in the following order: honorific titleholders; counterpart titleholders in the Lines of Descent; Perpetual Titleholders (excluding former Monarchs) without numerical reign designation ending with the Founder titles; Perpetual Titleholders (excluding former Monarchs) with numerical reign designations from lowest to highest number introduced with their counterparts; and former Monarchs from lowest to highest reign number introduced with their counterparts.
- VII.4.7 The Minister of Protocol shall accept all protocol associated with the Coronation Ball and the associated satellite functions at a time and place and in a manner made known to individuals eligible to participate in the Kentucky Walk. Those who fail to tender protocol in the manner and at the time and place designated by the Minister of Protocol shall not be entitled to recognition of any title at the Coronation Ball and/or the satellite events.
- VII.4.8 The Minister of Protocol shall script the State Walk of the Kentucky Court whenever representatives of the Empire appear at a foreign Coronation Ball in accordance with the rules prescribed in this section.

VII.5 Section Five: Protocol for Foreign Empires and Their State Walks

- VII.5.1 Titleholders visiting from Foreign Empires who after meeting the requirements of ARTICLE VI of this Manual, shall be entitled to recognition, when applicable, of their royal designations, their highest title, any secondary title (in the case of foreign Monarchs only), and one title bestowed on them by the Reigning Monarchs of Kentucky.
- VII.5.2 A representative of a Foreign Empire shall present the Minister of Protocol with the scripted walk of the Foreign Empire at a time and place and in a manner designated by the Minister of Protocol. The Minister of Protocol is vested with the sole authority to edit protocol submitted by Foreign Empires to ensure the compliance with the rules herein set forth.

VII.5.3 Visitors from Foreign Empires shall be entitled to introduction for the purpose of a State Walk at the Coronation Ball, and the Minister of Protocol shall include such in the Coronation script.

VII.6 Section Six: Command Performances

VII.6.1 The Reigning Monarchs shall each have the right at their sole discretion to command up to three (3) individuals to perform at the Coronation Ball. Upon the issuance of any such command, the Reigning Monarch shall notify the Minister of Protocol who shall then include the Command Performance in the Coronation script.

VII.6.2 The College of Monarchs may by simple majority command any person to perform at the Coronation Ball. Upon issuance of any such command, the Minister of Protocol shall include the Command Performance in the Coronation script.

VII.6.3 Upon notice by a Reigning Monarch or by the College of Monarchs of the issuance of a Command Performance, the Coronation Coordinator shall, within two (2) months of the Coronation Ball, issue written requests for confirmation to the performers under command. Failure of the invitee to confirm in a timely manner shall result in the automatic withdrawal of the Command Performance at the discretion of the Coronation Coordinator.

VII.6.4 Command performances shall be limited to no more than seven (7) minutes.

VII.7 Section Seven: Guests to the Dais

VII.7.1 The Reigning Monarchs shall each have the right to invite dignitaries to be guests to the Dais.

VII.7.2 The number of guests which each Monarch may invite to sit on the Dais shall be divided equally between the Reigning Monarchs and shall be in a number prescribed each year by the College of Monarchs. Failure of any invitee to confirm in a timely manner shall result in the automatic withdrawal of the invitation and shall be filled at the discretion of the Coronation Coordinator.

VII.8 Section Eight: Coronation Emcees

VII.8.1 The Reigning Monarchs shall jointly recommend their choice for Coronation Emcee(s) to the College of Monarchs in a number prescribed by the College of Monarchs prior to the extension of any invitation.

VII.8.2 Upon approval of the recommendation for Coronation Emcee(s) by the College of Monarchs, the Coronation Coordinator shall issue an invitation to any proposed Emcee within two (2) months of the Coronation Ball. The invitee must confirm attendance in a timely manner, or have the invitation automatically withdrawn at the discretion of the Coronation Coordinator.

VII.9 Section Nine: Final Walk of the Dowager Monarchs

VII.9.1 Any Monarch who completes their reign and steps down at the annual Coronation Ball shall be designated the respective titles of "Dowager Emperor" or "Dowager Empress" or "Dowager Emperex" at the instant the new Monarchs are crowned. The Dowager title shall be retained throughout the following Reign.

