



**Imperial Sovereign Queen City Court of the Buckeye Empire, Inc.**  
*Standard Operating Procedure for the I.S.Q.C.C.B.E. Version 5.2*

### Revision History

<b>Date</b>	<b>Version</b>	<b>Description</b>	<b>Author</b>
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
04/2013	1.8	Standard Operating Procedure	M. Cotrell
09/2013	1.9	Standard Operating Procedure	M. Cotrell
10/2103	1.9	Standard Operating Procedure	M. Cotrell
11/2013	2.0	Standard Operating Procedure	M. Cotrell
01/2014	2.1	Standard Operating Procedure	M. Cotrell
02/2014	2.2	Standard Operating Procedure	M. Cotrell
10/2014	2.3	Standard Operating Procedure	M. Cotrell
06/2015	2.4	Standard Operating Procedure	M. Cotrell
10/2015	2.5	Standard Operating Procedure	M. Cotrell
09/2017	2.6	Standard Operating Procedure	B. Sandlin
05/2018	2.7	Standard Operating Procedure	D. Baer
06/2018	2.8	Standard Operating Procedure	D. Baer
07/2019	2.9	Standard Operating Procedure	B. Schlemmer-Gilbert
10/2019	3.0	Standard Operating Procedure	D. Baer
12/2019	3.1	Standard Operating Procedure	D. Baer
02/2020	3.2	Standard Operating Procedure	D. Baer
1/12/2022	3.3	Standard Operating Procedure	R. McKenzie

6/16/2022	3.4	Standard Operating Procedure	R. McKenzie
11/08/2022	3.5	Standard Operating Procedure	G. Mulligan
06/20/2023	4.0	Standards & Practices Review	G. Mulligan
09/19/2023	4.1	Standard Operating Procedure	G. Mulligan
10/17/2023	4.2	Standard Operating Procedure	G. Mulligan
12/19/2023	4.3	Standard Operating Procedure	G. Mulligan
06/18//2024	4.4	Standard Operating Procedure	G. Mulligan
06/25/2024	4.5	Standard Operating Procedure	G. Mulligan
08/20//2024	4.6	Standard Operating Procedure	G. Mulligan
09/17/2024	4.7	Standard Operating Procedure	G. Mulligan
10/15/2024	4.8	Standard Operating Procedure	G. Mulligan
02/18/2025	4..9	Standard Operating Procedure	G. Mulligan
04/15/2025	5.0	Standard Operating Procedure	G. Mulligan
06/17/2025	5.1	Standard Operating Procedure	G. Mulligan
09/16/2025	5.2	Standard Operating Procedure	G. Mulligan

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

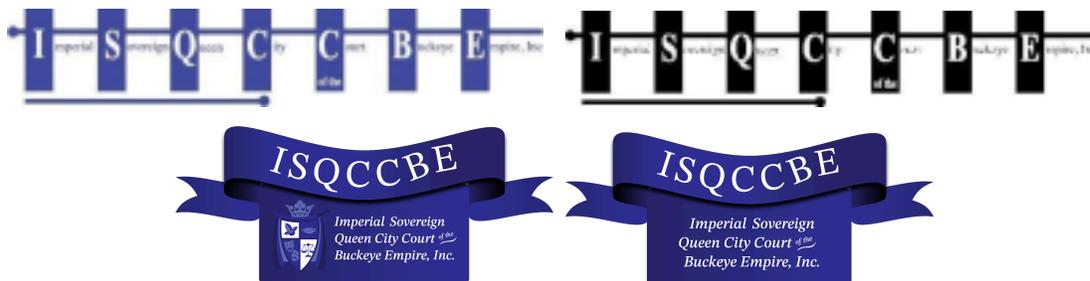
**1. Article 1: Name and Logos**

**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.” 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 and 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 colors shown below. The emblem shown below may be used when approved, for advertisements and public facing materials.

Logo:



Emblem:



## 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 organizations) causes upon suggestion of the reigning monarchs and approval of the Board of Directors (BOD). Funds raised in support of the **Fire and Ice Scholarship** fund are exempt from the charitable minimum 501(c)3 requirement and may be paid to the school of the approved applicant. Applicants are approved by both by the selection committee and the BOD. All Funds raised in conjunction with charities of the International Imperial Court System (IICS) are automatically approved for distribution.

To provide and promote 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.

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

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

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

## 4. Article 4: General Membership

A paid member of the I.S.Q.C.C.B.E. has the right to attend any board of directors (BOD) meeting, special BOD meeting 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 monarchs and members of the BOD. 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 membership must be signed up and have paid their membership fee by 11:59 pm local time on the Friday prior to voting 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 indicating that they live in the realm. If the valid, government issued photo ID doesn't reflect an address inside of the realm (eg. just moved from out of state), a current bill, change of address form, or other official document will suffice along with valid, government issued photo ID.

### 4.1 Membership Levels and Fees

Membership levels are defined as follows:

- Silver
    - \$15 Individual / \$30 Household
      - Includes getting listed in Coronation program in 10 pt font if the member opts in
  - Gold
    - \$30 Individual / \$60 Household
      - Includes getting listed in Coronation program in 12 pt font if the member opts in
      - Includes name badge if they don't have a permanent title
  - Platinum
    - \$50 Individual / \$100 Household
      - Includes getting listed in Coronation program in 14 pt font if the member opts in
      - Includes name badge if they don't have a permanent title
- Individual – Defined as a single member
  - Household – Defined as two or more members living under the same roof

#### **4.2 Membership 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 year from date of enrollment. If your membership has been expired for more than one year, then you must sign up as a new member.

#### **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 5.1 of the SOP). The procedure for suspending or severing a membership is outlined in Section 5.2 of the SOP.
- B. Any current member may choose to resign their membership at any time. To resign their membership, the member must either submit a letter and/or email in writing to the Membership Chair, including their desire to be removed, or state at any meeting of the I.S.Q.C.C.B.E. BOD where official minutes are taken. If stated at a meeting where official minutes are taken, the resignation is effective immediately. If the resignation is received via letter or email, the resignation will be effective once received by the Membership Chair. All rights and privileges are suspended upon resignation of membership.
- 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 IICS organization while retaining their permanent titles within the I.S.Q.C.C.B.E. 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:
  - Said individual has no voting privileges within the I.S.Q.C.C.B.E. Permanent title holders will be able to voice concern / opinion at a meeting, only if present at said meeting.
  - Said individual may attend any I.S.Q.C.C.B.E. event using their permanent title.
  - Said individual may represent the I.S.Q.C.C.B.E. with their permanent title at any out of town event.

#### **4.4 Membership and Monarchical Titles, and Awards**

- A. The reigning monarchs have their own court titles, which run from coronation to

coronation, unless stated otherwise in the SOP. Persons holding titles in their court may be non-members, but they have no voting rights or privileges within the executive system. 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 ISQCCBE is permitted to use their title in any function in which they are participating. Any funds raised by any person at an I.S.Q.C.C.B.E. sanctioned event must be donated to the I.S.Q.C.C.B.E. See below for exceptions. 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 their title must realize that any monies raised are to be disbursed to the I.S.Q.C.C.B.E.

**Exceptions:**

- Sanctioned Coronation Events excluding any Victory Celebrations.
- Step Down performance/Final Walk of any I.S.Q.C.C.B.E. pageant/contest winner

- C. Any contestant for I.S.Q.C.C.B.E. pageants or competitions 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. Big Bone Lick contest is excluded from this rule as the winner can be from Kentucky or Indiana.

**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, discriminatory, under the influence, or brings discredit to the organization shall not be tolerated. Based on the recommendation of a minimum of two (2) board members present at the event in agreement that the behavior is in the above statement, offenders will be given a verbal warning. Should the offensive behavior continue, the offender would be asked to leave the event, enforced by a member of BOD.
- C. Illegal public nudity will not be tolerated at any I.S.Q.C.C.B.E. function.
- D. The I.S.Q.C.C.B.E. cannot be held responsible for injury to persons or possessions at any function, meeting or event. However, theft of, or damage to personal, public or 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 to I.S.Q.C.C.B.E. property, 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. 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, up to and including the removal of membership in the I.S.Q.C.C.B.E.

G. 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.

H. The I.S.Q.C.C.B.E. will not tolerate any of the following:

- Violations and misrepresentations to the purpose and principles 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

## **5.2 Disciplinary Action**

Prior to any disciplinary action, the BOD may attempt mediation to resolve any issue before a grievance is filed. However, mediation is not required before filing grievances. In the event of mediation, the BOD member mediating must notify the remaining members of the BOD of the mediation within seven (7) calendar days, including the date of the mediation, by official communication.

### **A. 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
- Board Members found to not be in compliance with their duties

### **B. Filing Grievances**

- In order for a grievance to be filed, the grievance must be entered one of two ways:
  1. By being mailed to the legal address of the I.S.Q.C.C.B.E., attention of the Vice President, within seven (7) calendar days of the decision of the mediation. P.O. Box key holders have three (3) business days to provide grievances to the appropriate party.
    - Any written grievance must be given to the Vice President
    - In the event of a grievance against the Vice President, the grievance must be forwarded to the President
  2. By being brought up during a public session of the meeting of the I.S.Q.C.C.B.E. BOD. Any grievance brought forth through this method will be considered valid upon being entered into the minutes of the meeting. If a grievance is filed in this manner, the investigation will begin at the board meeting where the grievance is filed. The time frame for the investigation will follow the time frame outlined below in this section.

