Imperial Court of Arizona

Policy and Procedure to the Bylaws of the Corporation

ARTICLE I: ***Name and Authorization for Governance, Ownership***

Section 1: The official name of the organization shall be The Imperial Court of Arizona, Inc. (Corporation).

PNP: No further notation is needed

Section 2: The social branch of the Corporation shall also be known as The Imperial Court of Arizona. (Court).

This organization has the prestige and honor of being recognized throughout the United States and internationally as being the only court in the State of Arizona. (Empire).

PNP: No further notation is needed

Section 3: The Articles of Incorporation, Bylaws, Policies and Procedures, Imperial Proclamations, and such other actions as the Board of Directors (Board) and/or membership may make, shall govern the Corporation.

PNP: No further notation is needed

Section 4: Ownership of tangible, intangible and intellectual property by The Imperial Court of Arizona, Inc. shall include, but not limited to the following:

Subsection A: Trade Names and Trademarks

A1 – All use of trade names and trademarks belonging to the Imperial Court of Arizona must be approved by a majority vote of the Board.

Subsection B: The Court Seal

B1 - The Official Seal of The Imperial Court of Arizona, Inc. is not to be altered except by a two-thirds majority vote of the membership of the Corporation present at the monthly meeting.

B2 - Use of the Official Seal is limited to the official Court business and the Monarchs. The seal may also be used by the Corporation/ Court for promotional purposes. The Board of Directors shall govern all other uses of the Seal.

PNP: No further notation is needed

ARTICLE II: ***Location and Boundary***

Section 1: The Corporation shall serve the geographical area known as the State of Arizona.
PNP: No further notation is needed

Section 2: The Corporation shall have jurisdiction over only that area covered by Article II, Section 1.
PNP: No further notation is needed

Section 3: The Corporation shall execute its duties and purposes on a worldwide basis with no boundaries whatsoever to impede it.
PNP: No further notation is needed

ARTICLE III: ***Purpose of the Corporation***

Section 1: The Corporation shall have as one of its principal goals, the betterment of relations within the communities of Arizona, with particular emphasis between organizations and community. The Corporation has another principal goal, that being the betterment of public relations between the Gay, Lesbian, Transgender, Bisexual and Heterosexual communities.

Section 2: The Corporation shall also work toward the promotion of the Court as a Court of great beauty and opportunity, emphasizing Arizona's entertainment, recreational, business, and other attributes.

Subsection A: To conduct activities for the express benefit and/or pleasure and entertainment of the community.

Subsection B: To conduct activities for the good of and education of the community.

Subsection C: To conduct activities for the benefit of charities.

Subsection D: To conduct activities to raise funds for the Corporation.

Section 3: The Corporation shall engage in any activity which does not violate or interfere with either the federal, state, county and/or local laws or ordinances.

PNP: No further notation is needed

ARTICLE IV: ***Board of Directors***

Section 1: Composition – The Board of Directors shall be composed of nine (9) permanent positions and such other positions from time to time as determined by the Board of Directors as needed for the benefit of the Corporation.

Subsection A: The Officers of the Corporation shall be: President, Vice President, Secretary and Treasurer.

PNP:

1. *The Corporate fiscal year for the Board shall be from June 1st to May 31st.*
2. *Officers*
   a. *Elected officers of the Corporation shall be voting members of the Board. Officers shall be voted to their respective roles by a simple majority of the membership.*
   b. *Officers shall be reelected in odd or even years with the Treasurer and Vice President voted upon in even years and the President and Secretary voted upon in odd years.*
   c. *Unless otherwise stated in these policies, a Board term is for two years.*
   d. *Board members, if reelected to another term, may hold that Board position for no more than two consecutive terms. A member may rerun for a Board position after completing a one-year hiatus from the Board.*
   e. *Board positions shall commence with the first Board/Membership meeting following Coronation.*
   f. *If the position of the Board President should vacate, the Board shall meet and appoint an interim President until the membership can vote in a new President.*
   g. *Vacated terms shall be filled for the remainder of the original term.*

Subsection B: The Monarch(s) to be known as the Emperor, Empress, or Emprex shall automatically be on the Board for the year of their reign.

Subsection C: All other Board Members shall be Members at Large.

C1 – One member at large shall be the Vice Treasurer and will be assisting the Treasurer with their duties.

C2 – One member at large shall be Public Relations / Court Historian, Point of Contact.

Subsection D: One Member at Large Board Position shall be reserved for the Dean of the College of Monarchs.

D1 – This This Member at Large position shall adhere to the Bylaws and PNPs set forth in Article IV: Board of Directors and Article VIII: The College of Monarchs

PNP:

1. *The President shall*
    a. *Represent the Corporation as a spokesperson on matters of policy or shall assign such responsibility to the Vice President or other Board member.*
    b. *Coordinate with the Secretary to schedule and prepare agendas for meetings.*
    c. *Appoint chairpersons of special and ad hoc committees.*
    d. *Sign checks of the Corporation. (If the0 President cannot sign, the Vice President or Secretary shall sign checks).*
    e. *Preside at meetings of the Corporation*
    f. *Provide introductory comments at Coronation*
2. *The Vice President shall:*
    a. *Act for and on behalf of the President, if unable to perform the Presidential duties. (The exception shall be if the office of the President is vacated.)*
    b. *Perform such duties as assigned by the President and/or the Board*
    c. *Chair Bylaws/PNP committee*
    d. *Be responsible for and keep possession of the keys to the storage unit.*
    e. *Be responsible for creating and keeping a complete inventory and location of all Court property.*
    f. *Guardian of the Crown Jewels – in charge with keeping track and caring for the Crown Jewels of the Empire.*
3. *The Secretary shall:*
    a. *Be the officer in charge of correspondence*
    b. *Keep a record of all proceedings at Corporate meetings*
    c. *Maintain a file of all committee meetings*
    d. *Maintain record of all Bylaws, policy and procedure*
    e. *Deliver to his/her successor the Corporate records*

f. *Be in possession of the Corporate Seal*
g. *Create standing Corporate forms (i.e. – monarch applications, membership applications, attendance sheets)*
h. *Chair of the Membership Committee*

4. *The Treasurer shall:*
   a. *Be the Chief Financial Officer for the Corporation*
   b. *Maintain all financial records*
   c. *Hold the funds of the Corporation in the corporate account and disburse such upon authorization of the Board*
   d. *Submit a financial report to the Board at scheduled meetings*
   e. *Chair the Budget/Finance Committee*
   f. *Deliver any monetary and/or historical records to their respective successor*
   g. *Deposit Corporate money as designated by the Board within five business days of receiving said funds*
   h. *Verify and keep record of all Tax ID's for beneficiaries*
5. *Member at large: Dean Position*
   a. *This position is not elected by the membership.*
   b. *This position shall be held by the Dean of the College as long as they are Dean.*
   c. *Upon the step down, resignation or removal from the office of Dean, they shall vacate the Member at Large Board Position.*
   d. *Once a new Dean is appointed, they shall resume the Member at Large position for the remainder of the term.*
6. *Member at Large: Public Relations / Historian*
   a. *Shall coordinate all public relations for the Corporation to include social media, advertising, and all other public relations items.*
   b. *Responsible for updating/maintaining the website*
7. *Member at Large: Vice Treasurer*
   a. *The Vice Treasurer shall work with the Treasurer in matters of Court finances.*
8. *Corporate Officers of the Board shall be stated in the Bylaws to satisfy legal reporting requirements for such entities (but not limited to) as the Arizona Corporation Commission, Arizona Department of Revenue, and the US Internal Revenue Service.*
9. *Corporate Officers by themselves shall not make decisions for the Court. Such decisions shall be completed by a majority of the entire Board.*

Section 2: Members of the Board of Directors may only be removed by:

Subsection A: Any member of the Board may resign their position at any time by submitting a resignation in writing to the Secretary of the Board.

Subsection B: Any member of the Board who is judged unfit by a two-thirds majority vote of the membership, following any accusation proven by a Board investigation or a recommendation by the Grievance Committee, when presented by any person(s) or organization.

Subsection C: Any Board member who compiles more than three (3) unexcused absences at regular meetings or state events in any fiscal year will be considered as having voluntarily resigned.

PNP:

1. *Documentation to the unfit ability of a Board member, must be documented by at least one Board officer, presented to the entire Board, and voted in accord to the Bylaws/Policies.*
2. *All documentation to an accusation must be presented to the entire Board. Such documentation shall be held for a minimum of five years or as designated by Arizona State Retention Laws and Regulations*.

