



IMPERIAL COURT OF RHODE ISLAND AT PROVIDENCE
POLICY & PROCEDURES

- I. Zero Tolerance Policy:
- a. This Corporation has a Zero Tolerance Policy for misconduct in any of the following situations:
 - i. Harassing/Bullying Behavior:
 1. Harassment is defined as any unwanted physical, verbal or electronic conduct that offends or humiliates the recipient that interferes with their ability to work and learn or leads to adverse job-related consequences and that any reasonable person ought to have known would be unwelcome.
 2. Bullying is defined as treating abusively, affect by means of force or coercion, to use browbeating language or behavior.
 3. Harassment/Bullying can be manifested in the forms of physical, verbal and electronic forms such as social media, texting, etc
 - ii. Misappropriations of finances within the Corporation:
 1. Misappropriation of finances will be defined as any form of embezzlement or inappropriate use of Corporation funds.
 - b. No Member; whether general, Board, Reigning or College, shall discriminate against another member, event participant, or event attendee based on age, race, gender, gender identity, sexual orientation, religion, economical background, political affiliation, or Protocol line.
 - c. Members are expected to promote and maintain harmonious relationships with other members of the Court. Disruptive behaviors or actions are not in the best interest of the Court, and may be grounds for revocation or suspension of membership.
 - d. Disciplinary Action:
 - i. Any member suspected of a violation of this Zero Tolerance Policy will be brought before the Board of Directors for a disciplinary hearing.
 - ii. Any member, Monarch, or Officer of the Corporation suspected of a violation has a right to defend themselves at their hearing.
 - iii. The Board of Directors may vote to suspend or remove any member, Monarch, or Officer of the Corporation with a two-thirds (2/3) majority vote.
 - iv. The Board's decision for suspension or removal is final.

- v. Any individual removed for misappropriation of finances will also be subject to prosecution to the fullest extent of the law.

II. Membership:

- a. The requirements for "Member in Good Standing" status are:
 - i. Current with membership dues as established by the Board of Directors. (BoD)
 - ii. Attendance at 30% of the general membership meetings, from the beginning of the reign to the end of the reign.
 - 1. Attendance requirement may be suspended or adjusted as deemed appropriate by BoD, due to extenuating circumstances.
- b. A member in good standing is expected to conduct themselves in an acceptable manner of dignity, decorum, and responsibility. Because of the nature of the organization, members are expected to project an image reflective of the level of style of the Imperial Court System.
- c. No one shall be denied membership in ICRI due to financial hardship. Members and prospective members may contact the Treasurer about such issues and the Treasurer shall make a decision.
- d. Members are encouraged to participate actively in all Court functions, including all aspects of Coronation weekend and to undertake and/or produce court events.
- e. Member Rights and Responsibilities:
 - i. A Member in Good Standing has the right to:
 - 1. Vote on all issues brought to the general members by the BoD.
 - 2. Vote in the annual election of the BoD.
 - 3. Be formally recognized in Protocol at any ICRI event and when attending any out of town event where Protocol is observed.
 - ii. A New Member has the right to switch lines once within the first three (3) months of joining ICRI without interrupting the two (2) year active membership requirement within the Monarch Application Process.
 - 1. If a new member changes anytime after three (3) months, the two (2) year active membership requirement restarts from the time of the line change.
- f. Discipline/Removal of Membership:
 - i. Membership may be revoked by the BoD with ratification by a majority vote of the general membership.
 - ii. Members may be denied the right to participate in court sponsored functions as determined by the BoD.
- g. Membership Meetings:
 - i. The annual membership meeting and election of the BoD will be held during the June general meeting of each year. The Secretary will provide notification to every member in good standing stating the time and place of the annual meeting and election.
 - ii. Regular meetings of the Corporation will be held on the first Monday of each month at a location determined by the BoD.

