

# **INTERNATIONAL IMPERIAL COURT OF LONG BEACH, INC**

## **BYLAWS** - *Revised - January 11, 2016*

### **ARTICLE I. NAME & IDENTIFICATION**

Section 1.01 - The official name of this organization shall be the International Imperial Court of Long Beach, Inc., here after referred to as the IICLB.

Section 1.02 - THE GREAT SEAL OF LONG BEACH

- A. The Great Seal of Long Beach shall be the official logo of the IICLB and featured on all official communication
- B. The Great Seal of Long Beach shall never be used in any IICLB campaign
- C. The Great Seal of Long Beach shall not be changed in honor of Emperor I Gregg I, who designed it.

### **ARTICLE 2. PURPOSE**

Section 2.01 - As specified in the Articles of Incorporation as Amended, the IICLB, INC is organized exclusively for charitable purposes, included, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code., or corresponding section of any future federal tax code. We resolve to combine our efforts to accomplish these goals by;

- A. Raising funds for various charitable causes and people in need within the Greater Long Beach Realm.
- B. Building pride, respect, tolerance and acceptance of each other to create a vibrant community within the Greater Long Beach Realm
- C. To foster and promote cultural, political, economic and social awareness.
- D. To represent the LGBTQ community of the Long Beach Empire at various events throughout the International Imperial Court System and the community at large.

### **ARTICLE 3. MEMBERSHIP**

Section 3.01 - Membership with the IICLB shall be open to any individual residing in the cities of Artesia, Bellflower, Carson, Cerritos, Compton, Downey, Gardena, Lakewood, Lomita, Long Beach, Lynwood, Paramount, Rancho Palos Verdes, Rolling Hills and the communities of Harbor City, San Pedro and Wilmington hereafter referred to as the Greater Long Beach Realm.

Section 3.02 - Members of the IICLB shall be deemed active upon meeting the requirements laid out in the Policies and Procedures.

Section 3.03 - Membership shall be valid for the current reign which begins in March of each calendar year. Any membership dues paid during the final three months of the reign will carryover to the next reign.

Section 3.04 - Active membership will be revoked if dues are not paid within 45 days of the new reign.

#### **ARTICLE 4. BOARD OF DIRECTORS**

##### Section 4.01 - QUALIFICATIONS

- A. Must be at least 21 years old
- B. Active member of the IICLB
- C. Live within the Greater Long Beach Realm
- D. Attend a minimum of three (3) Board Meetings during the past six (6) months
- E. Has never been removed from a title, office or membership by the IICLB or another Chapter of the International Court System, hereafter referred to as the ICS.

Section 4.02 - The Board of Directors, hereafter referred to as "The Board", shall be no smaller than seven (7) elected members and no larger than twelve (12) elected members.

Section 4.03 - Each currently elected Emperor and Empress, hereafter referred to as E&E, will have one vote on all Board matters and do not count against the overall total of the board

Section 4.04 - If a person living outside the Greater Long Beach Realm wishes to serve on the Board, they must petition the board through a written request, meet all the qualifications listed in Article 4, Section 4.01 and receive 2/3 confirmation by the Board.

##### Section 4.05 - STANDING COMMITTEES

- A. The President of the Board shall appoint elected Board Members to chair the following Standing Committees: Bylaws/Policy & Procedure, Communications, Coronation, Grievances and Sponsorship.
- B. Each committee shall follow the guidelines laid out in the Policy & Procedures Manual, hereafter referred to as the P&P Manual

- C. The President of the Board may create ad-hoc committees to enhance the mission of the IICLB
- D. All Ad Hoc Committees will dissolve at the completion of their task or at the end of the current reign.

#### Section 4.06 - REMOVAL FROM OFFICE

- A. A member of the Board may be removed for just cause.
- B. Removal of a member of the Board must be placed on the agenda within the appropriate time frame.

### **ARTICLE 5. EXECUTIVE BOARD**

Section 5.01 The Executive Board shall consist of the following positions:

- A. President
- B. Vice President
- C. Secretary
- D. Treasurer

Section 5.02 - The only authorized users on the financial accounts of the IICLB shall be the Vice President, Secretary and Treasurer.