Section 3: Lifetime Board Member – The Founder of The Imperial Court of Arizona, Inc. shall be an honorary member of the Board for life, without voting privileges. This is to preserve the integrity and validity of the Corporation/Court, true to its founding principles. Only their resignation, retirement, death, or actions spelled out in Section 2 above can remove him.

PNP:

1. *Honorary Board members shall not have a vote. An honorary Board member, who is elected to the Board shall have one vote, as does any other Board member.*

Section 4: The Corporation and they alone shall be the highest court in the land with reference to all internal matters.

PNP: No further notation is needed

Section 5: The Board is required to have at least ten (10) called meetings during the Corporation's Fiscal Year.

Subsection A: Special (emergency) meetings: All members of the Board must be notified with as much time as possible in view of the unusual circumstances.

PNP:

1. *Special meetings shall be called at the discretion of a Board Officer.*
2. *Online voting shall be monitored by the Secretary.*

3. *The Secretary, upon receipt of Special meeting notification shall send out an emergency motion to each member of the current Board.*
4. *The Secretary shall wait for a second to the motion and such second is from another Board member.*
5. *Upon receipt of a second to the motion notification, the Secretary shall notify the Board that discussion is to commence. Discussion can last up to 48 hours.*
    a. *The discussion is halted when a Board member notifies the Secretary to "Call the Vote".*
    b. *After the "Call", the Secretary shall ask for a second.*
    c. *As soon as The Secretary receives a second a vote will immediately take place to end debate and discussion.*
    d. *The motion to "Call the Vote" cannot be discussed or debated.*
    e. *If 2/3 (two-thirds) of the Board are in favor for ending debate and discussion a vote for the motion will immediately follow.*
    f. *If a 2/3 (two-thirds) vote was not met, discussion will continue until "Call the Vote" is requested again.*
    g. *The Secretary shall make the vote contact by the most convenient method (email, text message, phone call.)*
    h. *After 48 hours the Secretary shall "Call the Vote" without having needing the 2/3 (two-thirds) vote to end debate and discussion. Voting will immediately follow this proceeding.*
6. *The Secretary shall notify the Board, when and if a quorum has been reached.*
7. *The Secretary shall notify the President of how each Board member voted.*
8. *The Emergency vote results shall be read at the next Corporate meeting.*
9. *The Secretary shall hold and maintain all emergency voting documentation for five years or as required by State law.*

Section 6: Voting and Quorum

Subsection A: A quorum of the Board of Directors is two-thirds (2/3)

Subsection B: A simple majority (50% +1) of the Board is required for a Board motion to pass unless otherwise noted in these Bylaws.

Subsection C: The President of the Board shall not have a vote except to act as a tiebreaker.

Subsection D: The President of the Board shall not make nor second any motions. They will only make suggestions for motions to be made.

PNP:

1. *Motions can be made by any active Member of the Court.*
2. *Motions will only be considered "active" when a second is heard by the President of the Board.*
3. *The President shall read back the motion on the floor before opening up discussion and debate to Membership.*
4. *The discussion is halted when any Member is recognized and requests to "Call the Vote".*
5. *After the "Call", the President shall ask for a second.*
6. *As soon as The President receives a second a vote will immediately take place to end debate and discussion.*
7. *The motion to "Call the Vote" cannot be discussed or debated.*
8. *If two-thirds of the Membership are in favor for ending debate discussion, a vote for the motion will immediately follow.*
9. *If a two-thirds vote was not met, discussion will continue until "Call the Vote" is requested again.*

Section 7: Emergency Power of the Board

Subsection A: Under times of distress, national emergencies, act of God, or other pandemic-style events, the Board shall have limited emergency power to temporarily amend Corporation functions. Such amendments shall be in the best interest of the safety a security of the Corporation and the membership.

A1 – A two thirds vote of the membership is required to determine if a state of emergency exists and allow the Board to use Emergency powers.

A2 – The Board Secretary shall make a report of the emergency amendment and the vote results to the membership.

PNP:

1. *The Emergency Powers of the Board shall have a timeline of no more than six months from the date of the emergency. At the end of the six months, the membership shall determine if the emergency status remains, or if a new status is to be determined.*

Section 8: Grievances

Subsection A: A grievance is an act, omission or occurrence which a Community Member feels is wrong, based on factual information.

PNP:

1. The Grievance Committee Chairperson cannot be an active Board member.
2. *The purpose of filing a grievance is based on an alleged violation of this organization's bylaws and policy/procedure.*
3. *A formal grievance MUST be filed within 20 calendar days following the date the court member learns of the problem. Every effort should be made to informally resolve the grievance during this 20-day period.*
4. *The grievance form MUST be completed fully to start the grievance process.*
5. *The time limit for filing a grievance may be extended if both parties agree.*
6. The course of action for the grievance procedure is as follows:
    a. *File grievance with the Grievance Committee Chairperson.*
    b. *The Grievance Committee Chairperson will attempt to resolve the matter.*
    c. *If not resolved, the full Grievance Committee will discuss the matter and attempt to resolve it.*
    d. *If a resolution is still not met, the Grievance Committee Chairperson will bring it to the Board of Directors for a resolution.*
    e. *The Grievance Committee Head will contact the Grievant with the determination.*

Section 9: Committees

Subsection A: Committees are an extension of the Board and serve the needs of the Corporation.

Subsection B: The President is a member of all Corporation committees.

Subsection C: The Grievance Committee Chairperson cannot be an active Board member.

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PNP:

1. *Corporate Committees*
    a. *Bylaw, Policy and Procedure*
        i. *Chairperson – Vice President*
    b. *Public Relations*
        i. *Chairperson – Member at Large: Public Relations / Historian*
    c. *Budget/Finance Committee*
        i. *Chairperson - Treasurer*
    d. *Protocol*
    e. *Corporate Sponsorship*

2. *Corporate Sponsorship and Protocol committees may be delegated to the Vice President via a recommendation from the President and a majority vote of the Board.*
3. *All committees shall submit their reports to the President*
4. *A committee can present individual proposals to the Board and can do so up to three times. If the Board rejects that proposal upon the third presentation, that proposal is considered null and may not be brought up for consideration until the next fiscal year.*

ARTICLE V: ***Finances***

Section 1: Administration of Funds

Subsection A: The Corporation shall be empowered to accept and acknowledge any and all donations.

A1: In-Kind Donation
All non-cash donations shall be considered in-kind donations. The monetary value of these. donations shall be determined by the current fair market value of the items donated.

PNP:

1. *The Vice Treasurer shall create an in-kind calculation worksheet to be distributed to any member who wishes to collect in-kind donations for an event.*
    a. *Final calculation of in-kind donations must be approved by the Treasurer to be counted for the Corporation's fiscal year.*
2. *In-kind donations shall be listed as a separate line item on the Corporation website.*
3. *Donor requests for in-kind donation receipts shall be processed by the Vice Treasurer no later than seventy-two (72) business hours following the conclusion of an event. Completed receipts shall be held by the Treasurer with accompanying event records.*
    a. *Donors may request in-kind donation receipts at the time of their donation if they provide proof of purchase and/or fair market value for their donation(s).*
4. *The completed in-kind calculation worksheet must be completed and turned in to the Treasurer no later than 7 days following the conclusion of an event.*

Subsection B: 100% of all funds raised at a Court event shall go to the approved designated beneficiary(s).

Subsection C: The Corporation shall have the power to engage in any activities that are within the scope of these Bylaws and may set an appropriate fee for participation in said activities.

Subsection D: The Corporation shall maintain a checking account at a FDIC or NCUA-insured financial institution. The Board shall determine the location and name of the bank.

Subsection E: The Corporation shall require one (1) signature on all disbursements of Corporation Funds, after another non-signer writes the check. Signature cannot be that of the payee. Those signatures shall be that of the President, Vice President or Secretary of the Board.

Subsection F: The Board shall instruct the Treasurer to maintain proper and complete financial records detailing all income and expenditures, following a cash accounting procedure.

F1 – The Treasurer shall not sign checks.
F2 – The three remaining officers of the corporation shall be signatories on the Corporation bank account.
F3 – The Board Secretary shall be the primary contact on the bank account.
F4 – If the Treasurer resides with another Corporate Officer, that Officer forfeits their signature rights for the duration of the Treasurer's term.

Subsection G: The Corporation shall maintain an open book policy and any Court/Corporation Member and/or the public may request to review the financial records of the Corporation.