- iii. Any changes to General Membership meetings (i.e. time or location) must be communicated at least two weeks prior.
 - h. Special Meetings:
 - i. Special meetings may be called by the BoD. The Secretary will provide notification to every member in good standing at least two weeks before the scheduled date of the meeting and will include the date, time, place and purpose of the meeting. Only the business specified in the notice may be transacted at a special meeting without the unanimous consent of all present.
- III. Board of Directors and Officers:
 - a. The Corporation is managed by a nine (9) member Board of Directors. (BoD)
 - b. Board Members:
 - i. The number of Directors may be increased or decreased by a vote of a majority of the BoD, with ratification of the general membership, which must be a plurality vote. Any decrease in the number of Directors will not shorten the term of any incumbent.
 - ii. Each Executive Director is limited to one vote. Proxy votes are not permitted.
 - iii. A Reigning Monarch may not run for an Executive Seat during their reign
 - iv. Directors are comprised of the following:
 1. President – Executive Director
 2. Vice President – Executive Director
 3. Secretary – Executive Director
 4. Treasurer – Executive Director
 5. Two (2) Reigning Monarchs - Executive Director
 6. Director of General Membership – Executive Director
 7. Dean of the College – (non voting BoD member elected by college members only)
 8. Parliamentarian (non voting BoD member)
 - v. A non voting founder(s) seat is available but does not need to be filled.
 - vi. No Director may serve more than four (4) consecutive terms in one position.
 - vii. Directors are voted in by a majority vote of the current membership with 'good standing' status.
 - viii. A Board Member or Officer appointed by the BoD to fill a vacancy caused by death, resignation or removal will hold the seat for the unexpired term of their predecessor.
 - c. Responsibilities of the Board of Directors include but are not necessarily limited to:
 - i. The financial and general integrity of the Corporation.
 - ii. Serve as the governing body to insure the Reigning Monarchs maintain dignity, responsibility and trustworthiness of the office they hold during their reign.

- iii. Regulate and supervise the formation of a Monarch Nomination/Vetting Committee, which will be charged with carrying out the guidelines of selecting candidates for Monarch and the election of such Monarch.
 - iv. Supervise the annual election of the Board and its Officers.
 - v. Distribution of funds to approved organizations during each reign, with a minimum of three (3), but no maximum limit.
 - vi. Oversee the creation and management of all committees.
- d. Removal of Board Members:
 - i. Any and all Directors may be removed for just cause by unanimous action of the remaining Board members OR a two-thirds (2/3) vote of the general membership in good standing for a year or more.
 - ii. The Director(s) in question has the right to present their case before the Board.
- e. Resignation of Board Members:
 - i. A Director may resign by giving written notice to the Secretary of the Corporation by any means of communication.
 - ii. Unless otherwise specified in the notice, the resignation will take effect upon receipt thereof.
 - iii. Acceptance of the resignation is not necessary to make it effective.
- f. Executive Committees:
 - i. All executive committees must have at least three (3) Directors as members.
 - 1. Executive Committees:
 - a. PR Committee
 - b. Other Committees as needed
- g. General/Standing Committees:
 - i. Report to the BoD
 - ii. Are open to all members.
 - iii. Include but are not limited to:
 - 1. Advertising
 - 2. Fundraising
 - 3. Membership
 - 4. Monarch Nomination/Vetting
 - 5. Scholarship
 - 6. By Laws
 - 7. Social
 - 8. Sponsorship
 - 9. Other Committees as needed
 - iv. Certain committees must be filled by a certain time in the current reign
 - 1. Advertising/Fundraising/Membership/Social/Sponsorship/By Laws by June
 - 2. Scholarship by August
 - 3. Monarch Nomination/Vetting by October
- h. Special Committees:

- i. Special Committees may be formed, as needed, by the BoD, with its chair being appointed by the same.
 - ii. Such committees will include special events or any such tasks as determined by the Board.
 - iii. These temporary committees will be dissolved upon completion of the assigned tasks.
- IV. Qualifications for the Board of Directors:
 - a. Any person may hold a seat on the Board of Directors.
 - i. If a person is not a member of ICRI they must become a member.
 - b. Per ICC regulations: No person who must register as a sex offender may hold a board position in any chapter.
- V. Election of Officers of the Board of Directors:
 - a. Members of the Board will elect a President, Vice President, Secretary, Treasurer and Parliamentarian.
 - b. Elections of Officers are held at the June Board meeting.
 - c. President, Vice President, Secretary and treasurer will serve 2 year terms.
 - d. President and Secretary elections held on even years, and Vice President and Treasurer on odd years.
 - e. Director of General Membership, Dean of the College & Parliamentarian positions serve only a term of one (1) year or until a successor has been elected.
 - f. No elected Officer can serve more than four (4) consecutive terms in the same office.
 - g. Only Executive Officers are eligible to vote on all BOD matters.
 - i. All votes must be done in a fashion as to be able to be recorded by the Secretary and in the Meeting Minutes. Votes held outside of meetings must only be held due to urgent and extreme circumstances.
 - h. Executive Officers:
 - i. President
 - ii. Vice President
 - iii. Secretary
 - iv. Treasurer
 - v. Reigning Monarchs (2)
 - vi. Director of General Membership
 - i. Officer Responsibilities:
 - i. President
 1. Is the chief operating officer of the Corporation and oversees the general management of the affairs of the Corporation.
 2. Is held to highest standards of behaviour and is subject to a vote of no confidence if their leadership is in question.
 3. Will preside at all meetings of the BoD and will see that all orders and resolutions of the Board are put into effect.
 4. Should acquire a working knowledge of Roberts Rules of Order and a thorough understanding of the bylaws and standing rules of the organization.

5. Will enforce the rules of decorum and discipline and should be absolutely fair and impartial at all times.
 6. Will attend to the sound fiscal management of the Corporation's funds and is the only one authorized to enter into contract on behalf of the Corporation.
 7. May co-sign all checks, drafts, notes and orders for the payment of money, and countersigned by the Treasurer, or other duly authorized signers, as designated by the Board.
 8. Establish a quorum to transact business on behalf of the Corporation.
 - a. A majority of the Board will constitute a quorum for the transacting of business or any specific item of business.
 - b. A quorum must be established to conduct business.
- ii. Vice President:
1. During the absence or disability of the President, the Vice President will have all the powers and functions of the President.
 2. Will oversee all committees, and chairs of committees.
- iii. Secretary
1. Will keep the minutes of the Board and Membership Meetings.
 2. Will read the minutes of the previous meeting and have copies available to the general membership.
 3. Will report on important correspondence as may be assigned to them and perform all incidental duties of their office.
 4. Will keep and maintain a membership roll containing the names of all members of the Corporation, showing the place of residence, phone number, etc., and the date they became members.
 5. Will call the meeting to order in the absence of the Vice President and preside until the Board of Directors elects a Chair/Operating officer pro temp, which should take place immediately.
 6. Will insure standard operating procedures and policies are current.
- iv. Treasurer
1. Will have the care and custody of the funds and security of the Corporation.
 2. Will deposit all funds in the name of the Corporation in the bank or trust company selected by the BoD.
 3. May sign all checks, drafts, notes and order for the payment of money, when duly authorized by the BoD are countersigned by the President, or any duly authorized signers, as designated by the Board.
 4. Will exhibit their books and accounts to any Directors or members of the Corporation upon request.
 5. Will ensure the Corporations Insurance policy is current and active.

6. Will have an audit of the Corporation in writing at each Board meeting.
7. Will have an audit at the end of each Court function of the monies obtained.
8. Will present an annual report at the June general meeting, presenting in full, the financial conditions of the Corporation.

VI. Charitable Gifts

- a. The Imperial Court was founded to raise funds for the LGBTQI+ community and other organizations.
 - i. The BoD shall be the sole body authorized to allocate said charitable gifts.
 - ii. A list of approved beneficiaries and their needs will be made available to referenced when planning an event. (7/19/04)
 1. Members may submit additional recommendations to the BoD for approval.
 - iii. All approved Charitable organizations must have a copy of their 501©3 on file with ICRI.

VII. Raffles

- a. Raffles may be conducted at official ICRI events but must follow the guidelines of the State of Rhode Island and Providence Plantations Rules and Regulations governing Games of Chance
 - i. Monetary prizes can be given but are advised against.
 - ii. Advertising raffles on the internet is not allowed unless it is a licensed raffle through the state.

VIII. Tips

- a. Performers who are members of the ICRI may not keep their tips at ICRI sponsored events.
- b. Visiting performers who are not a member of the ICRI are allowed to keep their tips at the "Out of Town Show". The "Out of Town Show" is considered an entertainment showcase not a fundraising event.
- c. Per Queen Mother's proclamation, Command performers at Coronation cannot keep their tips with the exception of the stepping down monarchs.