- All grievances will be investigated by the BOD within 45 calendar days of the receipt of said grievance. The BOD will determine if there are grounds to proceed with disciplinary action by a majority vote.
- Upon completion of the investigation, the BOD will respond to the individual filing the grievance through a letter on an official I.S.Q.C.C.B.E. letterhead within five (5) business days. The individual(s) accused will be notified of the date of the incident, the I.S.Q.C.C.B.E. sponsored event where the incident occurred, and the alleged violation of the SOP of the I.S.Q.C.C.B.E. within five (5) business days after the investigation is complete through letter on official I.S.Q.C.C.B.E. letterhead.
- If the grievance is found to have grounds, the grievance will be discussed, including any possible disciplinary actions, at the next regularly scheduled meeting of the BOD of the I.S.Q.C.C.B.E. upon conclusion of the investigation. The individual(s) charged will have a right to be present and put forth a defense. The individual(s) verdict will be determined by a majority vote of the BOD present. Disciplinary actions will be taken as described in Section 5.2.C.
- 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.

### **C. 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 to be determined by the BOD, up to and including perpetuity.
- If the Reigning Monarch(s) is/are impeached, they will lose current monarchical titles and rights.
- Removal from the Board of Directors.
  - If forcefully removed, they'll no longer be able to sit on the Board.

### **D. The process for suspending or severing membership is as follows:**

- Any person of the general membership under consideration for having their membership suspended or severed shall be provided the opportunity to present their position to the BOD, prior to their respective voting on this issue. This will be done at a special meeting of the BOD with the accusers present. 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. 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 Monarch/Fundraising Chair
  - Reigning Monarch/Fundraising Chair
4. BOD members are expected 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. 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.
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 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 I.S.Q.C.C.B.E. for 6 months, attend 3 BOD meetings and received a written recommendation from the prior BOD. This exception excludes monarchical 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;
  - Monarchs – six (6) 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. They will need to initial the application section for the job description to state they have read and understand their duties as listed in 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 at the same time as monarchical elections. See section 7.1 for time frames. Voting will occur during the allocated time determined by the BOD, 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 any ways the BOD deems necessary including the website, social media, newsletter or any other mediums.
2. All applications for BOD members will be made available at the same time as the Monarchical applications and must be postmarked or emailed by the same day as Monarchical 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 monarchical 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 Article 6 Section B of the SOP.
4. A person applying for a BOD 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 BOD positions must forfeit their fractional vote for BOD issues for the terms of their office.
6. Candidates will be elected by secret ballot, by earning a simple majority of votes cast. In the event of a tie, the highest number of vote recipients who tied shall be voted on again in a new election by secret ballot held at the next General Membership Meeting. The BOD candidate winners will be announced at the same time as the monarchical candidate winners, by the end of the event, with the exception of any ties. In the event of a tie, voting will occur at the next general membership meeting.
7. Except for the position of that of a Monarch, in the event there is no candidate for a board position or the only candidate is not voted into office, then the position shall be put up for election at the next General Membership meeting.. If there are still no candidates for the office, or if the only candidate for office is not voted in, then the policy outlined in 6.1.J.2 shall be followed.
8. Any BOD member who resigns their position will be ineligible to seek an elected or appointed position for the twelve (12) months following their resignation. The only exceptions will be the position of monarch (Emperor, Empress, or Emprex) 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.
9. 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.
10. All elected members of the BOD 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 members are encouraged to 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 [elected annually] •  
Receives one vote only in the event of a tie

2. Vice President –

- Two (2) year term [alternating with Membership Chair, elected on odd years {I.E. 2019, 2021, etc.}], consecutive two (2) term max
- Receives one vote

3. Secretary –

- Two (2) year term [alternating with Treasurer, elected on odd years {I.E. 2019, 2021, etc.}], consecutive two (2) term max
- Receives one vote

4. Treasurer –

- Two (2) year term [alternating with Secretary, elected on even years {I.E. 2018, 2020, etc.}], consecutive two (2) term max
- Receives one vote

5. Membership Chair –

- Two (2) year term [alternating with Vice President, elected on even years {I.E. 2018, 2020, etc.}], consecutive two (2) term max
- Receives one vote

6. Member at Large –

- One (1) year term, consecutive four (4) term max [elected annually]
- Receives one vote

7. College of Monarchs Representative –

- Two (2) year term, consecutive two (2) term max
- Receives one vote

8. Reigning Monarch/Fundraising Chair –

- One (1) year term
- Receives one vote

9. Reigning Monarch/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. The completion of an appointed term does not count towards any consecutive term limits.

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 and Membership Meetings, 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.
- Responsible for all meeting locations / times and communicating these details to the BOD.
- Shall possess one of two (2) keys to the I.S.Q.C.C.B.E. storage unit and is considered the secondary keyholder or a BOD designated person.
- Shall co-monitor with the College of Monarchs Representative to ensure the monarch requirements are being met including out-of-state coronations and monthly events
- Filing with the Ohio Secretary of State the Continued Existence form every 5 years starting in 2028.

### **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. (I.E. Acts as a non-voting member in BOD meetings, with the exception of breaking ties and within the purview of a trial.)
- Presides over any disciplinary actions from investigation to outcome.
- 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.
- 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/producer, 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 or

other government documentation or confirmation on the IRS' website confirming their status at the beginning of the Reign. Charities that are approved after the reign has begun will be the responsibility of the Monarchs and/or event producer.

- 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 President's Report.
- 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.
- Chairs Communication Committee.
- Will digitize ISQCCBE documents for online storage. Hard copies of the financials will be retained for 7 years and all other documents will be physically retained for 1 past reign. After these timelines have lapsed, the physical documents need to be shredded.

#### **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 Monarchical elections.
- Shall print and provide membership applications and oversee the BOD and Monarchical elections.
- Verifies all pageant/contest participants are members.
- Orders name badges for non-permanent title holders and any general members who have reason to Receive one, including ordering the regular membership badge with name and title for Prince/Princess/Princex Royales to be available at the beginning of the Reign.

#### **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.

- At the end of each term, they will review the website SOP and By-Laws in order to ensure that all SOP & By-Law revisions the past year have been updated on the website to ensure accuracy and up-to-date information.

#### **7. College of Monarchs Representative –**

- Is a voting member of the BOD.
- Position is elected by the College of Monarchs, and will take place at the same time as Monarchical and BOD elections
- 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 within the college. If no College members are present at the BOD meeting, the College of Monarchs Representative will vote on behalf of the college. Regarding email votes, the College of Monarchs Representative will vote on behalf of the college.
- Serves as Minister/Mistress/Conductor of Protocol.
- Shall possess one of two (2) keys to the I.S.Q.C.C.B.E. storage unit and is considered the primary keyholder.
- Shall co-monitor with the President of the BOD to ensure the monarch requirements are being met including out-of-state coronations and monthly events

#### **8. Reigning Monarch/Fundraising Chair –**

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

#### **9. Reigning Monarch/Fundraising Chair –**

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

#### **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. Funds shall be disbursed only in the form of a check from the I.S.Q.C.C.B.E.'s account. Any check written on an I.S.Q.C.C.B.E. checking account is required to have the signature of two (2) unrelated individuals. Signatory authority must be given to a minimum of three (3) BOD members. Reigning monarchs are not permitted to be signatory authorities. Although they may hold signatory authority on an I.S.Q.C.C.B.E. checking account, residents of the same household, spouses, domestic partners, or significant others may not

countersign a check on any I.S.Q.C.C.B.E checking account.

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 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 K). 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), violating our Sexual Harassment policy, or found to not be in compliance with their duties. This must be done in a meeting held specifically for impeachment proceedings. The purpose and reason(s) for impeachment will be discussed, and any evidence will be presented during this meeting. 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 certified United States mail. 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.
2. Any board member (elected or appointed) who is impeached, may never again hold a position of the BOD. This only applies to full BOD positions. Fractional College voting authority and title must be handled by the College.

#### **I. Resignations of a BOD Member**

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, social media, 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.
  - Due to the irregular nature of the College of Monarchs meetings, the President of the BOD shall schedule and call for the meeting, placing the announcement

- on social media.
- At the College of Monarchs meeting, the President of the BOD shall ask for nominations for someone to fulfill the remaining unexpired term of the College Representative.
- The Membership Chair of the BOD will handle the election between the candidates at the same meeting via secret ballot and the winner will be announced at the meeting.

## **K. Voting by the BOD**

1. Voting within a scheduled meeting: If conducting business during a scheduled meeting, a simple majority of the BOD members present is required for a motion to be approved
2. Voting electronically: If conducting business outside of a scheduled meeting using electronic voting (i.e. voting via email), a motion must receive 100% affirmative votes from all eligible BOD members. Should the motion receive any dissenting votes or abstentions, the motion will have failed.

## **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 Officers 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-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](mailto:vicepresident@isqccbe.org)
  - The committee shall review all the proposed by-law amendments and will notify the membership that those 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 the 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 businesses 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.

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

### **7.1 Qualifications, Applications and Campaigning Procedures**

- A. Applications will be made available the first Friday of the month that's 4 months prior to Coronation. The candidate for Monarch must also meet the following qualifications:
  - Monarch applicants must have never been convicted and/or plead guilty to a felony in order to be eligible to serve as a monarch.
  - The candidate must have participated in six (6) fundraisers and have been the producer of four (4) fundraisers in the twelve (12) months prior to the date the application is made available. Maximum of 2 produced online fundraisers will count towards the 4 fundraisers requirement.
  - 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 to the date the application is made available.
  - The candidate must have attended and walked in at least three (3) out-of-town coronations in the twelve (12) months prior to the date the application is made available.
  - The candidate must have resided within the Realm for at least twelve (12) consecutive months prior the date the application is made available.
  - Applicants who are board members running for a monarchical position must

resign from their BOD position at the regularly scheduled BOD meeting prior to monarchical interviews.

- The candidate must be 21 years of age by the date the application is made available.

