

Name

The name of this corporation shall be Sovereign Imperial Court of Indiana, Inc commonly known as SICII.

Purpose

The Mission of this Corporation will be to conduct projects of a public service or charitable nature to benefit legitimate charities, and in so doing, to provide social activities for the express benefit and/or pleasure and entertainment for the community, [minimum 501(c)(3)] causes upon suggestion of the reigning monarchs and approval of the Board of Directors. To represent the gay, lesbian, bisexual and transgender communities, and all concerned individuals, in support of community functions.

Amendments

SICII members may submit in writing, to the board, any proposed procedure manual changes no later than thirty (30) days prior to any board meeting for review by the board. Amendments to the procedure manual shall be at the discretion of the board and will require a majority vote of the board.

Membership

Membership in the SICII is voluntary. Memberships are of two types: State of Indiana residents and non-residents, only verifiable residents are entitled to vote. Monarchs, ICPRs, after having served a year of service to the court and community or lifetime titleholders who are entitled to complimentary membership and who no longer reside in the State of Indiana are not entitled to voting privileges.

Applications for membership are considered automatically accepted unless the board finds reason to deny on legitimate grounds. Grounds include, but are not limited to, said applicant's known harassment of court members, violent public behavior, slander or malicious intent toward any court member. Non acceptances of membership shall be at the discretion of the board. The rejected application/applicant shall be notified of the decision. The board may revoke membership at anytime. It is the intent of the board to protect the membership from malicious conduct from anyone directed at the board, the court or its membership.

Members may terminate their membership at anytime [for any reason] in writing. The secretary of the board will acknowledge termination in writing. Failure to renew annual membership at the hour of midnight on the last day of the anniversary month recorded on the member card will automatically terminate membership. Membership application received after this time will be considered new.

The board Membership Coordinator will send notice of upcoming expiration's with or without notice of receipt. Lapses in membership may affect continuous membership requirements with regard to seeking Board or Monarch positions, as well as other titles within the court.

Removal of membership and/or title may only occur after ALL of the following:

1. Member must be served written notice of hearing thirty (30) days prior to hearing scheduled date
2. Member must be made aware of reason for hearing/removal in this notice
3. Once quorum is met, majority must vote to remove this member or title in said meeting.

After the title and/or membership has been removed, former titleholder/member may appeal to membership one time, to have title/membership reinstated. This can occur only if all of the following

have happened:

1. Send thirty (30) day written notice to board of intent to appeal
2. Board has given same notice to membership
3. Once quorum is met, voted to reinstate membership/title at membership meeting

Meetings

Membership Meetings: Are to be scheduled for the purpose of sharing information with the public and membership. A prepared agenda for these meetings requires approval by the board. These meetings will contain a question and answer section for the general public and membership. These meetings will occur after thirty (30) day notice to membership has been given, whenever possible. These meetings will be called by the President or Board.

Board Meetings: The board will meet at a minimum of once each month throughout the fiscal year. The President may poll the board in person, by phone, e-mail or fax on any issue that may arise between regularly scheduled board meetings. The results of the poll will be reported at the next board meeting. Board meetings are to be open to the community.

Executive Sessions: Executive Sessions are private meetings, open to only sitting board members, and are to be held only to discuss the following issues:

1. Personnel situations where the person in question is listed with the State of Indiana as valid compensated employee.
2. Legal questions, where the corporation is involved in claims, suits or other legal disputes with outside parties.

Transition Meeting: A joint meeting between the outgoing officers and their successors, as well as the stepping down and newly elected monarchs will be held approximately 30 days after Coronation to make all final arrangements for transfer of board business.

Voting

Voting privileges are reserved for members of the SICII whose residential status is verifiable, with photo ID, in the State of Indiana and whose members are current. Voting privileges include, but are not limited to decision making at membership meetings and elections held for monarch and board positions. There is no absentee voting. Elections for monarchs and board positions are to be held at Coronation following "Campaign Closure." All members must be notified no less than thirty (30) days prior to voting of any kind taking place, other than board business, thus having an opportunity to vote.

Elections

Voting will be by secret ballot. Each member whose membership is valid and who has been a member in good standing for at least 90 days and who is a resident of the State of Indiana will be allowed to vote. Voting place and times will be at coronation. Ballots will be held for fourteen (14) days for anyone to review. Coronation ballots will be held in a place determined by the board.