IX. Scholarship

- a. The Imperial Court of Rhode Island awards an annual scholarship to a deserving recipient(s).
 - i. Eligibility requirements:
 1. LGBTQI+ individual or Parent/Guardian who is LGBTQ+
 2. Graduating Senior/Graduate/GED Recipient
 3. Must submit an essay of at least 1 page long about how they have/do/will give back to the community.
 - ii. Decision is based on submitted essay not monetary need.
 - iii. The Scholarship committee is made up of five (5) people.
 1. Two (2) LGBTQ community members that are not ICRI members.
 2. Two (2) educators who may or may not be LGBTQ

- 3. One (1) BoD member
 - iv. Essays are scored blindly and the committee does not know who wrote each essay.
 - v. An ICS Match may be available for every scholarship.
 - vi. The Committee decision is final.
- X. Monarchs:
- a. Monarch Candidacy and Nomination:
 - i. The BoD will constitute a Nomination/Vetting Committee to review the applications for the election of the Monarchs.
 - ii. The Nomination/Vetting Committee will consist of eight (8) members:
 - 1. Two (2) members of the Board of Directors
 - 2. One (1) member of the College of Monarchs not currently on the Board of Directors.
 - 3. Two (2) members in good standing who have been with Court for one year at the time of election, who are elected by the general membership.
 - 4. One (1) alternate from each category. The alternate member is allowed to ask questions and may participate in the interviewing process but may not vote on the final tally to accept/reject candidates.
 - iii. An unfilled committee position will be open to election by and from any member in good standing.
 - iv. Candidates must submit an official application form to the BoD by the date set.
 - v. An announcement must be made informing all who wish to know that Monarch Applications are available on the date set forth by the BoD.
 - vi. A Timeline will be set by the BOD for the received applications to be reviewed by the BOD and passed along to the Nomination/Vetting Committee prior to the interview to form questions for the candidates.
 - b. Monarch Candidate Qualifications include:
 - i. Membership in Good Standing
 - ii. Having attended 25% of all applicable Board meetings in the reign preceding the application.
 - iii. Active membership for two (2) consecutive years or more on the same line.
 - iv. Having hosted a minimum of two (2) fundraisers on behalf of the Corporation in the two (2) years preceding the submission of their application. This includes events that have been submitted and approved by the BoD, but have not been held prior to the application date.
 - v. Not having served as an elected Monarch for the past two (2) years.
 - vi. Per ICC regulations: No person who must register as a sex offender may hold a Monarch position in any chapter.
 - vii. The BoD determine full eligibility of applicants prior to interviews.
 - c. Monarch Election:

- i. Election of Monarchs will occur at the Annual Coronation Ball.
 - ii. Candidates must receive a majority of the vote to be elected as Monarchs.
 - iii. Where there is only one candidate presented for a position, the candidate must receive a simple majority [one half plus one (1)] vote of approval.
 - iv. When there are candidates from all three lines (male/female/gender neutral), the lines of the two highest vote counts will be elected Monarchs.
 - v. Failure to receive a majority vote of approval will result in the position standing vacant.
 - vi. In the case of a tie vote within the same line, the College of Monarchs who are present at Coronation will be asked to convene immediately to cast a vote as the College.
 - vii. There can be up to two (2) Reigning Monarchs, whether elected or regent/appointed for each reign with the exception in the case when a Regent Council is established at the discretion of the BoD.
- d. Eligibility requirements to vote for Monarchs include:
- i. At least eighteen (18) years of age.
 - ii. Community members must live within the boundaries of the Corporation's jurisdiction, which include:
 - 1. All of Rhode Island
 - 2. In Massachusetts
 - a. Bristol County
 - b. Norfolk County
 - c. Plymouth County
 - d. Worcester County
 - e. Past Monarchs, lifetime title holders that currently live outside of our boundaries.
 - i. A list will be provided to the individual(s) checking identification at Coronation.
 - ii. A list of specific cities within the Massachusetts counties will be provided.

XI. Reigning Monarch Rights and Duties:

- a. Duties and Responsibilities of the Reigning Monarchs consist of, but are not limited to:
 - i. Oversee all fundraisers held by members during their reign.
 - ii. Will promote membership involvement in the fundraising activities of the Court.
 - iii. Will serve as goodwill ambassadors of the Court to community, social and fundraising organizations and to out of state courts.
 - iv. Insure that all money raised be turned over to a board member at completion of the event.
 - v. Will perform all the duties and responsibilities accompanying the title and project the highest image of decorum and dignity, as benefiting that standard of the Imperial Court of Rhode Island.