- VII.9.2 The Dowager Monarchs of Kentucky who were crowned 1 (one) year prior to the date of each Annual Coronation shall each be entitled to perform a Final Walk of their choosing. The Dowagers' Final Walks shall be limited to no more than five (5) minutes.
- VII.10 Section Ten: Presentation/Walk of the Monarchs-Elect
- VII.10.1 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. The presentation/walk will be limited to no more than 12 participants, with no more than 2 members of the Imperial Court of Kentucky College of Monarchs. Approval of the presentation/walk must be obtained by the Minister of Protocol no less than 30 days prior to Coronation.
- VII.11 Section Eleven: Anniversary Monarchs
- VII.11.1 Past Monarchs who were crowned ten (10) years prior to the date of Coronation shall have the right to perform an anniversary performance commemorating the anniversary which shall be limited to no more than seven (7) minutes.
- VII.11.2 Past Monarchs who were crowned twenty (20) years prior to the date of Coronation shall be recognized in a manner prescribed by the College of Monarchs.
- VII.12 Section Twelve: Satellite Events
- VII.12.1 The College of Monarchs shall oversee the execution of an In-Town Show which shall feature, in order of preference, the Reigning Monarchs, their Lines of Descent, Past Monarchs, and perpetual titleholders.
- VII.12.2 The College of Monarchs shall oversee the execution of an Out of Town Show which shall feature visiting dignitaries from foreign Empires. Foreign Monarchs and ICP's (or their equivalent) shall be entitled to perform at the Out of Town Show on a first-come, first-serve basis as time permits.
- VII.12.3 The College of Monarchs shall oversee the execution of a Victory Brunch at which the outgoing Monarchs may present awards bestowed by them prior to the time of their respective step-downs, and at which the newly elected Monarchs may make any Royal Proclamation or other announcement concerning the new Reign.
- VII.13 Section Thirteen: Half Monarchs
- VII.13.1 The Reigning Head of the Matriarchal Line of Descent may appoint a Half (1/2) Monarch. The appointee must be a former or Reigning Empress or Emprex from a foreign Empire.
- VII.13.2 The Reigning Head of the Patriarchal Line of Descent may appoint a Half (1/2) Monarch. The appointee must be a former or Reigning Emperor or Emprex from a foreign Empire.
- VII.14. Section Fourteen: Final Walks of the Royal Family
- VII.14.1 Reigning Monarchs shall be entitled to perform a final walk at the Coronation Ball which they are stepping down. These walks shall be limited to fifteen (15) minutes each.

- VII.14.2 The reigning Imperial Prince Royale or Imperial Princess Royale or Imperial Princet Royale are entitled to a step-down as designated by the College of Monarchs.
- VII.15 Section Fifteen: Crowning
- VII.15.1 Any active member of the College of Monarchs shall be entitled to participate in the crowning ceremony so long as the member expresses such interest in a timely manner as determined by the Coronation Coordinator.
- VII.15.2 The Minister of Protocol and the Coronation Coordinator shall script the crowning ceremony in accordance with the traditions of crowning of the Imperial Court of Kentucky and shall cause the presentation of the State Jewels of the Empire.
- VII.15.3 A newly elected Emperor shall be administered the following oath: “Do you promise to protect the By-Laws of the Imperial Court of Kentucky? To restore the things that have gone to decay, maintain the things that are restored, reform what is amiss, and confirm what is in good order? That in doing these things, you may be glorious in all virtue and so faithfully serve the people of the Commonwealth as their duly elected Emperor? Do you solemnly swear, so help you God?”
- VII.15.4 A newly elected Empress shall be administered the following oath: “Do you promise to protect the By-Laws of the Imperial Court of Kentucky? To restore the things that have gone to decay, maintain the things that are restored, reform what is amiss, and confirm what is in good order? That in doing these things, you may be glorious in all virtue and so faithfully serve the people of the Commonwealth as their duly elected Empress? Do you solemnly swear, so help you God?”
- VII. 15.5 A newly elected Emprex shall be administered the following oath: “Do you promise to protect the By-Laws of the Imperial Court of Kentucky? To restore the things that have gone to decay, maintain the things that are restored, reform what is amiss, and confirm what is in good order? That in doing these things, you may be glorious in all virtue and so faithfully serve the people of the Commonwealth as their duly elected Emprex? Do you solemnly swear, so help you God?”
- VII.15.6 The newly elected members of the Board of Directors shall be administered the following oath simultaneously: “Do you promise to protect the heart of the Imperial Court of Kentucky? To uphold the By-Laws, and support the Monarchs in their endeavors? That in doing these things, you may be glorious in all virtue and so faithfully serve the people of the Commonwealth? Do you solemnly swear, so help you God?”
- VII.16 Section Sixteen: The Coronation Theme
- VII.16.1 The Coronation shall be titled “The Imperial Court of Kentucky Presents: The Bourbon Ball, Coronation (Reign Year)”. This title will be used perpetually. A secondary Reign Theme may be established each year, however will not be used in any Coronation materials. The secondary Reign Theme shall be jointly named by the Monarchs-Elect and must be approved by the Minister of Protocol at least 30 calendar days prior to their ascension.

