

**THE INTERNATIONAL IMPERIAL COURT OF LONG BEACH, INC
POLICY AND PROCEDURES MANUAL**

Revised July 2019

International Imperial Court of Long Beach, Inc

2635 Daisy Avenue

Long Beach, California 90815



Regular Nonprofit Corporation with Charity Registration Certificate in California

Date of Incorporation: December 30, 1988

ID#: 31262

DLN#: 17053162344038

Employer Identification Number: 33-0219083

SECTION 1: GENERAL PROVISIONS

CONSTRUCTION OF THE POLICY AND PROCEDURES MANUAL

As stated in the Bylaws, the IICLB, INC is governed, in hierarchical order, by Articles of Incorporation as Amended, the Bylaws and this Policy and Procedures Manual. If there is any conflict between the Articles and the Bylaws, the Articles govern. If there is any conflict between the Bylaws and this Policy and Procedures Manual, the Bylaws govern.

This Policy and Procedures manual was created for the purpose of clearly identifying and capturing the traditions and uniqueness of the IICLB, INC. It is intended to provide a guideline to the Board of Directors, Head(s) of State, College of Monarchs, and Court Members as to the working and procedures of the IICLB, INC

AMENDMENTS TO THE POLICY AND PROCEDURES MANUAL

Proposed amendments to the Manual must be presented in writing at a regular meeting of the Board of Directors. The Board of Directors must take text of proposed amendments available to all Registered Members and Members of the College of Monarchs within ten (10) days and call for a meeting within thirty (30) days at which Registered Members will accept or reject each proposed amendment.

Approved amendments take effect upon approval unless another date is specified in the amendment. The Board Secretary and Communications Chairis required to follow and enforce all amendments as soon as they take effect, and to post changes on the Court's web site within thirty (30) days of adoption.

REFERENCE COPIES OF THE POLICY AND PROCEDURES MANUAL

A printed copy of the current version of the Policy and Procedures Manual is available for reference at each meeting of the Registered Members, Board of Directors and College of Monarchs.

DUES

Membership dues must be paid by all Registered Members. The Board sets the amount of the annual membership dues prior to or at the last regular meeting of the Court Calendar Year. If no action is taken by that time, dues remain unchanged for the upcoming Calendar Year.

Dues can be paid to the Treasurer starting at Victory Brunch and at any subsequent Board of Membership meeting.

REIGN FISCAL YEARThe Fiscal Year runs from the first day of April through the last day of March.

PROCLAMATIONS

Each reigning monarch may issue one proclamation after his/her reign. Such proclamations

- Shall not conflict with the Bylaws or the Policy and Procedures Manual
- Must be approved by a majority of the Board of Directors and the College of Monarchs present at the January meeting
- Each reigning monarch will only receive two opportunities at the same January meeting to present their proclamations. If there is no majority vote after the 2nd attempt, no proclamation will be granted for that monarch.
- New proclamations may not conflict, water down or replace past approve proclamations.

- Proclamations must be submitted in writing 30 days prior to the January Meeting.
- All proclamations will be listed as an addendum to the Policies and Procedures Manual, and are not subject to a majority vote to change their content at any future meeting.

CORPORATE RECORDS

MEMBERS INSPECTION RIGHTS

Members shall have such other rights to inspect the books, records and properties of this corporation as may be required under the Articles of Incorporation, other provisions of these Bylaws, and provisions of law.

RIGHT TO COPY AND MAKE EXTRACTS

Any inspection under provisions of this Article may be in person or by agent or attorney and the right to inspection shall include the right to copy and make extracts. Originals must not be removed from the primary office.

PERIODIC REPORT

The board shall cause any annual or periodic report required under law to be prepared and delivered to an office of this state or to the members, if any, of this corporation, to be so prepared and delivered within the time limits set by law.

DOCUMENT RETENTION AND DESTRUCTION POLICY

GENERAL GUIDELINES

Records should be kept only as long as they are needed for operation of the organization or required by law.

EXCEPTION FOR LITIGATION RELEVANT DOCUMENTS

Officers and directors are expected to comply fully with published records retention or destruction policies and schedules unless they believe or are informed that the records are relevant to litigation, potential litigation or dispute that could result in litigation. If they so believe or are informed, they must preserve the pertinent records until it is determined that the records are no longer needed. This exception supersedes any previously or subsequently established destruction schedule for those records.

MINIMUM RETENTION PERIODS FOR CATEGORIES OF DOCUMENTS

- A. Organizational Documents (Articles of Incorporation; Bylaws, IRS Form 1023, Exemption): permanently
- B. Tax Records (expense records, proof of contributions and accounting at least seven (7) years from the date of filing)
- C. Membership (contact information, titles, offices, disciplinary actions and awards) seven (7) years
- D. Board and Board Committee minutes: permanently
- E. Other Board and Board Committee materials: three (3) years
- F. Press Releases and Public Filings: permanently
- G. Legal Filings: as determined by legal counsel; generally ten (10) years
- H. Contracts, Marketing and Sales Documents (sales invoices, contracts, leases, licenses and legal documentation): three (3) years beyond the life of the agreement
- I. Correspondence: two (2) years unless it falls under another category
- J. Accounts Payable Ledgers and Schedules: seven (7) years
- K. Bank Reconciliations, Bank Statements, Deposit Slips and Checks: five (5) years
- L. Inventory Records: seven (7) years
- M. Expired Insurance Policies, Insurance Records, Accident Reports and Claims: permanently
- N. Internal Audit Reports: five (5) years
- O. External Audit Reports: permanently

ELECTRONIC MAIL AND RECORDS

E-mail and electronic records that need to be saved should be printed in hard copy and kept in the file according to its subject matter. An electronic file may be retained with hard copy, but must be kept as a separate file on a separate disk with labeling that identifies the software used in its creation. Secretary is responsible for recording all votes which take place on approved electronic messenger platforms and be recorded in the physical minutes of the following meeting.

DESTRUCTION OF RECORDS

Hardcopy of documents will be destroyed by shredding after they have been retained until the end of the Document Retention Schedule. Electronic copies will be destroyed by fire or other proven means to destroy such media after they have been retained until the end of the Document Retention Schedule. The Board of Directors is required to vote on the formal destruction of records based on the Document Retention Schedule.

PROVISION OF DOCUMENTATION FOR INVESTIGATIONS OR LITIGATION

Documents relevant to investigations or litigations will be provided within five (5) business days. The Board Chair of designee will authorize provision. No documents will be concealed, altered or destroyed with the intent to obstruct the investigation or litigation.

SECTION 2: ELECTIONS

ELECTIONS OF EMPEROR AND EMPRESS

a) POLLING LOCATION

- b) Voting shall be in a public place to be determined by the Board of Directors and shall be no less than seven (7) days prior to Coronation. Voting will also be conducted during Hospitality prior to Coronation.**NOTICE OF VOTING**

1. The Board of Directors shall make notice of the date, time and location of voting no less than thirty (30) days prior to voting day on all available electronic formats including but not limited to official website and social media

c) VOTING PROCESS

- a. The Secretary of the Board of Directors will oversee the voting process and is required to be present for the entirety of all approved voting times. They will be responsible for maintaining all documentation related to the voting process as appropriate. They will also be responsible for:

- i. Securing the voting location
- ii. Publicizing the specifics of voting as indicated below
- iii. Maintaining the integrity of the voting process
- iv. Providing staffing (not including voting monitors) for the polling process
- v. Creating the ballots and securing the ballot box
- vi. Overseeing the tallying of ballots

d) VOTING MONITORS

1. Each candidate is allowed one (1) vote monitor, of their choosing, to be present during the voting process to help maintain the integrity of the vote and oversee the counting of votes. The candidate(s) will identify, in writing, through their monarch application who their monitor will be.

e) THE POLLING PLACE

1. There will be no campaigning at the polls (i.e. no verbal, buttons, poster, t-shirts, etc.) manifested by those staffing the polls or the monitors.
2. Person(s) staffing the polls must print the voting person's name on a roster and the voting person must affix their signature.
3. Each voter must show proper identification as listed below
4. Each voter will receive on secret ballot.

