

Imperial Sovereign Queen City Court of the Buckeye Empire, Inc.

Standard Operating Procedure for the I.S.Q.C.C.B.E.

Version 1.0

9/27/2016	Version: 1.0
I.S.Q.C.C.B.E.	Date: 8/19/2013
Standard Operating Procedures	

Revision History

Date	Version	Description	Author
08/23/12	1.0	Standard Operating Procedure	B. Sandlin
09/18/12	1.1	Standard Operating Procedure	B. Sandlin
10/18/12	1.2	Standard Operating Procedure	B. Sandlin
4/6/2013	1.3	Standard Operating Procedure	B. Sandlin
5/20/2013	1.4	Standard Operating Procedure	B. Sandlin
8/19/2013	1.5	Standard Operating Procedure	B. Sandlin
9/17/2013	1.6	Standard Operating Procedure	B. Sandlin
11/29/2013	1.7	Standard Operating Procedure	B. Sandlin

9/27/2016	Version: 1.0
I.S.Q.C.C.B.E.	Date: 8/19/2013
Standard Operating Procedures	

Table of Contents

1.	Article 1: Name and Logos	5
	1.1 Name	5
	1.2 Logos	5
2.	Article 2: Mission Statement	6
3.	Article 3: Purpose / Function of the By-Laws	6
4.	Article 4: General Membership	6
	4.1 Membership Levels and Fees	6
	4.2 Membership Year	6
	4.2.1 Membership Levels and Fees	7
	4.3 Severing / Suspending of Membership Privileges	7
	4.4 Membership and Monarchical Titles, and Awards	7
5.	Article 5: Discipline	8
	5.1 Code of Ethical Behavior	8
	5.2 Disciplinary Action	9
6.	Article 6: Governance	10
	6.1 Board of Directors	10
	6.2 Standing Committees	17
	6.3 Parliament Representative	18
7.	Article 7: Monarchical Elections and Duties	19
	7.1 Qualifications, Applications and Campaigning Procedures	19
	7.2 Election Procedure	21
	7.3 Duties and Powers of the Emperor and Empress	22
	7.4 State Crowns	24
	7.5 State Pins	25
	7.6 Operating Budget	25
8.	Article 8: College of Monarchs	25
	8.1 Roles of the College of Monarchs	25
	8.2 Entrance into the College of Monarchs	26
	8.3 Denied Entrance into the College of Monarchs	26
	8.4 Governing of the College of Monarchs	28
	8.5 Titles within the College of Monarchs	30
	8.6 Ranking of Protocol	32
	8.7 College of Monarchs Misc. 309	
9.	Article 9: Meetings	32
	9.1 Frequency / Type of Meetings	32
10.	Article 10: Dissolution of the I.S.Q.C.C.B.E.	33

9/27/2016	Version: 1.0
I.S.Q.C.C.B.E.	Date: 8/19/2013
Standard Operating Procedures	

Table of Contents *cont.*

1. Appendix A - Membership Form	35
2. Appendix B - Board of Directors Application	37
3. Appendix C - Monarchial / Fundraising Chair Application	39
4. Appendix D - Revenue / Cash Count Form	41
5. Appendix E - Expense Voucher / Request for Reimbursement Form	43
6. Appendix F - Conflict of Interest Policy	45
7. Appendix G - Whistleblower Policy	47
8. Appendix H - Confidentiality Policy	49
9. Appendix I - Proclamation by Nicole the Great - Regent Monarchs	51
10. Appendix J - Proclamation by the House of Diamonds - Anniversary Celebrations	53
11. Appendix K - Terms	55
12. Appendix L – IRS Records Retention Policy	57
13. Appendix M – Show Sheet with Protocol Listing	59
14. Appendix N – By-Law / SOP Change Form	61
15. Appendix O – Proclamation by Nicole the Great – A Year of Mourning	63

9/27/2016	Version: 1.0
I.S.Q.C.C.B.E.	Date: 8/19/2013
Standard Operating Procedures	

IMPERIAL SOVEREIGN QUEEN CITY COURT OF THE BUCKEYE EMPIRE, INC.

1. Article 1: Name and Logos

1.1 The legal name of this corporation shall be as follows: Imperial Sovereign Queen City Court of the Buckeye Empire, Inc. For the remainder of this document, all references to this organization shall be the "I.S.Q.C.C.B.E." This includes references to the organization's name and its membership composition of all paid members.

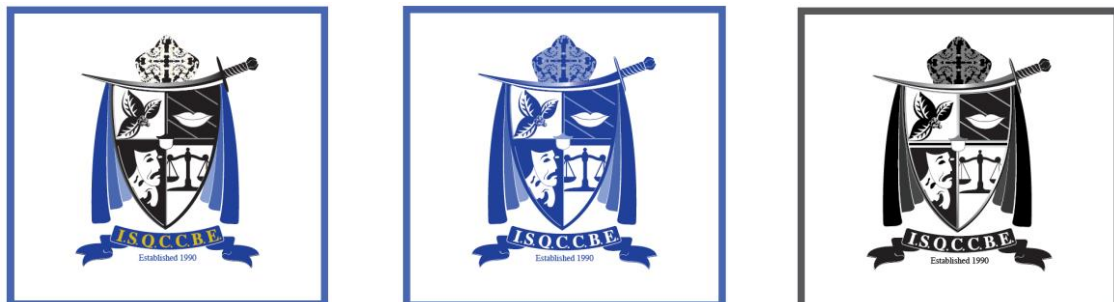
The I.S.Q.C.C.B.E. adheres to all federal, state and local laws, including those of the Internal Revenue Code, and of the State of Ohio, as a 501(c)(3) organization. Records and documents of the I.S.Q.C.C.B.E. are public, consistent with state and federal laws governing public domain. The fiscal year of the organization is January 1 to December 31.

1.2 The logo listed below will be used on all documents, correspondence, event materials and advertising associated with the I.S.Q.C.C.B.E. It may be used in its approved color of royal blue, or it may be used in the black and white version, also shown. The emblem shown below may be used when approved, for advertisements and public facing materials.

Logo:



Emblem:



9/27/2016	Version: 1.0
I.S.Q.C.C.B.E.	Date: 8/19/2013
Standard Operating Procedures	

2. Article 2: Mission Statement

The I.S.Q.C.C.B.E. is an incorporated non-profit organization of the State of Ohio and its purposes are defined as follows:

To raise funds for contribution to and in support of any and all charitable [minimum 501(c)(3)] causes upon suggestion of the reigning monarchs and approval of the Board of Directors. Funds raised in support of the **Fire and Ice Scholarship** fund are exempt from the charitable (minimum 501c3 requirement and may be paid to the school of the approved applicant (both by the selection committee and the Board of Directors).

- Provides and promotes safe and entertaining social and charitable events for all GLBTQA communities, straight friends, and families in the I.S.Q.C.C.B.E. realm.
- To promote human rights and equality amongst the general public through performances, social get-togethers, educational outreach projects and other worthwhile venues.

3. Article 3: Purpose / Function of the By-Laws

By-Law Amendments: The by-laws and/or SOP may be amended as necessary. See SOP section 6.2, 2, for process to amend.

4. Article 4: Membership

A paid member of the I.S.Q.C.C.B.E. has the right to attend any BOD, special BOD or General Membership meeting, and has all of the voting rights within the I.S.Q.C.C.B.E. at a general membership meeting or any special meeting called, upon the acceptance of their membership.

A paid member of the I.S.Q.C.C.B.E. shall retain the power to elect the Emperor and/or Empress and Board of Directors. All memberships must be paid in full at the time of voting, in order to cast a ballot.

In order to vote for monarchical candidates or the BOD, a member must meet the following requirements:

- Any new member must be paid by Friday prior to voting by midnight in order to vote in the upcoming election.
- Have renewed membership at the time of voting
- Must be at least 18 years of age
- Must show proof of a valid, government issued photo ID

4.1 Membership Levels and Fees

Membership levels are defined as follows:

- Individual – Defined as a single member
 - Individual Memberships carry a fee of \$15.00 for a year membership
- Household – Defined as two or more members living under the same roof
 - Household memberships carry a fee of \$30.00 for a year membership

4.2 Membership Year

Paid members are members for 1 year. Memberships will expire after one year (from date of enrollment). New members can sign up at any time and in order to vote must be signed up the Friday prior to voting day at midnight. If your membership has been expired for more than one

9/27/2016	Version: 1.0
I.S.Q.C.C.B.E.	Date: 8/19/2013
Standard Operating Procedures	

year then you must renew as a NEW member.

- 4.2.1 *Exception: Beginning June 1, 2012, all new / renewed members from this point forward will pay full year and will be covered until April of 2014. You must have been a member within the last year to vote for the upcoming Monarchial and BOD election. Voting will be held 6 months prior to coronation.*

4.3 Severing / Suspending of Membership Privileges

- A. An I.S.Q.C.C.B.E. member may have their membership suspended and/or severed if they specifically disrupt or go against the purposes and/or goals of the I.S.Q.C.C.B.E. or violate the Ethical Code of Conduct. (Section 5.01 of the SOP)

The procedure suspending a membership is outlined in Section 5.02 of the SOP.

- B. Should any current member so choose to resign their membership, they must do so by submitting a letter in writing stating their desire to be removed from the I.S.Q.C.C.B.E. membership and why, to the Vice President. If the resignation is stated at a meeting where official minutes are taken, the resignation is effective immediately. At that time, all rights, privileges and titles are suspended.
- C. Any member of the I.S.Q.C.C.B.E. can petition to relinquish their membership status and become a dues paying member of another Imperial Court System organization while retaining their permanent titles within the I.S.Q.C.C.B.E. as such, but not limited to, Emperor / Empress, Imperial Crown Prince / Princess or Prince / Princess Royale. 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 I.S.Q.C.C.B.E. has been relinquished the following will occur:

1. Said member has no voting privileges within any/all meetings. Permanent title holders will be able to voice concern / opinion at a meeting, only if present at said meeting.
2. Said member may attend any I.S.Q.C.C.B.E. event using their permanent title.
3. Said member may represent the I.S.Q.C.C.B.E. with their permanent title at any out of town event.
4. Said member will receive updated information via email, website or social media on all I.S.Q.C.C.B.E. related issues.

4.4 Membership and Monarchial Titles, and Awards

- A. The elected reigning monarchs have their own court titles, which run from coronation to coronation, unless stated otherwise in the by-laws. Persons holding titles in their court may be non-members, but they have no voting rights or privileges within the executive system. Likewise, there may be paid members not given a place in the reigning court - these persons would not have the rights and privileges in the reigning court, such as walks or titles.
- B. Any titled person within the court is permitted to use his/her title in any function in which he/she is participating. One who is participating in a I.S.Q.C.C.B.E.-sanctioned events must realize that all tips raised must go to the I.S.Q.C.C.B.E. Sanctioned events consist of those approved by the Reigning Monarchs and/or the BOD. One who participates in a charitable benefit for any other group or organization must realize that all monies raised on one's part go to that group or organization unless otherwise specified by that group or organization. Any I.S.Q.C.C.B.E.-titled person who participates in a function that is a non-charitable function and uses or promotes his/her title must realize that any monies raised are to be disbursed to the I.S.Q.C.C.B.E. (See Coronation Manual for coronation week exceptions)

9/27/2016	Version: 1.0
I.S.Q.C.C.B.E.	Date: 8/19/2013
Standard Operating Procedures	

- C. Any contestant for I.S.Q.C.C.B.E. pageants or competitions (including, but not limited to, Miss Queen City, Entertainer of the Year, Miss Magical Makeover, etc.) must reside in the realm and must be a paid I.S.Q.C.C.B.E. member, and must abide by the rules and regulations of the event as determined by the BOD.