VIII ARTICLE EIGHT: CUSTOMS OF MANNER AND ADORNMENT OF CROWNS  
AND REGALIA

VIII.1 Section One: The Reigning Monarchs

VIII.1.1 The Reigning Monarchs shall be afforded due respect at all functions of the Imperial Court of Kentucky.

VIII.1.2 Any person who does not hold a Monarchical Title shall bow or curtsy, when approaching a Reigning Monarch of the Imperial Court of Kentucky. This provision should be closely followed when participating in a State Walk of the Court and the courtesy herein afforded the Reigning Monarchs of Kentucky shall be afforded to Reigning Monarchs of foreign Empires.

VIII.1.3 No Monarch, past or reigning, shall be required to bow or curtsy before any other titleholder.

VIII.1.4 Whenever possible and/or practical, the Reigning Monarchs should be afforded the respect of a bow or curtsy as appropriate.

VIII.2 Section Two: Crowns and Regalia

VIII.2.1 The Reigning Empress shall adorn a crown, either chosen by the Empress or given to them by the Imperial Court of Kentucky, at each and every state function of the Imperial Court of Kentucky. However the Reigning Empress shall adorn the crown given to them by the Imperial Court of Kentucky during the Crowning Ceremonies for ascension and step-down.

VIII.2.2 The Reigning Emperor shall adorn a crown, either chosen by the Emperor or given to them by the Imperial Court of Kentucky, at each and every state function of the Imperial Court of Kentucky. However the Reigning Emperor shall adorn the crown given to them by the Imperial Court of Kentucky during the Crowning Ceremonies for ascension and step-down.

VIII.2.3 The Reigning Emprex shall adorn a crown, either chosen by the Emprex or given to them by the Imperial Court of Kentucky, at each and every state function of the Imperial Court of Kentucky. However the Reigning Emprex shall adorn the crown given to them by the Imperial Court of Kentucky during the Crowning Ceremonies for ascension and step-down.

VIII.2.4 The Reigning Imperial Crown Princess shall adorn the crown given to them by the Imperial Court of Kentucky at each and every State Function of the Imperial Court of Kentucky.

VII.2.5 The Reigning Imperial Crown Princet of the Matriarchal Line of Descent shall adorn the crown given to them by the Imperial Court of Kentucky at each and every State Function of the Imperial Court of Kentucky.

VIII.2.6 The Reigning Imperial Crown Prince shall adorn a Crown Pin given to them by the Imperial Court of Kentucky at each and every state function of the Imperial Court of Kentucky.

VIII.2.7 The Reigning Imperial Crown Princet of the Patriarchal Line of Descent shall adorn a Crown Pin given to them by the Imperial Court of Kentucky at each and every state function of the Imperial Court of Kentucky.