PNP:

1. *Funds collected at any ICoA sanctioned event, shall be handled by at least one Board member, or a designee approved by the Treasurer who is a member and in good standing with the Corporation. The selected*

Board member, or designee, may be assisted by a court member who is in good standing with Corporation. The Board member or designee shall use a tally sheet and verify the total funds collected. The Board member or designee counting the funds shall advise the Treasurer of the total funds collected.

2. *The Board member shall deposit the funds into the ICoA bank account and shall report the deposit to the Board at the next corporate meeting. All deposits shall be reconciled by the treasurer.*
3. *The Monarchs can suggest an appropriate fee or donation for any ICoA event that is not Coronation.*

Subsection H: The Board may have a debit card that is attached to the Corporation checking account. This card may be used for payment of goods or services and disbursements.

H1 – The Corporation could be issued up to three (3) cards and shall be held by the President, Vice President and Secretary.

H2 – Any Board member who is found to misuse this card, will be charged with malfeasance of office, shall be removed from the Board, and their membership canceled.

PNP

1. This section shall align with Section 2: Expenditures and Disbursement of Funds.
2. This section shall align with Section 3: Misappropriation of Funds.

Section 2: Expenditures and Disbursement of Funds

Subsection A: The Board, current Imperial Court titleholders and members shall be required to submit an itemized budget proposal for any expenditure to the Board for approval prior to the execution of the expenditure.

A1 – Any prospective disbursements in the amount of $499.99 and below shall be voted on by a simple majority of the Board, other than scholarship, burial, travel or event disbursements – to include Coronation expenses.

A2 – Any prospective disbursements over five hundred dollars ($500.00) shall be voted on by a simple majority of the membership, other than scholarship, burial, travel or event disbursements– to include Coronation expenses.

A3 – In the event of an emergency, the Board of Directors shall follow the Policies and Procedures.

Subsection B: Due to unforeseen occurrences in regard to disbursement of funds, the President of the Corporation shall be allowed to commit funds not to exceed one hundred dollars ($100).

B1 – Any funds distributed by the President shall be read and entered into the minutes during the next general membership meeting.

B2 – Any disbursements in excess of the one hundred-dollar ($100) limit may become the personal responsibility of said President.

Subsection C: All funds collected in the name of the Corporation must be first routed into the Corporation checking account.

C1 – Funds collected at any ICoA sanctioned event, shall be handled by at least one Board member, or a designee approved by the Treasurer who is a member and in good standing with the Corporation. The selected Board member, or designee, may be assisted by a court member who is in good standing with Corporation.

Subsection D: All funds raised at a benefit shall be disbursed to the beneficiary of choice for that event once the beneficiary's tax ID has been acquired and verified.

D1 – Requests to the Treasurer for checks are subject to a 72-hour waiting period.

Subsection E: All funds raised at a fundraiser for the Corporation shall be deposited and may be allocated to any area of the Corporation's general ledger system.

PNP:

1. *Checks written directly to the beneficiary by a third party will be recorded under the current reign total, but not recorded for tax purposes of the ICoA.*
2. *Any and all events that are advertised as a "State Event" or an established "State Event" (Investiture, PR Ball, Monarch's Ball, etc.), monies raised shall go into the general account.*
3. *Any and all monies raised during a Court sanctioned event shall be tallied and recorded for said event.*
4. *If a Charity or Benefactor wishes to participate in any Court Event or Function, they are to turn in all donated monies from that event or function to be recorded by the Treasurer.*
5. *Any Charity or Benefactor that refuses to turn over funds may be denied future fundraising services by the Court.*
6. *If a denied Charity or Benefactor wishes to appeal this decision, they may do so by going through the Grievance Committee.*
7. *An event worksheet must be submitted and filled out completely so the Tax ID can be verified before any event is approved.*

Section 3: Misappropriation of Funds

Subsection A: Any member, which includes Monarchs or Board members, found guilty of misappropriation of funds shall be permanently removed from the Court and all titles, rights and privileges shall be removed permanently, upon completion of an investigation and two-thirds Board vote.

PNP:

1. *The Board Investigation shall include a police report*
2. *Removal of any title under this Article shall be reported to the ICS. This will prevent the disqualified member from involvement and possible illegal or inappropriate activity in any Court associated with the ICS.*

ARTICLE VI: ***The Imperial Monarch(s) and the Court***

Section 1: The official titles of the chief public representatives of the Court shall be the Emperor, Empress or Emprex of the Imperial Court of Arizona.

PNP:

1. *The monarchs are required to distribute all life titles and present their awards by proclamation during the Coronation Ceremony.*
2. *Monarchs are required to distribute all Reign proclamation awards from previous reigns during In-Town Honors, Coronation Ceremony or Victory Brunch.*
3. *Community Awards:*
    a. *Individual of the Year*
        i. *Mutually agreed upon by the Monarchs. This honors one individual who has gone above and beyond for the Court and Community.*
    b. *Organization of the Year*
        i. *Mutually agreed upon by the Monarchs. This honors an organization for their work with the Court during the past reign/year.*
    c. *Court Member of the Year Award*
        i. *Voted by the Board*
    d. *Line Member of the Year*
        i. *Voted by the Board*
    e. *Line Member of the Year*
        i. *Voted by the general membership*
    f. *Line Partners of the Year*
        i. *Voted by the Monarchs*
    g. *Anneliz Ahumada Board Member of the Year Award*
        i. *Voted by the Board*
    h. *The Carl and Dawn Moser Ally Service Award*
        i. *Voted by the Board*

4. *Proclamations and Awards by Proclamation:*
    a. *Awards by Proclamation will be given by the original monarch who authored the award – unless otherwise discussed with the stepping down monarchs.*

    b. *Reign I*
        i. *Emperor: Emperor Steve LaFata Proclaimed himself as Emperor Emeritus.*
        ii. *Joint: Proclaimed Kris Kringle as King Father Christmas of all Arizona.*
    c. *Reign II:*
        i. *Emperor: Creation of the Golden Sapphire Scorpion Scholarship Fund. 2011: name changed to the Bryon Wiley Memorial Scholarship Fund.*
        ii. *Empress: Desert Rose Fundraiser for Breast Cancer Awareness*
        iii. *Joint: Emperor II and Empress II shall always be known as Arizona's First Royal Imperial Couple for life.*

d. *Reign III:*
    i. *Emperor: Crowns for a Cause*
    ii. *Empress: Courts of Phoenix and Tucson*
        a. Recognizing and absorbing Courts of Phoenix and Tucson.
    iii. *Joint: FOO-manitarian Award*
        b. Mutually agreed upon by the current Monarchs. This award can go to either an individual or corporation who has supported the Court throughout the reign.
e. *Reign IV:*
    i. *Empress: Proclaimed each Emperor and Empress shall name a ½ Emperor and Empress.*
    ii. *Joint: Creation of the Burial Fund*
        1. *Disbursements from the burial fund are to be decided and agreed upon by the President and the Dean of the College. If President and/or Dean are requesting the funds, it falls to the Vice President.*
f. *Reign V:*
    i. *Empress: One extra college event to go to hospitality*
    ii. *Joint: All past, Present, and Future Prince and Princess Royals are lifetime titles.*
g. *Reign VI:*
    i. *Emperor: Leather Knight Community Award*
        1. *Chosen by the Emperor. This award goes out to an individual within the Leather community that has gone above and beyond for the Court and throughout the year.*
    ii. *Empress: Lady Christian Angelic Hope Award*
        1. *Chosen by the Empress. This award given to a female or male illusionist within the Phoenix drag community and has gone above and beyond to help the Court during the reign.*
    iii. *Joint: Creation of the Book of Secrets.*
        1. *Monarchs are required to complete a letter at the end of their reign. These letters are to be added to the Book of Secrets. They will then hand this book over to the newly elected Monarchs.*
h. *Reign VII:*
    i. *Emperor: Creation of the monarch to past monarch in state award.*
    ii. *Empress: Empress VII shall do 4 Jell-O shot fundraisers per reign and be known as the Jell-O Shot Queen.*
    iii. *Joint: Induct a person into the society of love each reign who showed loyalty, opportunity, visibility and excellence.*

i. Reign VIII:
    i. Emperor: Rockin Robin Service Award
        1. To be selected by combination of reigning Emperor and Emperor VIII.
        2. To be given to a living or deceased individual that has been of service to the community for a minimum of 25 years.
    ii. Empress: Empress Charity Command
        1. All out of town Empresses will be asked at the Out-of-Town show to participate in a fundraiser to compete for a command at the evening's Coronation.
        2. The reigning Empress will select the charity to receive the funds raised.
    iii. Joint: Home Away From Home Award
        1. Presented by the reigning Monarchs to the out of state Court that they felt the most hospitality during their reign.