5. Other than entering the voting room to vote, the candidate may be no closer than thirty (30) feet of the voting room.
6. No candidate may be allowed to staff or monitor the voting room.
7. The voting room must be visible to the General Public at all times.

f) QUALIFICATION OF RESIDENCY

1. Voting age is to be eighteen (18) years of age and older.
2. Any resident of the Greater Long Beach Realm that meets all other qualifications shall be eligible to vote.
3. Acceptable forms of identification must include a valid government issued photo ID (Drivers license, ID Card, Passport, etc) or picture ID accompanied by utility bill verifying residency.

g) BALLOTS

1. Candidate(s) running for the male Head of State position shall be listed on the ballot in alphabetical order.
2. Candidate(s) running for the female Head of State position shall be listed on the ballot in alphabetical order immediately following the candidate(s) for the male position, if any.
3. All ballots will be in sequential order.

h) ELECTION RESULTS

1. Candidate(s) running unopposed will be elected via yes/no vote, with the requirement that fifty (50) Percent plus (+) one (1) "yes" votes (of the total number of valid ballots cast) are necessary to be elected.
2. Voting for person(s) not approved as candidate(s) shall not be allowed and defaced ballots shall not be counted.
3. Ballots shall be counted during Coronation by the Secretary, an impartial party appointed by the Board of Directors and the voting monitor(s) chosen by the candidate(s).
4. In the event of a tie for a Head of State position, the President of the Board of Directors ballot, along with the Vice-President's and the Treasurer's ballot, will cast the deciding vote(s). The ballot(s) of the President, Vice-President and Treasurer shall be sealed and will remain un-opened and under the direct control of the Secretary and/or CPA until needed.
5. In the event a Head of State candidate requests a recount of ballots, said candidate shall pay the costs, if any, to have the ballots recounted.
6. The results of the election, including the tally of votes, shall be entered into the minutes of the first Board of Directors meeting following the Coronation.

ELECTIONS OF MR., MISS MS., & MX LONG BEACH GAY PRIDE

- a) Each contestant must fill out an application.

- b) Each contestant will be introduced at a candidate show arranged by the Board of Directors, four (4) weeks before Long Beach Pride
- c) Each contestant will be issued an online fundraising page to assist in collecting donations.
- d) All votes shall be counted by the Treasurer of the Board of Directors and two (2) additional Board Members..
- e) All monies will be turned into the Board of Directors Treasurer.
- f) Each contestant must be present at the Mr., Miss Ms., and Mx. Long Beach Gay Pride Kick off and Crowning, at which the winners that raise the most money will be announced.
- g) All contestants will agree to a set of rules as outlined in the Application (Apendix ___)

ELECTIONS OF EMPEROR AND EMPRESS OF THE QUEEN MARY

- a) The Executive Board will announce the contestants at the Out of Town Show for the Emperor of the Queen Mary and the Empress of the Queen Mary which will be comprised of all reigning E&E's present or their ICPR designee
- b) From the time they are introduced until the closing of the Hospitality Suite on Coronation day, contestants will solicit donations through any legal means. When the period is over, they will turn their collections over to the Treasurer who, with two (2) other Board members will count the money.
- c) The contestant for each title who collects the most money will be declared the winner at Victory Brunch

SECTION 3: STANDING COMMITTEES

PROCEDURES FOR STANDING COMMITTEES

- a) The Chairpersons of all Standing Committees shall be appointed by the Board President at the Annual Reorganization Meeting in April of each year.
- b) All appointments to Standing Committees shall be announced at the next regular meeting of the Board of Directors and reported in the minutes of that meeting.
- c) All meetings of standing committees shall be noted in the Court Calendar and on all available electronic platforms to ensure they are open to all members to attend and comment. Only members of the Board of Directors assigned to the committee may vote to advance items to full Board of Directors.
- d) All recommendations of the committees must be presented in writing to the Board of Directors at a regular meeting. Chairpersons of the committees are responsible for submitting the reports.

Communications Committee

MEMBERSHIP: No more than four (4) members of the Board of Directors including the Chairperson.

RESPONSIBILITIES: approve all advertising and marketing materials for the organization and its functions; coordinate and manage www.iiclb.org and social media; arrange production of print advertising and submissions of advertising to publications of other organizations; submit information to www.iiclb.org
All actions must be approved by the Board of Directors

BYLAWS AND POLICIES AND PROCEDURES MANUAL REVIEW COMMITTEE

MEMBERSHIP: No more than four (4) members of the Board of Directors including the Chairperson.

RESPONSIBILITIES: review Bylaws and Policies and Procedures Manual to ensure consistency and compliance with each other and the laws of California State to recommend amendments; coordinate process for review and adoption of amendments proposed by membership; ensure proper distribution and posting of documents.

CORONATION COMMITTEE

MEMBERSHIP: the reigning monarch(s) and the Board of Directors.

RESPONSIBILITIES: act as organizers/producers of Coronation and associated events; select and supervise coordinators for individual events.

FINANCE /BUDGET COMMITTEE

MEMBERSHIP: The Treasurer, serving as chairperson, shall select three additional members of the Board of Directors to serve on the committee.

RESPONSIBILITIES: review and make recommendations to the Board for the Annual Operating Budget.

ROYALTY COMMITTEEMEMBERSHIP: All reigning civic title holders and no more than four (4) members of the Board of Directors including the Chairperson.

RESPONSIBILITIES: act as organizers/producers of the contest and associated events.

GREIVANCE COMMITTEE

MEMBERSHIP: for each situation requiring conflict management or third-party problem solving, the committee shall be chaired by the President of the Board and include one other Board member, two (2) Registered Members chosen by the President, and three (3) members of the College of Monarchs designated by the Dean of the College.

RESPONSIBILITIES: collect information and provide unbiased judgment to resolve the issue requiring mediation with a quick and reasonable solution; refer situations involving alleged violations of the Code of Conduct to the Board of Directors.

SECTION 4: FINANCIAL MATTERS

SUPPORT FOR CHARITIES AND THE GENERAL FUND

A minimum of seventy (70) percent (%) of the net proceeds of every Court-sponsored fundraiser goes to the Charity Fund. The minimum percentage can be waived only by a two-thirds (2/3) majority vote by members of the Board present at any regular Board meeting. Such a waiver is for one (1) time only and must be approved by the Board for each event.

A minimum of thirty (30) percent (%) of net proceeds from every Court-sponsored fundraiser goes to the Court's General Fund, broken down as follows: fifteen (15) percent (%) to the General Fund and fifteen (15) percent (%) A higher percentage can be approved by a majority vote at any regular Board meeting. The minimum percentage can be waived only by a two-thirds (2/3) majority vote by members of the Board present at any regular Board meeting. Such a waiver is for one (1) time only and must be approved by the Board for each event.

EXPENSES OF OPERATION

Allowable expenses of operation shall include but not be limited to reasonable costs for the following:

- a) storage costs
- b) Advertising
- c) Tickets
- d) Liability Insurance
- e) banking
- f. mailbox rental
- g. licenses and permits
- d) h. legal representation or other services deemed necessary by the Board of Directors
- e) i. maintenance or replacement of regalia
- f) j. a symbol of office for each Emperor, Empress, , Imperial Prince, Imperial Princess, Emperor of the Queen Mary, Empress of the Queen Mary, Mr., Miss Ms., and Mx, Gay Pride of Long Beach , Haus of Hearts or other Board approved operating expenses.
- g) l. awards dispensed in conjunction with Coronation by the Board of Directors

At the end of each reign, the Board of Directors reserves an amount necessary to cover these expenses of operation for the coming year, no less than \$500.00 and no more than ten (10) percent of monies raised by a reign rolls over to the next year

MONARCHS' TRAVEL FUND

The Monarchs' Travel Fund supports travel by the reigning monarch(s) to out-of-town coronations. Monarch(s) have sole discretion of allowing additional court and board members to access the funds for travel purposes. All travel must be cleared with the Treasurer of the Board of Directors – solely for the purposes of ensuring the funds are available and reimbursements as needed.

The only sources of income that can be earmarked for the Monarchs' Travel Fund are:

- a) a maximum of fifteen (15) percent (%) of monies raised from each Court-sponsored event will go to the Monarchs' Travel Fund;
- a) donations given to contestants for the titles of King and Queen of the Queen Mary;
- b) donations collected by hosts of "water parties" during Coronation weekend;

c) donations received with the stipulation that they go to support the Monarchs' travel;

d.) All proceeds from Big Hair Ball

All receipts and proof of attendance at the coronation, along with a Reimbursement Form must be presented within thirty (30) days of the event to the Board Treasurer.

If any funds remain at the end of the reign they will be rolled over to the next reign's travel fund.