- VIII.2.8 The Reigning Imperial Princess Royale shall adorn the crown given to them by the Imperial Court of Kentucky at each and every State Function of the Imperial Court of Kentucky.
- VIII.2.9 The Reigning Imperial Princet Royale of the Matriarchal Line of Descent shall adorn the crown given to them by the Imperial Court of Kentucky at each and every State Function of the Imperial Court of Kentucky.
- VIII.2.10 The Reigning Imperial Prince Royale shall adorn the Crown Pin given to them by the Imperial Court of Kentucky at each and every state function of the Imperial Court of Kentucky.
- VIII.2.11 The Reigning Imperial Princet Royale of the Patriarchal Line of Descent shall adorn the Crown Pin given to them by the Imperial Court of Kentucky at each and every state function of the Imperial Court of Kentucky.
- VIII.3 Section Three: Line Partners
- VIII.3.1 When present, titleholders of the Imperial Court of Kentucky shall be introduced for any State Walk with their respective line partner.
- VIII.3.2 Titleholders on the Patriarchal Line of Descent shall be introduced prior to their counterpart from the Matriarchal Line of Descent.
- VIII.3.3 Titleholders on the Patriarchal Line of Descent shall escort their counterpart from the Matriarchal Line of Descent on their right arm.
- VIII.4 Section Four: Enforcement
- VIII.4.1 Upon violation of the rules contained within this Manual of Protocol, the Minister of Protocol shall give verbal notice to the offending party.
- VIII.4.2 Upon violation of the rules contained within this Manual of Protocol after verbal notice, the Minister of Protocol shall cause written notice to be made to the offending party with a copy of said notice to be reported to each member of the College of Monarchs and to the President of the Board of Directors.
- VIII.4.3 Upon violation of the rules contained within this Manual of Protocol after written notice, the Minister of Protocol shall suspend recognition of any title held by the offending party and convene a special meeting of the College of Monarchs for resolution of the issue, except that if the offending party holds a title bestowed by a Reigning Monarch, the Monarch which bestowed the title shall be summoned before the College of Monarchs.
- VIII.4.4 Upon violation of the rules contained within this Manual of Protocol by a Reigning Monarch, the Minister of Protocol shall summon the Reigning Monarch in violation before a specially convened meeting of the College of Monarchs for resolution of the issue.

IX ARTICLE NINE: AMENDMENTS

IX.1 Section 1: Written Requirement

IX.1.1 A proposed amendment to this Protocol Manual must be submitted in writing by any member of the College of Monarchs at a lawfully convened meeting of the College of Monarchs.

IX.1.2 If the proposed amendment will supercede, repeal, or amend an existing provision of this Protocol Manual, the written proposal shall identify the existing provision which would be superseded, repealed or amended.

IX.1.3 If the proposed amendment would create a new provision herein, the written proposal shall contain the proposed ARTICLE, Section, and Sub-section number of the Protocol Manual under which the amendment would be enacted.

IX.2 Section 2: Prohibited Amendments

IX.2.1 No proposed amendment to this Protocol Manual may be in contravention of the By-Laws and Articles of Incorporation of the corporation.

IX.2.2 The threshold question upon consideration of any amendment to this Protocol Manual should be whether or not the amendment is in conformance with the By-Laws and Articles of Incorporation.

IX.3 Section 3: Consideration of Proposed Amendment

IX.3.1 Upon seconding of a proposed amendment to this Protocol Manual, the College of Monarchs will debate the proposed amendment. At the close of debate the College will vote by roll call on the question of whether or not to approve the proposed amendment to the Protocol Manual.

IX.3.2 Amendments to the Protocol Manual are approved by a three-quarters (3/4) vote of the members of the College of Monarchs at a lawfully convened meeting of the College of Monarchs.

X ARTICLE TEN RESERVED POWERS OF THE COLLEGE

X.1 Section 1: Supremacy of the College of Monarchs

XV.1.1 Any authority vested in the College of Monarchs by the By-Laws of the Imperial Court of Kentucky not covered by this Protocol Manual shall be left to the sound discretion of the College of Monarchs.

THIS EDITION OF THE MANUAL OF PROTOCOL IS REVISED TO INCLUDE REVISIONS ADOPTED BY THE IMPERIAL COURT OF KENTUCKY, COLLEGE OF MONARCHS ON NOVEMBER 21, 2021

## APPENDIX A CORONATION COMMITTEES

### RULES OF COMMITTEE

1. The College of Monarchs will appoint a committee chair from the Board of Directors or from the College of Monarchs
2. The committee chair shall appoint no fewer than two members to their committee.
3. The committee chair shall report to the College of Monarchs the recommendations of the committee including recommended budgets, concepts, implementation, deadlines, and any other recommendations of the committee.
4. Without leave of the College of Monarchs, no person may sit on more than two coronation committees.
5. The chair of the committee shall be responsible for holding regular committee meetings and will ensure that the duties of the committee are fully implemented within appropriate deadlines.