- vi. Will shoulder the cost of fulfilling their duties, unless the cost is approved by the Board.
- vii. Will bear the cost of their own crown jewels.
- viii. Will hold the position for a period of one (1) year, or until the next coronation.
- ix. Will oversee the completion of the ICP Ball.
- x. Will complete other duties as assigned by the BoD.
- xi. Are given preference to bestow titles.
- xii. May issue one (1) proclamation each at the conclusion of their Reign which will be issued at their Step-Down Ball or at Victory Brunch.
- xiii. May establish a Society at their Victory Brunch or Step-Down Victory Brunch.
 - 1. A Society is defined as a group of like-minded individuals.
 - 2. May induct members at any given time
- xiv. Retain their title for life and will be elevated to the College of Monarchs upon the completion of their reign.
- b. The Corporation will provide the certificate/plaque/medal certifying the successful completion of their reign.
- c. The Corporation will shoulder the cost of three (3) out-of-town coronation ball tickets for the Reigning Monarchs, as approved by the BoD.
- d. The Corporation will shoulder the cost of the Reigning Monarchs step-down package and hotel room stay for two (2) nights.
- e. The Corporation will provide the use of the Imperial Ceremonial Crowns, which shall remain the property of the Corporation, and must be replaced if Lost/Stolen, by the Reigning Monarchs.

XII. Removal of a Reigning/Regent Monarch:

- a. Charges serious enough to remove a Reigning/Regent Monarch may be brought by the BoD, College of Monarchs or a two-thirds (2/3) vote of the general membership in good standing.
- b. Should it be deemed necessary to bring charges against a Reigning/Regent Monarch, which would lead to dismissal, the College of Monarchs may convene to meet as a tribunal.
- c. The general membership and/or the College of Monarchs may present their case before the BoD but the BoD will have the final vote.
- d. The Reigning/Regent Monarch in question has the right to present their case before the Board, or the College of Monarchs in the case of a tribunal.
- e. There must be a majority vote of the BoD for a Reigning/Regent Monarch to be removed.
- f. The BoD vote is final
- g. In event of the removal of a Reigning/Regent Monarch leaving a singular Monarch and there is no Regent to step forward, the Board of Directors will assist and counsel for the remainder of the Reign.

XIII. Resignation of a Reigning/Regent Monarch:

- a. A Reigning/Regent Monarch may resign at any time by giving written notice to Secretary of the Corporation.
 - i. Written notice will be accepted by any means of communication.
 - b. Unless otherwise specified in the notice, the resignation will take effect upon reception.
 - c. Acceptance of the resignation is not necessary to make it effective.
 - d. Any unfulfilled Monarch positions caused by death, resignation or removal will cause the convening of the College of Monarchs to meet as a Tribunal to elect from the body of the College, a surrogate/regent Monarch to serve for the remaining period of the reign year. In event the Tribunal cannot come to a consensus and there is no available Regent to step forward leaving a singular Monarch, the Board of Directors will assist and counsel for the remainder of the Reign
 - e. The Tribunal's decision is final.
- XIV. Imperial Crown Prince/Princess/Prin (ICPs)
- a. Qualifications:
 - i. It is encouraged for ICP's to be active members in good standing for at least one (1) year or more prior to their appointment. Should an ICP not be a current member, they are required to join and maintain their membership in good standing for the duration of the Reign.
 - b. Requirements:
 - i. Attend and Participate at the following events:
 1. Investitures I
 2. Monarchs Ball/Investitures II
 3. All aspects of Coronation weekend
 4. One (1) out-of-realm Coronation Ball during the Reign.
 - ii. Coordinate, Host and Manage the ICP Ball to it's completion. The Reigning Monarchs will oversee the completion of this ball.
 - iii. Represent their respective Monarch when they are unable to attend an event.
 - c. Removal of ICP's
 - i. May be removed by Reigning Monarchs request.
 - ii. An ICP may appeal the decision to the BoD.
 - iii. The Board decision is final.
- XV. Court Titles
- a. Titles are issued by the reigning monarchs. All new members will enter as a Lord/Lady/Laird and after one year will be elevated to Baron/Baroness/Baroner. This is done for all members in good standing and is the only automatic progression of titles.
 - i. The order of progression (Male/Female/Gender Neutral)
 1. Lord/Lady/Laird
 2. Baron/Baroness/Baroner
 3. Viscount/Viscountess/Viscomital
 4. Count/Countess/Comital

