



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

*Organizational By-Laws for the Governing of the I.S.Q.C.C.B.E.*

**Version 2.1**

## Revision History

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

## 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." or "ISQCCBE." 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 logos and emblems of the organization are illustrated in the I.S.Q.C.C.B.E.'s book of Standard Operating Procedures (SOP).

## 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:

- 2.1 To raise funds for contribution to and in support of any and all charitable [minimum 501(c)(3) organizations] 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 and the Board of Directors).
- 2.2 Provides and promotes safe and entertaining social and charitable events for all LGBTQIA+ communities, allies, friends, and families in the I.S.Q.C.C.B.E. realm.
- 2.3 To promote human rights and equality amongst the general public through performances, social get-togethers, educational outreach projects and other worthwhile venues.

While the ISQCCBE is a local chapter of the International Imperial Court System (IICS), the ISQCCBE maintains its sovereignty and shows no deference to other appointed groups or chapters. Further, the ISQCCBE supports, maintains, and assures its agreement with the IICS mission and goals.

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

- 3.1 The purpose of the by-laws are as follows:

To serve as the governing document of the I.S.Q.C.C.B.E.

To provide the Board of Directors (BOD) with an avenue by which to run the I.S.Q.C.C.B.E.'s short-term and long-term operations.

To establish continuity and consistency in the I.S.Q.C.C.B.E.

To protect the integrity of the I.S.Q.C.C.B.E.

- 3.2 It is impossible for these by-laws to contain stipulations for every situation. Answers to some questions and concerns will rely on common sense, good judgment and practicality in upholding and furthering the goals and objectives of the I.S.Q.C.C.B.E. Therefore, incidents that arise over issues not covered in these by-laws should be brought to the BOD for determination and decision, as should matters of by-laws interpretations. In addition, the BOD shall publish a Standard Operating Procedure guide (SOP) to supplement these by-laws and to ensure the continued integrity of the organization.
- 3.3 These by-laws and SOP may be amended as required. Any general member in good standing may submit a by-law or SOP amendment at any time. See SOP 6.2, 2, for procedures to submit amendments.

- 3.4 In the event of a discrepancy or inconsistency between the by-laws and the SOP, the by-laws shall prevail.

#### **4. Article 4: Membership**

The I.S.Q.C.C.B.E. shall be comprised of all persons within the realm who owe no allegiance to any other monarchical society. For the purposes of membership, this realm is defined geographically as follows:

- 4.1 Ohio: All counties

Kentucky: Boone, Kenton and Campbell counties

Indiana: Switzerland, Ohio, Dearborn, Franklin, Jefferson and Ripley counties

Exception: Any member of the College of Monarchs of the I.S.Q.C.C.B.E. who resides outside of the realm listed above may be considered in good standing in the College of Monarchs and within the organization provided they have paid their membership dues. However, they cannot run for a position on the board, including but not limited to Monarch and College of Monarchs Representative, unless they reside within the realm as outlined above.

- 4.2 The I.S.Q.C.C.B.E. will not discriminate against any person or persons on the basis of age, gender, gender identity or presentation, race, color, ethnicity, national origin, sexual orientation, religion, creed, marital status, or physical and/or mental disability in any of its activities or operations. The I.S.Q.C.C.B.E. will not tolerate any violation of this policy, and appropriate action will be taken, including the removal of membership in the I.S.Q.C.C.B.E.
- 4.3 If an individual believes he/she is being discriminated against, the I.S.Q.C.C.B.E. Member at Large may be contacted on a confidential basis. The matter will be investigated and appropriate actions may be taken.

#### **4.4 Membership Levels**

Membership levels, descriptions, and fees are defined in Section 4.1 in the SOP:

#### **4.5 Fiscal Year**

New members may join and pay their membership fee at any time. Paid members are members for 1 year. Memberships will expire after one (1) year from date of enrollment. If membership has been expired for more than one (1) year, then you must sign up as a new member.