B. Qualifications to be counted as a producer of an event:

• **In-Person Events**

- All funds must be for the ISQCCBE, either for the General Fund or a specific charity to be distributed.
- The individual not only must be listed as a host/producer on the event poster, but they also must do the following:
  - Place the event on the ISQCCBE Facebook Group and Page
    - If the individual doesn't have access, you may ask a BOD member to add the event BUT you must be listed as a host of the event on Facebook. If you do not accept the notification to list you as a host, the event WILL NOT COUNT.
  - Entirely or partially help secure a cast for the event and create a lineup (if applicable)
    - If no cast (so not a typical drag show), the event will need to raise at least \$250 to be classified as a countable event
    - If a casted/drag event, the producer will need to be on the mic/hosting for approximately half of the event.
- Canceled events do not count

• **Online Events**

- All funds must be for the ISQCCBE, either for the General Fund or a specific charity to be distributed.
- The individual not only must be listed as a host/producer on the event poster, but they also must do the following:
  - Conceptualize and execute the event (no automatically created fundraisers like Facebook Birthday Fundraisers will be counted as you hosting an event). Examples of this will be, but not limited to, auctions and online competitions.
  - Check with the reigning monarchs to ensure that your online fundraising dates won't conflict with anything they're planning.
  - Create the event on the ISQCCBE Facebook Group and Page
    - If the individual doesn't have access, you may ask a BOD member to add the event BUT you must be listed as a host of the event on Facebook. If you do not accept the notification to list you as a host, the event WILL NOT COUNT.
  - The event will need to raise \$500 excluding donations from yourself or spouses/significant others.

C. Applications must be either mailed to the PO Box C/O the College of Monarchs Rep, or emailed to the College of Monarchs Rep. Applications must be postmarked or time stamped no later than Friday at 11:59 PM local time two weeks from when applications became available. Application submission must also include payment via check, money order, or electronic payment, otherwise the application will be considered incomplete and rejected. Funds will be added to the Coronation Fund.

D. Interviews for candidacy will be held the fourth Sunday of the month that's 4 (four) months prior to Coronation. 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.

E. All applicants must meet the approval of the Review Committee. The Review Committee will be headed by the College of Monarchs Representative and formed at the BOD meeting prior to the date applications are made available by the

following members:

- All members of the Board not seeking a monarchical position;
- All members of the College of Monarchs not seeking a monarchical position;
- Three members of the general membership and one alternate of the general membership, elected by the BOD, 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.)

- F. 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 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.

- G. Campaigning will officially begin immediately following the announcement of approved candidate(s) and will cease at the beginning of voting for BOD and monarchical candidates. Voting will take place prior to the ICP Ball, which will be held the final Sunday of Campaign month, three (3) months prior to Coronation, or a date selected by the BOD. The 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 and produce individual shows as well.
- H. 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:

- Evidence of prior campaigning;
- Non-submittal of receipts (if applicable, and including in-kind donations of services) and campaign financial statement to the College of Monarchs Rep & the Membership Chair by 11:59 PM 7 days before voting begins. In-kind donations count towards the campaign dollar limit and need declared on the campaign financial statement. Examples of in-kind donations include, but are not limited to, printing of items, creation of campaign materials, donated items, etc. This must be electronically submitted to both the College Rep & Membership Chair, and one or both should confirm the receipt of the email.
- Evidence of joint campaigning. Joint campaigning will be allowed if there are only two candidates for Monarch.
- Each monarch candidate is required to produce one in-person fundraiser. If there are only two candidates, they may produce an in-person fundraiser together. The deadline for the candidate to produce an in-person fundraiser is a week prior to voting at 11:59PM
- Breach of organizational by-laws or SOP;

- Evidence of campaign expenses that exceed the amount set by the BOD.
- 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.

- I. All money raised by a candidate must go through the ISQCCBE and to the General Fund.
- J. 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.
- K. Any former Monarch who is running for the position of Monarch in the current election will forfeit all monarchical titles and positions (including their fraction of a vote) in the College of Monarchs during the election process. If the former Monarch is not elected, they will resume their College status and regain use of the monarchical titles and regalia after the election. If they are elected, the candidate becomes the ICP. See section 7.4 (C) for additional details on regalia and Monarchical titles.
- L. The reigning monarchs may not endorse and/or campaign for any monarchical candidates or BOD candidates. 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.
- M. Members of the BOD (excluding fractional college members) may not endorse and/or campaign for any monarchical candidates. However they are able to participate in candidate shows. But if a BOD member chooses to participate in one candidate show, they will need to participate in the other candidate's show to show an unbiased opinion.

## 7.2 Election Procedure

- A. The Monarchs shall be elected based on the highest number of yes votes by the general membership in attendance at voting. The two candidates receiving the highest "yes" votes will win the election, however the candidate(s) must receive at least one more "yes" vote than "no" votes to be elected.

The ballot shall reflect all candidates under the single heading of "Monarch Candidates, Vote 'Yes' for no more than two (2). Vote 'No' or 'Abstain' for all other candidates not chosen as a 'Yes'." Any monarch candidate not selected as "Yes" or "No" will be tallied as an "Abstain" vote. Reference Appendix O for a sample monarchical ballot.

For the purposes of Monarchical and BOD elections, "Yes" votes will be counted as a yes. "No" votes will be counted as a no. "Abstain" votes will be recorded but discarded, and not counted.

A candidate must receive at least one more "Yes" vote than a "No" vote to be elected. The top two (2) "Yes" candidates will be determined as the winner(s). Ballots containing more than two (2) "Yes" votes, the entire ballot will be discarded and be considered invalid.

- B. Voting will take place prior to the ICP Ball each year (at the same time as the BOD elections) during the allocated time determined by the BOD, 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 any manner the BOD seems fit, including but not limited to: social media, announcements at events, and on the official website of the

ISQCCBE. In the event there are no Monarchical candidates, the need for an ICP Ball will be at the discretion of the BOD and can be canceled. However, the annual election for the BOD positions will still be held pursuant to Article 7.1.

- 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, along with the BOD and College Members, can 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 by sending a written or emailed complaint to the Membership Chair. 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 BOD. 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 the majority vote of those present at said meeting. The decision of the BOD will be final.

- E. If a monarchical position has no candidates, the College Representative will call a College meeting during Candidate Month and the vacated position will revert back to the College (in descending reign order, monarch pairs asked in alphabetical order, legal last name/first name, 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 and is approved by the College of Monarchs, they shall be known as regent monarch for that reign. The regent monarch will be announced at the ICP Ball. If a monarchical position remains vacated, that title and number shall always remain vacated. Should there be no candidate for one of the monarchical positions, and no Regent monarch appointed, the monarch reigning alone shall be known as Absolute Emperor/Empress/Emprex upon their step-down.
- F. If a monarchical candidate doesn't receive the necessary "Yes" votes and there are less than two ICPs, the College Representative shall call a meeting of the College no less than 7 days after the election in the possible event of a contested election. The College will choose a regent monarch in descending reign order, monarch pairs asked in alphabetical order, legal last name/first name, 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 and is approved by the College of Monarchs, they shall be known as regent monarch for that reign. The regent monarch will be announced on social media and other means felt appropriate by the College Representative.
- G. 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, which will be posted on social media or other avenues felt appropriate within 36 hours by the Election Committee Chair.

### **7.3 Duties and Powers of the Reigning Monarch(s)**

- A. The reigning monarch(s) may begin to use the number of their elected reign at the

time of step up. If a former monarch runs and wins the election, they shall be able to use all numbers including the current and any past. For example, if Empress 1 runs for Empress during Reign 10, she will be known as Empress 1 and 10.

- B. The reigning monarch(s) must make at least five public appearances at events, either in person or digital, per month as monarchs, excluding Top Dollar and Monarchical Candidate Months. Out-Of-State Coronations count as a maximum of two events per out of state coronations. It will be the job of the President of the BOD and the College Representative to monitor compliance. Failure to miss the five public appearances guideline will result in a warning letter from the President of the BOD and College of Monarchs Representative to the monarch, stating the amount that they've missed for said month. The monarch will be notified in writing that they'll need to make up the amount of missed events from the previous month during the next month (i.e. if one event is missed in January, the monarch will need to do six events in February). If the guideline of five events is missed again, the monarch will be removed from their BOD position and the monarchical position that they hold. Any ISQCCBE property held by the dismissed monarch (i.e. monarch crown or other regalia) must be returned to the ISQCCBE within 10 days from the date of removal to any BOD member.
- C. The reigning monarch(s) must have attended and walked in at least two out-of-town coronation appearances during their reign. Beginning with Reign 33, the requirement will be 4 out-of-town coronation appearances during their reign. It will be the job of the President of the BOD and the College Representative to monitor compliance. The reigning monarch(s) are responsible for all coronation gifts, to be paid for by the Treasurer. A maximum price per gift 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 1 out-of-town coronation. Beginning with Reign 33, the requirement will be 2 out-of-town coronation appearances during their reign. 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 monarch(s) shall be allowed to purchase \$1,500 worth of Out-of-Town coronation ads per reign. More can be requested with authorization from the BOD.
- E. The reigning monarch(s) 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 I.S.Q.C.C.B.E. website, and via social media, 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. With final approval from the BOD, the stepping up 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 monarch(s) may appoint an Imperial Crown Prince Royale / Imperial Crown Princess Royale / Imperial Crown Princex Royale, which, by previous royal proclamation, becomes a permanent title upon the holder's step-down. The reigning monarch(s) may also appoint a Prince/Princess/Princex Royale, but that title is not permanent unless the reigning monarch(s) chose to use one of their lifetime titles. 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. The reigning monarch(s) will preside over their "Court" for the duration of their term. That reign may name their "court" and their "house," and both titles, if used, should reflect the personality and/or tone of the reign.
- I. The reigning monarch(s) have the right to choose their Coronation theme and any coronation week events, and the right to select Coronation particulars relating to their "stepping down" coronation, including dais guests, attendants and command

performers. If one Regent is appointed, the elected Monarch will choose the Coronation theme. Each reigning monarch will be gifted a "stepping down" Coronation Ball Package by the Board in order to better enjoy/facilitate the weekend.