5. Marquis/Marchess/Margrave
6. Duke/Duchess/Dux
7. Grand Duke/Grand Duchess/Grand Dux
8. Prince/Princess/Prin

- b. Honorary titles, such as Ambassador, Knight & Dames, may be bestowed by the Reigning Monarchs to individuals outside the organization for exemplary contributions to the community and shall be honored.
- c. A complete list of all title members and non-members of the Imperial Court, both permanent and honorary, will be documented by the Minister(s) of Protocol who will be appointed. This list will be submitted to the Secretary for record.
- d. Camp titles are at the discretion of the Monarchs.
- e. Reigning and past monarchs are the only court members allowed to wear a full circle crown during court functions and when representing the Imperial Court of Rhode Island.
- f. Any full crown that denotes another business or organization may not be worn by ICRI members during court presentations without approval by the BoD.

XVI. Membership Grievances:

- a. Any person or organization, within or outside of the realm of ICRI, which has concerns regarding the actions or conduct of any Court Member, officer(s), and/or Monarch(s), may write a letter of grievance.
 - i. A grievance must be filed in writing, signed by the submitting party and submitted to the Secretary and President of the Board of Directors and will be addressed to the Board of Directors.
 1. When the grievance is against either the President or Secretary
 - a. President: address the grievance to the Vice-President and Secretary; the Secretary will acknowledge receipt in accordance with the following
 - b. Secretary: address the grievance to the President and Vice-President; the President will acknowledge receipt in accordance with the following
 - ii. The President or Secretary of the Board of Directors will acknowledge receipt of the letter within five (5) business days, notify all parties involved, and determine if the matter can be handled at the next scheduled meeting of the Board of Directors; or if a special meeting needs to be called in accordance with ICRI By-Laws.
 - iii. The Secretary will notify the parties involved of the meeting in accordance with ICRI By-Laws.
 - iv. If the grievance is against a member of the Board or College, that individual must recuse themselves from the discussion and their vote will be recorded as an abstention.

XVII. Addressing a Grievance:

- a. The grievance will be addressed during the "New Business" portion of the Board Meeting and the Letter of Grievance will be read in open session and entered

into the official record of the Court; unless it is deemed necessary to move into an Executive Session (see (ii) below) due to the nature of the grievance.

- i. The Board of Directors will hear from all parties involved in the grievance individually and may ask questions to clarify the events surrounding the grievance.
 - a. The Dean of the College of Monarchs will be notified if the grievance is against the Reigning Monarchs, a member of the College, or a lifetime title holder.
- ii. The Board of Directors may go into executive (closed) session to discuss the grievance, deliberate the outcome, and decide any punishment. To allow members of the Board to speak freely, minutes will not be taken during this executive session.
- iii. If the grievance is against the Reigning Monarchs, a member of the College, or a lifetime title holder; the College of Monarchs will have one collective vote, which will be cast by the Dean of the College when deciding the facts and the punishment.
- iv. Members of the College of Monarchs will be allowed to be present, deliberate the facts and advise punishment; but only the Dean of the College of Monarchs will be present when the vote is taken.
- v. The Board will inform all parties involved in the grievance of the outcome in open session and it will be entered into the official record of the Court. If one of the parties is not present at the meeting, the Board will notify that individual in writing of the outcome.
- vi. Any one privileged to the executive session shall refrain from discussing any matters disclosed in executive session with any person outside of the Board of Directors of ICRI.