5. Article 5: Discipline

5.1 Code of Ethical Behavior

- A. There will be no alcohol consumption during the I.S.Q.C.C.B.E. meetings (including board, executive, committee or college) 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.
- B. At official state functions, social events or meetings where I.S.Q.C.C.B.E. 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, 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 BOD.
- C. Illegal public nudity will not be tolerated at any I.S.Q.C.C.B.E. function.
- D. Theft of, or damage to personal, public or I.S.Q.C.C.B.E. property will not be tolerated at any I.S.Q.C.C.B.E. function. A police report will be filed by a member of the BOD, in the event of theft or intentional damage, and the I.S.Q.C.C.B.E. will support the enforcement of any existing crime laws.
- E. Embezzlement of I.S.Q.C.C.B.E. funds will not be tolerated. A police report will be filed by a member of the BOD, in the event of embezzlement, and the I.S.Q.C.C.B.E. will support the enforcement of any existing crime laws.
- F. The I.S.Q.C.C.B.E. cannot be held responsible for injury to persons or possessions at any function, meeting or event.
- G. The I.S.Q.C.C.B.E. will not discriminate against any person or persons on the basis of age, gender, gender-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 I.S.Q.C.C.B.E. will not tolerate any violation of this policy, and appropriate action will be taken, up to and including the removal of membership in the I.S.Q.C.C.B.E.
- H. 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 creating dissension among the I.S.Q.C.C.B.E. or its membership is strongly discouraged. If you have a concern about remarks that have been made, bring them to the BOD for investigation and further action.
- I. The I.S.Q.C.C.B.E. will not tolerate any of the following:
- Violations and misrepresentations to the purpose and principals of the organization.
 - Insubordination within the framework of the I.S.Q.C.C.B.E.
 - Unethical use of property, tangible and intangible, of the I.S.Q.C.C.B.E. (Example: Improper use of title(s), unauthorized use of mailing list(s), unauthorized contact with the organizations charities and/or sponsors)
 - Misappropriation of funds

9/27/2016	Version: 1.0
I.S.Q.C.C.B.E.	Date: 8/19/2013
Standard Operating Procedures	

5.2 Disciplinary Action

- A. Prior to any disciplinary action the BOD may attempt mediation to resolve any issue before a grievance is filed.
- B. Grounds for disciplinary action
- Falsification of documentation
 - Dereliction of duties
 - Violation of the Code of Ethical Behavior (Section 5.1 of the SOP)
 - Violation of State of Ohio or Federal felony laws
- C. Filing Grievances
- All grievances must be addressed to the Vice President, and mailed to the legal address of the I.S.Q.C.C.B.E. within seven calendar days of the decision of the mediation. PO Box key holders have 3 business days to provide grievances to the appropriate party.
 - Any written grievances must be given to the Vice President.
 - In the case of grievance against the Vice President, the grievance must be forwarded to the President.
 - All grievances will be investigated by the BOD within 45 days of the receipt of said grievance. The BOD will determine if there are grounds to proceed with disciplinary action by a majority vote.
 - The BOD will respond to the individual filing the grievance within five (5) days after the investigation is complete.
 - If the grievance is found to have grounds, the individual(s) charged will have a right to be present and to put forth a defense. The individual(s) verdict will be determined by a majority ballot vote of the BOD present. Disciplinary actions will be taken as described in Section 5.2 D.
 - If filed against the entire BOD, the grievance must be turned over to the College of Monarchs. The College of Monarchs will appoint two (2) members, excluding the current College of Monarchs Representative and any other College members serving as BOD members, to follow the steps above for investigation and resolution. The College of Monarchs will have full disciplinary rights as the BOD and will follow the procedures to determine the verdict.
- D. Possible Disciplinary Actions
- Verbal or written reprimand resulting in possible probationary period determined by the BOD.
 - Any violation of the code of Ethical Behavior, Bylaws or SOP during said probationary period would be cause for an emergency trial of the BOD to be convened within 72 hours of the violation. All concerned parties will be notified by the Vice President but may not necessarily be present. Said emergency trial will determine the appropriate disciplinary action for violation of the probationary period.
 - Immediate suspension of any and all duties and titles involved with the I.S.Q.C.C.B.E. for a period of time to be determined by the BOD.
 - Removal of title(s) previously given by the I.S.Q.C.C.B.E.
 - Expulsion from the I.S.Q.C.C.B.E. for a period of time, up to and including perpetuity.

9/27/2016	Version: 1.0
I.S.Q.C.C.B.E.	Date: 8/19/2013
Standard Operating Procedures	

- If the Reigning Monarch(s) is/are impeached, they will lose all monarchial titles and rights.

E. The process for suspending or severing membership is as follows:

Any person of the general membership under consideration for having his/her membership suspended or severed shall be provided the opportunity to present his/her 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 present. The meeting will be held according to Roberts Rules of Order and all accusers and other persons who wish to speak will send a request to the I.S.Q.C.C.B.E. Vice 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.

The BOD must reach a decision on the status of the membership in question by a 2/3 majority vote of those present.

This same procedure shall be followed in order to reinstate a suspended membership. A severed membership cannot be reinstated.

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.

6. Article 6: Governance

6.1 Board of Directors

A. Board of Directors (BOD)

1. The direction of the affairs and management of the I.S.Q.C.C.B.E. shall fall to the BOD.
2. All BOD members must have a working knowledge of the By-laws and SOP of the I.S.Q.C.C.B.E.
3. The BOD shall consist of nine (9) members:
 - President
 - Vice President
 - Treasurer
 - Secretary
 - Membership Chair
 - Member at Large
 - College of Monarchs Representative
 - Reigning Emperor / Fundraising Chair (aka: Monarch or Emperor)
 - Reigning Empress / Fundraising Chair (aka: Monarch or Empress)
4. BOD members are required to attend all BOD meetings. If any BOD member is absent for more than four (4) BOD meetings in a 12 month period, either consecutive or sporadic, the BOD member will be considered unable to fulfill their duties and requirements to the I.S.Q.C.C.B.E. and will be removed their position. This excludes Reigning Monarchs and BOD members traveling for the I.S.Q.C.C.B.E.
5. All BOD members shall have the voting rights as outlined in Section 6.1 D of the SOP.

9/27/2016	Version: 1.0
I.S.Q.C.C.B.E.	Date: 8/19/2013
Standard Operating Procedures	

6. BOD members are encouraged to participate in I.S.Q.C.C.B.E. functions.

B. Qualifications for BOD Members

1. BOD applicants must have never been convicted and/or plead guilty to a felony in order to be eligible to serve on the BOD.
2. All applicants must submit a BOD Application (see Appendix B).
3. Must meet the requirements for membership as outlined in Article 4 of the SOP.
4. Must be at least 21 years of age at the time the application is submitted. (See Appendix B).
5. Must be a current, paid member for one full membership year preceding the application submittal. Exception: A member from another realm may petition to be a part of our BOD if they have been a member of the ISQCCBE for 6 months, attend 3 BOD meetings and received a written recommendation from prior BOD. This exception excludes monarchial positions.
6. Must attend the following number of BOD meetings by office in which the candidate wishes to run at the time of application submittal:
 - President – six (6) meetings within the last 12 months
 - Vice President, Treasurer, Secretary, Membership Chair or Member at Large – three (3) meetings within the last 12 months
7. Each BOD member must acknowledge and agree to complete all duties of their position as described in section 6.1 E of the SOP.
8. Members of the BOD must live within the realm of the I.S.Q.C.C.B.E. during their term.

C. Elections to the BOD

1. Voting will take place the fourth Sunday of July each year (at the same time as Monarchial elections) during the allocated time determined by the Board of Directors, leaving one hour to count in the room where elections are held. The location of voting will be announced at the board meeting of the month prior to voting. Voting will be publicized in the newsletter, on the website and any other ways the BOD deems necessary.
2. All applications for BOD members will be made available at the same time as the Monarchial applications and must be postmarked by the same day as Monarchial applications. See Article 7 of the SOP for time frames. Applications will be reviewed by the Election Committee two (2) weeks after applications are received, and any outstanding concerns or questions will be discussed with the candidate on the same day as monarchial interviews. The decision of the Election Committee is final.
3. Members seeking a seat on the BOD must have met all requirements as described in Section 6.1 B of the SOP.
4. A person applying for a Board position can only run for one position. No person may hold more than one BOD position at a time.
5. Members of the College of Monarchs who are elected to Board positions must forfeit their fractional vote for BOD issues for the terms of their office.
6. Candidates will be elected by secret ballot, with earning 51% of the vote of the general membership present.
7. In the event of a tie, the highest number of vote recipients who tied shall be voted on again in a new election held at the next General Membership Meeting.

9/27/2016	Version: 1.0
I.S.Q.C.C.B.E.	Date: 8/19/2013
Standard Operating Procedures	

8. The BOD candidate winners will be announced at the same time as the Monarchs, within one hour after the close of voting.
9. Any BOD member who resigns their position will be ineligible to seek an elected or appointed position for the following one (1) year. The only exceptions will be the position of Emperor or Empress or BOD members wishing to run for a different office while currently filling a position. In these instances, the resignation may be accepted and the BOD member may apply / run for the vacant office in the next election. Resignations may not be tendered until one month prior to applications being accepted.
10. If a BOD member vacates their seat, all documents and property of the I.S.Q.C.C.B.E. must be returned within five (5) business days to the BOD.

Treasurer should be removed as a legal signer on the account within 48 hours of resigning or being impeached, and within 5 business days in the event of not being re-elected. The appointed and or elected Treasurer should change all passwords for any financial institutions and provide those new passwords to the Vice President.

11. All elected members of the Board of Directors will officially take office on the day after coronation but must serve on the committee of the position they will take from the time they are elected. This transition will serve as the training period for the new BOD member.
 - The candidate elect must be on the committee of the position they will take for the months prior to taking their position.
 - All BOD members vacating their positions must serve on the committee of the new officer of their prior position for 2 months after vacating their position.
 - All BOD must attend the brunch following coronation, unless excused by the BOD prior to brunch.

D. Term and Vote Limitations

There must be a quorum in attendance for the board to vote on an issue.