### **5. Article 5: Discipline**

#### **5.1 Code of Ethical Behavior**

Members of the I.S.Q.C.C.B.E. shall follow a Code of Ethical behavior as outlined in the S.O.P.

#### **5.2 Disciplinary Action**

The BOD shall have ultimate responsibility for disciplinary and corrective actions for all members of the I.S.Q.C.C.B.E. The disciplinary actions, filing of grievances and possible outcomes are outlined in the SOP.

## **6. Article 6: Governance**

### **6.1 Board of Directors**

Each member of the BOD, Reigning Monarchs and College of Monarchs members serve as a volunteer with no compensation.

The corporation will be governed by a Board of Directors (BOD) consisting of up to nine (9) members, but no fewer than 5, selected through a process outlined in the S.O.P. The BOD is the highest authority with reference to the internal matters concerning the I.S.Q.C.C.B.E. The qualifications, duties, and selection process for the BOD are outlined in the S.O. P.

The Executive committee shall be comprised of the following: President, Vice President, Treasurer, and Secretary. If any of these positions cannot be filled for two (2) consecutive terms of that office, then there must be a call for dissolution of the organization, as outlined in the SOP. The Executive Committee will also serve on the BOD in the same capacity they serve in the Committee, with the same term limitations as well.

### **6.2 Standing Committees**

The I.S.Q.C.C.B.E. will have seven (7) standing committees. The committees' duties are defined in the S.O.P. and consist of the following:

1. Executive Committee – Chaired by President
2. Standards and Practices Committee – Chaired by Vice President
3. Finance Committee – Chaired by Treasurer
4. Election Committee – Chaired by Membership Chair
5. Communications Committee – Chaired by Secretary
6. State Function Committee – Chaired by Board of Directors & College of Monarchs
7. Community Investment and Fundraising Committee – Chaired by Reigning Monarch(s)

Ad Hoc Committees: The BOD can appoint Ad Hoc Committees as deemed prudent and necessary in order to fulfill the needs of the business and interest of the I.S.Q.C.C.B.E.

### **6.3 Absences**

Absences are not acceptable for any BOD member. Board members must notify the President or Vice President of any absences within at least one (hour) prior to the start of the meeting.

BOD members are required to attend all BOD meetings. If any BOD member is absent for more than three (3) 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 from their position.

Guidelines for replacing a vacant seat are outlined in the S.O.P.

## **7. Article 7: Monarchial Elections and Duties**

### **7.1 Emperor/Empress/Emprex**

The I.S.Q.C.C.B.E. will have, at most 2 at one time as its head(s) of state, an Emperor, Empress, and/or Emprex. The Emperor, Empress, and/or Emprex shall also be known as the Reigning Monarch(s). The qualifications, selection, and duties of the Reigning Monarch(s) are outlined in the S.O.P.

## 7.2 Authority

The Reigning Monarch(s) shall enjoy all the influence, rights and responsibilities as vested in them by the BOD, for the members of the I.S.Q.C.C.B.E. The Reigning Monarch(s) will sit on the BOD as voting members. Their authority, rights, and responsibilities are outlined in the S.O.P.

## 8. Article 8: College of Monarchs

The College of Monarchs of the I.S.Q.C.C.B.E. is comprised of those past monarchs who have successfully stepped down after their reign. See SOP Section 8.1. Each living member of the College of Monarchs, who is a current dues paying member and is in good standing with the I.S.Q.C.C.B.E., holds a fractional vote on the I.S.Q.C.C.B.E.'s BOD for a total of ONE vote for the group. This vote is cast by the College of Monarchs Representative or the College of Monarchs official representative to the BOD. See SOP 6.1, E 7.

## 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 (including videoconferencing) 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 monthly basis, to be held immediately after the adjournment of the BOD meeting, held either physically or via videoconference.
- 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, Vice President, Secretary, Treasurer, or the College Representative 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, or security arrangements. 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 held in accordance with the Sunshine Laws of the State of Ohio, as regulated by the State Office of the Attorney General. 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 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.