- J. Each elected reigning monarch is able to make two proclamations at the end of their reign. All royal proclamations must be approved by a majority vote of the College of Monarchs before the reigning monarch(s) can announce them. If the proclamation potentially conflicts or impacts the SOP, the BOD has final approval of the proclamation. If the proclamation conflicts or impacts the By-Laws, the general membership will have final approval of the proclamation in a general membership meeting. If a regent monarch is appointed, the regent monarch will receive one (1) proclamation, subject to the same conditions as proclamations by reigning monarchs. If there's a Reign of the College, they are allotted one (1) proclamation, subject to the same conditions as proclamations by reigning monarchs. If each reigning monarch gives up one proclamation, they may bestow one (1) additional permanent title. This sacrifice can only be done once during the reign. Proclamations must be provided to the College of Monarchs a month prior to step-down. If not used at that time, it is void and cannot be bestowed later. All approved proclamations need to be submitted to the Vice President to be added to the SOP for historical preservation.
- K. The monthly Distinguished Order of the Buckeye Empire Award will be granted exclusively by the reigning monarchs to an I.S.Q.C.C.B.E member. 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. In the event of a stalemate the reigning monarchs can have the President of the BOD break the tie.
- L. Awarding of the Distinguished Order of the Buckeye Empire for Life to an I.S.Q.C.C.B.E member will be decided upon exclusively by the reigning monarchs 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 Weekend, and the recipient of the award shall be known only by the President, College of Monarch Representative, and the monarchs 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.
- M. Each reigning monarch has the right to appoint one Heir Apparent from the College of Monarchs which 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, they shall be posthumously awarded their monarchial number "in memoriam", and place in the roster of permanent titles. The regent shall become known 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. Reigning monarch(s) have the privilege to raise and/or have donated funds for travel fund. This / these events must take place during coronation weekend

in victory theme manner. The reigning monarch(s) will not personally receive any cash proceeds from this fund. Any unused balance shall be rolled over to the next reign's travel fund. Money will be split evenly between the elected monarchs or a mutually agreed split between the monarchs relayed to the treasurer. Funds can be used for travel expenses including the purchase of coronation packages, coach flights to and from out of state coronations, and hotel stays at out of state coronations (maximum of two nights) only. These will be purchased either by the Treasurer or reimbursed to the monarchs.

## 7.4 State Crowns

A. Beginning with Reign 23, each stepping up monarch will be issued State Regalia. The State Regalia is commissioned from Thorin & Co. and is the property of the I.S.Q.C.C.B.E. If a monarch should vacate their position, these items are to be returned to the I.S.Q.C.C.B.E. by the next BOD meeting. The regalia becomes the property of the monarch at the completion of their step down at the end of their reign.

Beginning with Reign 23, the State Regalia must be the only regalia worn during the reign for the reigning monarchs and must be worn to all State Functions. At the Coronation step down of the reigning monarch, they must wear the State Regalia in their final walk (i.e. 3rd/crowning set). To clarify further, the stepping down monarch(s) may wear any crown of their choice during sets 1 & 2 of their step-down Coronation. After the completion of their reign:

- State Crowns must be worn at all I.S.Q.C.C.B.E. State Functions.
- Should a monarch have two state crowns (I.E. original state regalia, and decade regalia) the monarch may choose which regalia to wear
- If any monarch has been bestowed Decade regalia but is also reigning, the rules of the reigning monarch apply in terms of regalia.
- Any member of the I.S.Q.C.C.B.E. College of Monarchs may purchase, at their own expense, any crown of their choice and wear it at any function except for I.S.Q.C.C.B.E. State Functions and 3<sup>rd</sup> 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 their reign. Beginning with the 10<sup>th</sup> anniversary of Reign 12 going forward, the Decade Regalia, which is a duplicate version of the State Regalia, must be worn to all State Functions and the 3<sup>rd</sup> set of our Coronation Ball, after the Decade Monarchs are presented with the State Regalia at Coronation.

Any monarch who runs for another reign and is elected, or is appointed as regent, and already has a State Crown that was provided to them will be exempt from receiving an additional crown.

In addition, any monarch who falls into this group and has not been provided with a State Crown by the I.S.Q.C.C.B.E. will be provided a crown. As stated above, the State Crown must be worn to any state events during the reign.

B. The Imperial Crown Prince Royale will be issued a mantle, consisting of a black leather strap and brooch. The Imperial Crown Princess Royale and Imperial Crown Princex Royale will be issued a crown. Both the mantle and crowns will be commissioned from Thorin & Co and provided at the ISQCCBE's expense. The said mantle and crown will be the property of the I.S.Q.C.C.B.E. If either ICPR should vacate their position, these items must be returned to the monarch that bestowed said title upon them by the next BOD meeting. Upon their final walk during the 3<sup>rd</sup> 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.

- C. The Imperial Crown Prince / Imperial Crown Princess / Imperial Crown Princex will each be issued a crown pin that signifies their title, commissioned from Thorin & Co. These sets of pins will be the property of the I.S.Q.C.C.B.E. When they step up as monarchs, these pins will be given back to the I.S.Q.C.C.B.E. College of Monarchs Representative at the Coronation when they become monarch for the next Imperial Crown Prince and Imperial Crown Princess. In the absence of the College of Monarchs Representative, the Imperial Crown Prince and Imperial Crown Princess Crown Pins will be returned to any member of the I.S.Q.C.C.B.E. College of Monarchs who is then responsible for returning the pins to the College of Monarchs Representative.

If a former Monarch is elected for another reign, they will vacate their title of Monarch for the time between the ICP Ball and Coronation. During this time, and during the event of coronation, they will serve as ICP wearing only the approved State Crown Pin. No other monarchical regalia may be worn during this time.

- D. The Prince Royale will be issued a brooch and the Princess Royale / Princex Royale will be issued a crown. Both the brooch and crown will be commissioned from Thorin & Co and provided at the Court's expense. The said brooch and crown will be the property of the ISQCCBE. If the titleholder should vacate their position, the regalia must be returned to a member of the BOD by the next BOD meeting. Beginning with Reign 32, after Coronation at the end of their reign, the regalia is to be returned to the College of Monarchs Representative at Victory Brunch to be used for the new reign's titleholders. The titleholders will have the option of purchasing their respective regalia at the end of their reign, to be coordinated with the College of Monarchs Representative. They may also fundraise for the regalia, to be run through the Anniversary Fund and coordinated with the College of Monarchs Representative.
- E. 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 I.S.Q.C.C.B.E. and make recommendations to the BOD as to any pieces that need repair or replacement.
- F. All money from the annual Investiture event will be placed in the Coronation Fund to pay for all State Regalia of the next reign. If a balance remains after this event, it will be paid out of the operating fund.

## **7.5 State Pins**

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 initials of the monarch(s)

## **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 I.S.Q.C.C.B.E. including state regalia, software license, insurance premiums, and other miscellaneous business expenses approved with a majority vote of the BOD.
- B. Beginning January 1, 2015 during Reign 23, Fifteen (15%) percent from every nondesignated 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 expenses approved by the BOD. 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.

## **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.
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 BOD 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 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.

Monarchs from outside realm may gain entrance into the College of Monarchs by:

- Residing in the I.S.Q.C.C.B.E. realm for a minimum of 6 months
- Paid member of the I.S.Q.C.C.B.E.
- Majority vote of the members of the College of Monarchs
- Must be in good standing with previous Court
- If a monarch from outside the realm petitions entrance into the College of Monarchs and is denied, this decision can not be appealed.

#### **If the outside realm monarch is inducted into the College of Monarchs:**

- Said member will have full voting rights

- Said member can walk with their previous court or with the I.S.Q.C.C.B.E.
- If walking with the I.S.Q.C.C.B.E., member will be the first to walk within the monarch ranking in order of their induction to the College.
- If a member of the College of Monarchs petitions to run for monarchial position, then all College of Monarchs duties are on hold until notified by College of Monarchs Representative..

### **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.

#### **B. Removing a College of Monarchs 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 defined 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:

- Find no evidence of wrong-doing and dismiss all charges
- 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.
- 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 their 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 their 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 via social media.

If the monarch has their membership removed (See Article 4.3) 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/Conductor 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
  - 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**

- All dues paying College of Monarchs in good standing may vote on all college issues.
- Once your vote is cast, it is considered final. 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, publicly, 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.

### **8.5 Titles within the College of Monarchs**

Genders of all permanent titles and names of award titleholders can be modified at the express wishes of the courtier. However, any awards, nametags, regalia, or other such items given by the Court will have to be purchased with the courtier's personal funds, if they wish to have them replaced.

Titles are as follows

#### **A. Permanent Titles**

Permanent title is one that is granted to an individual for the lifetime of that person. A person elected or appointed to a monarchical position receives the title upon successful completion of their reign. They carry 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 cannot be used.