Board

The board consists of no less than seven offices, The President, Vice President, Secretary, Treasurer, Membership Coordinator, and The Monarchs (Emperor and Empress) or Regent or Alternate as stated in the By-Laws, make up the sixth and seventh seats. The elections for each take place at an election prior to coronation each year. The Emperor, Empress and Membership Coordinator are seated for one year. The Vice President is elected for a two-year term. The Presidential office is held for one year. The Secretary and Treasurer are elected for two year terms. A quorum of the board shall be four members and shall be required for conducting any official board business. All conditions of their election, tenure and replacement shall be as described.

Elections to the BOD

1. Voting will take place during hospitality on the Saturday of coronation day each year, 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 1 month prior to coronation. 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 a day agreed upon by the election committee and the candidate. The decision of the Election Committee is final.
3. Members seeking a seat on the BOD must have met all requirements as described in both by-laws and policies and procedures.
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.
8. The BOD candidate winners will be announced at the same time as the Monarchs, just before the close of coronation.
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 SICII 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 and primary account

holder.

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 until the transition meeting takes place. This transition will serve as the training period for the new BOD member. All BOD members vacating their positions must serve on the committee of the new officer of their prior position for 1 months following the transition meeting. All BOD must attend the brunch following coronation, unless excused by the BOD prior to brunch.

DUTIES OF CORPORATE OFFICERS

President

The principle duties of the President shall be to preside over all meetings of the membership and the board. The President shall only cast a vote on issues which have drawn a tie vote from the membership or board.

Presidential authority shall include:

President shall have the power to call special meetings with 7 days (1 week) notice to all President will go to every effort to notify membership and board of these meetings President will maintain and keep straight all organizational paperwork as outlined by the laws of the State of Indiana.

Vice President

The principle duty of the Vice President/President Elect shall be as follows:

- To discharge the duties in any absence, disability, or at the discretion of the President.
- The Vice President can be one of two signatures on corporate checks.

Secretary

The principle duties of the Secretary shall be as follows:

- Countersigning all deeds, leases and conveyances if any, executed by the corporation
- Recording the proceedings of all meetings of the membership and the Board
- Safely keeping all papers, records and documents belonging to the corporation exclusive of financial records held by the Treasurer.
- Ensuring the production of the newsletter, calendar of events, notices of meetings and all other public information pertinent to the operations of the corporation
- Reviewing incoming correspondence and preparing outgoing correspondence on behalf of the members of the board.
- Assisting in production and dissemination of coronation information.
- Secretary will coordinate with monarchs and membership coordinator at the beginning of the Reign to publish a “newsletter”

Treasurer

The principle duties of the Treasurer shall be as follows:

- Accounting for all monies, credits and property of every nature belonging to the corporation
- Accounting for all fundraising monies received and disbursed
- Rendering all accounts, statement, and inventories of monies and property, if any, on a monthly and year end basis
- Issuing checks and handling cash reimbursement of appropriate administrative costs in conjunction with the president
- Advising and consulting on all matters of corporate purchases and investments, if any.

The Treasurer will be one of the official signatories on the checking account along with one other board member.

Membership Coordinator

The duties of the Membership Coordinator shall be as follows:

- Oversee applications of membership
- Notify members of their acceptances or rejection
- Keep member database current
- Oversee notification of pending membership expirations
- Actively work to recruit new members
- Promote court functions and coordinate with Secretary on notification of all meetings to membership

Qualifications

Board members must be residents of the State of Indiana prior to election;
90 days of service to the community as a member of the court is also required.

Terms of Office

All terms of office, whether one or two years, shall run from Coronation to Coronation.

- President One (1) year
- Vice President Two (2) years
- Secretary Two (2) years
- Treasurer Two (2) years
- Membership Coordinator One (1) year

Vacancies

If a vacancy of a board position occurs during term prior to next general election of said term, the board will appoint a replacement until that election, at which point the position will be placed on the ballot. If election has past in that same term, the board will appoint member to complete full term.

Resignation/Removal

The board will vote to record and accept resignation of board members in official written capacity, and will respond via same.

Any officer may be removed under all of the following conditions:

Two thirds of the board have voted to remove the officer

A hearing occurred after a thirty (30) day notice had been given in writing to the Member in question, the remaining board members, and the membership.

A board member on trial for removal does not get a vote on their removal.

A board member who has missed three (3) consecutive regular board meetings without excuse or cause. This condition waives all requirements above, except the two thirds vote of the Board.