1. President –
 - One (1) year term, consecutive four (4) term max
 - Receives one vote only in the event of a tie
2. Vice President –
 - Two (2) year term {alternating with Membership Chair}, consecutive two (2) term max
 - Receives one vote
3. Secretary –
 - Two (2) year term {alternating with Treasurer}, consecutive two (2) term max
 - Receives one vote
4. Treasurer –
 - Two (2) year term {alternating with Secretary}, consecutive two (2) term max
 - Receives one vote
5. Membership Chair –
 - Two (2) year term {alternating with Vice President}, consecutive two (2) term max
 - Receives one vote
6. Member at Large –

9/27/2016	Version: 1.0
I.S.Q.C.C.B.E.	Date: 8/19/2013
Standard Operating Procedures	

- One (1) year term, consecutive four (4) term max
 - Receives one vote
7. College of Monarchs Representative –
- Two (2) year term, consecutive two (2) term max
 - Receives one vote
8. Reigning Emperor / Fundraising Chair –
- One (1) year term
 - Receives one vote
9. Reigning Empress / Fundraising Chair –
- One (1) year term
 - Receives one vote

Appointed officers will fill the term of office for which they are appointed. Appointed members can then run for their full term(s) in their consecutive terms.

Once a board member has fulfilled their consecutive terms, they may run immediately for another position, but they must wait the period of one full term before running for their previous position.

E. Duties of the BOD

1. President –

- Is a non-voting member in BOD meetings, with the exception of breaking ties and within the purview of a trial.
- Acts as chairperson at all meetings of the BOD, when present.
- Serves as Ex-officio member and liaison to other organizations at the direction of the BOD. This may be filled by a BOD appointed designee at the direction of the BOD.
- Chairs annual membership meeting – Date TBD
- Chairs the Executive Committee.

2. Vice President –

- Is a voting member of the BOD.
- Acts as chairperson in the absence of the President and as such, votes as the President does.
- Presides over any disciplinary actions from investigation to outcome.
- Responsible for all meeting locations / times and communicating these details to the BOD.
- Chairs the Standards and Practices Committee.

3. Treasurer –

- Is a voting member of the BOD.
- Shall maintain the financial records and documents of the I.S.Q.C.C.B.E.
- Shall provide the BOD with monthly written statements as well as a year-end financial report.
- Must provide the BOD with a balanced bank statement at each meeting; which must be signed by each BOD member with their legal name.

9/27/2016	Version: 1.0
I.S.Q.C.C.B.E.	Date: 8/19/2013
Standard Operating Procedures	

- Shall disburse funds raised in the name of the I.S.Q.C.C.B.E. as determined by the BOD.
- Shall possess one of two keys to the I.S.Q.C.C.B.E. P.O. Box and is considered the primary key holder.
- Shall regularly collect, distribute and disseminate all I.S.Q.C.C.B.E. mail as appropriate.
- Shall notify the Secretary when unable to collect the mail due to emergency or vacation.
- The Treasurer and/or a designee, who is approved by the BOD, shall be at all official I.S.Q.C.C.B.E. events to oversee all monetary collection, change, transportation and deposit of funds. The person must also complete an I.S.Q.C.C.B.E. Revenue / Cash Count Form (Appendix D) which includes a minimum of three (3) signatures of those responsible for counting funds raised: one (1) signature from the event host, one (1) signature from the Treasurer or designee; and one (1) signature of any I.S.Q.C.C.B.E. member in good standing. (Note: all persons who assist in counting cash are required to sign the Revenue / Cash Count Form).
- All monies received by the I.S.Q.C.C.B.E. must be deposited into an approved I.S.Q.C.C.B.E. account within two (2) business days from receipt.
- Shall conform to all statutes and guidelines as related to 501(c)3.
- Will submit an annual IRS filing.
- Annually update financial data on Ohio Attorney General Website.
- Obtain documentation of all receiving charity(ies) 501(c)3 Letter of Determination.
- Will provide Vice President with all passwords and information for all financial and banking websites.
- Chairs the Finance Committee.

4. Secretary –

- Is a voting member of the BOD.
- Maintains attendance records, records minutes, generates correspondence, acts as librarian and historian for the BOD, and files all corporation documents.
- If unable to attend BOD meeting, the BOD will appoint a scribe as temporary recording secretary, who if not a member of the BOD, will have no voting rights. If a voting member of the BOD were selected, said scribe would retain only their voting rights.
- Will email copies of the BOD meeting minutes to all BOD members no more than 10 business days following the last BOD meeting.
- Will include any email votes in the next month's meeting minutes under Old Business.
- Shall possess one of two keys to the I.S.Q.C.C.B.E. P.O. Box and considered the secondary key holder.
- Shall regularly collect, distribute and disseminate all I.S.Q.C.C.B.E. mail as appropriate in the absence of the Treasurer.
- Shall notify the Treasurer when unable to collect the mail due to emergency or vacation.
- Responsible for publishing the newsletter on a quarterly basis (at a minimum).
- Responsible for advertisement of any State Functions or other events as determined

9/27/2016	Version: 1.0
I.S.Q.C.C.B.E.	Date: 8/19/2013
Standard Operating Procedures	

by the BOD. – Note: A \$10 maximum may be spent on advertisement for an event, unless otherwise approved by the BOD.

- Chairs Communication Committee.

5. Membership Chair –

- Is a voting member of the BOD.
- Maintains an accurate record of the I.S.Q.C.C.B.E. membership.
- Ensures that I.S.Q.C.C.B.E. membership records are kept confidential by limiting distribution only to the BOD and committees as necessary, in compliance with our Confidentiality Policy.
- Actively solicits new I.S.Q.C.C.B.E. members.
- Provides membership forms to all performers and BOD members.
- Provides voting lists for BOD and Monarchial elections.
- Shall print and provide membership applications and oversee the BOD and Monarchial elections.
- Verifies all pageant contestants are members.

6. Member at Large –

- Is a voting member of the BOD.
- Represents the interests of all members issues of interest or concern.
- Identifies issues of concern or opportunities for betterment in a confidential manner. Communicates membership needs and interests to the BOD and/or general membership.
- Reviews website on a regular basis to ensure accuracy. Reports any necessary changes to the identified webmaster.
 - Nothing will be added or deleted to the website without majority BOD vote.
- Will share passwords with Secretary and Fundraising Chairs, who will update their respective areas of the website, and will have access to all information in the event the webmaster should change.

7. College of Monarchs Representative –

- Is a voting member of the BOD.
- Position is elected by the College of Monarchs.
- At the end of each reign, will be responsible for providing a detailed inventory of state items to the BOD, to be placed in records.
- Will schedule a regular quarterly meeting with the College of Monarchs and Reigning Monarchs.
- If one or more College member(s) are in attendance at a BOD meeting, the College Representative must vote as the majority of the College members present vote; and will only have a vote in the instance of a tie. If no College members are present at the BOD meeting, the College Representative will vote as they choose.
- Serves as Minister of Protocol.

8. Reigning Emperor –

- Is a voting member of the BOD.

9/27/2016	Version: 1.0
I.S.Q.C.C.B.E.	Date: 8/19/2013
Standard Operating Procedures	

- Serves as a co-Fundraising Chairperson.
- See section 7.3 of the SOP for duties of the Emperor.

9. Reigning Empress –

- Is a voting member of the BOD.
- Serves as a co-Fundraising Chairperson.
- See section 7.3 of the SOP for duties of the Empress.

F. Requirements of the BOD

BOD members must acknowledge and sign with their legal name: Conflict of Interest (Appendix F), Whistleblower Policy (Appendix G) and Confidentiality Policy (Appendix H). All forms must be acknowledged and signed each year. Failure to comply within 45 days board elections will result in BOD member being said to not meet requirements of position, and will be automatically removed from the BOD.

G. Financial Responsibilities of the BOD

1. Reimbursement: Receipts are required for all expenses. Said receipts must be from legitimate/licensed business enterprises (cash or credit card receipts) and labeled with the reason for the expenditure, accompanied with Expense Voucher / Request for Reimbursement Form (Appendix E). This will protect the treasurer and the I.S.Q.C.C.B.E. and provide the necessary checks and balances.

The BOD shall accept and disburse I.S.Q.C.C.B.E. monies using the I.S.Q.C.C.B.E.'s checking account. Monies shall be disbursed only in the form of a check from the I.S.Q.C.C.B.E.'s account. No residents of the same household, nor lovers, nor significant others, though they may hold signatory authority on an I.S.Q.C.C.B.E. account, may countersign a check on the I.S.Q.C.C.B.E.'s account(s). Said check will require the signatures of two unrelated individuals. Signatory authority must be given to a minimum of three (3) BOD members, with the exception of Reigning Monarchs, who cannot sign any checks.

2. The Board may purchase certificates of deposit or other savings / investment.
3. The I.S.Q.C.C.B.E. shall not issue a loan to any member or non-member for any reason.
4. Contracts must be executed by the President of the BOD, only after approval of majority of the BOD. A copy of the executed contract must be provided to the Treasurer for a retention and payments.
5. All official records will be maintained according to IRS Guidelines (see Appendix L). See individual BOD Duties for specific records.
6. The BOD will hold and maintain a general liability insurance policy.

H. Impeachment of a BOD Member

1. The BOD may impeach any member of the Board for violation of the Code of Ethical Behavior. See section 5.1 in the SOP. This must be done in a meeting held specifically for that purpose and the reason(s) discussed and evidence presented at that time. The Board Member in question must be notified of the time and place of the hearing and the nature of the charges against them. Said notification must be by United States Mail, certified. The Board member in question shall have thirty (30) days to respond. A two-thirds (2/3) vote of all Board members - except the Board member in question - must be carried and the removal is immediate.

9/27/2016	Version: 1.0
I.S.Q.C.C.B.E.	Date: 8/19/2013
Standard Operating Procedures	

2. Any board member (elected or appointed) who is impeached, may never again hold a position of the BOD.

I. Resignations of a BOD Member

1. The BOD shall accept the resignation of any BOD member at any time. Resignations should be submitted in writing by mail or email to the President; or Vice President if the President resigns; or submitted verbally at a meeting where minutes are taken. The Board must then appoint a replacement until the next scheduled board meeting.

J. Filling A Vacant BOD Position

1. In the event of the resignation, death or impeachment of the President, the Vice-President will assume the position and the duties of the office of President. If the Vice-President declines this responsibility, then the Board shall appoint a replacement to fulfill the remaining unexpired term.

2. In the event of the resignation, death or impeachment of the President, Vice President, Treasurer, Secretary, Membership Chair or Member at Large, the following will apply:

- If the BOD member's remaining term is less than one year, the BOD will appoint someone to hold that position until the next election.
- If the remaining term is more than one year, an announcement of the opening will be sent to the general membership either by bulk mail, website or inclusion in the newsletter. At the next BOD meeting the president will open nominations for that position on the board to all in attendance. Each nominee must be verified to be in accordance with all requirements set forth in this Article. The President shall call for discussion and after it is closed call for a vote on the position(s). The vote shall consist of a majority vote of the general membership present at the next General Membership Meeting.
- All qualifications for BOD members must be met to be appointed or elected. See SOP Section 6.1 B of the SOP.