#### **C. Award Titles**

Award titles are earned by an individual during an ISQCCBE-sponsored event, contest, or series of events. *These are not permanent titles.*

The following namesake awards, except the Ellen Baer Community Ally Award, are selected by the reigning monarchs but must be approved by the College of Monarchs before presentation. The existing namesake awards will stand::

- Lydia Grant (Humanitarian Award)

*Goes to someone in the realm that demonstrates outstanding work in the LGBTQIA+ community*

- Nita Miller (outstanding volunteer from a designated charity)
- Miss Buffy (outstanding contributor to the HIV+ community)

*Goes to a Court member who has made outstanding contributions to the HIV+ community.*

- Howard Sharon Lifetime Achievement Award

*One of the ISQCCBE's most prestigious namesake awards. The award is designed to be bestowed on worthy members of our community who have a history of distinguished service, lasting contribution, and who exhibit leadership and inspiration to others in the Greater Cincinnati LGBTQ+ community. Not designed to be given every year, the recipients have impacted the community above and beyond the everyday contribution.*

- Ellen Baer Community Ally Award

*The College of Monarchs of the ISQCCBE has recognized that the people who nurture and love us make it possible for us to share that love and compassion with the world. Our parents, mentors and other allies have instilled that sense of caring and purpose that make it possible for us to do the charity work we do today. These mentors are the lifeblood of the cause.*

*To that end, we have established an annual award to be bestowed by the College of Monarchs to a person who has:*

- 1. Been a parent or parental figure to an LGBT member of the community*
- 2. Worked with the ISQCCBE on its charitable causes as a supporter or fundraising*

organizer

3. Earned some recognition for the charitable work done on behalf of the organization

4. Supported work done by others to help achieve the mission of the ISQCCBE

5. Nominated, in writing, by a member of the College of Monarchs, prior to the September meeting of the College

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 fundraising 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 Queen City contest, all past Queen City winners are announced with their year at the end to be on stage for the crowning of the new Queen City, other permanent or non permanent titles are not read during this time.*

## **8.6 Ranking of Protocol**

### **A1. Ranking of Permanent Titles**

*The ranking of permanent titles for the I.S.Q.C.C.B.E. is as follows:*

1. Reigning Monarchs
2. Queen Mother/King Father all of Ohio
3. Grand Mère/Grand Père all of Ohio
4. Monarchs by descending numerical order
5. ICPRs/ICPs with numbers by descending numerical order
6. ICPs (non-numbered, monarch elects)
7. PRs by descending numerical order
8. Ultima titles by descending reign order
9. Distinguished Order of the Buckeye Empire (DOBE)
10. Grand Duke/Grand Duchess/Grand Dux

### **A2. Queen Mother/King Father/Grand Mère/Grand Père all of Ohio**

These titles, while bestowed by the Queen Mother/King Father of the Americas, are on recommendations and voted on by the BOD. Qualities looked for candidates of these titles are a previous monarch in good standing with the College. Also viewed by the majority of the BOD to hold leadership and mentorship qualities and been active in the organization for many years.

### **A3. Grand Duke/Grand Duchess/Grand Dux**

The Grand Duke/Grand Duchess/Grand Dux title is a permanent lifetime title bestowed by and voted on by the Board of Directors with a simple majority vote. This title is to be given to those individuals that do not reside in the realm but have gone above and beyond in service and support to the organization.

## **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 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. King Father and Queen Mother to the reign
2. Miscellaneous members of the Royal Family
3. Prince/Princess/Princex
4. Duke/Duchess/Dux
5. All Royal Orders
6. Baron/Baroness/Baronex
7. Count/Countess/Countex
8. Viscount/Viscountess/Viscountex
9. Marquis/Marchioness/Marquex
10. Lord/Lady/Liege

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

Concurrent with a proclamation issued by Nicole the Great, the word "regent" is dropped from their protocol upon their 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 their 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 Grand Dukes/Grand Duchesses/Grand Dux, DOBEs, Ultima titles, PR recognized with a number (in ascending numerical order). Then ICPs without a number (monarch elects) walking before those ICP/ICPRs with a number (in ascending numerical order). Then monarchs in ascending numerical order, with the Grand Mère/Grand Père then Queen Mother/King Father all of Ohio walking prior to the reigning monarchs.

If an individual with a permanent title from another recognized chapter of the ICS who has moved to our area and has joined our chapter, but who does not hold a permanent title with the I.S.Q.C.C.B.E., the College of Monarchs will determine which chapter 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” for “Their Most Imperial and Sovereign Majesty” – this addresses a reigning Emperor or when introducing the reigning monarchs together. I.E.

*“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” or “TISM” for “Their Imperial and Serene Majesty” – this addresses any monarch who has completed their 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” or “TIGM” for “Their Imperial and Gracious Majesty” - this address either the immediate past-reigning monarch or a monarch 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” or “TIM” for “Their 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.
6. “HIH” for “His (Her) Imperial Highness” - this addresses any past Imperial Crown Prince / Imperial Crown Princess. “TIH” may also be used.
7. “HIH for His or Her Imperial Highness or “TIH” for nonbinary to address any Prince/Princess/Princex Royale

## **8.7 College of Monarchs Misc.**

### **A. State Functions**

A state function is one in which all monarchs are encouraged 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. ISQCCBE State Functions are as follows: Coronation ceremonies, Investitures, Queen City Pageant, and the ICP Ball. Other state functions may be added or deleted, if approved by the College of Monarchs and BOD. 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, they should be announced, preferably with their full title, but at least with the bare minimum of “HMISM/TMISM, Emperor/Empress/Emprex (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 member in attendance at any Coronation will walk with their title. Anyone not holding a title of “Emperor,” “Empress,” or “Emprex” from a recognized chapter 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 I.

### **E. Proclamations**

See section 7.3.J in regards to proclamations.

## **F. Line of Succession / Heir Apparent**

The ISQCCBE believes that anyone elected to a monarchical position will serve their 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 their 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. Only one heir apparent may be named per reigning monarch.

## **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. All virtual meetings should be recorded.
- 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. All virtual meetings should be recorded.
- C. ISQCCBE College Meetings should be held at least 4 times a year, as determined by the College Representative. All virtual meetings should be recorded.
- D. The General Membership will be notified of any changes to the BOD/General Membership Meetings (date, time, location) by posting the change via social media..
- E. The President, Vice President, Secretary, Treasurer, or 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.
- F. 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. The meeting should be recorded regardless if virtual or in person.
- G. Meetings shall be conducted in adherence with the laws of the State of Ohio. Meetings shall be conducted in adherence to the organization's SOP & By-Laws. Where it's not addressed by the SOP & By-Laws, the Robert's Rules of Order (modern edition) shall apply.

**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 BOD, and this procedure will be followed:

1. The BOD and College of Monarchs must be immediately notified. A special meeting of the BOD 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 BOD 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 BOD 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 Court System, unless such representation or identification is inconsistent with the Imperial Court System.

**Appendix A - Membership Form**



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

Legal Name: \_\_\_\_\_ Preferred Name: \_\_\_\_\_  
 Stage Name: \_\_\_\_\_ Gender(M/F/N): \_\_\_\_\_ Pronouns: \_\_\_\_\_  
 Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code \_\_\_\_\_ Date of Birth (Month / Day / Year): \_\_\_\_/\_\_\_\_/\_\_\_\_

Former Monarch of ISQCCBE? \_\_\_\_\_ Veteran? \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Consent Given to List name in Coronation Program? **YES NO**

If **YES**, please note your preferred name you want in the program: \_\_\_\_\_

Please choose the membership level you wish to have:

**Individual** – Defined as a single member

Silver Level - \$15 fee - Includes being listed in the Coronation Program in 10 pt font if the member opts in

Gold Level - \$30 fee - Name Badge plus listed in the Coronation Program in 12 pt font if the member opts in

Platinum Level - \$50 fee - Same benefits as Gold but 14 pt font in the Coronation Program if the member opts in

**Household** – Defined as two or more members living under the same roof

Silver Level - \$30 fee - Includes being listed in the Coronation Program in 10 pt font if the member opts in

Gold Level - \$60 fee - Name Badge plus listed in the Coronation Program in 12 pt font if the member opts in

Platinum Level - \$100 fee - Same benefits as Gold but 14 pt font in the Coronation Program if the member opts in

List names and date of births of members in the household and consent to list name in the Coronation Program:

<b>Legal Name/Date of Birth</b>	<b>Consent to Print Name</b>	<b>Preferred Name for Program</b>
_____	<b>YES NO</b>	_____

Submit this form with payment to:

I.S.Q.C.C.B.E., P.O. Box 141152, Cincinnati, OH 45250, ATTN: Membership Chair

Signature (Legal Name): \_\_\_\_\_

Date: \_\_/\_\_/\_\_

*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.*

**Membership / Treasurer Use ONLY**

Date Paid: \_\_\_\_\_ Received By: \_\_\_\_\_ Initials: \_\_\_\_\_

**Appendix B – Board of Directors Application**



**APPLICATION FOR THE BOARD OF DIRECTORS**

Legal Name: \_\_\_\_\_

(this is the name used at all meetings and for all documentation)

Street Address:

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Date of Birth (MM/DD/YY): \_\_/\_\_/\_\_

Email: \_\_\_\_\_

*Please familiarize yourself with our By-Laws and Standard Operating Procedure (SOP) Manual prior to the interview. The job description for the position you are applying for is listed in the SOP and by signing this application, you agree to not only adhere to the ethics and guidelines of the SOP & By-Laws, but to also complete all duties stated in the SOP 6.1.E if elected. \_\_\_\_\_ (Initial)*

**Have you ever been convicted of or plead guilty to a felony? YES NO** *If you answer yes, PLEASE STOP. Per Article 7.1, section A of the SOP, you are not eligible for these positions.. If you answer NO and it is found out that you misrepresented yourself, you will automatically be removed from the position on the board of directors.*

What BOD position are you applying for: (Circle One)

- |                |                         |
|----------------|-------------------------|
| President      | Member at Large         |
| Vice President | Membership Chair        |
| Secretary      | College of Monarchs Rep |
| Treasurer      |                         |

Briefly describe why you feel that you are qualified for this position:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please email to [membership@isqccbe.org](mailto:membership@isqccbe.org) or mail your application to:  
**I.S.Q.C.C.B.E.**

**ATTN: Election Committee Chair**  
**P.O. Box 141152**  
**Cincinnati, OH 45250**

Signature (Legal Name) \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

*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.*

### **Appendix C – Monarchical / Fundraising Chair Application**



#### **APPLICATION FOR MONARCH/FUNDRAISING CHAIR**

Legal Name: \_\_\_\_\_

(This will be used at all meetings and on documentation)

Stage Name if applicable: \_\_\_\_\_

(This is the name you prefer to go by at events/functions)

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code : \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Have you ever been convicted of or plead guilty to a felony? YES NO. *If you answer yes, PLEASE STOP. Per Article 7.1, section A of the SOP, you are not eligible to run for these positions. If you answer no and it is found out that you misrepresented yourself, you will automatically be removed from the position of Monarch/Fundraising Chair.*

This application is for the position of:

**Emperor/Empress/Emprex** (please circle **ONE**)

There are two(2) written components of this application that must be completed in full. Each question should be typed and submitted on a separate sheet.