MONARCHS AND THEIR COURT

Interview and Campaigning Procedure

A. Interviews for candidacy will be on a date specified by the board during the month of July of each year. Candidates will be notified of the interview date by the College of Monarchs Representative (until a college is established this will be done by the BOD). Interviews will begin with standard questions as established by the BOD. Candidates being interviewed may be asked other questions by interviewers as necessary.

B. 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 monarchical position;
2. All members of the College of Monarchs (all BOD until a college is established) not seeking a monarchical position;
3. One member of the general membership and one alternate of the general membership, elected by the general membership, none of whom are seeking a monarchical position.

The Review Committee acts as a separate committee than the Election Committee (who only oversees the elections.)

C. The Review Committee will determine if applicants meet eligibility guidelines as stipulated in the by-laws and Policies and Procedures (PaP). The Review Committee shall also determine each

candidate's suitability for the position, including (but not limited to) general character, conduct, code of 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 voting on all Empress candidates.

D. Campaigning will officially begin immediately following the announcement of approved

candidate(s) and will cease the weekend prior to coronation. Voting will take place during the cocktail hour on the day of coronation. 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 two members per candidate from the Review Committee to exclusively review all campaign materials. All campaign materials must be approved before use. All candidates will set up their individual events during campaign month that all candidates will be invited to attend.

E. 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:

4. Evidence of prior campaigning;
5. Non-submittal of campaign receipts before voting begins;
6. 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);
7. Breach of organizational by-laws.
8. Evidence of campaign expenses that exceed the amount set by the BOD.
9. 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.

F. All money raised by a candidate must go through the Sovereign Imperial Court of Indiana 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.

G. 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.

H. 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. 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.

Election Procedures

A. The Emperor and Empress shall be elected based on the highest number of yes/no votes

by the general membership in attendance at voting. Candidates must receive one more “yes” vote than “no” vote to be elected.

B. Voting will take place during the cocktail hour before coronation commences in a location to be 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 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 SICII. 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 (or most recent stepping down monarchs). 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.

Travel

The board causes the election of monarchs each year prior to coronation. The monarchs are responsible for the day to day operations including all fund raising events and community outreach and will serve one (1) year term of service from coronation to coronation. The Imperial Monarchs and their courtiers may travel at their discretion and own expense to any event on the ICC Calendar. The monarchs are required to attend a minimum of two events out of state; Lexington and Cincinnati and may attend more of their choosing; their travels funds may be used for these events. (Travel Funds are to only be used for coronation tickets and hotels only, these are reimbursement only items, no funds will be fronted from the travel fund, receipts will be presented after the coronation event and monies will be reimbursed.)

Line of Descent

The Line of Descent is entirely up to the reigning monarchs, and will be appointed or removed at any time by the reigning monarchs. The line of descent to the throne of Czar and/or Czarina (1st year only) Imperial Emperor and Imperial Empress may include:

- Imperial Crown Prince/ Imperial Crown Princess
- Grand Dukes/Grand Duchesses
- Marquis/Marchioness
- Counts/Countesses
- Baron/Baronesses
- Lords/Ladies

It is required that any titles or court line positions held in any current reign shall be represented by appearing in the gender in which those titles were received at ALL State Functions.

Line of descent titles are by appointment of the Monarchs, and the monarchs shall retain the right to choose an entirely new line of descent at any point in the reign. No titles in the line are automatically eligible for, nor do they entitle the member to “promotion” up the line under any circumstances. Monarchs are required to appoint at least Prince and Princess. Monarchs will consult the board of directors on line of descent, but final decisions are to be made by the monarchs. All line of descent members must be members of the SICII. The Emperor is responsible for his line of descent and The Empress the same. If a solo monarch reigns, they may choose the entire line of descent. The board retains the right to make suggestions at any time, although it is at the sole discretion of the monarchs that any action be taken.

It is customary for the line of descent to dress in formal wear and required regalia for ALL State Functions, in or out of town. Formal reverence shall be shown to all titleholders, using the ICC Manual as a guide. Protocol for line members under Monarch and IPCRs will be line title and name only.

Crowns

Male Lineage		Female Lineage	
Lord	/	Lady	Unable to wear crowns
Baron	/	Baroness	Unable to wear crowns
Count	/	Countess	Unable to wear crowns
Marquis	/	Marchioness	Height may not exceed 2”
Grand Duke	/	Grand Duchess	Height may not exceed 3”
Imperial Crown Prince	/	Imperial Crown Princess	Height may not exceed 4”

Reigning Monarchs height may be at their choosing.