### COMMITTEES AND THEIR DUTIES

1. SET DESIGN – The set design committee shall oversee the concept, construction, and ballroom set-up and breakdown of the Coronation set. The committee chair will consult with the ball room coordination committee as to the stage measurements and ballroom set-up as it relates to set design. The committee chair will also consult with the opening production committee for guidance in implementation of the overall Coronation theme. This committee will also oversee any table decorations.
2. OPENING PRODUCTION – The opening production committee shall oversee the production of the opening number in consultation with the Reigning Monarchs. This committee will choose opening production participants, music, and will choreograph same. The committee will ensure that the opening production music is properly mixed, and will schedule practices for participants. This committee shall propose a budget in conjunction with the Ballroom Coordination committee for sound, lighting, and any costumes or other expenditures related to opening production.
3. BALLROOM COORDINATION – The ballroom coordination committee shall ensure that the ballroom is set up according to the ballroom diagram, including stage set-up, Dais seating, podiums and platforms, and ticket intake and voting tables. The ballroom coordination committee shall be responsible for creating name cards for any reserved seating and ensuring that any reserved tables are marked accordingly. This committee shall be responsible for obtaining sound and lighting equipment and overseeing its installation and the running of audio/lighting equipment. This committee shall oversee obtaining flags and bearers for the National Anthems in accordance with the recommendations previously outlined by the Queen Mother of the Americas.
4. HOSPITALITY COMMITTEE – The hospitality committee shall oversee the corporate hospitality suite. The hospitality committee shall solicit donations, and shall propose a budget for hospitality to the College of Monarchs to cover those items which are not donated (e.g. food, liquor, beer, set-ups, containers, plates, etc.). The hospitality committee shall ensure that the suite is properly staffed during all hours of operation. The hospitality committee shall ensure that the suite is opened and closed in a timely manner. And shall ensure the installation of required tables for protocol and ticket sales.

5. ADVERTISING AND PUBLICITY – The advertising and publicity committee will oversee all aspects of pre-Coronation advertising and publicity. The committee will design all Coronation advertising and submit same to the College of Monarchs for approval. The committee will investigate the cost of various means of advertising and then propose an advertising and publicity strategy and budget to the College for approval. The committee will then oversee the implementation of the approved advertising and publicity strategy. The committee shall also oversee the creation and printing of Coronation tickets and shall be the distribution point for same. This committee shall oversee out-of-town Coronation, Victory Brunch, and State Dinner ticket sales within the hospitality suite.
6. PROGRAM DESIGN – The program design committee shall oversee the design and printing of the Coronation program. The committee shall design and be the distribution point for ad sales sheets. The committee shall propose a recommended budget to the College of Monarchs for approval, and shall set appropriate deadlines for submission of program ads and other program materials. This committee shall oversee the delivery and distribution of the Coronation program to the ballroom. This committee shall also oversee the design and production of the Monarchs step-down pins and shall propose a recommended budget for same.
7. BRUNCH COMMITTEE – The brunch committee shall oversee the Victory Brunch. This committee shall design and be the distribution point for tickets to this event and shall provide the chair of the advertising/publicity committee with tickets for this event to sell in the hospitality suite. This committee, in consultation with the Reigning Monarchs, shall invite, and confirm any guest speakers at the Victory Brunch, in addition to the following pre-designated speakers: Monarchs, President of Board of Directors, and the Minister of Protocol.

#### CORONATION DUTIES OF THE REIGNING MONARCHS

1. To jointly invite and confirm Coronation Emcee(s) and to inform Coronation Coordinator of same in a timely manner.
2. To individually invite and confirm people to sit on the Dais (a number to be determined by the College of Monarchs) and to inform Coronation Coordinator of same in a timely manner.
3. To individually invite and confirm three persons each to do a Command Performance and to inform the Coronation Coordinator of same in a timely manner.
4. To each write a step-down letter within the specification of the Program Coordinator and to submit same within the appropriate deadline.
5. To apprise the College of Monarchs of any requests for Imperial Proclamations.
6. To apprise the College of Monarchs of any other special requests.
7. Update their final respective lines of descent and honorary titles and to provide copy of same to the Minister of Protocol.