j. Reign IX:
    i. Emperor: Copper Cowboy Award.
        1. To be given by the Monarchs in recognition of any member of the IGRA system that has shown outstanding support for the current reign.
    ii. Empress: Princess and Prince Royale will carry one line moniker.
        1. Prince Royale shall end with "defender of the crown." Princess Royale shall end with "hope of the crown."
    iii. Joint: Creation of the title "Absolute"
        1. To be added to their current moniker after completing their reign.

k. Reign X:
    i. Emperor: On Eagles Wings Award
        1. An award given to a not-for-profit organization who has risen to higher expectations in service to our community
    ii. Empress: The line title "Preceptor of Perpetual Indulgence" shall be added.
        1. This position shall be bestowed to an active member of the Grand Canyon Sisters of Perpetual Indulgence.

l. Reign XI:
    i. Emperor: Moonstone Moogle Award
        1. Given by the Reigning Emperor, at their sole discretion, to any performer – outside of the Court – who identifies as male, is bio male, or King for outstanding performance and going above and beyond during the current reign.

ii. *Empress: TRANSformative Leadership Award*
    1. *To be awarded to a person or organization actively working for and/or with the transgender community of Arizona to create and foster positive change, and other supportive matters.*
    2. *If awarded to a person they can be transgender identified or an ally to the transgender community. If awarded to an organization, the organization must have programming/events directly impacting the transgender community.*

iii. *Joint: Candidates will be required to put on a fundraising event, once announced, to benefit the Coronation Fund. With the following requirements:*

Each Candidate is required to put on an event, no matter how many candidates are approved. After interviews, each candidate needs to secure a place for their event, but not release the details except to QM and KF of Arizona. Each candidate must plan, organize and Emcee their event to show their abilities to the organization and the community. Events cannot be at the same time, allowing members to show support to all candidates. Details of the event need to be complete and ready for release at the Monarch's Roast when candidates are announced. The KF and QM of Arizona will inform the Board President and Dean of the College that each candidate has completed this requirement prior to voting. If a candidate does not complete this requirement prior to voting, they may, by power of the Board, be removed as a candidate

m. *Reign XII:*
    i. *Emperor: The reigning Monarchs are allowed two (2) complimentary weekend passes to raffle at their discretion while traveling or otherwise with the proceeds going to the Coronation fund.*
    ii. *Empress: Establishes the 3,000 Club which awards any living couple who raises over $3,000 during the Reign which is recognized as a line in their final walk Protocol as well as the Coronation program.*
    iii. *Joint: Spirit of Christ Award*
        1. *To be awarded by the reigning Monarchs to the person, business, or organization who exemplifies the Spirit of Christmas by fundraising or otherwise supporting children's charities.*

a. *The Award will be of the Monarch's choosing and will be announced during the Winter Wonderland or any event held in the month of December.*

n. *Reign XIII:*
   i. *Emperor: Creation of the Broadway-Gatlyn Spectrum Grant*
   ii. *Empress: Creation of the Tyra Marie Hispanic Scholarship Fund*
   iii. *Joint: Newcomer Award*
      1. *To be awarded to a new court member (1 year or less) that has gone above and beyond to assist in the mission of the Imperial Court of Arizona.*

o. *Reign XIV:*
   i. *Emperor: The addition of non-binary and gender-neutral line titles to be used at the will of the reigning Monarchs.*
   ii. *Empress: That lifetime titles to include Citizens for Life, Prince Royale, Princess Royale or Past ICOA Monarchs who reside outside the realm of Arizona, be allowed a vote in choosing the next Emperor and Empress.*
   iii. *Joint: Proclaim that each Monarch distributes an award From Monarch (Emperor or Empress) to Future Monarch.*

p. *Reign XV:*
   i. *Joint: The Hope Scholarship will be created in loving memory of our dear friend and long-time ICOA member, Hope McMullen. Each year the Hope Scholarship will be awarded to individuals pursuing vocational education who demonstrate financial need. As part of our commitment, Emperor XV and Empress XV will hold the annual Holiday Bake-Off Fundraiser to raise money for this scholarship.*

q. *Reign XVI:*
   i. *Emperor: The sum of $500 from the General Fund shall be allocated each year towards the costs of decorations and materials for a float to be presented at the Phoenix Pride Parade, if the reigning Monarchs choose to partake.*

r. *Reign XVII:*
   i. *Emperor: Desiree A. DeMornay is bestowed the title Honorary Empress XVII for Life*
   ii. *The establishment and creation of The Ricky Sedillo Financial Assistance Grant*
   iii. *David Buttiker, Mike Fornelli, Michael Jacobs, Anneliz Ahumada, Gloria Jacques & Espressa Grande are bestowed the titles of Imperial Crown Prince XVII for Life and Imperial Crown Princess XVII for Life*

s. *Reign XVIII:*

i. *Emperor: Proclaimed that Hawai'i shall be known as a Sister Court and Long Beach as a Brother Court. Both are to be added to the family tree.*
ii. *Empress: Proclaimed the creation of the following awards to be given out:*
    1. *Emperor to reigning Emprex*
    2. *Emperor to Past Emprex*
    3. *Emperess to Reigning Emprex*
    4. *Empress to Past Emprex*
iii. *Joint: Travel Requirement Proclamation:*
    1. *King Father and Queen Mother of the reign will be required to travel to 2 Out of State Coronations*
    2. *Princess Royale, Prince Royale, and Prin Royale of the reign will be required to travel to 2 Out of State Coronations.*
    3. *Travel Requirement will be added to the Candidacy Rules for Monarchs under Application Requirements that will read as follows: "Must have traveled to one out of state Coronation during the current Reign year. This must be completed by the date of the Application Deadline."*

t. *Reign XIX:*
i. *Emperor: Proclaimed the creation of the Lifetime Titles of:*
    1. *Protector of His Majesty, Emperor (reign #)*
    2. *Protector of Her Majesty, Empress (reign #)*
    3. *Protector of Their Majesty, Emprex (reign #)*

    These titles are created to honor and formally recognize the vital role of trusted support persons in the lives of reigning Monarchs. Each reigning Monarch has the option to personally select one (1) individual who serves as their Protector – someone who understands their needs, supports their well-being, and stands as a consistent presence of care and stability. This selection must be made at or before the Monarch's Investiture Ceremony, where the Protector will be formally announced and invested. No appointments may be made after the conclusion of the Investiture Ceremony. Each Monarch may appoint only one Protector corresponding to their title.
ii. *Empress: Proclaimed Gaby Tako be bestowed the Lifetime Title of "Eternal Commander of the Leather Guard".*
iii. *Joint: That each reigning Monarch team shall host and actively participate in at least one (1) collaborative*

fundraising event with a community organization not traditionally engaged by the Imperial Court of Arizona.

This proclamation is intended to Encourage intentional outreach beyond our established circles; Foster authentic relationships with underrepresented communities; Expand the Court's impact and relevance; Reinforce that leadership is defined not only by visibility, but by action.

5. *Ball Coordinator:*
    a. *The reigning Monarchs shall appoint a ball coordinator who shall be responsible for planning and directing Coronation. Such planning shall begin in January of each calendar year*
        i. *Ball Coordinator Duties*
            1. *Plan and schedule all meetings for Coronation.*
            2. *Set up committees and assign chairs to each committee.*
            3. *Create meeting agendas and facilitate each meeting*
            4. *Manage and coordinate Coronation activities with each committee chair.*
            5. *Appoint an Assistant Ball Coordinator.*
            6. *Manage all expenses, other than Hotel-Buses-DJ, while working with the Treasurer to maintain Budget expectations that were approved by the Board.*
            7. *Provide update at each monthly General Membership Meeting*
6. *Coronation Committee:*
    a. *This committee must include the Dean, the President, the Treasurer, and the reigning Monarchs. The committee meetings shall be open to all current court members.*
7. *Coronation Budget*
    a. *The Coronation Budget should be approved by the Board by January 1st.*
8. *Hotel / Venue Contract:*
    a. *The hotel / venue contract must be voted and approved by the Board. This approval shall occur before January 31 of the year to the upcoming Coronation.*
    b. *The President of the Board will be the primary point of contact, with Ball coordinator being a secondary contact.*
    c. *All contract changes and/or updates must be approved by the President of the Board.*
9. *Hospitality:*
    a. *Hospitality must be coordinated and operated by the previous year's monarchs or an approved sponsor.*

i. *It is recommended that these monarchs hold at least two fundraisers each reign year to help with the cost of Hospitality (i.e., cups, plates, napkins, sodas, juice, food, etc.).*
ii. *Hospitality is only open to attendees who have purchased Coronation packets. Organizations who have donated supplies or volunteers may also participate in Hospitality Services.*