XVIII. Disciplinary Actions

- a. The Board of Directors may take disciplinary action against a member as a result of a grievance. Some of the options available to the Board of Directors are:
 - i. Reprimand
 - a. A member may be reprimanded either in writing or in person.
 - ii. Suspension of Title
 - a. An individual's title may be suspended for no more than three (3) months.
 - b. Automatically expires at 3 months and may not be renewed unless there is another grievance for a different offense filed.
 - iii. Forfeiture of Title
 - a. If the member subsequently violates the same provision of the Code of Conduct (Appendix A) during the same reign year, the member's title shall be forfeited permanently by the Board of Directors.
 - iv. Removal

- a. An individual may be permanently removed as a member of the ICRI by the Board of Directors by a majority vote of at least three (3) affirmative votes.
 - v. The general membership override includes instances they feel the Board Decision doesn't reflect the severity of the infraction.
 - a. A general membership override will send the Disciplinary Action back to the Board with recommendations/re-evaluation. The Board will then reconvene and deliberate. The outcome of the second review is final.
 - b. The intent to initiate an override shall be submitted to the Vice-President 48-hours in advance of the next regular monthly meeting of the General Membership in order to be included in the Agenda for that Meeting.

XIX. Code of Conduct:

- a. Every new member of ICRI is required to submit a completed and signed copy of the Code of Conduct and a membership application when they pay their membership dues.
- b. Every ICRI member renewing their membership is required to submit a completed and signed copy of the Code of Conduct and (if any information has changed) an updated membership application each year when they pay their membership dues.
- c. All members are expected to uphold and conduct themselves in accordance with the Code of Conduct. Disciplinary actions may be taken by the Board of Directors if a member fails to abide by the Code of Conduct.
- d. The Code of Conduct shall be reviewed each year at the meeting of the Board of Directors during the month prior to Coronation. Changes to the Code of Conduct may be made during this review.

XX. Coronation:

- a. Is to be held by the end of the fiscal year which is May 31st.
- b. Reigning Monarchs:
 - i. Are responsible for the appointment of their Ball Coordinator(s).
 - ii. Are given preference in the selection of the theme of their step-down ball, selection of individuals not belonging to the Court to receive Ambassadorships, as well as those people they would like to do a command performance, or be a guest to the dais during Coronation. If they have no preferences on the theme, then the BoD and/or the College of Monarchs may make suggestions.
- c. Proclamations/Awards/Society:
 - i. At the conclusion of their reign, Monarchs may issue a proclamation during Coronation or Victory Brunch which may include:
 - 1. Alteration of components within the ICRI P&P.
 - 2. Appointing of a post (i.e. Emcee for Coronation, DJ, etc.)
 - 3. Setting forth a challenge or goal for the ICRI in general or for a certain timeframe.

- ii. A Proclamation cannot violate or contradict the standing By-Laws per federal and state regulations. If a Monarch is unsure they should consult with the BoD with any questions.
 - iii. An appendix of all Proclamations is available.
 - iv. Step Down Monarchs may give awards during Victory Brunch at Coronation.
 - v. College Members may choose to invest members into their Society
 - d. The Court will bear the cost of producing the Official Coronation Pin.
 - e. Voting at Coronation closes at 9pm (2/21/05)
 - f. Anniversary Walks/Performances:
 - i. The Anniversary walks of past monarchs will be at the beginning of their first (1st) anniversary also known as their Dowager reign. They will then continue in 5 year intervals (i.e 5th, 10th 15th etc.)
 - ii. Anniversary performances will be given at the discretion of the Reigning Monarchs. Decisions may be appealed to the BoD.
 - g. All decisions by the BoD are final.
- XXI. Dissolving the Corporation
- a. Should any member, Monarch or Officer of the Corporation call for dissolution, the BoD will vote on the recommendation.
 - b. With a two-third (2/3) majority vote, the BoD will make a recommendation to the general membership for a vote.
 - c. Upon ratification from the general membership, the Corporation will be considered officially dissolved 90 days following the completion of the current reign.
 - d. In the event of the dissolution of the Corporation, and after the payment of all debt and return of chartibale contributions as appropriate, all assets will be distributed to an IRS 501©(3) organization, selected by the BoD, and reflective of the Corporation's mission.

Included: *Attachment #1: ICRI Standard Operating Procedure Document

*Appendix A: Code of Conduct

*Appendix B: Beneficiaries

*Appendix C: Proclamations

*Appendix D: Lineage

*Amended by By-Laws committee

A. Bourassa, T. Lavalley, B. Pellegrino

5/10/17

*Ratified by Board of Directors

5/15/17

*Ratified by General Membership

9/18/17

*Amended by Board of Directors

3/18/19