### **ARTICLE 6. DUTIES OF BOARD OF DIRECTOR MEMBERS**

#### Section 6.01 - DUTIES OF PRESIDENT

The President shall: 1.) Preside over all meetings of the Board of Directors 2.) Appoint Chairpersons to all Standing Committees and serve as ex-officio member of all committees 3.) Coordinate the Crowning Ceremony at Coronation 4.) Appoint a parliamentarian to assist in the running of meetings 5.) May cast a vote in the event of a tie or a vote requiring a 2/3 majority 6.) Shall fill any vacancies of the Executive Board cause by absence, removal or resignation by appointment until an election can be held to fill the seat 7.) Perform such duties as specified in the P&P Manual

#### Section 6.02 - DUTIES OF VICE PRESIDENT

The Vice-President shall: 1) Assist the President as the President may direct. 2) Assume the duties of the President in the absence or inability of the President to serve. 3) Be responsible for publication and mailing of all news releases, flyers and programs. 4) Coordinate the ordering of awards and symbols of office. 5) Perform such duties as specified in the P&P Manual

#### Section 6.03 - DUTIES OF SECRETARY

The Secretary shall: 1) Produce or cause to be produced, official minutes of board meetings, correspondence as directed by the Board, other documents as may be prescribed by the Board of Directors as required by the IRS or the State of California; 2) Provide draft copies of minutes of all Board meetings to the Directors within fourteen (14) days of each meeting; 3) Maintain organized paper files of minutes, correspondence, the Bylaws, Policies and Procedures Manual, membership rosters, contracts and other official documents as directed by the Board of Directors or required by state or federal law or regulations; 4) Work with the President to develop the agenda for all Board meetings; 5) Perform such duties as specified in the P&P Manual; 6) Certify and keep a copy of these Bylaws as amended or otherwise altered to date; 7) Keep a book of minutes of all meetings of the Board, if applicable, meetings of committees of directors and of members, recording therein the time and place of holding, whether regular or special, how called, how notice thereof was given, the names of those present or represented at the meeting, and the proceedings thereof 8) See that all notices are duly given in accordance with the provisions of these Bylaws or as required by law 9) Be custodian of the records and of the seal of the corporation and affix the seal, as authorized by law or the provisions of these Bylaws, to duly executed documents of the corporation 10) Keep membership book containing the name and contact information of each and any members and, in the case where any membership has been terminated, he/she shall record such fact in the membership book together with the date on which such membership ceased 11) Exhibit at all reasonable time to any director of the corporation, or to his/her agent or attorney, on request therefore, the Bylaws, the membership book and the minutes of the directors of the corporation 12) In general, perform all duties incident to the office of Secretary and such other duties as maybe required by law, by the Articles of Incorporation, or by these Bylaws, or which may be assigned to him/her from time to time by the Board of Directors

#### Section 6.04 - DUTIES OF TREASURER

The Treasurer shall: 1) Have and maintain capability of being bonded; 2) Co-sign checks and maintain the checkbook and file of bank statements; 3) Produce, or cause to be produced, all records and reports as may be required by the IRS, the State of California or the Board of Directors 4) Have charge and custody of and be responsible for all funds, securities of the corporation and deposit all such funds in the name of the corporation within three (3) business days of receipt in such banks, trust companies or other depositories as shall be selected by the Board of Directors 5) Receive and give receipt for moneys due and payable to the corporation from any source whatsoever 6) Disburse, or cause to be disbursed, the funds of the corporation as may be directed by the Board, taking proper vouchers for such disbursements 7) Keep and maintain adequate and correct accounts of the corporation's properties

and business transactions, including accounts of its assets, liabilities, receipts, disbursements, gains and losses 8) Exhibit to all reasonable times the books of accounts and financial records to any director of the corporation or to his/her agent or attorney, on request therefore 9) Render to the President and directors, whenever requested, an account of any or all of his/her transactions as Treasurer and of the financial condition of the corporation 10) Prepare, or cause to be prepared, and certify, or cause to be certified, the financial statements to be included in any required reports 11) In general, perform all duties incident to the office of Treasurer and such other duties as may be required by law, by the Articles of Incorporation of the corporation, by these Bylaws or which may be assigned to him/her from time to time by the Board of Directors

#### Section 6.05 - MEMBER - AT - LARGE

The Members-At-Large shall 1.)be responsible for serving on a minimum of two (2) standing committees. 2.) commit to attending 85% of all IICLB hosted functions commit

### **ARTICLE 7. BOARD ELECTIONS AND MEETINGS**

Section 7.01 - Members of the Board will serve one (1) year terms and shall be elected at the March meeting to be held seven (7) days after Coronation.