10. *Guest to the Dais:*
    a. *Each Monarch is allowed a total of nine guests to the dais, with three per set. No more than six seated and combined guests are allowed on the dais at any one time.*
11. *Attendant:*
    a. *Each reigning monarch is allowed one attendant, per set, during the Coronation ceremony.*
12. *Command Performance:*
    a. *The reigning monarchs are each allowed one command performance during the Coronation ceremony - one for each Monarch and one joint command.*
    b. *The Charity Command from Reign VIII will be coordinated by the Monarchs of Reign VIII or the Dean of the College, if Reign VIII Monarchs are not present.*
    c. *A Command Performer who attends the entire Coronation shall pay for a Coronation ticket.*
13. *Coronation Emcee:*
    a. *The reigning Monarchs are to decide who will emcee each set, with no more than two emcees per set. The emcees shall receive "comp" tickets to the Coronation ceremony. Their names must be submitted to the Treasurer prior to Coronation. The emcees are required to be at protocol from 11 am to 1 pm on the Saturday of the Coronation.*
14. *Coronation Out of Town Show/ Bus Tour Emcee:*
    a. *The reigning Monarchs are to decide who will emcee Out of Town Show/Bus Tour, with no more than two emcees. The emcees shall receive "comp" tickets to the Out-of-Town Show/ Bus Tour. Their names must be submitted to the Treasurer no later than the week prior to Coronation.*
15. *Coronation Out of Town Show/ Sober Party:*
    a. *The reigning Monarchs are to decide who will emcee the Sober Party, with no more than one emcee. The emcees shall receive "comp" tickets to the Out-of-Town Show/ Sober Party. Their names must be submitted to the Treasurer no later than the week prior to Coronation.*
16. *Scholarship Recipients:*

a. *The Scholarship Recipients shall receive 2 "comp" tickets for the Coronation event. One ticket for the recipient and the other ticket for a guest/ guardian.*
b. *A table shall be reserved for the Scholarship Recipients and their guest/ guardian.*
c. *Scholarship and/or Grant Committee Chair(s) shall give the Ball Coordinator and Treasurer the names of the recipients and their guest/ guardian.*

Section 2: These representatives shall be selected in accordance with the rules in this article.

Subsection A: The Board of Directors shall cause an election to take place each year on the weekend prior to the annual Coronation Ball.

Subsection B: Voting is open to all Arizona residents showing a valid/current State of Arizona issued driver's license, Arizona ID card, or proof of Arizona residency. Proof of Arizona residency may include a utility bill or government letter mailed to said address with the voter's name and address upon it.

Subsection C: Voting stations shall be set up in the state, or on the internet, as the need and interest arise. Said voting stations shall be secured and approved only by the Board.

Subsection D: The selection of the Monarchs shall be determined by a popular vote in the following scenarios:

a. If 3 categories for Monarch are represented indiscriminate of how many are represented in each category.
b. If 2 or less categories are represented with multiple candidates reflected in a single category, that category vote shall be determined by popular vote.
c. If less than three categories are represented, and one or both categories have one candidate represented, that candidate will be required to compete against a "NO" vote. For the candidate to be successful they must receive 50% +1

vote to be elected to the category that they represent.

D1 – In the event of a tie, a special election shall be called. Court members in good standing present at Coronation will cast their vote with a designated Board member.

Subsection E: The Selection of Monarchs is as follows: At time of application submission, potential candidates can choose to represent under one of the following three categories: Emperor, Empress, or Emprex.

Subsection F: Each individual casting a vote receives 2 votes. In the event of three categories present, each voter can only support one Candidate in 2 of the 3 categories, maintaining the two vote policy. (See PNP #8 for determination of voting results).

PNP:

1. *Any voting station established by these Articles must have at least one Board member at the station at all times.*
2. *No voting station, including an open computer access, set up for the use of multiple people, shall be set up without a Board member present at that location.*
3. *Confirmation of voting shall be done by an accounting entity outside of the Court and by someone who is not a member of the Court.*
4. *Ballot boxes shall have two keys, one held by the Treasurer or President and the other by the accountant. Ballot boxes are not to be opened outside of the accountant's office. No Board or Court member shall see or have any contact with the ballots themselves. The accountant shall deliver the vote total to the Board President in a sealed envelope. Such envelope shall not be opened until the night of Coronation. The contents of the envelope shall be verified by each Board member and the College.*
5. *Reigning monarchs should remain impartial during the campaign period.*
6. *No Court member shall engage in negative campaigning during the campaign period.*
7. *At Coronation, should a tie vote be presented with the voting results, the Secretary shall call forth a membership vote.*
    a. *This vote shall be completed by a majority vote of all ICOA members who are present at Coronation.*

b. *Should this vote result in a tie, the King Father / Queen Mother shall make the final decision of which aspirants shall advance as the next reigning Monarchs.*

8. *Determination of Voting Results*
   a. *Scenario 1: If there are only two categories the voter will submit a vote for each category present. In addition, they cannot vote for two candidates in the same category if there is more than one candidate per category*
   b. *Scenario 2: If all three categories have a candidate the voter will be able to vote for one candidate from two different categories.*
   c. *Scenario 3: In the event there is only one category the community member will only be allowed to cast one vote.*
   d. *4. The ballot will be set up to only allow two votes.*
      i. *If the first vote is cast for category A, then the second vote will need to be cast in category B or C. Once two votes have been cast then the ballot will gray out and no longer allow any other selections.*

****This chart could be used with any candidate category****

CATEGORY	*CANDIDATE*	*TOTAL VOTES*	*POTENTIALLY ELECTED MONARCH*
Category 1 (Candidates A and B)	*Candidate A* *Candidate B*	*68* *32*	*Candidate A*
Category 2 (Candidates C and D)	*Candidate C* *Candidate D*	*24* *45*	*Candidate D*
Category 3 (Candidate E)	*Candidate E*	*55*	*Candidate E*

****If this was a true outcome, Candidate A and Candidate E would be declared the elected monarchs****

Section 3: Purpose of the Imperial Sovereign Monarch(s).

Subsection A: The offices of the Monarchs are expressly created to serve as the official representatives of the Court, executing the expressed goals of the Corporation already set forth.

Subsection B: The term of the Imperial Sovereign Monarch(s) shall begin with their crowning and end with the crowning of the new Monarchs at the following Coronation.

Subsection C: Furthermore, they are to serve the entire community in whatever way possible and to the best of their abilities; as long as those activities are not in violation or do not interfere with either federal, state, county and/or local laws or ordinances.

Subsection D: The Monarchs must reside in the State of Arizona during their Reign.

Subsection E: All line titles given during a reign shall continue their terms until investiture of the next reign.

PNP: No further notation is needed

Section 4: Vacancies to the Monarchy/Regencies

Subsection A: In the event only one Monarch is elected, the College will determine if a vacancy has occurred and if it will need to be filled. The Legendary Firebird College of Monarchs (College) may then select a potential Regent Monarch to submit to the Board for approval/ratification.

PNP: No further notation is needed

Section 5: Line Titles

Subsection A: The Monarchs shall select all members of their Line and Imperial Family without further ratification or approval of their choices except as stated below:

A1 – The chosen court member(s) for Prince Royale, Princess Royale, Prin Royale, King Father, and Queen Mother must be approved by the Board prior to being invested.

A2 – All invested line titled members, must be in good standing and have voting privileges.

Subsection B: This Empire does not recognize self-appointed court titles.

Subsection C: With the exception of Prince Royale, Princess Royale, Prin Royale, King Father and Queen Mother,

any line member judged to be unfit or negligent of their duties can be removed from the line and stripped of their title.