The following questions pertain to your membership with the I.S.Q.C.C.B.E.

1. Have you been a member of the I.S.Q.C.C.B.E. for a minimum of ONE year? When did you join the I.S.Q.C.C.B.E. (approximate number of years)?
2. Have you lived within the realm of the I.S.Q.C.C.B.E. for a minimum of ONE year?
3. Are you a member or involved in any other community organizations? (please list)
4. List all court events you have been a part of this past year.
5. List any court events you have been a part of in the past years.
6. List three (3) OUT OF TOWN Coronations that you have walked at within the last 12 months. Please include year.

The following questions pertain to you and the position of Monarch/Fundraising Chair.

1. Why do you wish to run for the position of Monarch/Fundraising Chair?

2. What are your leadership qualities?
3. If elected, what goals do you plan to set for the I.S.Q.C.C.B.E.?

Please send a \$75.00 NON-REFUNDABLE fee via check, money order, or electronic means mailed to the I.S.Q.C.C.B.E., P.O. Box 141152, Cincinnati, OH 45250, ATTN: COLLEGE REPRESENTATIVE with your application. Applications can also be emailed to collegerep@isqccbe.org.

Once your application has been received and approved, you will be notified by the College of Monarchs Representative of interview date and time. If you have any questions, please contact any College of Monarchs member.

Signature (Legal Name): \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

### Appendix D – Revenue/Cash Count Form Sample

A separate sheet must be completed for each event. Each check must be listed separately below.  
Please attach deposit slip to form and return to ISQCCBE Treasurer.  
Membership deposits must be kept separate from show deposits.

Event: \_\_\_\_\_ Date: \_\_\_\_\_

Location/Source: \_\_\_\_\_

Classification: \_\_\_\_\_ All Designated Charities \_\_\_\_\_ Coronation  
 \_\_\_\_\_ Membership \_\_\_\_\_ ICS/ICC  
 \_\_\_\_\_ ICP Ball \_\_\_\_\_ Fire & Ice Scholarship Fund  
 \_\_\_\_\_ Other (Requires ISQCCBE Board Approval): \_\_\_\_\_

Specify \_\_\_\_\_

Cash/Check	Description	Amount
Cash	\$100 X =	\$
Cash	\$50 X =	\$
Cash	\$20 X =	\$
Cash	\$10 X =	\$
Cash	\$5 X =	\$
Cash	\$2 X =	\$
Cash	\$1 X =	\$
Cash	Coins X =	\$
Other		\$
Other		\$
Total (from back)		\$
<b>DEPOSIT TOTAL:</b>		\$

Show Host Signature(s) \_\_\_\_\_

Designee Signature(s) \_\_\_\_\_

Date Money Deposited: \_\_\_\_\_

Signature of Depositor: \_\_\_\_\_





## Appendix F – Conflict of Interest Policy



### Conflict of Interest Policy

#### Conflict of Interest Policy and Annual Statement for Directors, Officers, and Members of a Committee and College Members

**Article I -- Purpose** The purpose of this Board conflict of interest policy is to protect I.S.Q.C.C.B.E.'s interests when it is contemplating entering into a transaction or arrangement that might benefit the private interests of an officer or director of I.S.Q.C.C.B.E. or might result in a possible excess benefit transaction. This policy is intended to supplement, but not replace, any applicable state and federal laws governing conflicts of interest applicable to nonprofit and charitable organizations. This policy is also intended to identify "independent" directors.

#### Article II -- Definitions

- **Interested person** – Board of director, member of a committee or college member who has a direct or indirect financial interest, as defined below, is an interested person.
- **Financial interest** -- A person has a financial interest if the person has, directly or indirectly, through business, investment, or family, an ownership or investment interest in any entity with which I.S.Q.C.C.B.E. has a transaction or arrangement, a compensation arrangement with I.S.Q.C.C.B.E. or with any entity or individual with which I.S.Q.C.C.B.E. has a transaction or arrangement, or a potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which I.S.Q.C.C.B.E. is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial. A financial interest is not necessarily a conflict of interest. A person who has a financial interest may have a conflict of interest only if the Board or Executive Committee decides that a conflict of interest exists, in accordance with this policy.

#### Article III -- Procedures

- **Duty to Disclose** -- In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the interest and be given the opportunity to disclose all material facts to the BOD.
- **Recusal of Self** – Any person may recuse themselves at any time from involvement in any decision or discussion in which the president of the board believes that person has or may have a conflict of interest, without going through the process for determining whether a conflict of interest exists.
- **Determining Whether a Conflict of Interest Exists** -- After disclosure of the interest and all material facts, and after any discussion with the interested person, they shall leave the board meeting while the determination of a conflict

of interest is discussed and voted upon. The remaining board members shall decide if a conflict of interest exists.

### **Procedures for Addressing the Conflict of Interest**

- An interested person may make a presentation at the board meeting, but after the presentation, they shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- The president of the board shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement. If the matter involves the president of the board then the vice president of the board shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- After exercising due diligence, the board shall determine whether I.S.Q.C.C.B.E. can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the board shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in I.S.Q.C.C.B.E.'s best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

### **Violations of the Conflicts of Interest Policy**

If the board has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the board determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

### **Article IV – Records of Proceedings**

The minutes of the board and all committees shall contain:

- The names of the persons who disclosed or otherwise were found to have an interest in connection with an actual or possible conflict of interest, the nature of the interest, any action taken to determine whether a conflict of interest was present, and the board's decision as to whether a conflict of interest in fact existed.
- The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and

a record of any votes taken in connection with the proceedings. **Article V – Compensation**

- A voting member of the board who receives compensation, directly or indirectly, from I.S.Q.C.C.B.E. for services is precluded from voting on matters pertaining to that member's compensation.
- A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from I.S.Q.C.C.B.E. for services is precluded from voting on matters pertaining to that member's compensation.
- No voting member of the board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from I.S.Q.C.C.B.E., either individually or collectively, is prohibited from providing information to any committee regarding compensation.

**Article VI – Annual Statements**

Each board member and college member shall annually sign a statement which affirms such person:

- Has received a copy of the conflict of interest policy,
- Has read and understands the policy,
- Has agreed to comply with the policy, and
- Understands I.S.Q.C.C.B.E. is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.
- If at any time during the year, the information in the annual statement changes materially, the board or college member shall disclose such changes and revise the annual disclosure form.
- The board shall regularly and consistently monitor and enforce compliance with this policy by reviewing annual statements and taking such other actions as are necessary for effective oversight.

**Article VII – Periodic Reviews**

To ensure I.S.Q.C.C.B.E. operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- Whether compensation arrangements and benefits are reasonable, based on competent survey information (if reasonably available), and the result of arm's length bargaining.
- Whether partnerships, joint ventures, and arrangements with organizations, if any, conform to I.S.Q.C.C.B.E.'s written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in compensation or impermissible private benefit or in an excess benefit transaction.

**Article VIII – Use of Outside Experts**

When conducting the periodic reviews as provided for in Article VII, I.S.Q.C.C.B.E. may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the Board of its responsibility for ensuring periodic reviews are conducted.



**BOD and College of Monarchs Annual Conflict of Interest Statement**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Position: \_\_\_\_\_

I affirm the following:

I have received a copy of the I.S.Q.C.C.B.E. Conflict of Interest Policy. \_\_\_\_\_(initial)

I have read and understand the policy. \_\_\_\_\_(initial)

I agree to comply with the policy. \_\_\_\_\_(initial)

I understand that the I.S.Q.C.C.B.E. is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of tax-exempt purposes. \_\_\_\_\_(initial)

**Disclosures:**

Do you have an interest (current or potential), including a compensation arrangement, as defined in the Conflict of Interest policy with I.S.Q.C.C.B.E.? Yes / No

If yes, please describe it:

If yes, has the interest been disclosed, as provided in the Conflict of Interest policy? Yes / No

**Review by board president**

Signature of the board President (Vice President shall sign for President's Statement)

Signature (Legal Name)

Printed (Legal Name)

\_\_\_\_\_  
Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## Appendix G – Whistleblower Policy



### Whistleblower Policy

#### Whistleblower Policy for Board Members, College Members and Committee Members

##### General

The Organization's Code of Ethics and Conduct ("Code") require directors, officers, representatives, contractors and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the Organization, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

##### Reporting Responsibility

It is the responsibility of all directors, officers, representatives, contractors and employees to comply with the Code and to report violations or suspected violations in accordance with the Whistleblower Policy.

##### No Retaliation

No director, officer, representative, contractor or employee who in good faith reports a violation of the Code shall suffer harassment, retaliation or adverse consequence. Any director, officer, representative, contractor or employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination from the organization. This Whistleblower Policy is intended to encourage and enable director, officer, representative, contractor or employee and others to raise serious concerns within the Organization prior to seeking resolution outside the Organization.

##### Reporting Violations

The Organization has an open door policy and suggests that director, officer, representative, contractor or employee share their questions, concerns, suggestions or complaints with someone who can address them properly. You are encouraged to speak with the Organization's Member-At-Large representative, who has specific and exclusive responsibility to investigate all reported violations.

##### Member-At-Large

The Organization's Member-At-Large representative is responsible for investigating and resolving all reported complaints and allegations concerning violations of the Code and, at their discretion, shall advise the board president and/or the BOD.