3. In the event of the resignation, death or impeachment of the College of Monarchs representative, the College of Monarchs shall elect a replacement to fulfill the remaining unexpired term.

6.2 Standing Committees

Committee members must acknowledge and sign with their legal name: Conflict of Interest (Appendix F), Whistleblower Policy (Appendix G) and Confidentiality Policy (Appendix H). All forms must be acknowledged and signed each year. Failure to comply within 45 of being appointed to the committee will result in committee member being said to not meet requirements of position, and will be automatically removed from the committee.

Standing committees will be defined as the following:

1. **Executive Committee:** Shall be chaired by the President of the BOD. Members shall consist of the Officer's of the BOD as outlined in Section 6.1 A 2 of the SOP; shall set the agenda, at least three business days in advance, for all BOD meetings; shall be granted certain executive powers as granted by the BOD under the guidelines of 501(c)3.
2. **Standards and Practices Committee:** Shall be chaired by the Vice-president of the BOD. Committee shall meet as necessary, or at a minimum of every three (3) years, to review all written proposed changes to the By-laws or SOP of I.S.Q.C.C.B.E. All proposed amendments must be submitted to the Standards and Practices Committee for review.
 - All proposed by-law and SOP amendments must be submitted in writing using the By-

9/27/2016	Version: 1.0
I.S.Q.C.C.B.E.	Date: 8/19/2013
Standard Operating Procedures	

Law / SOP Amendment Submission Form (Appendix N). All submissions can be mailed to the I.S.Q.C.C.B.E., attn: Vice President or emailed to vicepresident@isqccbe.org

- The committee shall review all the proposed by-law amendments and will notify the membership that that changes have been submitted and will be voted on at the next regularly scheduled General Membership Meeting. Notice of the meeting will be posted 30 days prior. Any proposed changes made to the By-laws must be approved by 2/3 majority vote of the general membership in attendance.
- The committee shall review all the proposed SOP amendments and will submit the proposed changes to the BOD at the next regularly scheduled BOD meeting. Any proposed changes made to the SOP must be approved by majority vote of the BOD members in attendance.

Accepted changes to the by-laws / SOP will be in effect immediately.

3. **Finance Committee:** Shall be chaired by the Treasurer of the BOD. The Committee will at a minimum consist of one (1) College member, one (1) general member selected by the BOD, one (1) BOD member, and the Treasurer. The Reigning Monarchs may not be members of the Finance Committee. The Finance Committee shall meet quarterly to complete an audit of the Courts financial documents, including but not limited to Revenue/Cash Count Forms, bank statements, monthly treasurer's reports, disbursement forms, etc. The Committee must keep minutes of their findings to be presented at the next BOD meeting and any findings will be addressed at that time. A final audit and the closing of the books for the previous reign must be completed within 60 days of coronation and present to the BOD at the next regularly scheduled BOD meeting. After approval of the books by BOD, all remaining funds for the reign will be disbursed to the designated charities, with the exception of the membership fund and the operating fund (within addressed limitations) balance.
4. **Election Committee:** The chairperson shall be membership chair. The committee will oversee BOD and Monarchical elections and will consist of one (1) College Member, one (1) general member that is not running for office, selected by the Membership Chair, one (1) non-member who is selected by the BOD, and the Membership Chair. The Secretary will oversee the committee in the event that the Membership Chair is up for election.
5. **Communications Committee:** Shall be chaired by the Secretary of the BOD. The committee shall deal with the newsletter, webmaster, advertising, programs, and flyers for I.S.Q.C.C.B.E.
6. **State Function Committee:** The committee shall be chaired by the BOD and College of Monarchs. The committee shall oversee Coronation, Investitures, and any other BOD/College of Monarchs approved State Functions. The ball coordinator(s) for coronation are selected by the reigning monarchs stepping down, with approval of the BOD by majority vote. The College of Monarchs (with BOD approval) will appoint a qualified member to oversee the committee.
7. **Community Investment and Fundraising Committee:** The chairpersons shall be the Reigning Monarchs. The chairpersons cannot chair another committee. The committee shall oversee all non-state function fundraising events ensuring that events are properly advertised including but not limited to, Social Media advertisements, posters at venues and added to the website. The committee will also be responsible for contacting other organizations and business to procure donations and sponsorships.
8. **Ad Hoc Committees:** The BOD can appoint AD Hoc Committees as deemed prudent and necessary in order to fulfill the I.S.Q.C.C.B.E.'s business and interests.

9/27/2016	Version: 1.0
I.S.Q.C.C.B.E.	Date: 8/19/2013
Standard Operating Procedures	

6.3 Parliament Representative

- A. Duties of the Parliament and/or Alternate Parliament Representative
1. This position is not a BOD member and will have no vote on the BOD as such.
 2. Shall represent the best interest of the I.S.Q.C.C.B.E. at the scheduled parliamentary meetings of the I.C.S.
 3. Shall be responsible for keeping the BOD and membership informed of the actions and activities of the I.C.S. parliament.
- B. Qualifications for the Parliament and/or Alternate Parliament Representative
1. Must have financial means to attend the yearly parliamentary meetings.
 2. Must have valid passport.
 3. Must be at least 21 years of age at the time applications are made available.
 4. Must meet the requirements for membership as outlined Article 4 of the SOP.
 5. Must be a dues paid member for the current and previous membership years.
 6. Applicants must have actively participated in I.S.Q.C.C.B.E. functions.
 7. Must maintain their active dues paid status during their tenure.
 8. Must have a working knowledge of the By-laws and SOP of the I.S.Q.C.C.B.E. Working knowledge shall be determined by the I.S.Q.C.C.B.E.'s BOD.
- C. Selection
1. Parliament Representative/Alternate Parliament Representative shall be elected at the time of BOD elections by the general membership.
 2. A. The Parliament Representative shall be chosen during the election process of an even numbered year. The term is a two (2) year term. Parliament Representatives can serve a maximum of two (2) consecutive terms. The term of the Parliament Representative will take effect July 1 of the year elected.
B. The Alternate Parliament Representative shall be chosen during the election process of an odd numbered year. The term is a two (2) year term. The Alternate Parliament Representatives can serve a maximum of two (2) consecutive terms. The term of the Alternate Parliament Representative will take effect July 1 of the year elected.
 3. A candidate shall be elected by a simple majority of votes. The person receiving the second highest number of votes will serve as the alternate.
 4. The Parliament Representative and/or Alternate Parliament must have a term off after serving two (2) consecutive terms.
 5. If there is no candidate(s) for the position, the BOD will request nominations from the College of Monarchs for the vacant position. The BOD will then vote by a simple majority at the next BOD meeting following elections, to determine which member of the College of Monarchs will be Parliament Representative and/or Alternate Parliament for the remaining reign.
- D. Standards
1. The Vice President of the BOD shall insure that the Parliament Representative receives a copy of the I.S.Q.C.C.B.E. By-laws and SOP within six (6) weeks of their election and/or any revisions or changes are made to said document(s).
- E. Removal
1. See SOP section 6.1, H, for outlined process to impeach a BOD member / Parliament

9/27/2016	Version: 1.0
I.S.Q.C.C.B.E.	Date: 8/19/2013
Standard Operating Procedures	

Representative.

7. Article 7: Monarchial Elections and Duties

7.1 Qualifications, Applications and Campaigning Procedures

- A. Applications will be made available the first Friday in June. The candidate for Monarch must also meet the following qualifications:
1. Monarch applicants must have never been convicted and/or plead guilty to a felony in order to be eligible to serve as a monarch.
 2. The candidate must have participated in six (6) fund raisers and have been the host of four (4) fund raisers in the twelve (12) months prior to the date the application is made available.
 3. The candidate must have been a member of the I.S.Q.C.C.B.E. for at least twelve (12) months prior to the date the application is made available and have attended six (6) BOD meetings in the twelve (12) months prior the date the application is made available.
 4. The candidate must have attended and walked in at least two (2) out-of-town coronations in the twelve (12) months prior the date the application is made available.
 5. The candidate must have resided within the Realm for at least twelve (12) consecutive months prior the date the application is made available.
 6. Approved applicants who are board members must resign from their BOD position prior to campaign kickoff.
 7. The candidate must be 21 years of age by the date the application is made available.
- B. Applications must be postmarked by the third Friday in June. All completed applications must be accompanied by a non-refundable application fee of \$75 per applicant (check or money order made out to the I.S.Q.C.C.B.E., Inc.). All applications must be completed and submitted with check or money order to the I.S.Q.C.C.B.E., Inc. mailing address; attn: College of Monarchs Representative. Funds will be added to the Coronation Fund.
- C. Interviews for candidacy will be held the fourth Sunday in June. Candidates will be notified of the interview date by the College of Monarchs Representative. Interviews will begin with standard questions as established by the BOD. Candidates being interviewed may be asked other questions by interviewers as necessary.
- D. All applicants must meet the approval of the Review Committee. The Review Committee will be formed at the BOD meeting prior to the date applications are made available by the following members:
1. All members of the Board not seeking a monarchial position;
 2. All members of the College of Monarchs not seeking a monarchial position;
 3. Three members of the general membership and one alternate of the general membership, elected by the general membership, none of whom are seeking a monarchial position.
- The Review Committee acts as a separate committee than the Election Committee (who only oversees the elections.)
- E. The Review Committee will determine if applicants meet eligibility guidelines as stipulated in the by-laws and SOP. The Review Committee shall also determine each candidate's suitability for the position, including (but not limited to) general character, conduct, code of

9/27/2016	Version: 1.0
I.S.Q.C.C.B.E.	Date: 8/19/2013
Standard Operating Procedures	

ethics, integrity and ability to fulfill the requirements of the position. Candidates must be approved by a majority vote of the Review Committee.

The Review Committee reserves the right to determine if any other member of the Review Committee shall constitute a conflict of interest. Any interviewing committee member found to possess a conflict of interest will serve in full capacity as a committee member, but must abstain from voting for that office and for all candidates of that office - e.g., a committee member is found to possess a conflict of interest with a candidate for Empress; that member may participate in all interviewing committee processes except voting on *all* Empress candidates.

- F. Campaigning will officially begin immediately following the announcement of approved candidate(s) and will cease at the beginning of the ICP Ball. No campaigning may be done on voting day inside of the voting venue. Campaigning may be done outside of the venue in a way not obstructing traffic to or from said venue. Voting will take place at the ICP Ball the final Sunday in July. Time and venue will be announced at the end of interviews/candidate announcement. All approved candidates must adhere to a dollar campaign limit, as determined by the BOD at the BOD meeting prior to the date applications are made available. This includes any donations such as newspaper ads, videos, TV, or radio ads, etc. The Review Committee will appoint three members per candidate from the Review Committee to exclusively review all campaign materials. All campaign materials must be approved before use. College of Monarch Representative will set up joint events during campaign month that all candidates will be invited to attend. Candidates are approved to host individual shows as well.
- G. Termination / Disqualification of candidacy occurs if substantiated proof of one or more of the following is brought to the attention of the Election Committee on or before election day:
1. Evidence of prior campaigning;
 2. Non-submittal of campaign receipts before voting begins;
 3. Evidence of joint campaigning (if there are more than one candidate for each position; if only one candidate for Emperor and only one candidate for Empress, joint campaigning will be accepted);
 4. Breach of organizational by-laws.
 5. Evidence of campaign expenses that exceed the amount set by the BOD.
 6. Use of unapproved campaign materials.