SECTION 5: PUBLIC INFORMATION, COMMUNICATION AND PUBLICATIONS

OFFICIAL EMAIL GROUP OF THE IICLB, INC

The sole official email group of the IICLB, INC shall be the @iiclb.org group chat or any email communication that includes all active board members. **USER AGREEMENT**

The notice that follows is posted for all subscribers to the official email group:

"The IICLB, INC is a member of the International Court System. It is a philanthropic organization based in Long Beach, California, USA. Purpose of this e-group is to allow members to exchange information and coordinate activities, feel welcome, and have fun. It is for Court business-related information only and is not intended to be a 'chat' message board. No SPAM, chain letters, advertisements or drama. Do not post subjects of a personal and/or private nature intended for viewing only by an individual. Copying and pasting of private emails of a negative/derogatory/inappropriate nature between individuals is specifically prohibited. You may be removed from this group for violations of these guidelines. Any member of the group is free to post messages to the group or add pictures. To respect our members' email limitations, a limit of one (1) event announcement is permitted per calendar week. Everyone is free to request membership or removal of membership at any time and can be added back to the group upon their request to do so if they left in good standing. However, anyone removed due to repeated violations are subject to approval by the IICLB, INC Board of Directors for reinstatement to the group."

MODERATORS

Moderators appointed by the Board have authority to add users and remove users for violating agreements. Moderators shall post lists of subscribers and users agreements quarterly and welcoming notes to new subscribers as they are added to the roll.

ADMINISTRATIVE ACCESS

Moderators and the President and Secretary of the Board have full administrative access. A copy of all administrative-level passwords is held in the Secretary's records.

EMAIL GROUPS FOR THE BOARD OF DIRECTORS AND COLLEGE OF MONARCHS

The Board and the College designate moderators and administrators of these groups. Postings on these email groups are for the exclusive use of the Board and College members, respectively.

WEB SITE OF THE IICLB, INC

GENERAL PROVISIONS

a) The Internet Address of the IICLB, INC official web site shall be www.iiclb.org

b) The Board of Directors shall be responsible for the content and operation of the web site, insuring that it is owned and registered to the IICLB, Inc.

c) The Treasurer shall pay fees for domain name and web hosting in a timely fashion so that service is not interrupted.

d) The IICLB, INC web site and social media shall be used to promote all IICLB, INC sponsored events and to allow easy access to public IICLB, INC records and applications.

e) All software used for the web site must be free or wholly owned by the IICLB, Inc.

f) The President and Secretary of the Board shall have full administrative access to the web site and a copy of all administrative-level passwords shall be held in the Secretary's records.

h) The Board shall appoint the Communications Committee Chairperson to manage maintenance requirements and work with title holders, officers and committees with responsibilities for developing and submitting content if a signed contract is not in effect.

ANNUAL MAINTENANCE

Annual maintenance shall include, but is not limited to, changing names and titles and uploading photos provided by the title holders, and maintaining a current roster of board and court members

IMPCOURT.ORG

The President is responsible for

a) making annual updates to the listing for the IICLB, INC on Impcourt.org within thirty (30) days following Coronation;

SOCIAL MEDIA AND NETWORKS

The Communications Committee is responsible for developing plans and policies by which the IICLB, INC members use Face book and other social media (Twitter, blogs, LinkedIn, etc.) to benefit the IICLB, INC mission by:

- Engaging in conversation with LGBTQ audiences and allies,
- Advertising fund-raising events,
- Sharing pictures and videos,
- Recruiting members,
- Referring people to new information on the website, and
- Conducting survey

Once developed, the IICLB, INC'S social media policy and personal online communication guidelines will be included as appendices to this manual and posted on the website.

SOUVENIR PROGRAMS

PURPOSE

Souvenir programs are produced for Coronation, for the purpose of raising funds for IICLB, Inc. Income is derived from the sale of space for ads, announcements and messages. Costs of printing are minimized by limiting the number of non-revenue pages.

REVENUE PAGES

The advertising rates for each program are established by the Board of Directors.

Outside front and back cover will be in color.

Inside front and back cover will be in color.

All other pages will be determined by the Coronation Committee

NON-REVENUE PAGES

All non-revenue pages are to be printed in B&W and on regular stock unless donations to cover additional costs of colored ink and/or special stock are received by the deadline for receipt of copy.

All content of non-revenue pages shall be reviewed and approved by the Committee on Souvenir Programs or editor(s) appointed by them before the program goes to print.

CORONATION PROGRAM

Each Coronation program regardless of its dimensions, shall include all and only the following non-revenue pages:

- a) One (1) page letter of greeting from the President of the Board of Directors.
- b) Two (2) pages for the picture and letter of each stepping-down monarch.
- c) One (1) page to honor each anniversary reign.
- d) One (1) page to introduce each candidate for Emperor and Empress.
- e) One (1) page for names and titles of all current reign members and advisors. h) Four (4) pages for pictures, names and titles of the International Imperial Court of Long Beach Monarchs and Honorary Monarchs
- k) One (1) page for a list of the International Imperial Court of Long Beach Lifetime, Honorary and Deceased Title Holders.
- l) One (1) page for a bio and picture of the Recipient of the Rick Ford Humanitarian Award.
- m) One (1) page for names of past recipients of the Rick Ford Humanitarian Award.
- o) Up to two (2) pages to present the Order of the Evening.
- p) Up to three (3) pages to include a letter(s) from officials.
- q) One page (1) to honor all designated charities of the concluding reign.
- s) One (1) page for advertising the next reign Investiture.

SECTION 6: TRADITIONAL COURT SPONSORED EVENTS

DEFINITION OF TRADITIONAL EVENTS

Events are considered “traditional” after they have been held for five consecutive years.

VICTORY BRUNCH

Date: Sunday following Coronation

Description: brunch to welcome new Monarch(s); door fee

Hosts: Coronation Committee

Program: buffet breakfast; comments by outgoing and new Monarch(s); awards given

INVESTITURES

Date: approximately sixty (60) days after Coronation

Description: new Monarch(s) invest titles, and crown P&P; open show

Hosts: Board of Directors

Program: commands requested by the new Monarch(s); Proceeds: thirty (30) percent of net goes to the General Fund and seventy (70) percent goes to Charity

MR., MISS MS & MX GAY PRIDE OF LONG BEACH

Date: kick off show first week in April; crowning of 4M’s the weekend before Pride

Description: celebrating with outgoing title holders; election and crowing of new ones

Hosts: 4M’s Committee; Reigning Monarch(s)

Proceeds: thirty (30) percent of net goes to the General Fund and seventy (70) percent goes to Scholarship Fund. **LONG BEACH PRIDE**

Date: usually the third (3) weekend in May

Description: volunteers for parade decorations and attendances

Hosts: Reigning Monarch(s)

CHRISTMAS IN AUGUST

Date: in AUGUST, dates may vary due to reigning monarch(s)

Description: open show celebrating Christmas

Hosts: Emperor 30, 35 40 and 45 Dina Montclair; College of Monarchs

Program: performers, , opportunity drawing, sometimes auctions

Proceeds: thirty (30) percent to the General Fund and Seventy (70) percent to the Hospice Fund

BIG HAIR BALL

Date: four (4) weeks before Coronation

Description: open informal show

Hosts: Board of Directors

Program: performances by current, former and aspiring monarchs; promotion of Coronation activities; opportunity drawing, snacks and sometimes auctions

Proceeds: 100% of proceeds raised go to the Monarch Travel Fund **OUT OF TOWN SHOW**

Date: Friday night before Coronation

Description: performance show featuring out of town guests. Performances will be allowed in the following order: Reigning Monarchs or their ICPR's if they are not in attendance, Past Monarchs then any current court members, should time permit.

Hosts: Board of Directors Program: performance priority to reigning out-of-town monarchs

Proceeds: go to the General Fund

BUS RUN

Date: Friday night after the out-of-town show

Description: bar run to all bars that sponsored bus

Hosts: candidates for E&E

Program: socializing, Jell-O shots, E&E of the QM Contest donation votes

Proceeds: to the General Fund

HOSPITALITY

Date: Saturday morning till afternoon; Saturday night after coronation

Description: buffet and bar for Coronation guests

Hosts: Coronation Committee

Program: socializing; Coronation weekend ticket sales; protocol desk; Saturday afternoon hospitality is the deadline for the E&E of the Queen Mary Contest

CORONATION

Date: The first Saturday in March

Description: celebration of stepping down Reigning Monarch(s) and crowing of new Monarch(s)

Hosts: Coronation Committee

Program: See Appendix _____ for approved program layout.

Proceeds: go to the General Fund

BUDGET

A budget for an event shall be required where the sponsor or host location is requesting an advance of money from the Court in exchange for services rendered, i.e. rental of a hall, DJ services, etc.