##### Acting in Good Faith

Anyone filing a complaint concerning a violation or suspected violation of the Code must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the Code. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

##### Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

**Handling of Reported Violations**

All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

**Certification**

I have read the I.S.Q.C.C.B.E.'s Whistleblower policy presented above. I agree to abide by the requirements of the policy and inform the Member-At-Large immediately if I believe any violation (unintentional or otherwise) of the policy has occurred. I understand that violation of this policy will lead to disciplinary action, up to and including termination of my service with the I.S.Q.C.C.B.E.

Signature (Legal Name)

Printed (Legal Name) \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

## Appendix H – Confidentiality Policy



### Confidentiality Policy

#### Confidentiality Policy for Board Members, College Members, Volunteers, Contractors and Employees

Respecting the privacy of our clients, donors, members, staff, volunteers and of the I.S.Q.C.C.B.E. itself is a basic value of I.S.Q.C.C.B.E. Personal and financial information is confidential and should not be disclosed or discussed with anyone without permission or authorization from the President of the Board. Care shall also be taken to ensure that unauthorized individuals do not overhear any discussion of confidential information and that documents containing confidential information are not left in the open or inadvertently shared. Conversations held within meetings are considered confidential except as reflected in the minutes of the meeting.

Board members, college members, volunteers, contractors and employees of I.S.Q.C.C.B.E. may be exposed to information which is confidential and/or privileged and proprietary in nature. It is the policy of I.S.Q.C.C.B.E. that such information must be kept confidential both during and after employment or volunteer service. Employees and volunteers, including board members and college members, are expected to return materials containing privileged or confidential information at the time of separation from the organization or expiration of service.

Unauthorized disclosure of confidential or privileged information is a serious violation of this policy and will subject the person(s) who made the unauthorized disclosure to appropriate discipline, including removal/dismissal.

#### ***Rationale***

“Confidential” means that you are free to talk about I.S.Q.C.C.B.E. and about your program and your position, but you are not permitted to disclose names or talk about them in ways that will make their identity known. No information may be released without

appropriate authorization. This is a basic component of customer care and business ethics. The BOD, college members, volunteers and charities rely on conformity to this rule of confidentiality. I.S.Q.C.C.B.E. expects you to respect the privacy and to maintain personal and financial information as confidential. General information, policy statements or statistical material that is not identified with any individual or family is not classified as confidential. Board members, college members and volunteers are responsible for maintaining the confidentiality of information relating to other members and volunteers, in addition to charities.

Confidentiality is the preservation of privileged information. By necessity personal and private information is disclosed in a professional working relationship. Part of what you learn is necessary to provide services to the organization; other information is shared within the development of a helping, trusting relationship. Therefore, most information gained about individuals and other organizations is confidential in terms of the law, and disclosure could make you legally liable. Disclosure could also damage your relationship

with the organization and make it difficult to help the person.

**Certification**

I have read the I.S.Q.C.C.B.E.'s policy on confidentiality and the Statement of Confidentiality presented above. I agree to abide by the requirements of the policy and inform the Member-At- Large immediately if I believe any violation (unintentional or otherwise) of the policy has occurred. I understand that violation of this policy will lead to disciplinary action, up to and including termination of my service with the I.S.Q.C.C.B.E.

Signature (Legal Name)

Printed (Legal Name) \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

## Appendix I – Proclamations

### 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.”

### 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 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).

### Proclamations by Wayne Davidson & Kate Central Parkway, Emperor/Empress II

We, the Reigning Monarchs of the Court of Growth and Prosperity, make the following Royal

Proclamations:

- The Royal Realm of the Imperial Sovereign Queen City Court of the Buckeye Empire will be the entire State of Ohio. The Imperial Sovereign Queen City Court of the Buckeye Empire will include the salutation “All of Ohio,” as will any imperial titles within the realm.
- Any person titled Imperial Crown Prince or Imperial Crown Princess shall retain that title for life and being known numerically in accordance with their respective Monarchs.
- The organization known as the Cincinnati Stompers will bear the title of the Royal Order of C&W.
- The organization known as the Tristate Gay Rodeo Association will bear the title of the Royal Order of C and W.
- Handed down from Widow Norton of San Francisco, and so as not to offend the Reigning Empress of the Imperial Sovereign Queen City Court of the Buckeye Empire of all Ohio, due to the lack of appendages, the proclaimed royal wave shall be as follows:
  - Right arm raised, never above the crown, palm turned inward, index finger bent, other fingers straight, wave motion. We will now demonstrate the Royal Wave.
- ***So it has been said, so it is written, so it shall be***

### Proclamation by Casey Pond-Tate Turner Snap Clemons, Emperor XXX

- With approval by the College of Monarchs, I proclaim that Andrea Victory-Parkway will be Empress XXX and a half one day a year, every year, on the day of the ISQCCBE Coronation. On this date, she will have all of the rights, privileges, and responsibilities of a Monarch.

Long may she reign!

### Proclamation by Ffire Stone the First (of Austin)

- Whereas the Imperial Sovereign Queen City Court of the Buckeye Empire has formed a friendship, kinship and love

between the citizens of the great state of Ohio and the reigning Emprex of the United Court of Austin. Whereas the reigning monarchs of Ohio, the College of Monarchs, and Membership of the ISQCCBE are welcome in the realm of the United Court of Austin at anytime under any circumstance, and have extended to Emprex Ffire Stone the honor of being called “Family” to their realm with an equally open invitation. Therefore, it is my privilege and honor as Emprex 28 of the United Court of Austin to name the ISQCCBE the title of “Sibling Court, and Protector of the Emprex for Life.”

- This title shall extend permanently and forever and in doing so the ISQCCBE shall be invited to walk before the United Court of Austin during their Coronation ball and any monarch of Ohio shall forever be able to walk with the title of Sibling to the United Court of Austin and Protector of the Emprex for Life.
- Signed by my hand on the twelfth day of August in the Year of our Lord 2023.
  - Ffire Stone The First, Emprex 28 of the United Court of Austin
  - The First Elected Emprex of the United Courts of Texas

#### **Proclamation by Anita Dushay, Empress XXXI**

- Beginning with Reign 31, the Reigning Monarchs, upon successful completion of their Reign, and the College of Monarchs (COM) may each nominate one ICS member from another Realm to be named a "Citizen for Life to the Buckeye Empire" (CFL), to be announced at the Coronation Ball. The CFL must be someone who has made a significant impact on the ISQCCBE. Citizens for Life would be afforded all rights, privileges and responsibilities of membership of the ISQCCBE. This includes voting rights, under the condition that the Citizen for Life be present for voting. Reign Monarchs must relinquish one (1) proclamation each to obtain this permanent title. CFL recipients must be approved by a simple majority vote by the COM voting members at the COM meeting prior to Coronation when State Awards and Proclamations are approved/voted on.

#### **Proclamation by Anna Mae Ceres, Emprex XXXI**

- The Imperial Court of Minnesota has formed a friendship between the citizens of the great state of Minnesota and the Reigning Emprex of the Buckeye Empire.
  - Therefore, it is my privilege and honor as Emprex 31 of the Imperial Sovereign Queen City Court of the Buckeye Empire to name the Imperial Court of Minnesota the title of Sibling Court to the Imperial Sovereign Queen City Court of the Buckeye Empire, and Guardian Knights of the First Emprex.
  - Any Minnesota Monarch shall be able to walk with the title of Sibling to the ISQCCBE and Guardian Knight of the first Emprex of the Buckeye Empire.

#### **Proclamation by Karina Lee Phoenix, Empress XXXII**

Whereas, the ISQCCBE and the United Court of Austin Inc have formed an everlasting and permanent bond of friendship,

Now, Therefore, I Karina Lee Phoenix, Empress XXXII of the ISQCCBE, do hereby proclaim from now and in perpetuity:

The United Court of Austin will be known as Sibling Cour to the ISQCCBE.

#### **Appendix J – Glossary of Terms**

##### **Terms**

**Regent** - This term is used, as described above, to identify a monarch who was

not elected to their 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, when named, must be a reigning or past monarch in good standing 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. If the half-monarch becomes suspended or removed during the reign, the title is revoked automatically.

**Emeritus** - This term is a bestowed honor to a monarch of another empire; awarding and carriage of “Emeritus” 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 / Emprex and the number. Qualifications and caveats include the following:

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

**Absolute** – This term is used to represent any monarch who reigned alone. This term is to be added to that person’s protocol after their successful step-down.

**ICPR** - Acronym for Imperial Crown Prince/Princess/Princex Royale.

**PR/PxR** - Acronym for Prince/Princess/Princex Royale

**Participate (verb)** - Take part in an action or endeavor. Specifically, in regards to drag shows, performing in the event through the art of drag or emceeing, for the purposes of campaigning and meeting monarchical requirements.

## **Appendix K – IRS Records Retention Policy**

### IX.RECORDS RETENTION

- A. As a tax-exempt, non-profit organization, record keeping and record retention are very important Although in many situations the requirements for a profit corporation and a non-profit corporation are identical, there are two specific considerations for the non-profit organization to have an established records retention policy:

1. In order to retain Federal Tax exemption, a non-profit organization must be able to establish that it is organized and operated as to the specified purpose that gave rise to the Internal Revenue grant of a tax exemption. AURA's non-profit classification is as a "scientific research" organization (IRC section 501(c)(3)).

2. Under the federal Sarbanes-Oxley Act (2002), the destruction of documents in the face of a governmental inquiry is a criminal offense and applies to both profit and nonprofit companies. Although there have been various state and federal requirements regarding the maintenance of records before Sarbanes-Oxley, it is now of utmost importance to maintain a policy of records retention and be aware of this law in the decision-making process for destruction of documents.

### 3. Intellectual Property:

The activities of non-profit organizations often produce valuable intangible property that should be protected to preserve its value. The various certificates, licenses, assignments, publication agreements, copyright and trademark registrations, royalty records, and other background material should be treated and retained as Permanent records.