The Election Committee will review the complaint, and will put any complaints of validity before the BOD for a decision. Disqualification of a candidate shall require a 2/3 majority vote of the quorum of BOD members present.

- H. All money raised by a candidate must go through the I.S.Q.C.C.B.E. treasury, and must go to a charity that is, at minimum, a 501(c)(3) organization. In cases where the charitable organization specified is not a designated charity of the current reign, the candidate must obtain approval of the BOD.
- I. An individual who has served as an elected monarch may run for an elected monarchical position after one year has elapsed, measured from that individual's step-down Coronation.
- J. The reigning monarchs may not endorse and/or campaign for any monarchical candidates or BOD candidate. During the campaign month, reigning monarchs may be present at the venue but may not participate in any candidate shows. Unless that event is sponsored by the COM whereas all candidates are invited to participate. In the case where there is only one candidate for each position of monarch the reigning monarchs may endorse, campaign and/or participate in a candidates shows / events. This is also true for BOD members.

9/27/2016	Version: 1.0
I.S.Q.C.C.B.E.	Date: 8/19/2013
Standard Operating Procedures	

7.2 Election Procedure

- A. The Emperor and Empress shall be elected based on the highest number of votes by the general membership in attendance at voting. In the event there is only one candidate for a monarchical position, a yes/no vote will be implemented; the candidate must receive one more “yes” vote than “no” vote to be elected.
- B. Voting will take place the fourth Sunday of July each year (at the same time as Monarchical elections) during the allocated time determined by the Board of Directors, leaving one hour to count in the room where elections are held. The location of voting will be announced at the regularly scheduled BOD meeting the month prior to voting. Voting will be publicized in the newsletter, on the website and any other ways the BOD deems necessary.
- C. Once voting is completed, the Election Committee will count and verify all ballots, and present election results to the President of the BOD. The candidates are allowed to be present during this transaction. The actual ballots will be retained by the Membership Chair for preservation. All ballots shall be preserved for 60 days following the determination of the election results.
- D. Any confirmed member who voted in the specific election can contest the election by contacting the Membership Chair. Such cases must be based on identifiable grounds. An election contest must be filed no later than 7 calendar days after Election Day. The complaint must be specific in order to be investigated. General complaints will be considered groundless and not considered by the I.S.Q.C.C.B.E.

Once an Election complaint is filed, the Membership Chair will acknowledge the complaint and notify the President within 24 hours. Within 48 hours of receiving notice, the President will call an Executive Session with the Board of Directors. The person who filed the complaint *must* attend the Executive Session as well. If the person who files the complaint does not attend, the complaint will be found to be groundless and may be dismissed by the determination of the BOD.

Merits of the complaint will be investigated, and presented at the Executive Session by the Membership Chair and discussed by the BOD. Full disclosure of the complaint and findings will be shared at the regularly scheduled BOD meeting, where a vote will commence. The BOD must reach a decision by majority vote of those present at said meeting. The decision of the BOD will be final.

- E. In the event that a monarchical position has no candidates, the vacated position shall revert back to the College of Monarchs (in descending order, skipping over the monarchs who most recently have stepped down). If no monarch accepts the responsibility, the monarchs who have most recently stepped down may be asked. Should a previous monarch accept the responsibility, he/she shall be known as regent monarch for that reign. In the event that a monarchical position remains vacated, that title and number shall always remain vacated.
- F. In the event of a tie, the highest number of vote recipients who tied shall be voted on in a new election at the next General Membership Meeting.

7.3 Duties and Powers of the Emperor and Empress

- A. The reigning Emperor and Empress may begin to use their number at the time they step up.
- B. The reigning Emperor and Empress must make at least five public appearances at fundraising events per month as Emperor and Empress excluding Entertainer of the Year (EOY) and Monarchical Candidate Month.
- C. The reigning Emperor and Empress must have attended and walked in at least two out-of-town coronation appearances during their reign. The reigning Emperor and Empress are responsible for all coronation gifts, to be paid for by the Treasurer. A maximum price per gift

9/27/2016	Version: 1.0
I.S.Q.C.C.B.E.	Date: 8/19/2013
Standard Operating Procedures	

shall be determined by the BOD prior to the purchase of any such gifts. If a Regent Monarch is appointed in the first 6 months of a reign, the Regent Monarch must attend one out-of-town coronation. If appointed after 6 months of the current reign has passed, the Regent Monarch is not required to attend any out-of-town coronations during that reign.

- D. The Reigning Emperor & Empress shall receive up to six Out-of-Town coronation ads per reign with a maximum spend determined by the BOD.
- E. The reigning Emperor and Empress have the option to request to be involved in any I.S.Q.C.C.B.E. approved fund raiser.
- F. A notice will be posted on the ISQCCBE website that any 501(c)(3) charity may request, complete and submit an application to become a designated charity for the upcoming reign. A presentation by the charity to the BOD will be held after the time the monarchs are elected, but prior to Coronations Victory Brunch. The elected Monarch(s) shall choose their designated charities to be announced at victory Brunch. The time frame and dates are of the full discretion of the BOD.
- G. The reigning Emperor and Empress may appoint an Imperial Crown Prince Royale / Imperial Crown Princess Royale, which, by previous royal proclamation, becomes a permanent title upon the holder's step-down. They may establish / bestow any individual, organization or group title. Each reigning monarch may also bestow one lifetime title. The reigning monarchs may also revoke any title that they establish or bestow.
- H. Each set of reigning monarchs 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.
- I. The reigning Emperor and Empress 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. In the event that one Regent is appointed, the elected Monarch will choose the Coronation theme.
- J. All royal proclamations must be approved by a majority vote of the College of Monarchs before the reigning monarchs can announce them. Each reigning monarch is limited to two (2) proclamations. If a Regent Monarch is appointed, the Regent Monarch will receive one (1) proclamation still to be approved by the College of Monarchs. If each reigning monarch gives up one proclamation, they may bestow a joint permanent title.

All proclamations must be provided to the College of Monarchs for approval at least two weeks prior to the reigning monarch's step-down coronation. If not used at that time, it is void and cannot be bestowed at a later date.

- K. The monthly Distinguished Order of the Buckeye Empire Award will be granted exclusively by the reigning monarchs. An I.S.Q.C.C.B.E. member may be named as the monthly recipient of the D.O.B.E. only once during a reign. This designation must be reserved - and granted - for that I.S.Q.C.C.B.E. member who, during that month, has demonstrated exemplary commitment, enthusiasm and dedication to the I.S.Q.C.C.B.E. through a variety of means, including participation in I.S.Q.C.C.B.E. activities, and attendance at I.S.Q.C.C.B.E. functions.
- L. Awarding of the monthly Distinguished Order of the Buckeye Empire for Life will be decided upon exclusively by the reigning Emperor and Empress with no external sources submitting contribution. In cases of a tie, stalemate or unresolved discussion, the President of the BOD shall be the deciding factor. Whatever decision has been made as a result of this meeting must remain confidential until Coronation, and the recipient of the award shall be known only by the President, and the Emperor and Empress who are stepping down. The D.O.B.E. for Life shall be chosen among the recipients of the D.O.B.E. of the Month for the current reign.

9/27/2016	Version: 1.0
I.S.Q.C.C.B.E.	Date: 8/19/2013
Standard Operating Procedures	

M. Each reigning monarchs has the right to appoint one heir apparent from the College of Monarchs and must be approved by the College of Monarchs. In the event of resignation, impeachment, debility or death of a reigning monarch, the heir apparent named by that monarch shall assume the position as regent, maintaining the same number. If no heir-apparent has been named, or if heir apparent declines, a Regent Monarch would be appointed. See SOP Section 7.2, E. A monarch who resigns or is impeached is not awarded the title as a permanent title, and is not awarded the monarchial designation of number. In the event of the death of a reigning monarch, he/she shall be posthumously awarded his/her monarchial number "in memoriam", and place in the roster of permanent titles. The regent shall be come know as the Monarch with the number of the reign upon their successful step-down.

If the heir apparent declines the appointment and a Regent Monarch is appointed, the college of Monarchs Representative will officiate a ceremony to install the Regent Monarch, preferably done at a state function.

N. Elected monarchs have the privilege to raise and/or have donated funds for a travel fund. This / these events must take placed during coronation weekend in victory theme manner. Any monies raised must be disbursed only by the BOD. The elected Monarchs will not personally receive any cash proceeds from this fund. Any unused balance shall be disbursed back to the designated charities for that reign. Monies will be split evenly between the elected monarchs and will only be used to purchase coronation packages. These will be purchased by the Treasurer.

7.4 State Crowns

A. Beginning with Reign 23, each elected Monarch will be issued a State Crown. The State Crowns are commissioned from Thorin & Co. and are the property of the ISQCCBE. If Monarch should vacate his/her position, these items are to be returned to the ISQCCBE by the next Board of Directors meeting. The crowns become the property of the Monarchs at the completion of his/her step down at the end of his/her Reign.

Beginning with Reign 23, the State Crowns must be worn to all State Functions. At the Coronation step down of the Reigning Monarch, he/she must wear the State Crown in his/her final walk (i.e. 3rd/crowning set). To clarify further, the stepping down Monarch(s) may wear any crown of his/her choice during sets 1 & 2 of his/her step down Coronation. After the completion of his/her reign:

- State Crowns must be worn at all ISQCCBE State Functions.
- The Dowager Monarchs may purchase, at his/her own expense, any crown of his/her choice and wear it at any function except for ISQCCBE State Functions and 3rd Set of our Coronation Ball. At that time they must wear the State Crown.

Any Monarchs prior to Reign 23 are exempt from this SOP as State Crowns were not commissioned at the time of his/her Reign. Beginning with the 10th anniversary of Reign 12 going forward, the Decade Crown, which is a duplicate version of the State Crown, must be worn to all State Functions and the 3rd set of our Coronation Ball, after the Decade Monarchs are presented with the State Crowns at Coronation.

B. The Imperial Crown Prince Royale and Imperial Crown Princess Royale will be issued a mantle, consisting of a black leather strap & brooch, and crown, respectively, commissioned from Thorin & Co. The said mantle and crown will be the property of the ISQCCBE. If either ICPR should vacate his/her position, these items must be returned to the Monarch that bestowed said title upon them by the next Board of Directors meeting. Upon his/her final walk during the 3rd set of Coronation, the mantle or crown becomes the possession of said title-holder. These items must be worn at all State functions both while reigning and after as long as the title of Imperial Crown Prince Royale or Imperial Crown Princess Royale is an individual's highest title.