SECTION 7: CODE OF ETHICAL CONDUCT AND DISCIPLINARY PROCEDURES

CODE OF ETHICAL CONDUCT

The IICLB, INC is committed to attracting, developing and retaining a diverse and dedicated membership and therefore complies fully with laws providing equal opportunity to all members without regard to race, color, religion, gender identity or expression, sexual orientation, age, national origin, disability, military or veteran status, marital status or any other attribute protected under federal, state or local laws.

The IICLB, INC does not tolerate unlawful discrimination and harassment of any kind. Reports and complaints are kept confidential to the extent permitted by law and the IICLB, INC'S need to properly review the situation. The IICLB, INC prohibits retaliation against members who, in good faith, submit or participate in reviewing any complaint. Members who believe they are subjects of retaliation should report their concerns to the Board of Directors.

In order to maintain an inclusive, fair and healthy organization, the IICLB, INC expects all members to use good judgment, be accountable for their actions and conduct themselves with integrity. Members are expected to treat others with respect, dignity, honesty and fairness. Behavior that encourages or permits an offensive or hostile environment or that is threatening, insubordinate, violent or obscene is not tolerated.

Members of the IICLB, INC shall:

- act with fundamental honesty and integrity in all Court dealings;
- comply with all policies and procedures in this Policy and Procedures Manual;
- protect the privacy and integrity of the organization and its members;
- act responsibly with Court property and funds at all times, and
- show respect for the organization and all of its members in all public utterances and actions

Members of the IICLB, INC shall not:

- criticize members of the organization or their opinions in any public forum;
- use their Court positions, titles or membership for their personal advantage;
- discuss confidential proceedings of the Court;
- interfere with duties of directors and title holders or
- speak for the Court unless specifically authorized to do so

DISCIPLINARY PROCEDURES FOR FINANCIAL MISCONDUCT

BOUNCED CHECK

a) within three (3) days of the Treasurer receiving the bank's notification of a check deposited without sufficient funds to cover it, the Treasurer shall inform the member by Certified Letter of the situation, the total amount due, any penalties associated with the bounced check and loss of membership standing.

b) The Treasurer shall also copy the Board President and Secretary of said letter.

c) The letter shall be entered into the minutes at the next Board meeting.

d) The member shall have up to thirty (30) days from the date of the letter informing them of said check owed to repay the check amount and penalties by means of a cashier's check or cash to the Treasurer.

e) Upon payment within the thirty (30) days, the member shall regain membership standing.

f) Failure to repay by day thirty-one (31) from the treasurers dated letter means that the member tenders their resignation from the organization and relinquishes/resigns any and all current court titles and/or board membership.

g) The Treasurer shall inform the board of said resignation at the next board meeting and send a Certified Letter to the member stating what action has been taken.

h) The board shall be required to approve such resignation.

i) Resignation from the organization shall not relinquish the requirement of the person to repay the organization the money owed.

MONEY COLLECTED ON BEHALF OF THE ORGANIZATION

a) Any member who sells event, opportunity drawing tickets or ad space and is to collect money on behalf of the organization shall be required to turn the money over to the Treasurer no later than three (3) days after a deadline set by the Board of Directors. The deadline for ticket sales shall be the date of the event or opportunity drawing tickets. The deadline for sales of ad space shall be one (1) week prior to the date that the souvenir program goes to print.

b) The member shall be considered in arrears on day four (4) following the deadline.

c) On the fourteenth (14) day from the day of collection, failure by the member to turn over receipts shall mean that the member tenders their resignation from the organization and relinquishes/resigns any and all reigning court titles and/or board membership.

d) The Treasurer shall inform the board of said resignation at the next board meeting and send a Certified Letter to the member stating what action has been taken.

e) The Board shall be required to approve such resignation.

f) Resignation from the organization shall not relinquish the requirement of the person to repay the organization the money owed.

ENCUMBERING THE ORGANIZATION WITH FINANCIAL OBLIGATIONS

a) Members may not encumber this organization with any financial obligation without the express permission of the Board.

b) Members who do so shall be notified that such financial obligation is their personal responsibility in a certified letter from the Treasurer.

c) The letter shall also denote the amount of financial obligation and the loss of membership standing.

d) The Treasurer shall also copy the Board President and Secretary of said letter.

e) The letter shall be entered into the minutes at the next Board meeting.

f) The member shall become in arrears upon receipt of said letter.

g) The member shall have thirty (30) days, from the date of the letter, to personally pay the debt.

h) Upon payment within the thirty (30) days, member shall regain membership standing.

i) Failure to repay by day thirty-one (31) from the treasurer's dated letter means that the member tenders their resignation from the organization and relinquishes/resigns any and all reigning court titles and/or board membership.

j) The Treasurer shall inform the board of said resignation at the next board meeting and send a Certified Letter to the member stating what action has been taken.

k) The board shall be required to approve such resignation. Resignation from the organization shall not relinquish the requirement of the person to repay the organization the money owed.

IMPROPER EXPENDITURE OF FUNDS

a) From time to time, members may be given money to expend on varying activities within and on behalf of the organization. The member given the money shall provide receipts for any and all funds expended and return any unused money to the treasurer by a date established by the Board of Directors. The funds may only be spent for the items that have been approved by the Board and/or in the budget if appropriate. Failure to turn in receipts and unspent money within Fourteen (14) days of the deadline will result in the member being declared in arrears.

b) The Treasurer shall on day fifteen (15) notify the member in a certified letter that they have fifteen (15) additional days to turn in receipts and unused money or lose their membership status. A copy of the letter shall enter into the minutes at the next Board meeting.

c) Upon return of receipts and unused money totaling the amount given to the member by the treasurer by said date, the member shall regain their membership standing.

d) Failure to repay by day fifteen (15) from the treasurer's dated letter means that the member tenders their resignation from the organization and relinquishes/resigns any and all reigning court titles and/or board membership.

e) The Treasurer shall inform the board of said resignation at the next board meeting and send a Certified Letter to the member stating what action has been taken.

f) Resignation from the organization shall not relinquish the requirement of the person to repay the organization the money owed.

APPEAL PROCESS

Decisions regarding disciplinary action for financial reasons may be appealed for review to the Board of Directors:

a) An appeal puts the disciplinary action in question on hold. Any action taken by or on behalf of the Board will be also being put on hold until resolved by the General Membership.

b) The member being disciplined has fifteen (15) days, from receipt of the above Certified Letter, to inform the Board President of their intent to appeal the decision to the General Membership.

c) The Board President shall then place the appeal on the Agenda of the General Meeting which shall meet the following criteria: The meeting must not fall within ten (10) days from receipt of notice to appeal and shall not exceed sixty (60) days from the notice to appeal.

d) At the General Membership meeting, the President or designated representative will address the issue with the General Membership. All pertinent testimony will be read aloud or provided in writing by the Board Secretary to the General Membership.

e) An open discussion will follow utilizing the following format: The individual making the appeal may speak for up to fifteen (15) minutes. Each member in good standing will be allowed to address the membership for no more than three (3) minutes, unless a longer time is set at the discretion of the presiding officer. Should Board members so desire, they will be allowed to speak or question general members only for input for no more than three (3) minutes each, unless a longer time is set at the discretion of the presiding officer.

f) At the close of discussion the General Membership, including the Board, will vote by secret Ballot. Only in the event of a tie will the presiding authority be allowed to vote on any appeal before the general membership. A majority of the present members in good standing fifty (50) percent plus one (1) must decide to accept the appeal. The vote counts will be entered into the next minutes of the Board.

g) If the appeal is declined, disciplinary action shall continue as previously started.

h) If the General Membership accepts the appeal, the member will regain his good standing, any court titles and/or Board membership. A decision of the General Membership to accept the appeal will not be implemented until such time as the monies have been repaid.

DISCIPLINARY ACTIONS FOR NON-FINANCIAL MISCONDUCT

INITIATION OF DISCIPLINARY ACTION

Any incident that a member believes rises to the level requiring Disciplinary Action must first go through the process offered by the use of the Grievance committee. Should the parties involved not arrive at a mutually agreeable solution, then either party has the ability to partition the Board for redress. They would then follow the guidelines listed below.

The Grievance Committee, itself, has the ability to refer the matter to the entire Board, either for a solution or for actual Disciplinary Action.