ONLY Monarchs may wear full crowns (no shoulder crowns) All other Lines of Descent to wear ½ round crowns ONLY.

Lifetime Titles / Proclamations

Every year at coronation each outgoing monarch is permitted to bestow one (1) lifetime titles (lifetime titles must have board approval 90 days prior to coronation by the majority), issue two (2) proclamations, or one (1) of each. These are subject to board approval prior to coronation.

Proclamations become an amendment to this manual and are subject to review by the board every three (3) years.

College of Monarchs

College of Monarchs members must acknowledge and sign with their legal name: Conflict of Interest and Confidentiality Policy. 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.

Roles of the College of Monarchs

1. Coordinating and executing Coronation in conjunction with the BOD.
2. Updating the SICII documented history annually.
3. Maintenance and retention of the SICII'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 SICII's Crown Jewels, wardrobe, awards, and all other non-individual SICII items. Any properties, objects, materials or other goods paid for by SICII, 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.

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 SICII realm for a minimum of 6 months

Member of the SICII

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 SICII.

If walking with the SICII, 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 Monarchial 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 policies and procedures.

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, 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 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 SICII by-law will render the original decision of denial to the College of Monarchs accepted and final.

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

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. 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 SICII 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 SICII 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 SICII 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.

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 members of the SICII, 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 SICII 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
 - ☐ 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 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.

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 SICII

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 cannot be used.

C. Award Titles

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 of Hearts” or “Miss Merry Snowflake”.

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.

Ranking of Protocol

A. Ranking of Permanent Titles

1. The ranking of permanent titles for the SICII 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.

The following is the rankings of Nobility used by the SICII:

1. Emperor and Empress
2. Imperial Crown Prince and Imperial Crown Princess
3. Grand Duke and Grand Duchess – only one of each for each reign
4. Marquis and Marchioness
5. Count and Countess
6. Baron and Baroness
7. Lord and Lady

In cases where a monarch was elected to a monarchical position for different reigns, or 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/her step-down.

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.

C. Walk Order

Walk order is determined by reversing the ranks of titles: the lowest titles walk first, with nonpermanent

titles first, permanent titles, ICP's 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 SICII, the College of Monarchs will determine which Court they walk with. If they walk with the SICII, they will be the first to walk within their permanent title ranking.

D. Ranking of Award Titles

Award titles should be used at every SICII event during the reign year of that individual's reign. Once the reign is complete the title may be used at various SICII 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. “HMIM” for “His (Her) Most Imperial Majesty” - this addresses a reigning Emperor or a reigning Empress. “TMIM” can also be used as follows: “Their Most Imperial Majesties”.
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. “HMIH” for “His (Her) Most Imperial Highness” - this addresses the reigning Imperial Crown Prince / Imperial Crown Princess, as appointed by the reigning monarchs. “TMIH” may also be used, when introducing the reigning P’S together.
6. “HIH” for “His (Her) Imperial Highness” - this addresses any past Imperial Crown Prince / Imperial Crown Princess. “TIH” may also be used.

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, Indianapolis’s present practice is three state functions: Coronation ceremonies, Investitures and Miss Queen of Hearts.

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 “HMIM, 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.

E. Proclamations

Each Reigning Monarch 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 will be permitted one more proclamation. If the Reigning Monarchs 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.

Coronation

Coronation is the celebration held each year to commemorate a full year of service to the community by the court. It is an opportunity to share our hospitality with International Courts, dignitaries and members of the court. The event includes distribution of distinguished service awards, recognition of members of the International Court, local businesses and includes entertainment.

The Minister of Protocol of the College of Monarchs will select or volunteer to be the Coronation Coordinator and will choose who will be on their committee. In direct conjunction with and under the supervision of the Minister of Protocol, the coordinators, the outgoing monarchs and their respective lines of descent will work together to produce the event. Task Force Teams may be set up to facilitate activities. A coronation handbook containing the requirements to produce this step-down event will be made available. Coronation theme will be decided upon the outgoing Monarchs.

The crowning of the newly elected monarchs and recognition of elected board members will culminate the evening of coronation. The new reign and newly elected board members assume their court responsibilities at the transitional meeting. Monarchs will meet to choose their coronation theme, ICPRs and protocols and announce at Victory Brunch the following morning.