9/27/2016	Version: 1.0
I.S.Q.C.C.B.E.	Date: 8/19/2013
Standard Operating Procedures	

- C The Imperial Crown Prince and Imperial Crown Princess will each be issued a crown pin that signifies his/her title, commissioned from Thorin & Co. These sets of pins will be the property of the ISQCCBE. When they step up as Monarchs, both sets of pins will be given back to the ISQCCBE at the Coronation when they become Monarch for the next Imperial Crown Prince and Imperial Crown Princess.
- D. All parties are personally responsible for repairs and replacement of any state regalia awarded by the ISQCBBE. The College Rep will annually evaluate the condition of all regalia remaining in the inventory of the ISQCCBE and make recommendations to the Board of Directors as to any pieces that made need repair or replacement.

7.5 State Pins

A. With the commencement of Reign 21, each Reign will have a State Pin to 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 Monarch(s) initials.

7.6 Operating Budget

A. Beginning January 1, 2015, during Reign 23, an operating fund will be established. This fund will be used to pay for operating costs of the ISQCCBE including state regalia, software license, insurance premiums and other miscellaneous business expenses approved with a majority vote of the Board of Directors.

B Beginning January 1,2015 during Reign 23, Fifteen(15%) percent from every non-designated fundraising event will be placed into the operating fund. This fund is independent of the Membership Fund, which will continue to be used to pay for newsletter expenses, tokens for membership acknowledgment, and other expense approved by the Board of Directors. All membership dues will go exclusively into the Membership Fund.

1. The operating fund is independent of any reign and will maintain a balance after the accounts for each reign have been finalized.
2. The operating fund will be reviewed annually by the treasurer at the close of each reign. The annual closing balance of the operating fund is not to exceed \$5000.00. Any funds exceeding \$5000.00 will be placed into the account and distributed to the designated charities as a part of the final disbursements.

C. All money form the annual Investitures event will be placed in the operating fund to pay for all State Regalia of the given reign, If a balance remains after this event, it will be paid out of the operating fund.

8. Article 8: College of Monarchs

College of Monarchs members must acknowledge and sign with their legal name: Conflict of Interest (Appendix F), Whistleblower Policy (Appendix G) and Confidentiality Policy (Appendix H). All forms must be acknowledged. Failure to comply within 45 days board elections will result in voting privileges being suspended until said forms are signed and returned to the Secretary of the BOD. Those members with suspended voting will be considered as not in good standing within the College of Monarchs.

8.1 Roles of the College of Monarchs

1. Coordinating and executing Coronation in conjunction with the BOD.*
2. Updating the I.S.Q.C.C.B.E. documented history annually.

9/27/2016	Version: 1.0
I.S.Q.C.C.B.E.	Date: 8/19/2013
Standard Operating Procedures	

3. Maintenance and retention of the I.S.Q.C.C.B.E.'s storage of regalia.**
4. Any concerns relating to the behavior of the reigning monarchs and past monarchs.
5. Electing a College of Monarchs Representative.

*The College of Monarchs and BOD will be responsible for the execution of Coronation Week events. Meetings will be held by the College of Monarchs and BOD to establish a dollar amount to be spent. Coronation details and planning will be discussed at the regularly scheduled quarterly College of Monarchs meetings. Any deviation from the approved budget must be presented to the BOD for approval.

** The College of Monarchs shall determine a storage location for the I.S.Q.C.C.B.E.'s Crown Jewels, wardrobe, awards, and all other non-individual I.S.Q.C.C.B.E. items. Any properties, objects, materials or other goods paid for the by I.S.Q.C.C.B.E., Inc., will become property of the corporation and are not to be sold or disposed of without approval of the College of Monarchs and the BOD.

8.2 Entrance into the College of Monarchs

Reigning Monarchs will be accepted into the College of Monarchs upon their successful step-down after their reign. If any monarch is under investigation for any reason at the time of their step-down, they will be allowed to step-down but entrance into the College of Monarchs will be contingent upon the investigation. If found guilty, the Vice President of the BOD will make a recommendation to the College of Monarchs Representative, who will call for a vote of the College of Monarchs, which will determine if the monarch shall be invested into the College of Monarchs.

- A. Monarchs from outside realm may gain entrance into the College of Monarchs by"
- Residing in the ISQCCBE realm for a minimum of 6 months
 - Paid member of the ISQCCBE
 - Majority vote of the members of the College of Monarchs
 - Must be in good standing with previous Court

If a member is inducted into the College of Monarchs:

- B. Member will have full voting rights
- Member can walk with their previous court or with the ISQCCBE.
 - If walking with the ISQCCBE, member will walk prior to the Reigning Monarchs of the year they were inducted.
 - Will be able to withdraw petition from College of Monarchs.

If member is inducted into the College of Monarchs and petitions to run for Monarchical position, then all College of Monarch duties are on hold until notified by College of Monarch Representative.

If a member petitions entrance into the College of Monarchs and is denied, the member can utilize the appeal process outlined in the SOP>

8.3 Denied Entrance into the College of Monarchs

- A. Denying Entrance

Any monarch that does not successfully complete their reign will not be accepted into the College of Monarchs.

If a monarch is denied entrance into the College of Monarchs, that monarch may appeal the decision. The denied monarch must send a letter to the address of record for the ISQCCBE,

9/27/2016	Version: 1.0
I.S.Q.C.C.B.E.	Date: 8/19/2013
Standard Operating Procedures	

addressed to the College Representative to request an appeal. Letter must be sent within the timeframe of the time of decision to the next scheduled Board of Directors Meeting. If the appeal is not sent within this timeframe the College of Monarchs decision will be final.

If the appeal is sent in the prescribed manner then the College of Monarchs Representative will schedule a meeting with the College of Monarchs to determine the facts of denial to the entrance to the College of Monarchs. The meeting will allow the individual to present a rebuttal to the decision of the College of Monarchs. All evidence of misconduct shall be presented at this meeting. Once the evidence is presented and all sides of the issue have been addressed, the members of the College of Monarchs in attendance will vote for one of three outcomes:

1. Reverse the original decision and allow admission to the College of Monarchs
2. Put in place a probationary period (set by the College of Monarchs in attendance)
3. To allow the original decision to stand and be final.

Minutes of the appeal meeting will be taken and will be the official record of the meeting. Minutes will be given sent to the secretary of the Board of Directors to be archived.

If said monarch does not attend the meeting, the original decision of the College of Monarchs shall stand.

If monarch is placed on probation, it will last from the time of the decision to the next admission to the College of Monarchs. Violations of ANY I.S.Q.C.C.B.E. by-law will render the original decision of denial to the College of Monarchs accepted and final. See SOP Section 5.2 D.

Prior to the next scheduled admission into the College of Monarchs, the probated monarch will meet with the College of Monarchs where the probated period will be reviewed. A vote by those College of Monarch members in attendance will vote and there will only be two outcomes:

1. Vote YES to admission into the College of Monarchs
2. Vote NO to admission into the College of Monarchs

College of Monarch Representative will abstain, and will only vote in the event of a tie.

Voting of those members of the College of Monarchs in attendance will be final.

B. Removing a College of Monarch member

Any member of the College of Monarchs may petition the College of Monarchs Representative for the removal of another member of the College of Monarchs. Cause may be define as, but not limited to those issues outlined in the Code of Ethical Behavior. See SOP Section 5.1.

C. Process of removal:

The member requesting the removal must present their petition in writing to the College of Monarchs Representative and it must include the reason(s) for the request. The College of Monarchs Representative will call a meeting to hear arguments from the petitioner and the accused. No other persons will be allowed to present at the case. Once all findings are presented the College of Monarchs in attendance will vote and one of three outcomes will occur:

1. Find no evidence of wrong-doing and dismiss all charges
2. Find evidence of inappropriate activity on the part of the accused but not serious enough to warrant removal. The accused will be placed on probation according to the guidelines of those members of the College of Monarchs present.
3. Find the charge(s) founded and deserving of removal from the College of Monarchs (suspension). Time frame will be determined by those members of the College of Monarchs present.

9/27/2016	Version: 1.0
I.S.Q.C.C.B.E.	Date: 8/19/2013
Standard Operating Procedures	

Once the suspension or probation time is complete the College of Monarchs will reconvene to vote on one of two outcomes:

1. The terms and conditions of the probationary or suspension period have been met and sanctions shall be lifted and the College Member shall be granted all rights and privileges of the College of Monarchs
2. There have been continued violations during the probationary or suspension period to warrant a continuation of the sanctions in place or that the violations are of a nature that warrant escalation of the member's status to a more severe category and could result in suspension from the College of Monarchs permanently. If there is a permanent suspension the result is final and may not be appealed.

During **probation** the rights and privileges of the Monarch shall remain intact. The Monarch on probation shall have the right to use his/her title, walk at I.S.Q.C.C.B.E. sanctioned events (including Out of Town functions) and may perform using their Imperial Title.

A Monarch on **probation** during his/her Dowager Year may or may not be permitted their Anniversary Walk. A meeting with the College of Monarchs will be called to discuss the severity of the issue that warranted probation and a vote will be called by those College of Monarch members present to determine if the Monarch on probation will have their Anniversary Walk. This result may NOT be appealed.

Any infraction of the rules and regulations of the I.S.Q.C.C.B.E. during the probationary period as outlined in Disciplinary Action will result in immediate suspension.

If a Monarch is placed on **suspension** all rights and privileges are suspended. Suspension of a Monarch will be reported to the International Court System (ICS) and to all member courts.

If the Monarch has his/her membership removed (note by-laws for termination of membership) the following shall apply:

1. All permanent titles are removed from I.S.Q.C.C.B.E. record.
2. The terminated monarchs name and number shall read "VACANT"
3. Permanent titles issued by the terminated monarch will not be affected.
4. Proclamations issued by terminated monarch will be reviewed for possible revocation by the College of Monarchs.

8.4 Governance of the College of Monarchs

The College of Monarchs shall hold scheduled meetings at minimum quarterly and will be presided over by the College of Monarchs Representative (College Rep). The College Rep is an elected position by those members in the College of Monarchs who are current paid members of the I.S.Q.C.C.B.E., and in good standing. These meetings are open to the public with voting rights open to members of the College of Monarchs

A. Responsibilities of the College Rep / Minister of Protocol

1. To attend all Board of Director/General Membership Meetings
2. To schedule quarterly meetings.
3. Responsible for having minutes recorded at quarterly meetings.*
4. Preparing an agenda for all College of Monarchs meetings
5. To vote for the College of Monarchs during BOD Meeting.
6. Responsible for distributing "Out of Town" protocol to all courts that a member of the I.S.Q.C.C.B.E. visits during the reign. This includes creating, delivering and confirmation of said protocol.
7. Responsible for all regalia included but not limited to:
 - Delivering all regalia to coronation
 - Delivering all regalia to investitures

9/27/2016	Version: 1.0
I.S.Q.C.C.B.E.	Date: 8/19/2013
Standard Operating Procedures	

- Delivering all regalia to events as needed throughout the reign including state events and special functions
 - Inventory of all regalia and related storage items, checking them in and out to the appropriate person(s) during the reign
8. Assist with the planning of state events
 - Serves as a member of the State Function Committee
 - Responsible for all protocol for all in-town and out-of-town guests
 - Assist in writing of all scripts for state events to ensure the rules of protocol are followed and the event runs smoothly
 9. Serves as single point of contact for all issues related to protocol in both form and function as they arise during the reign.