WRITTEN REQUEST AND FACT-FINDING MEETING

a) An Officer needs to receive a written request, from either party involved or from the Grievance Committee, within thirty (30) days from the completion of the work of the Grievance Committee.

b) This letter must include a specific request for disciplinary action, include all pertinent information and be presented one (1) week prior to the Board meeting.

c) The complaint information must be presented to the Board and the Board must agree by a majority vote that this complaint is valid and acted upon.

d) A written letter from the Board will be sent by the Secretary via registered mail-return receipt requested to the individual outlining the actions for which the individual may be subject to discipline. The letter will contain the alleged misconduct and the date, time and place for the special fact-finding meeting.

e) A special Board fact-finding meeting shall be called. This meeting shall be held at/on the date, time and place noted in the above letter. This meeting shall be chaired by the President. If the President is involved with the disciplinary action or is a witness, then the Vice-President will chair the meeting.

f) The Board will request the presence of any and all pertinent witnesses to the action allegation(s). Each witness will be expected to provide a detailed written account of the allegations. This account will be read by the writer (or the Board Secretary, should the writer not be able to attend the meeting) and a copy will be presented to the Secretary of the Board for recording in the minutes.

g) The witness may make a brief concise statement.

h) The person(s) whom the allegations have been made may make a brief, concise rebuttal of allegations.

i) The president will then ask for questions.

j) At the conclusion of the special meeting, members of the board who are not involved or witnesses will review testimony and decide, by vote, if allegations are justified.

k) In the event that the allegations are found to be justified, the Board shall decide what disciplinary action, if any, shall be taken. Approval by a majority of the Board members who are present will be necessary to approve a disciplinary action.

l) The Secretary shall notify the individual all parties concerned about the Board's action via Certified next regular Board meeting.

FORMS OF DISCIPLINE FOR NON-FINANCIAL REASONS

The Board may choose among the following or select an alternative depending on the severity of the grievance

- **Reprimand:** A written statement as to the inappropriate behavior and a specific course of action to be taken. A representative of the Board meeting shall be chosen to deliver the reprimand in private. A copy of the reprimand will be kept as part of the Court Records.

- **Censure:** A written reprimand for actions not befitting a member of our Court that results in immediate loss of rights of membership and specifies how the rights may be regained. The Secretary will send the letter of censure by registered mail with return receipt requested or deliver it by hand.
- **Temporary Suspension of Title:** If inappropriate behavior continues after a reprimand and/or censure, or if incident is in itself serious enough, it may result in temporary suspension of any position or awarded title for a specified period not to exceed one (1) year. The Secretary will send the letter of censure by registered mail with return receipt requested or deliver it by hand. During the period of the suspension, the individual will
 - a) lose all voting rights
 - b) not be able to “walk” with the IICLB, INC in or out of town
 - c) not be allowed to represent the IICLB, INC for any purpose
- **Forfeiture of Elected Title or Board Position:** A simple majority vote of the Board may cause the individual to forfeit the elected title or Board position permanently and to lose all rights of membership for a specified period not to exceed one (1) year. The Secretary will notify the individual of the Board’s action and any requirements for regaining rights of membership by registered mail, return receipt requested. If the requirements are met during the period, rights of membership will be reinstated. If requirements are not met during the period, rights of membership will be terminated.
- **Termination of Membership:** A simple majority of the Board may terminate the membership of the individual. The Secretary will notify the individual by registered mail, return receipt requested. If the individual chooses to reapply for membership, two (2) Court members in good standing shall speak to the Board regarding their willingness to be sponsors. A simple majority vote of the Board shall be sufficient to reinstate membership.
- **Non-Grata:** Reserved for the most egregious and criminal acts against the organization/society. This recommendation from the Grievance Committee, with the approval of the Board of Directors officially removes all titles ever given to the individual during their time with the IICLB and shall be reported to the ICS to ensure the individual is not allowed to walk at any court function in any realm.

APPEAL OF DISCIPLINARY ACTION FOR NON-FINANCIAL MISCONDUCT

The individual who has been disciplined for a non-financial reason may accept the Board’s decision or appeal to the registered membership by writing a letter to the Board President within fifteen (15) days of receiving the certified letter. The Board President shall then place the appeal on the agenda of a meeting of the Registered Membership that must take place at least ten (10) days but not more than sixty (60) days after receipt of the letter of appeal.

At the meeting of the Registered Membership, the President or designated person will speak to the original charges, testimony and decision. The person appealing the Board’s decision may then speak for up to fifteen (15) minutes and each Registered Member may speak for up to three (3) minutes. Should the Board members so desire, they will be allowed to speak or question Registered Members for up to five (5) minutes. Discussion will be closed, and the President will call for a motion to accept the appeal and revoke the disciplinary action. Board and Registered Members will cast secret ballots. A simple

majority vote will decide the outcome and the vote counts will be entered into the minutes of the next Board meeting.

DISCIPLINE OF HONORED MEMBERS OF THE IICLB, INC

No disciplinary action of an individual who has earned Honored status will permanently remove his or her title or number unless the individual has been convicted of a crime against the IICLB, Inc. Termination of membership, titles and positions and all rights and privileges of any titles from the organization shall be automatic with a conviction of a misdemeanor or felony crime against this organization. Action will be entered into the minutes of the next Board meeting.

REMOVAL OF A REIGNING MONARCH

A Reigning Monarch who fails to fulfill their responsibilities as assigned by the Bylaws and/or Board of Directors and whose conduct seriously damages the IICLB, INC may be suspended from the title and Board position by a two-thirds (2/3) majority vote of the Board of Directors and the College of Monarchs at a special meeting with a quorum of each group present. Vote counts will be entered into the minutes of the next Board meeting.

SECTION 8: TITLES, AWARDS, PROTOCOL, SYMBOLS AND REGALIA

COURT TITLES

EMPEROR AND EMPRESS

The primary title holders of the IICLB, INC are known as His Most Imperial Majesty, Elected Emperor (followed by Reign #) and Her Most Imperial Majesty, Empress (followed by Reign #). They are considered and treated as equal in rank, responsibility and authority, and serve as public face of the organization and fundraising chairs for the reign.

ELIGIBILITY REQUIREMENTS AND QUALIFICATIONS FOR CANDIDACY

Specified in the Bylaws.

APPLICATION PROCEDURES

The Board shall be in charge of issuing applications, standards and qualifications for candidates for the title Emperor and Empress no more than 45 day in advance of the Screening meeting and no less than 30 days advance. The applicant completes an application form and sees that it is delivered to the President of the Board in person or electronically via designated emails by the deadline advertised by the Board of Directors. The applicant pays the application fee and appears for an interview with the Screening Committee. In addition, the Screening Committee shall consider a candidate's suitability for the position. This shall include, but NOT be limited to:

- a) General character
- b) Conduct
- c) Code of Ethics
- d) Integrity
- e) Ability to fulfill the requirements of the position

f.) Presentation – All candidates must dress in appropriate attire

As a courtesy, members of the Imperial Family not seeking a Head of State position may be invited to the screening process. Following all interviews, the Screening Committee determines who is advanced to candidacy and refunds the application fee to any applicant who is not advanced.

CAMPAIGN PROCEDURES

- The Screening Committee will oversee the campaign process
- Candidates provide pictures of themselves for inclusion in the souvenir program
- Candidates shall be introduced at Candidates Night,
- All candidates must be present at Candidate Night. Failure to appear may be considered a breach of campaign rules.
- Campaigning will officially begin thirty (30) days prior to election day
- Candidates must not use current or prior titles during the campaign period
- All campaign fundraisers (private or otherwise) MUST clearly identify the purpose for which the funds are raised
- The Screening Committee shall provide guidance concerning campaign expenditures and require that evidence of authorization to use endorsements or business logos in advertising be provided
- All posters and print materials used during campaigns must be approved by the Executive Board prior to distribution/posting
- All posters and other print materials must include information on hours and location of voting and qualifications of voters
- Termination/disqualification of candidacy shall occur if substantial proof of one (1) or more of the following is brought to the attention of the Screening Committee on or before election day:
 - a) candidates acknowledge receiving and reading the Bylaws and Policy and Procedures Manual, agree to follow policies and procedures governing campaigns, and acknowledge understanding that any actions detrimental to the IICLB, INC of other candidates will be just cause for disqualification
 - b.) Potential candidates are restricted from any verbal or written confirmation of their candidacy prior to the official candidate announcementc) no campaign paraphernalia or media shall be distributed prior to the official campaign period
 - d) complaints about the actions of candidates must be presented in writing to an officer of the Board of Directors within twenty-four (24) hours of the incident and no later than closing of the polls
 - e) disqualification of a candidate shall require a two-thirds (2/3) vote of active Board members
- Neither the President, Reigning Monarchs nor members of the Board of Directors shall publicly support any candidate
- In the event of a contested race, members of the Board of Directors and members of the Imperial Family are required to remain neutral

RESPONSIBILITIES OF REIGNING MONARCHS

The Board of Directors shall advise the Emperor and Empress on matters of state aid them in the execution of their reign and guide them with reference to the boundaries and restrictions of their offices. The Board shall ensure that the Emperor and Empress and their respective line members maintain a standard of excellence and show of unity during their term of office.