PNP: Monarchs

1. *Monarchs must conduct themselves in the highest regard, while in public, representing the crown. This includes all in-state and out-of-state functions. This includes but is not limited to: severe public intoxication, exposing of one's genitals, public acts of sex, verbal or physical altercations, etc. Simply put, if it needs to happen, please do it in private.*
2. *Monarchs must be present at all State functions held by the ICoA. This includes but is not limited to Investiture, Monarch Balls, PR Ball, and Coronation.*
3. *The Monarchy must be represented at every monthly meeting.*
4. *Once elected, the new monarchs gain a voting seat on the Board and hold that seat until the end of their reign.*
5. *Monarchs are allowed to handle or take funds raised at functions. Monarchs are allowed to hand deliver or mail checks to organizations.*
6. *Monarchs are required to participate in the Phoenix Pride Parade, Phoenix Pride Festival and Rainbows Festival, dressed appropriately in the title they are representing. They are also responsible for coordinating volunteers and scheduling with Phoenix Pride for the Pride Festival weekend (if applicable). Monarchs are also responsible for attending the Festival. They are encouraged to attend Tucson, Flagstaff, Bisbee, Sedona, and Casa Grande Prides.*
7. *Monarchs are required to attend a six-month review to be administered by the Dean of College and the Board President.*
8. *Monarchs are required to participate in Candidate Interviews*
9. *Monarchs are responsible for all line members and the handling of their actions. The placement or removal of line titles are at the will of the Monarchs. The placement or removal of the Prince, Princess and Prin Royales, Queen Mother, and King Father, must be approved by the Board. Monarchs may place any paid member of the organization in good standing on their line. Monarchs must notify the Board of any line changes.*
10. *Monarchs are to assure that all functions done by themselves or a Court member, have completed an event worksheet.*
11. *Monarchs are required to be represented at all Coronation planning meetings. At least one Monarch shall be in attendance.*
12. *Monarchs must successfully complete all requirements of their reign in order to be inducted into the College. The President will relay this information to the Dean and the College will vote to induct the Monarchs into the College. This induction ceremony will take place at Investiture.*
    a. *To include 80% attendance (Secretary to confirm)*

b. *Assist with Set 1 of Investitures for the following reign.*

13. *Monarchs are required to visit the realms of four other court organizations during their reign. This requirement is to attend the Coronation ceremony only.*
14. *Monarchs are required to pay for their own travel expenses. They are allotted the travel fund raised for their reign to use as agreed upon by the reigning Monarchs.*
    a. *Travel expense reimbursements will be processed after travel has been completed and all receipts have been submitted to the Treasurer.*
15. *Reigning Monarchs will have a total budget, not to exceed $1,000, for out of realm coronation ads without Board approval, if said funds are available.*
16. *Monarchs shall submit a document as to the successes to their reign. This submission shall be given to the Board, who will review the document and submit the document to the Historian.*
17. *The reigning Monarchs may not compete for any title during their reign, with the exception of titles that are camp in nature.*

PNP: Royale Line

1. *Royales should conduct themselves as an extension of their Monarchs. This includes public and digital appearances, while representing the crown. This includes all in-state and out-of-state functions. This includes but is not limited to severe public intoxication, public acts of sex, and Assault of any type (Verbal, Physical or Sexual).*
2. *By Reign IX proclamation, PR's will carry a one-line moniker.*
    a. *Prince Royale shall end with "defender of the crown".*
    b. *Princess Royale shall end with "hope of the crown."*
3. *Prin Royale moniker shall end with "spirit of the crown."*
4. *The PR's Moniker must be approved by the Board of Directors.*
5. *Royales must be present at all State functions held by the ICoA. This includes but is not limited to Investitures, Monarch Balls, PR Ball, and Coronation.*
6. *The Royales must be represented at every monthly meeting.*
7. *Royales are required to participate in the Phoenix Pride Parade, dressed appropriately in the title they are representing. They are also highly encouraged to participate in the Festival, to help spread awareness of the ICoA, its mission and Function.*
8. *By Reign XIX Proclamation, Princess Royale, Prince Royale, and Prin Royale of the reign will be required to travel to 2 Out of State Coronations.*
9. *Royales are required to pay for their own travel expenses.*

Section 6: Candidacy rules for Monarchs

Subsection A: **Requirements to Apply**

- Must have resided in Arizona for at least twelve (12) months prior to applying.
- Must have been a good standing member of the Court for at least one (1) year
- Must be at least twenty-one (21) years of age.
- A candidate with a felony conviction must be approved by the Board and College.
- No two (2) persons shall be allowed to apply for one single title as there are no co-Monarchs.
- Applicants must have attended 60 % of all court meetings in the current reign.
- Monarch titles are open to applicants without respect to gender.
- Applicant must have traveled to one out of state Coronation during the current Reign year. This must be completed by the date of the Application Deadline.

Subsection B: **Applicants for Candidacy**

- Persons denied by the Board and College in any one year may re-apply any following year.
- Any Board member that is accepted as a candidate for Monarch shall only recuse from any vote that relates to Coronation, pending the outcome of the Coronation weekend.
- Any Monarch who is removed from office by the Board will not be accepted as a candidate for the title of Monarch. The Board and College may re-evaluate this removal should this Monarch express desire to be a candidate in a future monarchical election.
- A past or present Monarch from outside the Empire may run for the title of Emperor/Empress if they have served this Corporation for (1) consecutive year or at the discretion and approval of the Board. The Monarch(s) shall relinquish usage of any and all prior Imperial Title(s) for the period of their reign. Upon approval of the Board and College, said Monarch(s) may represent their past Imperial Title(s) only when attending the origin of said Imperial Title.
- A Past Monarch of the Imperial Court of Arizona who chooses to run for a second term of office, and after waiting a (3) year period following their step-down,

may do so if the Board and College approves their candidacy.

- Applicants reigning with a title of any sort, at the time of interview, will need to advise the Board and the College of Monarchs. Both the College and the Board must approve the secondary title.

PNP:

1. *Applicants are required to submit a completed application, along with a filing fee, to the Board President by March1st of each calendar year.*
    a. *The filing fee is equal to the early bird package fee and will reserve admission to Coronation for the candidate.*
2. *Applicant must be a Resident Member or Senior member, with application and dues paid in full, following Coronation and as of Investiture for the year that they wish to run.*
3. *Applicants are required to attend Candidate Interviews.*
4. *Applicants must present at interviews in the gender that they choose to represent during their reign. Presentation in business/ professional attire is acceptable.*
5. *Once Applicants are accepted as Candidates, King Father and Queen Mother of All Arizona, become the Candidate Coordinators and gain control and authority for the Candidate Campaign Season.*
6. *All Candidates must adhere to the following requirements:*
    a. *Candidates are not allowed to publicly acknowledge their Candidacy until they are officially announced at the Monarch's Roast.*
    b. *Candidates are required to attend the Monarch's Roast and Candidate Announcements.*
    c. *Candidates are required to provide their own sash. The sash must state the following:*
        i. *Candidate for Emperor, Empress or Emprex ___ (ex. XVIII, XVIX)*
        ii. *Candidates are not allowed to use the Court seal on their sash unless all Candidates agree to use it at the time of the interviews.*
        iii. *Colors and artifacts added to the sash are at the discretion of the Candidate.*
    d. *Candidates are required to wear their sash at any and all functions in which they are campaigning or representing the ICoA. Candidates are not required to wear their sash during their working hours. Candidates are highly encouraged to wear their sash as much as possible during the campaign season.*
    e. *Candidates may create campaign materials to hand out, but must be approved by the Candidate Coordinators prior to advertising.*

Flyers and posters may NOT be distributed prior to candidate announcements and must be removed 1 week after Coronation.

f. *Candidates are required to participate in the Phoenix Pride Rainbows Festival. Candidates are required to volunteer at the Festival for the ICOA. If the ICOA is not participating in any volunteer work, the candidates are required to be in attendance. Candidates are required to be representative of the title they seek, with a sash to be worn at all times, and while in attendance.*
g. *Candidates are not allowed to campaign at the polling booth the day of voting. All signs of support, including t-shirts, are prohibited within 20 feet of the polling place. Candidates are prohibited from setting up satellite polling places at ANY establishment. Any violations of this order will result in termination of candidacy as voted on by the Board.*
    i. *Online voting will begin on the Thursday of the week before Coronation at 12:01 am. Online voting shall continue through the Friday of that week and will end at 11:59 pm*
    ii. *In-place voting will take place on the Saturday which occurs one week prior to Coronation and at a location approved by the Board. The in place voting shall be open for a period of 2 to 4 hours*
h. *Candidates are not allowed to run as a team*
i. *Candidates must conduct themselves in the highest regard while in public view and representing the Court. This includes all in-state and out-of-state functions. Candidates must remember that at all times their actions are representative of the ICoA. This includes but is not limited to: severe public intoxication, exposing on one's genitals, public acts of sex, verbal or physical altercations.*
j. *By Reign XI Proclamation, Candidates will be required to put on a fundraising event or fundraiser, once announced, to benefit the Coronation fund with the following requirements:*
    i. *Each Candidate is required to put on an event or fundraiser, no matter how many candidates are approved.*
    ii. *After interviews, each candidate needs to secure a place for their event or fundraiser. The details of the fundraiser shall not be released, except to Queen Mother and King Father of Arizona.*
    iii. *Each Candidate must plan, organize and emcee their event or fundraiser to show their ability to the organization and community.*
    iv. *Events or fundraiser cannot be at the same time allowing members to show support to all candidates.*

v. *Details of the event or fundraiser need to be complete and ready for release at the Monarch's Roast when Candidates are announced.*

vi. *The King Father and Queen Mother of Arizona will inform the Board President and Dean of the College that each candidate has completed this requirement prior to voting.*

vii. *If a Candidate does not complete this requirement prior to voting they may, by the power of the Board, be removed as candidates.*

k. *Candidates are required to put on an event/fundraiser in addition to Reign XI's proclamation. This event may be done separately or together.*

Section 7: Removal of any Court Member including: a Monarch (Past or Present) Executive Officer/Board Member, Founder and any Court Title holder for just cause.