* Minutes from the College of Monarchs meetings must be provided to the College of Monarchs and the Secretary of the BOD within 10 calendar days after the meeting. Failure to submit the printed minutes to the Secretary of the BOD shall result in suspension of all meetings until such a time as the minutes are submitted. Any meetings held during such suspension shall be deemed as invalid and considered as never held, and any votes taken are null and void.

B. Voting within the College of Monarchs

1. All dues paying College of Monarchs in good standing may vote on all college issues.
2. A five (5) day period will be granted for members not present at the meeting, at the close of the meeting. Once your vote is cast, it is considered final.
3. All votes cast will be published within the minutes of the meeting.

C. Voting within a BOD Meeting

All voting will be done by those members in attendance at said meeting. If there are NO College of Monarch members present, the College Rep will vote for the issue as they deem necessary. See SOP section 6.1 E 7.

8.5 Titles within the College of Monarchs

Titles are as follows:

A. Permanent Titles

Permanent title is one that is granted to an individual for the lifetime of that person. An person elected or appointed to a monarchial position receives the title upon successful completion of their reign. He/She carries that title for life and may use it at any time so long as it does not violate the purposes of the I.S.Q.C.C.B.E.

B. Non-Permanent Titles

Non – permanent title is one that is granted to an individual for the length of the reign of the bestower. Once the Monarch is no longer reigning the titles are void and can not be used.

C. Award Titles

Award titles are earned by an individual during a Court-sponsored event, contest, or series of events. *They are not permanent titles.* Such examples span both the serious, including “Miss Queen City” or “Entertainer of the Year” and the comic, including “Miss Magical Makeover” and “Miss Porkopolis.”

Any namesake awards must be approved by the College of Monarchs before presentation. The existing namesake awards will stand: Lydia Grant (Humanitarian Award), Nita Miller (outstanding volunteer from a selected charity), Miss Buffy (outstanding contributor to the

9/27/2016	Version: 1.0
I.S.Q.C.C.B.E.	Date: 8/19/2013
Standard Operating Procedures	

HIV+ community). The initiation of namesake awards must be presented by a member of the College of Monarchs or by a current member of the BOD.

Protocol regarding award titles takes into consideration that the title recipient has in some way demonstrated talent or fund raising abilities. Even though these titles are not permanent, they enjoy a unique privilege. Generally, the award title is added at the end of the individual's regular protocol during the year that the award title is current. For example, at each Miss Queen City contest, all past Miss Queen City winners are announced with their year at the end to be on stage for the crowning of the new Miss Queen City, other permanent or non-permanent titles are not read during this time.

8.6 Ranking of Protocol

A. Ranking of Permanent Titles

1. The ranking of permanent titles for the I.S.Q.C.C.B.E. is as follows:
2. Emperor and/or Empress, by descending numerical order.
3. Imperial Crown Princess and/or Imperial Crown Prince , by descending numerical order. Permanent titles (non-ICP) starting with the most recent reign and working through the remaining reigns. This category also includes Distinguished Order of the Buckeye Empire (DOBE).

B. Ranking of Non-Permanent Titles

Award titles are ranked by their title and descending year (starting with the current year). However, if an individual is using an award title in conjunction with a permanent or non-permanent title, the rank order of those titles takes precedence. ***(this may be only be used if the title holder is reigning for example Miss Queen City 2012 and reigning ICP- you will be announced and ICP and then Miss QC 2012)***

The following is the rankings of Nobility used by the I.S.Q.C.C.B.E.:

1. Emperor and Empress
2. Prince Imperial Crown Prince Royale and Imperial Crown Princess Royale / Imperial Crown Prince or Princess with numbers
3. Imperial Crown Prince and Imperial Crown Princess (once elected)
4. King Father and Queen Mother
5. Miscellaneous members of the Royal Family
6. Prince and Princess
7. Grand Duke and Grand Duchess – only one of each for each reign
8. Duke and Duchess
9. All Royal Orders
10. Baron and Baroness
11. Count and Countess
12. Viscount and Viscountess
13. Marquis and Marchioness
14. Lord and Lady

Heir Apparent is not a stand-alone rank; for further explanation see SOP Section 7.3 L.

In cases where a monarch was elected to a monarchical position for different reigns, or

9/27/2016	Version: 1.0
I.S.Q.C.C.B.E.	Date: 8/19/2013
Standard Operating Procedures	

serves as a regent, both monarchical titles are part of the individual's standard protocol.

In cases of an heir-apparent who has not previously been a monarch AND ascends the throne as regent (never elected), his monarchical title is ranked by his number. Concurrent with a proclamation issued by Nicole the Great, the word "regent" is dropped from that person's protocol upon his step-down. See Appendix I.

In cases where an individual holds more than one permanent title, the higher title determines the rank, and the individual will walk once with his highest title.

Ranked title lists are commonly printed in each year's Coronation program, and are available through a link on the I.S.Q.C.C.B.E. website, showing highest titles among those individuals with more than one permanent title. This practice is to be continued indefinitely.

C. Walk Order

Walk order is determined by reversing the ranks of titles: the lowest titles walk first, with non-permanent titles first, then DOBEs, permanent titles, ICP's recognized without a number walking before those ICP's recognized with a number (in ascending numerical order), followed by PR recognized with a number (in ascending numerical order) and then monarchs (in ascending numerical order, noting regent considerations above).

An individual with a permanent title from another recognized Court who has moved to our area and has joined our Court, but who does not hold a permanent title with the I.S.Q.C.C.B.E., the College of Monarchs will determine which Court they walk with. If they walk with the I.S.Q.C.C.B.E., they will be the first to walk within their permanent title ranking.

D. Ranking of Award Titles

Award titles should be used at every I.S.Q.C.C.B.E. event during the reign year of that individual's reign. Once the reign is complete the title may be used at various I.S.Q.C.C.B.E. events unless the award title holder has a permanent title. All award title holders can use those titles to walk at Coronation and will be the last group to walk in descending order.

E. Correct usage and Ranking of Prefatory Initials

The following addresses the correct order, ranking, and usage of prefatory initials, starting with the highest:

1. "HMISM" for "His (Her) Most Imperial and Sovereign Majesty" - this addresses a reigning Emperor or a reigning Empress. "TMISM" can also be used as follows: "Their Most Imperial and Sovereign Majesties, Emperor 16, Bobby Kettenacker, and Empress 16, Brooklyn Steele-Tate."
2. "HISM" for "His (Her) Imperial and Serene Majesty" – this addresses any monarch who has completed his double-decade (20-year anniversary), and "Serene" remains within that title permanently. This does not alter ranking or walk order.
3. "HIGM" for "His (Her) Imperial and Gracious Majesty" - this addresses either the immediate past-reigning Emperor or Empress or an Emperor or Empress celebrating a decade anniversary walk at the next Coronation. For decade anniversary monarchs, however, this does not alter ranking or walk order.
4. "HIM" for "His (Her) Imperial Majesty" - this addresses any past monarch. "TIM" may also be used when introducing the monarchical couple together.
5. "HMISH" for "His (Her) Most Imperial and Sovereign Highness" - this addresses the reigning Imperial Crown Prince Royale /Imperial Crown Princess Royale, as appointed by the reigning monarchs. "TMISH" may also be used, when introducing the reigning PR'S together.

9/27/2016	Version: 1.0
I.S.Q.C.C.B.E.	Date: 8/19/2013
Standard Operating Procedures	

6. "HIH" for "His (Her) Imperial Highness" - this addresses any past Imperial Crown Prince / Imperial Crown Princess. "TIH" may also be used.

8.7 College of Monarchs Misc.

A. State Functions

A state function is one in which all monarchs are expected to be dressed appropriately for the formality of the event. State functions will also include formal protocol and a College and reigning monarch walk, if deemed necessary. At this time, Cincinnati's present practice is four state functions: Coronation ceremonies, Investitures, Miss Queen City Pageant and The Glammy's. Other state functions may be added or deleted, if approved by the College of Monarchs. These requests may be initiated by any College member or by a reigning monarch.

B. Other Events and Performances

Any time a reigning monarch is present, he should be announced, preferably with his full title, but at least with the bare minimum of "HMISM, Emperor/Empress (number), {name}." Informal announcements highlighting other prominent titleholders are encouraged, and the individual named may merely smile and wave.

C. Responsibilities and Courtesies of Title Holders

It is expected that any Court member in attendance at any Coronation will walk with his title. Anyone not holding a title of "Emperor" or "Empress" from a recognized Court is expected to bow or curtsy before the monarchs on stage.

D. Anniversary Celebrations

Anniversary celebrations are conducted only in decade (10 year) increments, and measured from the individual's step-down. See Appendix J.

E. Proclamations

Each Reigning Monarch/Fundraising Chair is permitted to have two (2) Royal Proclamations granted to them. It must be submitted to the College of Monarch Representative two (2) weeks prior to Coronation to be approved by the College of Monarchs. If said proclamations are denied the Reigning Monarchs/Fundraising Chair will be permitted one more proclamation. If the Reigning Monarchs/Fundraising Chairs do not utilize their proclamations they are null and void once step down is complete.

F. Line of Succession / Heir Apparent

The Court believes that anyone elected to a monarchical position will serve his term to the best of their abilities until its natural completion. However, cases may arise where this does not happen, either due to death, resignation, debility or impeachment. The line of succession and heir-apparent concepts are used for this purpose.

An *heir apparent* is the one individual named by a reigning monarch to serve as his immediate successor in the event of that monarch's death, resignation, or impeachment. An heir apparent can be any member of the College of Monarchs, and must be approved by the College of Monarchs. The position of heir apparent is fully ethical and will not be used in an unethical or underhanded manner in order to elevate an individual to a position of monarch. An heir apparent is *not* named by a person in the line of succession who ascends the throne as a regent. Only one heir apparent may be named per elected monarch.

9/27/2016	Version: 1.0
I.S.Q.C.C.B.E.	Date: 8/19/2013
Standard Operating Procedures	

9. Article 9: Meetings

9.1 Frequency / Type of Meeting

- A. I.S.Q.C.C.B.E. BOD meetings will be held once a month. The date and place of these meetings will be announced and noted at the adjournment of the preceding meeting.
- B. I.S.Q.C.C.B.E. General Membership Meetings will be held on a bi-monthly basis, to be held immediately after the adjournment of the BOD meeting.
- C. The General Membership will be notified of any changes to the Board of Directors/General Membership Meetings (date, time, location) by posting the change on the official website of the I.S.Q.C.C.B.E.
- D. The President, Secretary or Board / College-designated member of the College of Monarchs may call an executive session or a special board meeting. All Board / College members must be advised at least 48 hours in advance of the meeting's time, place and purpose. This notification is not required; however, if the executive session is called during a regularly scheduled meeting.