Each reigning monarch shall:

- a) serve as an ex-officio member of the Board of Directors and fulfill all responsibilities of that position;
 - b) attend 85% Court/Board-sponsored events unless excused in advance by a member of the Board of Directors who, in turn, shall notify other Directors;
 - c) attend four (4) out of state coronations;
 - e) attend San Francisco, Los Angeles, Orange County and San Diego coronations;
 - f) make at least one (1) civic or community public appearance per month, maintaining the best public image and at all times attempt to nurture and maintain the unity of the community in which the IICLB, INC represents;
 - g) attend all Court/Board meetings;
 - j) be permitted complimentary admission to all functions of the IICLB, INC;
 - k) appear in attire appropriate to his/her title as befitting the occasion;
- l) maintain symbols of office and regalia in his/her possession; Jointly and throughout the year, the reigning monarchs shall:
- be the primary fundraisers for the IICLB, INC;
 - be restricted from taking possession of any of the funds raised by or for the IICLB, INC, unless they are the only representative
 - convene Court meetings monthly
- d) maintain decorum and order of the Court members, in addition, are expected to diffuse any potential conflict between any members of this court and members of another court;
 - e) provide to the Board of Directors a bi-monthly calendar of Court/Board events and will advise the Board of any changes in date, location or type of function in a timely manner;
 - g) ensure that all functions/shows shall have budgets and flyers approved by the Board of Directors no later than 60 days in advance of the month in which the function is to take place. All funds received shall be processed through the IICLB, INC exclusively;
 - h) Any publicity should be coordinated with the Communications Committee;
 - i) Flyers for an event shall include the following:

- 1) Title of the event
- 2) Date, time and location of the event
- 3) Door donation amount (if any)

4) Beneficiary of the event (i.e. "Proceeds to benefit.....") the Advertising and Marketing Committee will approve all flyers for content and accuracy prior to publication

5) 501©3 disclaimer information

6. Point of Contact for Event

7. Web Address

j) serve as co-chairs of the Coronation Committee of the Board of Directors; Ninety (90) days before stepping down, the monarch(s) shall have his/her personal picture, letter and court pictures for the program.

RIGHTS OF REIGNING MONARCHS

Each reigning monarch shall have the right to:

- a) choose a personal title which shall read "The _____ of the wave" after he/she steps up;
- b) be recognized as "His/Her Most Imperial Majesty" for the duration of the reign; the "Most" is removed from the title when the individual steps down and is returned perpetually upon death;
- c) receive a complimentary ticket to the Coronation at which he/she steps down;

Acting together, the reigning monarchs shall have the right to:

- a) choose a theme, color scheme and/or symbol to represent their reign;
- b) nominate nonprofit organizations, with approval from the Board of Directors, shall be recognized as "charities of the reign," the board must approve any change or deviation;
- c) nominate individuals who, with approval from the Board of Directors and College of Monarchs shall be invested at Investitures as Imperial Prince and Imperial Princess;
- d) invest individuals with ICPR titles that shall be recognized as the most "senior" invested titles for the duration of the reign;
- e) present a total of six (6) command performances (three (3) each) at Coronation;
- f) select two (2) lifetime titles (one (1) each) with approval of the Board of Directors at Coronation;
- g) issue one (1) declarations/proclamation that shall be followed after their reign per monarch with the approval of the Board of Directors;
- h) have one last walk (consist of 3 songs) each at Coronation;
- i) an official escort, during a court walks or presentation is their elected counterpart. If solely elected, they will walk alone;

j) walk with an Imperial Family member of equal peerage during a court walk or court presentation, after a successful completion of their reign.

k) petition the Board of Directors to consider any amendments to the above items;

PROCESS OF REIGNING MONARCHS RECEIVING THEIR NUMBERS

If the Monarchs make it to Coronation, they have received their official monarch number.

REGENT EMPEROR OR REGENT EMPRESS

APPOINTMENT: If there is no candidate for a Monarch position, if the only candidate does not receive more than half of the votes cast, or in the event that the position of Emperor or Empress becomes vacant due to resignation, termination or other reason, a Regent Monarch may be appointed by majority vote of the Board of Directors. If a regent is to be appointed, the Board shall determine which members of the College are eligible because they currently reside in the Empire, are registered members, and never have failed to complete a term as a Regent Monarch. Once a list of eligible College is established, the position will be offered to those on the list in descending order of the number of their reign. If no eligible College member accepts a regency offer, then the Board of Directors will determine options.

RECOGNITION: For the duration of the reign, a Regent Monarch is introduced as “His/Her Imperial Majesty, Regent Emperor/Empress of (Reign #),” If the individual fulfills all requirements of a reigning monarch, the Regent designation will be removed and the thereafter is introduced as “His/Her Imperial Majesty, Emperor/Empress (Reign #).” If the appointment of a regent should occur due to the death of a reigning monarch, the successor shall always be known as a Regent. The deceased monarch shall always be known as Emperor/Empress with their reign number.

a)

MEMBERS OF THE COLLEGE OF MONARCHS

RIGHTS OF COLLEGE MEMBERS

In addition to rights specified in the Bylaws, each member of the College of Monarchs shall have the right to:

a) perform at Coronation on the tenth (10), twentieth (20) and thirtieth (30) anniversaries of his/her admission to the College;

b) be represented by an ad in the souvenir program of coronation that coincide with the tenth (10), twentieth (20) and thirtieth (30) anniversary of his/her admission to the College;

DEAN OF THE COLLEGE

The individual elected as Dean of the College at the March meeting shall have these rights and responsibilities for a two (2) year term:

a) chair all regular and special meetings of the College;

b) serve as member of the IICLB, INC Board of Directors;

c) host and help produce the annual College fundraising event;

d) organize and assist in monitoring voting for Emperor and Empress;

e) assist in organizing and conducting the crowing ceremony at Coronation;

f) update the roster of contact information for members of the College to include current home addresses, phone numbers and email and social network addresses and provide copies to all College members;

IMPERIAL CROWN PRINCE AND IMPERIAL CROWN PRINCESS ROYALE

ELIGIBILITY REQUIREMENTS AND QUALIFICATIONS

An individual is eligible for appointment as Imperial Crown Prince Royale or Imperial Crown Princess Royale if he or she:

a) is a Registered Member of the IICLB, INC;

b) has been a resident of the Long Beach Empire for a minimum of one year;

c) has successfully fulfilled responsibilities associated with a title or office in the IICLB, INC, a nonprofit organization or a foreign Empire;

PROCEDURE FOR APPOINTMENT

The reigning monarchs jointly appoint an Imperial Crown Prince Royale and an Imperial Crown Princess Royale from among individuals approved as eligible.

CROWNING

The Imperial Crown Prince Royale and Imperial Crown Princess Royale shall be invested with their titles at Investitures.

REMOVAL

An Imperial Crown Prince Royale and Imperial Crown Princess Royale who fails to fulfill responsibilities of the office or whose conduct seriously damages the IICLB, INC shall be subject to removal by the monarchs or a majority vote of the Board of Directors at a duly convened meeting with a quorum present. After the monarchs have been notified.

VACANCY

Should either position become vacant for reason of death, resignation or removal, the reigning monarch(s) may appoint replacement(s) with approval of the Board of Directors and College of Monarchs.

RESPONSIBILITIES OF IMPERIAL CROWN PRINCE AND IMPERIAL CROWN PRINCESS ROYALE

a) attend all Court meetings, all meetings of the Board of Directors and all Court-sponsored fundraisers unless excused in advance by a member of the Board of Directors who, in turn, shall notify other Directors;

b) attend at least two (2) ICPR Balls (or coronation at which ICPRs step down) in other Empires;

c) assist in planning and conducting the Coronation at which he/she steps down;

d) perform such other duties as may be assigned by the Emperor and Empress or by the Board of Directors;

MR., MISS MS, and MX LONG BEACH GAY PRIDE

ELIGIBILITY REQUIREMENTS AND QUALIFICATIONS

Applicants for the Mr., Miss Ms., and Mx. Long Beach Gay Pride title;

- a) must be current residents of the Long Beach Empire
- b) must have lived in the Empire for a minimum of six (6) months

Once an applicant has been approved they may campaign up till the day of the contest.