Subsection A: The Board shall have the right and the responsibility of removing from office any member of the corporation charged with violation of these bylaws or for just cause.

Subsection B: Any person, persons, or organizations may present accusations against any member of the Corporation. The Board is then charged with the duty of investigation of the facts. If said facts appear to justify the charges against the individual in question, then formal charges shall be set in writing and sent to the accused.

Subsection C: A letter shall be addressed to the accused and shall be delivered by registered mail with a return receipt. An alternative delivery method may be by an in-person delivery of the letter by two members of the Board. The accused will have 30 days to respond and/or appear at the stated Board meeting to dispute the charges. If the accused fails to respond or appear, the Board can opt to suspend or remove their title.

Subsection D: This process is not to be used if the member is found guilty of misappropriation of funds, as set forth in Article V, Section 3. Instead, the process found there will govern.

PNP: No further notation is needed

Article VII: *Membership*

Section 1: Residency Requirements for membership are outlined in Policy 4, 5, 6 of this section.

Subsection A: The Corporation shall expect any member who has been convicted of a felony, including a sexual crime, to notify the Board of their status. The Board shall consider the nature of the felony and the level of involvement that said member can be in. Members who are convicted of crimes against children will be removed from membership in the *ICoA*.

Subsection B: The Imperial Court of Arizona shall not accept any membership application from any person(s) that have been convicted of sexual assault, sexual misconduct with a minor, sexual abuse with or against a minor and/or rape of any nature.

PNP:

1. *Any line member failing to attend at least one out of every three-monthly court meeting, is subject to not walking with their title at the next Coronation in any Empire. This is subject to the decision of the Monarchs*
2. *Membership in the Corporation shall be determined without regard to sex, sexual orientation, gender expression, race, creed, color, or spiritual affiliation*
3. *Members in good standing must meet residential requirements as set forth in PNP 4- 6 of Article 7: Membership*
4. *Active members must be current with their annual dues*
5. *Resident Member - Membership Dues are $40 annually paid at time of Investitures. Resident Members must reside in the State of Arizona. Resident members can hold the title of any elected office within the organization or committee established. Resident Members have all voting privileges within the organization. Resident Members may be appointed to serve on the line in elected or non-elected positions at the Reigning Monarchs' discretion. All rights and privileges of membership are bestowed upon Residency Members. Active Resident members must be current with all of their dues.*
    a. *In the event a Resident Member moves out of the State of Arizona, their membership will be moved by the Secretary to Non-Resident Member/Associate member. In the event this member holds any*

elected office, committee membership, or elected line title, they will need to resign from said positions upon completion of their relocation. They may remain a member in good standing and serve on the line in a non-elected position at the discretion of the Monarchs.

   b. *Refunds on membership are not permitted due to relocation outside of the realm.*
   c. *Past Monarchs that reside outside of the state are eligible to be a Resident Member or Senior Resident Member, with full voting rights. These individuals cannot hold an elected Board position, title of Reigning Monarch or Reigning Prince/Princess/Prin Royale or serve on the line.*

6. *Senior Resident Member - Senior Resident members are members who are 55 years of age or older and have paid the Senior Resident member fee of $30, paid annually at time of Investitures. They retain the same privileges as outlined in Resident Member in Article 7: PNP 4. Resident Member.*
7. *A Non-Resident/Associate Member - Non-Resident/Associate members are members who have paid the Non-Resident/Associate member fee but do not have voting privileges. At any point during the fiscal year Associate Members may pay the remaining balance to become a Resident Member or Senior Member as long as they meet residency requirements as outlined in* ***Article 7: PNP 4-5****. Non-Resident/Associate members can serve on the line in a non-elected position at the discretion of the Reigning Monarchs. Non-Resident Associate Members cannot hold an elected Board position, title of Reigning Monarch or Reigning Prince/Princess Royale, or serve on any committee of the organization. These positions must meet the requirements of a Senior/Resident member only. Dues for Non-Resident/Associate Members are $20 each year and paid at the time of Investitures. Resident/Senior members who move out of the realm will be automatically moved to Non-Resident/Associate members by the Secretary of the board.*
8. *Membership benefits include:*
   a. *New Members.*
      i. *Imperial Court of Arizona T-Shirt*
      ii. *15% off Coronation Weekend Package*
      iii. *$5 of membership fee donated to the Sam Garner Imperial Pledge in your name.*
   b. *Returning Members*
      i. *First Year Returning*
         1. *Name Badge*
         2. *15% off Coronation Weekend Package*

3. *$5 of membership fee donated to the Sam Garner Imperial Pledge in your name.*

ii. *Every Year After*

1. *15% off Coronation Weekend Package*
2. *$5 of membership fee donated to the Sam Garner Imperial Pledge in your name (excludes the Legendary Firebird College of Monarchs (see **Article 7: PNP 8).***

9. *Applications are valid through the current fiscal year.*
10. *Membership dues paid by members of the Legendary Firebird College of Monarchs shall be transferred from the General Fund and placed into the College of Monarchs Hedge Account.*
11. *Members must conduct themselves in the highest regard, while in public, representing the Court. This includes all in-state and out-of-state events. Members must remember that at all times their actions are representative of the ICoA. This includes but is not limited to: severe public intoxication, exposing of one's genitals, public acts of sex, verbal or physical altercations.*

Article VIII: *The College of Monarchs*

Section 1: The official name for the College of Monarchs shall be known as the Legendary Firebird College of Monarchs.

Section 2: The composition of the College shall be: all duly inducted former Monarchs of the Court.

PNP: Dean

1. *The Dean of the College is responsible for oversight of each college committee and shall report to the Board. The Dean shall provide a monthly report of the proceedings of the College, including executive sessions. This monthly report shall be given at each monthly corporate meeting.*
    a. *Candidate Interviews*
    b. *Monarch's Roast and Candidate Announcements*
    c. *Investiture Ceremony*
    d. *Super Bowl Party*
    e. *Crowning Ceremony at Coronation*
    f. *Planning and implementing Mister and Miss Imperial Court*
2. *The College Secretary will take the roll as recording secretary and take the minutes of all College meetings. Once approved by the College members, the Dean will submit a copy to the Board Secretary*

3. *The Dean may resign or be dismissed anytime by a majority vote of the College. The Dean who intends to resign shall give 30 day written notice to the College members and the Board*
4. *The Dean shall be elected in EVEN years and hold term for 2 years.*
5. *The Dean, if reelected to another term, may hold the Dean position for no more than two consecutive terms. A College Member may rerun for the Dean position after completing a one-year hiatus.*

PNP: College:

1. *Official name: The College of Monarchs shall be known as the Legendary Firebird College of Monarchs*
2. *Composition: The College shall be all duly inducted Monarchs of the Court*
3. *Regent Monarchs: If the reigning Monarch positions are not filled during election or vacated during the reign, the title may be assumed by a duly inducted Monarch, appointed and approved by the College*
4. *Meetings: The College shall meet at all appropriate times to fulfill their responsibilities as set forth. Meetings of the College are open to the general membership. However, the Dean shall have the power to call a closed meeting for confidential matters.*
5. *Responsibilities and Privileges of the Members of the College*
    a. *Coronation (crowning)*
    b. *Candidate Announcements*
    c. *Candidate Interviews*
6. *The College is responsible for 3 annual events for each reign*
    a. *Investitures (to assume an advisory role, ensure a smooth operation, and to induct the step-down Monarchs into the College)*
    b. *Closet Ball and/or Mister and Miss Imperial Court*
    c. *Monarch's Roast (previous year Monarchs to provide dinner to reigning Monarchs)*
7. *It is the responsibility of any and all College members to inform the reigning Monarchs of your travel and if protocol is needed to inform the Director of Protocol in an adequate timeframe.*
8. *College members will have all the rights of voting when their yearly dues are paid in full. Without dues paid, they will be considered as "Honorary Members", with NO voting rights*
9. *The Dean will call a vote of the College to induct the stepping down Monarchs into the College if the Monarchs have met the requirement of their reign. The results will be announced each year at Investitures*
10. *Conduct unbecoming of the Reigning Monarchs and or any member of the college will be discussed with the members of the College. The Dean will submit any and all reprimands, in writing, to the Grievance Committee and to the Board. This submission is to give recommendation to the Board of any and all disciplinary actions.*

ARTICLE IX: *Corporate Sponsorships: Annual Event and Imperial Pledge*

Section 1: The Corporation shall set forth in their Policies and Procedures the levels of sponsorship by individuals, businesses and other organizations that wish to support the mission of the Corporation.