The terms "records" and "records retention" include hard paper copy, computer disks, microfilm, scanned or digitized copies, magnetic and visual media, and such other electronic communications. All operating centers are required to implement this policy and also assess such other local or internal needs as may be necessary to assure compliance with prudent business practices.

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

Host: Host: Date: Venue: Charity:

#	Performer	Song Title	Track	Comments
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

## DIGNITARIES

NAME	TITLE	PROTOCOL FOR SHOWS
		<i>Always follow this order when doing your shows. If you need to alter it please check with the reigning fundraising chairs prior to.</i>
		<i>Thanks and have a GREAT SHOW!!</i>
		Host(s) of the show
		Reigning Empress/ fundraising chair
		Reigning Emperor/Fundraising Chair
		Any former Empress' or Emperor's
		Reigning Imperial Crown Princess
		Reigning imperial Crown Prince
		<i>Any former Imperial Crown Princess/Prince</i>
		<i>Any permanent title holders (see attached list)</i>
		<i>The following must start with the reigning and then continue with formers. (HIGHEST TO LOWEST)</i>
<b>CHARITIES:</b>	PFLAG	
	CARACOLE	Miss Queen City
	Aids Prevention Project	Miss Red and White
	GLSEN	EOY
	YWCA	Miss Porkopolis
	AVNK	Miss Magical Makeover
		Miss Drag YOU Out

### **Tips to follow:**

If anyone is attending the show and does NOT fall into the categories above, have each performer pick a number to see who goes first second etc.

At call backs announce all performers in descending order. The Reigning Empress/Emperor will go at the end right before the show host(s).

If you have any questions, please ask Ginger Snap \* Shanice McCoy Patton \* Brooklyn Steele-Tate.

Don't forget to push membership! Announce the Membership Chair or the Membership Designee so people know who to contact!!

Announce who we are, what we are doing and who the money is going to! If it is ONE charity and a rep is there from the Charity ask them if they would like to say a few words but acknowledge them as reps from the charity if they choose NOT to speak.

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



**By-Law/Standard Operating Procedure (SOP) Change Submission**

This submission affects a: By-Law \_\_\_\_\_ SOP \_\_\_\_\_

This submission is a: Change \_\_\_\_\_ Addition \_\_\_\_\_ Deletion \_\_\_\_\_ Affected  
By-Law or SOP: Article \_\_\_\_\_ Section \_\_\_\_\_ Letter/# \_\_\_\_\_

State the By-Law or SOP as it currently reads:

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Proposed Change, Addition or Deletion:

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Reason for Change, Addition or Deletion:

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Proposal submitted by:

Sign (Legal Name): \_\_\_\_\_ Date: \_\_/\_\_/\_\_\_\_

Print (Legal Name): \_\_\_\_\_

Confidential Imperial Sovereign Queen City Court 73 Of the Buckeye Empire, Inc.

## Appendix N – Sexual Harassment Policy



### Organization and event Safety

#### Harassment and Complaint Procedure

Sexual and other unlawful harassment is a violation of Title VII of the Civil Rights Act of 1964 (Title VII), as amended, as well as many state laws.

The ISQCCBE strives to maintain an environment that fosters mutual respect and promotes safe and productive entertainment relationships. The ISQCCBE believes that discrimination and/or harassment in any form constitutes misconduct that undermines the integrity of the organizations relationships. The ISQCCBE prohibits discrimination and/or harassment that is sexual, racial or religious in nature or is related to anyone's gender, national origin, age, sexual orientation, gender identity, pregnancy, disability, genetic information or veteran's status. This policy applies to all team members throughout the organization.

Sexual harassment is one form of harassment. The ISQCCBE is committed to maintaining a fun environment free from sexual harassment and to being a safe space for everyone. The aim of our policy is to prevent harassment of any kind by our members, anyone associated with the organization and against our members, volunteers, performers, patrons, venue staff or anyone associated.

Sexual harassment is unwanted conduct of a sexual nature, including the unwelcome sexual advances, requests for sexual favors, or other verbal, visual or physical conduct of a harassing nature, and will constitute harassment when 1) the reporting party feels compelled to submit to that misconduct in order to keep their position, to elevate within the organization, or to benefit from certain organizational decisions; and/or 2) if the misconduct interferes with a members work or creates an intimidating, hostile fundraising environment. Examples of harassment include, but are not limited to, unwanted lewd comments, repeated requests for dates, and unwanted sexual touching (sexual assault).

Behavior is sexual in nature if a reasonable person could have interpreted the alleged behavior to be sexual. The ISQCCBE recognizes that actions that were not intended to be offensive may be taken as such. The intent of the person who is alleged to have committed sexual harassment is not relevant in determining whether sexual harassment has occurred. The effect and impact of the alleged conduct will be a key component of The ISQCCBE Board of Directors investigation.

A member, patron or venue employee who believes that they have been subjected to sexual harassment is encouraged, but not required, to promptly tell the person that the conduct is unwelcome and ask the person to immediately stop the conduct. A person who receives such a request must summarily comply with it and must not retaliate against the person(s) for making the request. The ISQCCBE encourages, but does not require, individuals to take this step before utilizing SOP complaint procedure.

The ISQCCBE further prohibits members, and event staff from perpetrating the following forms of gender-based violence against other associates and patrons:

- Sexual Assault: Any type of sexual contact or behavior that occurs without the explicit consent of the recipient.
- Intimate Partner Violence: Physical violence, sexual violence, stalking and psychological aggression (including coercive acts) by a current or former intimate partner
- Stalking: A pattern of conduct in which one person knowingly causes another person to believe that the offender will cause physical harm to the other person or cause mental distress to the other person. A pattern of conduct means two or more actions or incidents closely related in time.

The ISQCCBE is responsible for helping ensure that our events, and organization, are kept free of sexual harassment and gender-based violence. If you feel you have experienced sexual harassment or gender-based violence or if you have witnessed these types of conduct, you are to report the incident to the Member at Large so that an investigation and prompt action may be taken.

The ISQCCBE will promptly place the accused on an Investigative Suspension and thoroughly investigate the complaint, and, when applicable, take appropriate action to prevent further incident. The ISQCCBE expressly forbids any retaliation against any associate for filing a complaint or participating in an investigation. Anyone who retaliates against another for complaining or participating in an investigation will be subject to disciplinary action up to and including possible suspension, termination of membership, or dismissal from the Board of Directors when applicable. We strongly urge attendees, performers, venue staff or members to bring forth any and all good faith complaints of organization associated harassment. At all times during The ISQCCBE's response process, confidentiality will be preserved to the fullest extent possible without compromising The ISQCCBE's ability to conduct a good faith and thorough investigation/response, and to promote the safety of all staff and patrons.

If an investigation confirms that sexual harassment or gender-based violence has occurred, immediate action will be taken to put an end to the harassment/conduct. The ISQCCBE will take timely and appropriate corrective actions against anyone found to be in violation of this policy, up to and including termination of membership, titles and Board seat when applicable.

## **Workplace Violence Prevention**

The ISQCCBE is committed to providing safe, violence-free event spaces for our volunteers and fundraisers. Threats, threatening language, or any other acts of aggression or violence made toward or by any member will not be tolerated. A threat may include any verbal or physical harassment or abuse, attempts to intimidate others, menacing gestures, stalking, or any other hostile, aggressive, and/or destructive actions taken for the purposes of intimidation. This includes any persons who may intentionally "over-serve" a patron in an attempt to take advantage of that person's intoxication to engage in sexual conduct with the patron. This policy covers any violent or potentially violent behavior that occurs in the workplace or at company-sponsored functions.

The ISQCCBE members and volunteers strive to keep our fundraising environments free from violence or potential violence; any persons who witnesses, or is the recipient of, aggressive and/or violent behavior should promptly inform either a Board of Directors member, show host or venue employee. All threats will be promptly investigated. No persons will be subject to retaliation, intimidation, or discipline as a result of reporting a threat in good faith under this guideline.

Any individual engaging in violence against the organization, its members, its volunteers, its performers, or its property will be prosecuted to the full extent of the law. All acts will be investigated, and the appropriate action will be taken. Any such act or threatening behavior may result in disciplinary action up to and including termination.

In addition, The ISQCCBE is committed to its members, audiences, and its performers, in addressing their needs if they are experiencing sexual harassment or gender-based violence. If an ISQCCBE team, or audience, member is experiencing these issues, they will be confidentially offered resources and support from agencies like Women Helping Women who provide the following confidential and free services:

- 24-Hour Hotline
- Customized Safety Planning
- Crisis intervention
- Advocacy
- Support group services
- Court accompaniment for protection orders
- Therapeutic services
- Hospital Accompaniment for Sexual Assault Forensic Exams

If a member engages in abusive action, The ISQCCBE will hold them accountable.

### **Commitment to Safety**

Protecting the safety of our members, performers and our patrons is the most important aspect of running our organization.

All members have the opportunity and responsibility to contribute to a safe fundraising environment by using common sense rules and safe practices and by notifying a board member, fundraising chair or show host when any health or safety issues are present. All members are encouraged to partner with the Board of Directors to ensure maximum safety for all.

# Appendix O - Monarchical Candidate Sample Ballot

## Monarch Candidates

Vote 'Yes' for **no more than two (2)**. Vote 'No' or 'Abstain' for all other candidates not chosen as a 'Yes'." Any monarch candidate not selected as "Yes" or "No" will be tallied an "Abstain" vote. Ballots containing more than two (2) "Yes" votes, the entire ballot will be discarded and be considered invalid.

<b>Monarch Candidate 1</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>
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*(Stage Name if applicable)*

<b>Monarch Candidate 2</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>
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*(Stage Name if applicable)*

<b>Monarch Candidate 3</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>
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*(Stage Name if applicable)*