SCREENING

Applicants must pay \$20.00 application fee and complete and return an application form by a deadline specified by the Mr., Miss Ms., and Mx. Long Beach Gay Pride Committee or by the Board of Directors.

Applicants are interviewed by the Pride Committee at a special meeting called for that purpose.

Applicants become contestants when approved by a majority of the Pride Committee

The application fee is refunded if the person does not pass screening.

CAMPAIGNING

Contestants may campaign from the time they are announced until the Mr., Miss Ms., and Mx. Long Beach Gay Pride Contest.

ELECTION

Election of the winner is determined by the amount of money raised.

CROWNING

The newly elected title holders are crowned at the end of the Mr., Miss Ms., and Mx. Long Beach Gay Pride Contest.

RIGHTS OF MR., MISS MS, MX LONG BEACH GAY PRIDE

- a) Title holders are considered members of the Imperial Family of the Reign that is current when they are elected.
- b) They are introduced as Mr., Miss Ms., and Mx.. Long Beach Gay Pride (title year) of the current Reign number.
- c) At the contest at which they step down, each Long Beach Gay Pride shall be entitled to one (1) command performance and offer a “final performance” for a maximum of six (6) minutes.
- d) The current Mr., Miss Ms., and Mx.. Long Beach Gay Pride are entitled to complimentary ticket for the contest at which they step down.

e) On each anniversary of their stepping down, each Mr., Miss and Ms. Long Beach Gay Pride are entitled to perform at the Mr., Miss and Ms. Long Beach Gay Pride Contest.

RESPONSIBILITIES OF Mr., Miss Ms., and Mx. LONG BEACH GAY PRIDE

- a) Each Long Beach Gay Title holders shall assist in planning and conducting the Mr., Miss Ms., and Mx. Long Beach Gay Pride pageant which he/she steps down
- b) Two fundraiser, one for the court and one of their choice
- c) Maintain residency in the Empire. Title holders who live outside the Empire for more than 30 consecutive days during the first nine months of the title year shall vacate their title/s
- d) Attend at least three (3) Gay Pageants in other Empires

EMPEROR AND EMPRESS OF THE QUEEN MARY

Eligibility. See Earlier Description

Campaign and Election. Candidates for each title shall collect money by any legal means from the time they are introduced at the Out-of-Town Show until the end of Hospitality prior to Coronation. The contestant for each title who collects the most money is declared the winner. In event two (2) or more contestants collect the same amount of money, they shall be declared as joint winners.

Assumption and Term of Office. The Emperor and Empress of the Queen Mary are introduced by title and year of their election (e.g., Emperor of the Queen Mary 2014) at the beginning of Coronation. They serve until candidates are announced at the next year's Out-of-Town Show.

Rights. The Emperor and Empress of the Queen Mary have the right to

- a) Walk with the IICLB, INC at Out-of-Town Show events as permitted by the host Court's protocol
- b) Perform at IICLB, INC events with "open show" provisions

CITIZENS OF THE REALM AND HONORED LIFETIME TITLE HOLDERS

With approval of the Board of Directors, each Reign may name one (1) or two (2) Citizens of the Realm and award one (1) or two (2) unique lifetime titles to other individuals. Once announced at Coronation, these individuals become Honored Members of the IICLB, INC. The number of the Reign in which they were honored is referenced when they are recognized.

AWARDS AND HONORED TITLES

The Rick Ford Humanitarian Award

The award was established by Emperor 38 Dino aka Bryan Garcia and Empress 38 Paloma Ole' aka Eugene Valdez in honor of Rick Ford, founder of the IICLB, INC. The award recognizes individual(s), organization(s) or business(s) that have made significant contributions to the IICLB, INC and the LGBT community of Long Beach, CA. Each new recipient is chosen by the Board of Directors. The award is presented at Coronation. Recipients are considered Honored Members of the IICLB, INC.

Court Member of the Year

Winners of this one (1) award is chosen by the Reigning Monarch(s). If they choose, they may call for an advisory vote of the membership. The award is presented at Coronation with individual plaques. Plaques are provided by the Reigning Monarch(s)

Presidents Award – Given to an individual who has contributed greatly to the IICLB

PROTOCOL

REIGNS

A “reign” refers to a period during which a sovereign monarch has authority. In the IICLB, INC, a reign begins when the Monarchs are crowned at Coronation and ends when successor Monarchs are crowned at the next Coronation. The term of each reign is approximately one year.

Each reign and the Emperor, Empress, associated with them is distinguished by Roman numerals in all official documents and advertising. Arabic numerals are to be used only when emcees are to read them aloud.

Reigning Monarch(s) may choose to distinguish their reign by color scheme, name and/or by a general theme to inform invested titles and names of events. Distinguishing characteristics may be announced at any time, but do not become official or permanent until written documentation is submitted for the archives.

PROTOCOL FOR USE OF TITLES

Imperial Titles

The titles of Emperor, Empress, Imperial Crown Prince Royal and Imperial Crown Princess Royale, Imperial Crown Prince, Imperial Crown Princess, Imperial Prince, Imperial Princess and any other invested titles comprise the Imperial Family of each reign.

Honored Titles

Titles that have been awarded by election or with prior approval of the Board of Directors and College of Monarchs are considered Honored Titles. Once approved, these titles have all rights and privileges within the Long Beach Realm.

Invested Titles

Reigning Monarch(s) present certificates of title to individuals they want to recognize as members of the Court for their Reign. The Board of Directors has the right to modify inappropriate titles.

The titles at the top of the hierarchy of invested titles in line of succession are;

Camp titles and positions (community, business and etc.)

Lord ling/Damsel

Lord/Lady

Esquire/Squire

Lord/Lady in Waiting

Knight/Dame

Baron/ baroness

Viscount/Viscountess

Count/Countess

Earl

Marquees/Marquesas'

Prince/Princess

Imperial Prince/Imperial Princess

Imperial Crown Prince Royal/Imperial Crown Princess Royal

Honored titles (may be placed in succession of reign)

Emperor/Empress

PROTOCOL FOR QUEEN MOTHER/KING FATHER STATE VISIT

a) Each Empire that would like to have the Queen Mother/King Father in attendance, would have to formally invite them

b) At the ball, give them a runway table or a suitable location where they can be acknowledged by the Courts. Heirs that are present or hosts/ball chairs, must inform the emcees of the Queen Mother/ King Father's location so that people may pay their respect.

c) If the Queen Mother/King Father is giving an award or speaking, then it is to be done in the first act of Coronation

d) The Heirs, Apparent, in attendance, will always be announced prior to the Queen Mother/King Father in act one

e) If the Queen Mother/King Father is participating in the crowning ceremony, he/she must be informed at the time of the invitation. The Queen Mother/King Father should simply observe or actually participate in the ceremony, as per your request

f) At the brunch, the Queen Mother/King Father should be seated at the head table. At the brunch, time should be set aside for the Queen Mother/King Father to speak.

g) Empires that request the Queen Mother/King Father to be in attendance at the Coronation must financially be responsible for all travel expenses, including airfare, hotel room and all tickets.

h) The Queen Mother/King Father should be notified, at least sixty (60) days prior to Coronation, all nominees for consideration for the following awards:

1) International Court Service Commendation (for outstanding community individual or organization)

2) Lifetime Achievement Award

Foreign Titles

The IICLB, INC recognizes a title bestowed by a foreign empire only if that empire is recognized by the International Imperial Court System and the foreign empire respects the sovereignty of the Long Beach Empire.

A title from a foreign empire shall be recognized as long as it is recognized by the foreign empire and does not automatically bestow or preclude the holder from holding any title, privilege or authority within the Long Beach Empire.

NAMES USED FOR PROTOCOL AND OFFICIAL RECORDS

Title holders may change their stage names, but the only stage names that are used in protocol are the names used when they were crowned or invested with their titles.

Reigning Monarch(s) must use “The Wave” in their title, by proclamation.

Legal names of officers and directors must be used on official records of Board decisions and actions, but stage name may be used during meetings and for protocol.

MINISTER OF PROTOCOL

The Board of Directors shall appoint a member of the College of Monarchs to serve as Minister of Protocol for each new Reign. The Minister of Protocol and reigning monarchs are responsible for:

- a) Compiling list of titles issued during each reign for the archives
- b) Identifying persons who are planning to attend events that will feature court entrances, determine the appropriate name, title and form of introduction for each person, and create the proper lineup
- c) Submitting complete and correct information in a timely fashion and in the format requested, and make or arrange for revisions as necessary
- d) Maintaining records and create reports when requested by the Board of Directors
- e) Updating Protocol Book of the Waves for each Reign.
- f) The Minister of Protocol has final say on all issues pertaining to protocol
- g) Once the Protocol Book of the Waves is ready, it cannot be altered, it will be given to the highest Reigning Imperial Title Holder attending the event or Coronation to be turned in at Hospitality.