Special board meetings must be open meetings. Executive sessions, however, are closed meetings and may occur only if the purpose pertains to personnel matters, property issues, I.S.Q.C.C.B.E./legal actions, collective bargaining, confidential matters, security arrangements or county hospitals' trade secrets. Issues arising during an executive session that require a vote of the BOD may be discussed, but the voting must be tabled until the next regularly scheduled BOD meeting, next special BOD meeting, or until the suspended meeting resumes if the executive session took place during a regularly scheduled meeting. Minutes of executive sessions or special board meetings must be made available to the I.S.Q.C.C.B.E.'s membership.

- E. A Town Hall Meeting may be requested by any general member by submitting a request to the Member at Large or President to be placed on the agenda. The request will be brought up at the next BOD meeting. In this instance, all paid general members in good standing present may vote if a Town Hall Meeting is necessary.
- F. Meetings shall be conducted in adherence to Robert's Rules of Order (modern edition) in all cases where they are not inconsistent with these by-laws.

10. Article 10: Dissolution of the I.S.Q.C.C.B.E.

Dissolution of the corporation may be introduced by any member of the Board of Directors, and this procedure will be followed:

1. The Board of Directors and College of Monarchs must be immediately notified. A special meeting of the Board of Directors and College of Monarchs will be called solely for the discussion of dissolution. This meeting must be called within 30 days of notification.
2. A 2/3 vote of the College members present at this meeting shall identify that dissolution is recommended. A 2/3 vote of the Board of Directors in favor of dissolving the corporation is required for this action to occur.
3. A vote of the Members will then be called upon all members able to vote will be asked to do so 30 days after the board vote to approve Dissolution of the corporation. A 2/3 vote of the general membership in favor of dissolving the corporation is required for this action to proceed.
4. Should dissolution of the corporation be voted upon, the Board of Directors will then appoint three individuals to execute the dissolution, to occur within 30 days of the date of decision. This execution shall be conducted in accordance with local, state and federal laws, and in

9/27/2016	Version: 1.0
I.S.Q.C.C.B.E.	Date: 8/19/2013
Standard Operating Procedures	

accordance with the Internal Revenue Code. Remaining funds and assets of the corporation are to be liquidated and distributed to a non-profit organization under Section 501(c)(3) of the Internal Revenue Code, in accordance with these by-laws, before the date of the final dissolution of the corporation.

5. If the corporation is dissolved, permanent title holders in good standing at the time of dissolution shall continue to be afforded all I.S.Q.C.C.B.E. titles, respect and the right of recognition at functions of the International I.S.Q.C.C.B.E. System, unless such representation or identification is inconsistent with the Imperial Court System.

9/27/2016	Version: 1.0
I.S.Q.C.C.B.E.	Date: 8/19/2013
Standard Operating Procedures	

Appendix A – Membership Form

9/27/2016	Version: 1.0
I.S.Q.C.C.B.E.	Date: 8/19/2013
Standard Operating Procedures	

9/27/2016	Version: 1.0
I.S.Q.C.C.B.E.	Date: 8/19/2013
Standard Operating Procedures	

**Appendix B –
Board of Directors Application**

9/27/2016	Version: 1.0
I.S.Q.C.C.B.E.	Date: 8/19/2013
Standard Operating Procedures	

9/27/2016	Version: 1.0
I.S.Q.C.C.B.E.	Date: 8/19/2013
Standard Operating Procedures	

Appendix C – Monarchial / Fundraising Chair Application

9/27/2016	Version: 1.0
I.S.Q.C.C.B.E.	Date: 8/19/2013
Standard Operating Procedures	

9/27/2016	Version: 1.0
I.S.Q.C.C.B.E.	Date: 8/19/2013
Standard Operating Procedures	

**Appendix D –
Revenue / Cash Count Form**

9/27/2016	Version: 1.0
I.S.Q.C.C.B.E.	Date: 8/19/2013
Standard Operating Procedures	

9/27/2016	Version: 1.0
I.S.Q.C.C.B.E.	Date: 8/19/2013
Standard Operating Procedures	

**Appendix E –
Expense Voucher /
Request for Reimbursement Form**

9/27/2016	Version: 1.0
I.S.Q.C.C.B.E.	Date: 8/19/2013
Standard Operating Procedures	

9/27/2016	Version: 1.0
I.S.Q.C.C.B.E.	Date: 8/19/2013
Standard Operating Procedures	

Appendix F – Conflict of Interest Policy

9/27/2016	Version: 1.0
I.S.Q.C.C.B.E.	Date: 8/19/2013
Standard Operating Procedures	

9/27/2016	Version: 1.0
I.S.Q.C.C.B.E.	Date: 8/19/2013
Standard Operating Procedures	

Appendix G – Whistleblower Policy

9/27/2016	Version: 1.0
I.S.Q.C.C.B.E.	Date: 8/19/2013
Standard Operating Procedures	

9/27/2016	Version: 1.0
I.S.Q.C.C.B.E.	Date: 8/19/2013
Standard Operating Procedures	

Appendix H – Confidentiality Policy

9/27/2016	Version: 1.0
I.S.Q.C.C.B.E.	Date: 8/19/2013
Standard Operating Procedures	

9/27/2016	Version: 1.0
I.S.Q.C.C.B.E.	Date: 8/19/2013
Standard Operating Procedures	

**Appendix I –
Heir Apparent Proclamation
By Nicole the Great**

9/27/2016	Version: 1.0
I.S.Q.C.C.B.E.	Date: 8/19/2013
Standard Operating Procedures	

Proclamation by Nicole the Great

“From this day forth (April 16, 2008), the title of Regent will be officially used ONLY when the Reigning Monarch is appointed as opposed to being elected by the people and ONLY during the time of this appointed reign. After the year has been completed successfully, they will have earned the title of “Emperor” or “Empress”. Having fulfilled their obligation, they should be awarded their number or symbol, whichever is appropriate for their Kingdom, and will no longer be identified as “Regent” in either their title or official protocol.”

9/27/2016	Version: 1.0
I.S.Q.C.C.B.E.	Date: 8/19/2013
Standard Operating Procedures	

**Appendix J –
Anniversary Celebrations Proclamations
by the House of Diamonds**

9/27/2016	Version: 1.0
I.S.Q.C.C.B.E.	Date: 8/19/2013
Standard Operating Procedures	

Proclamation by the House of Diamonds

By royal proclamation from the House of Diamonds, anniversary celebrations are conducted only in decade (10 year) increments and are measured from the individual's step-down. Therefore, the I.S.Q.C.C.B.E.'s first decade anniversary celebration was at Coronation XII (12), honoring and commemorating the 10-year anniversary of the step-down of the House of Saints (H.I.M. Empress I Angela St. James and H.I.M. Emperor I Billy Bolyard in memoriam). The I.S.Q.C.C.B.E. first double-decade anniversary celebration will be at Coronation XXII (22).

9/27/2016	Version: 1.0
I.S.Q.C.C.B.E.	Date: 8/19/2013
Standard Operating Procedures	

Appendix K – Glossary of Terms

9/27/2016	Version: 1.0
I.S.Q.C.C.B.E.	Date: 8/19/2013
Standard Operating Procedures	

Terms

Regent. This term is used, as described above, to identify a monarch who was not elected to his current position, but who received it due to placement in the line of succession. This individual still carries “HMISM” and is afforded all other privileges and rights of that office

Half or Fractional. This term of “half-monarch” or “fractional monarch” is a privileged non-permanent title that each reigning monarch may bestow. However, the recipient of this half title must be a reigning or past monarch of another Court. Fractional monarchical titles will be recognized. The half-title/fractional-title may be bestowed anytime within the first six months of the reign.

Emeritus. This term is a bestowed honor to an Emperor or Empress of another empire; awarding and carriage of “Emertius” bestows an honorary membership in the I.S.Q.C.C.B.E. College of Monarchs to an individual. They will be known as “Emeritus Emperor / Empress and the number. Qualifications and caveats include the following:

1. A candidate for Emeritus may be suggested or brought forward for consideration only from a member of the College of Monarchs.
2. The honoree must be approved by the College of Monarchs.
3. The honoree must reside outside the Realm.

9/27/2016	Version: 1.0
I.S.Q.C.C.B.E.	Date: 8/19/2013
Standard Operating Procedures	

Appendix L – IRS Records Retention Policy

9/27/2016	Version: 1.0
I.S.Q.C.C.B.E.	Date: 8/19/2013
Standard Operating Procedures	

9/27/2016	Version: 1.0
I.S.Q.C.C.B.E.	Date: 8/19/2013
Standard Operating Procedures	

**Appendix M –
I.S.Q.C.C.B.E. Show Sheet
with Protocol Listing**

9/27/2016	Version: 1.0
I.S.Q.C.C.B.E.	Date: 8/19/2013
Standard Operating Procedures	

9/27/2016	Version: 1.0
I.S.Q.C.C.B.E.	Date: 8/19/2013
Standard Operating Procedures	

**Appendix N –
By-Law / SOP Change Form**

9/27/2016	Version: 1.0
I.S.Q.C.C.B.E.	Date: 8/19/2013
Standard Operating Procedures	

9/27/2016	Version: 1.0
I.S.Q.C.C.B.E.	Date: 8/19/2013
Standard Operating Procedures	

**Appendix O –
A Year of Mourning Proclamation
By Nicole the Great**

9/27/2016	Version: 1.0
I.S.Q.C.C.B.E.	Date: 8/19/2013
Standard Operating Procedures	

Official Proclamation

From the Queen Mother of the Americas U.S.A.- Canada-Mexico
H.I.M. Empress Nicole the Great

A Year of Mourning

As all Royal Houses have done in the history we proclaim a year of mourning in our loss of our beloved founder Jose Julio Sarria, Empress I of San Francisco and the first Empress of all the Americas. I will uphold Jose's proclamation directing me to wear black and a veil in her memory for a year. All Emperors are requested by me to wear black arm bands for a year and all Empresses to wear a black rose on their gowns for a year.

Empress Jose and I talked these last few months about her thoughts and wishes when it came to her legacy and memory within the International Court System which I will disclose in the appropriate time. For now I extend my hand with love and respect to our mother and founding court; San Francisco, to all her children, the Imperial Family of San Francisco and especially the GLBT community and citizens of her beloved San Francisco.

We are here respectfully in any needed capacity for the Court of San Francisco and Empress XLI Galilea who Jose entrusted for her final arrangements.

Jose lives in each and every one of you and in the noble deeds of your courts.

God Bless you all.

Signed by my hand...August 19th, 2013.

Her Most Imperial Catholic Majesty
Empress Nicole the Great
Queen Mother I of the Americas

1st in Line of Succession and Heir to Empress I Jose
Queen Mother I of New York
Queen Mother of Hollywood Los Angeles
Queen Mother of Washington D.C.
Honorary Citizen of Portland
Empress IV,VIII,XI,XIV,XIX, XXII de San Diego
Member of the Imperial Family of San Francisco (Imperial Sister to the Emperor of San Francisco)
Imperial Daughter to Emperor I of San Francisco Marcus
Honorary Board of Directors Ducal Council of San Francisco