Section 2: The Board will establish these levels of sponsorships along with annual and event levels by a two-thirds vote of the Board.

Section 3: These sponsorship levels will be reviewed from time to time for additions and adjustments by a committee appointed by the Board.

PNP:

1. *Annual Corporate & Events Sponsorships*
    a. *Saguaro $4000 and up*
    b. *Grand Canyon $3000 - $3999*
    c. *Monument Valley $2000 - $2999*
    d. *Red Rock $1000 - $1999*
    e. *Sonoran Desert $500 - $999*
    f. *Cactus $499 and below*

2. *Annual Corporate Sponsorship Perks*
    a. *Saguaro*
        i. *Logos on all posters and banners for all events*
        ii. *Logos on the events page of the website link with their business listed*
        iii. *Full page color ad either inside of the front or back cover of the Coronation Program (if applicable)*
        iv. *10 tickets to the event (if applicable)*
    b. *Grand Canyon*
        i. *Logos on all posters and banners for all events*
        ii. *Logos on the events page of the website link with their business listed*
        iii. *Full page black and white ad in the Program (if applicable)*
        iv. *8 tickets to the event (if applicable)*
    c. *Monument Valley*
        i. *Logos on all posters for all events*
        ii. *Logos on the event page of the website link with their business listed*
        iii. *Full page black and white ad in the Program (if applicable)*
        iv. *6 tickets to the event (if applicable)*
    d. *Red Rock*
        i. *Logos on all posters for all events*

ii. *Logos on the event page of the website link with their business listed*
iii. *Half page ad black and white ad in the Program (if applicable)*
iv. *4 tickets to the event (if applicable)*

e. *Sonoran Desert*
i. *Logos on all posters for all events*
ii. *Logos on the event page of the website link with their business listed*
iii. *Quarter page black and white ad in the Program (if applicable)*
iv. *2 tickets to the event (if applicable)*

f. *Cactus*
i. *Logos on all posters for all events*
ii. *Logos on the event page of the website link with their business listed*
iii. *Quarter page black and white ad in the Program (if applicable)*
iv. *2 tickets to the event (if applicable)*

3. *Sam Garner Imperial Pledge*
a. *Pledge subscriptions to the Imperial Court of Arizona*
b. *Billed monthly via PayPal from the Imperial Court of Arizona website*
c. *100% of the proceeds are to be divided evenly between 4 Non-Profit 501c3 organizations.*
i. *The 1st beneficiary of the Pledge will be the Imperial Court of Arizona*
ii. *The remaining 75% of the proceeds will be distributed to 3 other charities that meet the Non-Profit 501c3 status*
d. *Nominations for eligible charities will be taken in May at the first Membership Meeting.*
e. *The Membership will vote for 3 of the charities nominated.*
i. *The 3 charities with the highest number of votes will be selected as pledge recipients for the year.*
ii. *In the event that there is a tie between the 3rd and 4th highest charities a second vote will take place to determine the outcome for the remaining Pledge spot.*

4. *Imperial Pledge Sponsorship*
a. *Gold-monthly commitment of $100*
b. *Silver-monthly commitment of $50*
c. *Bronze-monthly commitment of $25*
d. *Partner-monthly commitment of $10*
e. *Single donation-any amount 1-time billing*

5. *Sam Garner Memorial Pledge Sponsorship Perks*
a. *Gold*

i. *Logos on all posters if applicable*
ii. *Logos on the events page of the website with link to their business. As well as being listed as a Gold Pledge Member if applicable*
iii. *Full page color ad in the Coronation Program (if applicable)*
iv. *2 tickets to the event (if applicable)*

b. *Silver*
i. *Logos on all posters if applicable*
ii. *Logos on the events page of the website with link to their business. As well as being listed as a Silver Pledge Member if applicable*
iii. *Half page color ad in the Coronation Program (if applicable)*
iv. *1 ticket to the event (if applicable)*

c. *Bronze*
i. *Logos on the events page of the website with link to their business. As well as being listed as a Bronze Pledge Member if applicable*

d. *Partner*
i. *Listed as a Partner Pledge Member on the website.*

6. *Upon request at the end of each calendar year Pledges may request a donation certificate from the Imperial Court of Arizona, Inc. for tax purposes*
7. *Gold and Silver Pledge benefits for Coronation ads and tickets will be available only after the successful completion of the pledge amount or paid in full prior to April's Membership Meeting of the current year.*
8. *If outstanding, pledge amounts carryover to next year, you will be afforded that benefit at the next Coronation provided you have met the criteria for successful completion of the Pledge.*
9. *Individual Event Sponsorships*
   a. *These will be done on a case-by-case basis for each even if there is a sponsor for that event. This will be up to the Monarchs or line couple that is putting on the event, with approval of the current Monarchs. The sponsor's logo will appear on the poster as a sponsor for that event and mentioned throughout the evening*
10. *Bar/Club name on the Bus Tour banners.*
    a. *Bar/Club is a stop on the Bus Tour part of the Coronation weekend only*

ARTICLE X: *Contractual Obligations*

Section 1: The Officers of the Corporation may enter into contracts with independent contractors and/or businesses as they deem appropriate to carry out the business of the Corporation, when the

Corporation cannot provide the particular service within their own ranks.

PNP: No further notation is needed

ARTICLE XI: *Amendment of Bylaws*

Section 1: These Bylaws may be amended by a two-thirds vote of the active members present at the appointed monthly membership meeting. This is different for conducting regular business of the membership at a monthly meeting, which requires a simple majority vote of the members present.

PNP: No further notation is needed

Section 2: The Board shall hold an annual Bylaws review, to be completed no later than the 31st day of August. The Bylaws Committee Chairman will present recommendations to the Board. The Board shall vote on presenting the recommended revisions to the General Membership for a final vote or return the Bylaws back to the Bylaws Committee for further revision.

PNP: No further notation is needed

Section 3: The general membership shall vote yes or no to ratify the revised By-laws. The Bylaws shall immediately become effective upon successful completion of the ratification process.

PNP: No further notation is needed

ARTICLE XII: *Affiliation*

Section 1: The Corporation is affiliated with the International Imperial Court System.

PNP: No further notation is needed

ARTICLE XIII: *Indemnification*

Section 1: Officers, directors, employees and agents of the Corporation shall be indemnified for any costs, expenses or liabilities necessarily incurred in connection with the defense of any action, suit or proceedings in which they are made a party by reason of being or having been a member serving in an elective or an appointed capacity. No member or employee shall be indemnified when adjudged in the action or suit to be liable for negligence or misconduct in the performance of duty.

PNP: No further notation is needed

ARTICLE XIV: *Parliamentary Authority*

Section 1: The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Corporation in all cases to which they are not consistent with these Bylaws and any special rules or order the Corporation may adopt.

PNP: No further notation is needed

ARTICLE XV: *Dissolution*

Section 1: The Corporation may be dissolved by a three-fourths (3/4) vote of the Board at a duly-called monthly meeting. In the event of dissolution, the Board, after reconciling all debts, will distribute the remaining assets to the local charities as named by the Corporation and current reigning monarchs.

PNP: No further notation is needed

ARTICLE XVI: *Ratification*

These Bylaws were ratified at a properly noticed meeting of the membership of the Imperial Court of Arizona, Inc. on the date of August 16, 2026, in Phoenix, Arizona.

PNP: No further notation is needed