ORDER OF INTRODUCTION

- a) To be introduced at an IICLB, INC-sponsored or out-of-town function, a person must notify the Minister of Protocol of his/her intention to attend prior to the announced deadline and be present and able to stand or walk at the designated time and location
- b) A person’s place in the order of introductions is determined by the individual’s highest title. In the event the individual has held the same title in two or more reigns, he/she walks with the most recent reign
- c) Candidate for Emperor and Empress will use their current titles from the time they are announced until voting is over

- d) Each title is assigned to one of four groups: Friends and Allies, Invested Titles, Honored Titles and Members of the Imperial Family
- e) Whenever holders of equivalent male and female titles are to be introduced, the male title holder is introduced first. If there is a walk, the male title holder takes a few steps and then waits to escort the female title holder to the dais
- f) Within the group of FRIENDS AND ALLIES (representative(s) of other organizations in or associated with the Long Beach Empire), those with longer terms of association are introduced before those with shorter terms
- g) Within the group of INVESTED TITLES, those with titles given in prior reigns are introduced before those with titles given by the Reigning Monarch(s). Among those invested in the current Reign, the order is reverse of seniority(e.g., the Baron, Consort to the Emperor and Duchess are introduced before the First Lady who, in turn, followed by the Grand Duke and Duchess, the Imperial Prince and Princess and the Imperial Crown Prince and Princess Royal)
- h) Within the group of HONORED TITLES, the first sort is by type of honor: Recipients of the Rick Ford Humanitarian Award, Citizens of the Realm, those with Lifetime Titles, Honored Directors, Gay Pride of Long Beach title holders who have stepped down, Imperial Princes and Princesses who have stepped down, Imperial Crown Prince's Royal and Princesses Royal who have stepped down and members of the College of Monarchs. Within each of those groups, the most senior honoree is introduced first
- i) Within the IMPERIAL FAMILY of the current reign, the order depends on the purpose of the event

When attending a Coronation the IICLB, INC will walk as follows:

- a) Friends and Allies of the Court
- b) Non titled Board Members
- c) Civic Title Holders
- d) Lifetime Title Holders
- e) Honored Title Holders
- f) Imperial Family Members
- g) Current Reigning Court

Typically, your protocol cards will begin with an introduction of our Court, followed by a greeting to the stepping down Monarch(s), protocol cards of those walking and ending with an invitation to our Coronation.

PARADES

- a) Parade applications are the responsibility of the Emperor/Empress
- b) Modes of Conveyance (car, truck or float) are to be determined by the Emperor/Empress with the Board of Directors approval

- c) Parade decorations to be determined by the Emperor/Empress and paid out of court funds
- d) Parade lineup is the discretion of the Emperor/Empress with the Board of Directors approval
- e)

SYMBOLS OF OFFICE

The IICLB, INC provides the following symbols of office to members of the Imperial Family:

- a) Emperor: Crown with silver finish and clear stones
- b) Empress; Crown with silver finish and clear stones
- c) Mr., Miss Ms., and Mx. Gay Pride Long Beach; Sash and Tiara/Crown with silver finish and clear stones

During the Reign in which these symbols are presented, these symbols:

- a) Are to be worn at all IICLB, INC-sponsored functions and when the title holder is to be introduced by the title at other events;
- b) May not be altered and must be kept in good condition. Any expense to repair or replace is at the cost of the title holder;
- c) Are meant to be worn with formal wear and should not be worn with a costume inappropriate to representing the title;
- d) Are to be worn only by the title holder to whom they are given or by the holder's counterpart during a "turnabout" event

Reigning Monarch(s) may purchase and give symbols of office when they invest titles

The State Crown must be worn at Crowning, Investitures, Long Beach Pride, and the Coronations of Long Beach, San Diego and San Francisco.

If there is more than one reigning monarch, the state crown must be worn by both the Emperor and Empress, not just one or the other.

Regent(s) are entitled to wear symbols designated for Emperor and Empress

REGALIA

The Head of State Crowns shall always be worn by the Emperor and Empress at all out of town, state and formal events. The Empress shall always wear a head crown. The Emperor shall have the option of wearing a head crown. The Reigning Monarch(s) are responsible for storage and cleaning of the Head of State Crowns and returning the Head of State Crowns in its original condition at the end of their Reign.

If attending a Coronation in theme, crowns are not required. If attending a Coronation not in theme, monarchs may wear their own crown or the state crown as they see fit.

The IICLB, INC banner featuring the IICLB, INC logo shall be displayed at all IICLB, INC events. The Vice-President is responsible for its secure storage and transport.

The Kneeling bench/pillows are used at Coronation and other Court-sponsored events when titles are to be invested. An appointed Board member is responsible for its secure storage and transport.

CORONATION

Coronation shall proceed as detailed by the By-Laws of the IICLB, INC and as detailed within this section.

Candidate(s) who are successfully elected to their desired positions will “step up” at Coronation and will be administered the Oath of office

The stepping down Head(s) of State will work with the Coronation Coordinator in the planning and execution of the Coronation Ball. They shall meet all reasonable deadlines as indicated by the Board of Directors.

CROWNING

The entrance for crowing for Coronation shall be as follows:

- a) Imperial Lifetime Title Holders
- b) Imperial Family Members (in reign order)
- c) Board of Directors Members (by title)
- d) Executive Officers
- e) Stepping Down Imperial Head(s) of State

For Coronation the entrance for the regalia for crowning shall be as follows:

- a) Empress shall carry in the appropriate Head of State Crown
- b) Emperor shall carry in the appropriate Head of State Crown
- c) The Treasurer shall carry in the capes of office
- d) The Secretary shall carry in the election results
- e) The Vice-President shall carry in the State Sword
- f) The President shall carry in the Oath of Office

All various paraphernalia (pillows for kneeling, benches etc.) should already be on stage.

Once gathered, the President shall call for the election results and the Secretary shall reveal the results to all on stage. Once satisfied, the President shall instruct the stepping down head(s) of State to bring in the newly elected Head(s) of State.

The outgoing Head(s) of State should fully participate in the crowning of the newly elected Head(s) of State.

The President shall formally introduce the newly elected Head(s) of State and invite the audience to greet them in Hospitality.

GLOSSARY OF TERMS

STATE EVENTS

Events designated by the IICLB, INC as “State Events” are: Investitures and Coronations. These events are typically formal and all Heads of State and Court members are expected to be in attire appropriated to their given title and position. The only exception would be attending a “State Event” in theme attire as designated by the Heads of State

CORONATION

An annual event held by a court in which the reigning Emperor and/or Empress steps down and the new Monarch(s) are crowned. This event is formal unless otherwise designated by the hosting Court. In Long Beach, Coronation is usually held in March and is considered a formal “State Event”

FUNDRAISER

Any event or function designated to raise money for a specific beneficiary, and/or IICLB, INC charities

HEADS OF STATE

The elected titleholder(s) that “step up” at Coronation. In Long Beach the Heads of State are defined as the Emperor and Empress for the International Imperial Court of Long Beach, Inc

INVESTITURE

A “State Event” where titles are typically given out. Court members are “invested” or granted their title for the reign at this event. Attire is usually formal unless designated by the court producing the event. All Heads of State are expected to wear attire appropriate to their title, i.e. crowns, gowns, tuxedo, mantle or medallion. Likewise court members are expected to wear attire appropriate to their title and position unless otherwise directed by their Head of State

IN GOOD STANDING

A member who is up to date on dues, no outstanding debt, active in the court, has a vote at meetings, attends IICLB, INC meetings and functions, are eligible to walk and use their Long Beach titles to represent the organization

NOT IN GOOD STANDING

This means that a member who has not fulfilled his obligations of paying dues, owing money to the IICLB, INC or being active in the court cannot “walk” or use their Long Beach title to represent the IICLB, INC organization in any capacity, vote on any issue or put on any function

REIGN

The time period for which a Head of State has been elected. Typically this is a twelve (12)-month time frame. In Long Beach, a reign is the time period in which the newly elected Head(s) of State are officially responsible for raising money for the organization.

INACTIVE STATUS

Imperial family or lifetime title holder who is not active in the organization is allowed to walk at State Events as a non active member upon Board of Directors approval