Victory Brunch is a joint function of the newly elected reign and the stepping down reign, to benefit the charity or charities of choice of the stepping down monarchs. The board and monarchs retain the right to schedule coronation dates.

Coronation tickets

Tickets for coronation weekend will be made available as a complete packet at a discount prior to coronation at the discretion of the board. Tickets will be made available for:

- Out of Town Show: visiting guests perform

- Coronation: Celebration of community service
- Victory Brunch: first breakfast of new reign

The seated board is responsible for the printing and sale of coronation tickets. Proceeds will benefit a SICII charity after expenses have been met. Charity designation will be made by the reigning monarchs with board review.

Coronation State Walk

All lifetime titleholders, current line of descent members, past and present monarchs and other distinguished guests are invited to walk and greet seated reigning monarchs.

Coronation Protocol

Every person wishing to walk at coronation is required to submit their protocol (listing of titles) to the Minister of Protocol designated by the board. Minister of Protocol has a right to edit any protocol.

Coronation Service Awards/Monarch awards/ recognition awards/step down pins Will be at the discretion of the reigning monarchs and board.

Hospitality Suite

Hospitality Suite is intended as an extension of our hospitality to out of town guests, members of the SICII are welcome. Hosts of hospitality will be at the discretion of the reigning monarchs. Hours of hospitality will be in the coronation tri-fold.

Investitures

The Investiture Ceremony must take place within forty five (45) days after coronation. The line of descent members will be named at this ceremony. The Imperial Crown Prince and Imperial Crown Princess will be crowned at investitures. Small ceremonies can be held throughout the reign year as other line of descent positions are announced.

COURT FINANCES

It is the intent of this organization to serve the community in a charitable nature by physical service of its members or through monetary donation. The SICII serves the community and nationally or international charities at its discretion. Funds benefit charities and the court retains administrative fees to operate. Decisions regarding beneficiaries and percentages of the funds donated are to be made by the monarchs and board. No board member or any other member doing service on behalf of the SICII will be compensated or their service, except those that are contract services and contract labor may receive compensation. In regards to charity functions, SICII will do designated shows and non-designated shows. The Scholarship Fund and Emergency Fund will be the only exceptions.

Dedication of Assets

The disbursement of funds to charities shall be decided upon by the board and monarchs, it is to be remembered that the organization's goal is raise funds for charity. Any other assets secured by way

of sale of property, interest, corporate donation or other form of income shall first benefit charities/organizations, and second to the corporation, in the proportion set out in this article. Funds, materials or merchandise received via corporate sponsorship to assist with production of a specific event shall be applied to administrative costs. Any unspent or unused portions of this donation will be dispensed at the discretion of the corporation's board. The corporate logo, signatures, other corporate identities, and mailing lists are assets of the corporation and will so remain. At the discretion of the board, such assets may be licensed for use to other parties. Personal use of mailing lists is prohibited.

REGALIA

Regalia and Protocol

Monarchs will wear their crowns, and are suggested to wear more of their regalia for all state functions. All regalia purchased by the SICII is the property of the SICII until the monarchs have completed their full year of service. Until such time as State Regalia is brought into the Sovereign Imperial Court of Indiana the newly elected Monarchs will be crowned with standardized crowns and may during their reign purchase a crown of their choosing at their own expense in which case the standardized regalia will be turned back over to the board of directors to be held until the next coronation event. Regalia gifts or personally purchased items may be worn with discretion at any time after the monarch has stepped down. This will help to distinguish a current reigning monarch of the SICII and as a gesture of respect to the court. Any monarch or court titleholder who does not complete a year of service to the community will return regalia to the SICII.

State Crowns

The State Crowns are ceremonial in nature and may never be worn by any individual. The crowns may be present at state functions of a pageant nature and presented at coronation. They may also be displayed at Pride Day Festivities and other functions at the discretion of the board.

Pageant regalia/Crowns and medallions

Pageant crowns and medallions will be bestowed at crowning of said pageant. If for any reason the titleholder is unable to complete a year of service, regalia must be returned to the SICII.

Ceremonial Robes

Ceremonial robes are permanent SICII property and will be used at coronation for crowning of the newly elected monarchs.

Goblets and other miscellaneous Regalia

Ceremonial regalia used at coronation will remain as permanent SICII regalia and will not belong to any one individual. This refers to flags, pillows, robes, crowns, goblets etc.

