



Name Tag Ordering Policy

1. Overview

This policy is to streamline the Name Tag Ordering and Disbursement for The Imperial Court of Rhode Island. The one free name tag policy was reworked to better suit the mission of ICRI.

2. Purpose

The Board of Directors of the Imperial Court of Rhode Island believe that New Members of ICRI are not entitled to a free nametag upon acceptance of their application, but must earn it through being an active member of the organization.

3. Scope

This policy applies to all Members of ICRI whether “New Members” or “Current Members”. This also applies to members who have not been active.

4. Responsibility

It is the responsibility of the Board of Directors, specifically the Director of General Membership to maintain records of who has received a free nametag and who has not, and to purchase and distribute said name tags.

The Director of General Membership will discuss with the President and Minister of Protocol the activity level of all new members to determine who has earned their name tag.



5. Policies & Procedures

- a. Each Member of the Imperial Court of Rhode Island is able to receive ONE (1) free nametag once they have been accepted into the organization.
- b. Any Member of the organization may request a new nametag for the cost of \$8.00, to be paid by the Member with their current title. Member must request the tag from the Director of General Membership.
- c. In order to receive a free name tag from the Imperial Court of Rhode Island, a member must be considered active within a 6-8 month period, with active being defined as:
 - i. Attending events regularly
 - ii. Actively attending and participating at General Membership Meetings
 - iii. Creating and Hosting Events
 - iv. Participating in ICRI events as a Volunteer or in Performances (ie donating tip money)

Activity based on these categories will be monitored and determined to be sufficient by the Director of General Membership, President and Minister of Protocol.

- d. Only the Director of General Membership may order nametags for any member who wants one. All titles must be checked with the Minister of Protocol before Name Tags may be ordered.
- e. The newly elected Monarch will receive their first Monarch name tag for free. Any subsequent name tags must be paid for by the Monarch at \$8.00 each.