Death of a Monarch

In the event of the death of a past monarch, the next upcoming coronation will be dedicated in that person's memory. For all past monarchs who have died, a ceremonial walk of their regalia up the runway will be held at every successive coronation. Upon the death of a reigning monarch,

that monarch shall be known as Emperor or Empress In Memoriam.

Any memorial or other service for a monarch or other royal family member who passes away in or out of reign shall be treated as a state function. All surviving royals will wear regalia as a sign of respect for the departed individual.

Show Protocol

All shows using the name of SICII for charitable purposes must be cleared by the board of SICII. If not, the proceeds from the show will not be allowed to be used to benefit a SICII charity. The reigning monarchs shall be in charge of all shows including state function/mandates. All concepts regarding functions/mandates will have reigning monarch approval first. Monarchs submit to the board all concepts for review at board meeting at least one month prior to event. All funds made at any event must be handed over to the treasurer or other designated party and is to be deposited to the SICII bank account and check to charity at that time will be written from the SICII charity.

Concepts shall be defined as such:

- Charity Designation
- Theme for event
- Decor for event
- Requested performers
- Advertising for event: Notice 3 week minimum

Order of performances (at the discretion of seated monarchs):

- Monarchs will always perform 1st and 2nd
- Out of town guests
- Past Monarchs
- Past ICPRs
- Titleholders
- Other performers at Monarchs discretion

Posters for Non Home Bar Events/Shows must include:

- Event beneficiary
- Cover
- 21 & Over with ID (if in a bar/club)
- Date & Time

Invitations

At no time is it mandatory to invite past monarchs or lifetime titleholders to participate in or to attend a given event or function. Invitations are a formal expression of etiquette and are not a requirement nor are they meant to exclude anyone from attending or performing. It is at the discretion of the seated monarchs as to who will perform at all shows. Show performances by past monarchs will be at the discretion of the reigning monarchs.

Limitations

Monarchs are ineligible to seek another title or position while still in reign of their original title. The exception will be at where monarchs may run for any board position, but must wait one (1) year before they may run for a second term as monarch. A board member whose term is to be completed at coronation, may seek another position and may continue to conduct board business that does not pose any conflict of interest such as election planning and/or other items the remaining board members deem as a conflict of interest. A titleholder or court line member who voluntarily vacates their title before their year of service is completed must wait one (1) year before they are eligible to compete for another position. If anyone is removed from a title or line position during current reign they would be considered eligible to compete or be assigned another title in the next reign. The producers of any pageant may not be contestants in those pageants. Members are limited to one (1) title within the court, at one time. Line members are not eligible to run for pageant titles and current pageant title holders cannot be line members.

Discipline

Code of Ethical Behavior

- A. There will be no alcohol consumption during the SICII 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 member in agreement that the member is under the influence.
- B. At official state functions, social events or meetings where SICII 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 member of the BOD.
- C. Illegal public nudity will not be tolerated at any SICII function.
- D. Theft of, or damage to personal, public or SICII property will not be tolerated at any SICII function. A police report will be filed by a member of the BOD, in the event of theft or intentional damage and the SICII will support the enforcement of any existing crime laws.
- E. Embezzlement of SICII funds will not be tolerated. A police report will be filed by a member of the BOD, in the event of embezzlement, and the SICII will support the enforcement of any existing crime laws.
- F. The SICII cannot be held responsible for injury to persons or possessions at any function, meeting or event.
- G. The SICII 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 SICII will not tolerate any violation of this policy, and appropriate action will be taken, up to and including the removal of membership in the SICII

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 SICII 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 SICII will not tolerate any of the following:

Violations and misrepresentations to the purpose and principals of the organization.

Insubordination within the framework of the SICII

Unethical use of property, tangible and intangible, of the SICII
(Example: Improper use of title(s), unauthorized use of mailing list(s),
unauthorized contact with the organizations charities and/or sponsors)

Misappropriation of funds

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
Violation of State of Indiana or Federal felony laws

C. Filing Grievances

All grievances must be addressed to the Vice President, and mailed to the legal address of the SICII 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.

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.

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 Policies 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 SICII. for a period of time to be determined by the BOD.

Removal of title(s) previously given by the SICII.

Expulsion from the SICII. for a period of time, up to and including perpetuity.

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

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 SICII. 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.