Section 7.02 - All active and dues paying members of the IICLB are eligible to vote on the members of the Board of Directors.

Section 7.03 - All elections will be conducted by secret ballot

Section 7.04 - Members may vote for up to twelve (12) at large members of the Board.

Section 7.05 - The Executive Board shall be elected immediately following the election of the at-large board members.

Section 7.06 - Only the At-Large Board Members are eligible to vote on the members of the Executive Board.

Section 7.07 - Quorum at Board Meetings is defined by 50% plus one (1) members

Section 7.08 - Board Meetings shall take place a minimum of once a month.

Section 7.09 - The Secretary of the Board shall publish agenda including the minutes from the prior months meeting for the public's review fourteen (14) days prior to the meeting.

## **ARTICLE 8. EMPEROR AND EMPRESS**

### Section 8.01 - ELIGIBILITY FOR CONSIDERATION

- A. Reside in the Greater Long Beach Realm
- B. Be at least 21 years old
- C. Be invested into two (2) consecutive reigns of the IICLB prior to consideration
- D. Complete E&E Application & Code of Conduct as presented in the P&P Manual.

### Section 8.02 - CANDIDATE SCREENING & SELECTION

- A. The Board will appoint a liaison to serve as a point person for all potential candidates. They will be in charge of communication with potential candidates during the application process and candidacy.
- B. Any person who completes the requirements to be considered a candidate for E&E will receive an interview.
- C. The interview committee will consist of the entire Board of Directors and past reigning E&E's.
- D. Only current members of the board will be allowed to cast a vote to allow an applicant to become an official candidate for E&E. Past reigning E&E are allowed to participate in debate only.
- E. A candidate may be removed from running for E&E by a majority vote of the Board during the meeting at which the interview takes place.
- F. A candidate for E&E may qualify for the ballot by receiving a 2/3 majority vote of the Board during the meeting at which the interview takes place.
- G. In the event that no applicants advance to become a candidate or there are no applicants for the position of E&E, the Board may choose to appoint a Regent or may choose to share the year as a group.

### Section 8.03 - ELECTION OF CANDIDATES

- A. An election date will be set by the Board prior to the interview meeting.
- B. Any person residing in the Greater Long Beach Empire may vote in the election of E&E.
- C. In order to receive a ballot all persons must present a valid picture ID with their address on the ID to ensure residency within the Greater Long Beach Empire
- D. All Imperial Family and lifetime title holders, regardless of residency, shall be allowed to cast a ballot for E&E.

- E. All persons residing in the Greater Long Beach Empire will have two opportunities to vote for E&E. A predetermined caucus election day and the annual coronation event.
- F. The candidate who receives the greatest number of votes in each category (Emperor & Empress) will be deemed elected. If there is only one candidate in either category they must receive a majority of "yes" votes on a "yes/no" ballot.
- G. The elected E&E shall reign for a period of one (1) year immediately following Coronation.
- H. If only one individual is elected they may choose to appoint a Regent to serve along side them.

Section 8.04 - Upon completion of the reign, a current E&E may run for a second time. However, no reigning E&E may serve more than two consecutive reigns.

Section 8.05 - Past reigning E&E's may be eligible to run for future reigns after a minimum one year break. They must follow all guidelines as any other potential candidate.

Section 8.06 - It is expected that the reigning E&E attend a minimum of 85% of IICLB hosted events and meetings. Absences should be discussed with the President of the Board prior to the date of the event.

Section 8.07 - The reigning E&E are responsible for creating an annual calendar of events hosted by the IICLB as well as other notable events in the community and important deadlines/events for other Court Chapters. This calendar should be updated and presented monthly at the Board meeting.

Section 8.08 - It is the responsibility of the reigning E&E to be aware of the calendars of other organizations in the community and other nearby Imperial Court Chapters to minimize scheduling conflicts.

Section 8.09 - A reigning E&E may make a proclamation at the end of their reign that upon approval by the Board will be incorporated into the annual calendar of events or into the bylaws or P&P Manual, whichever is most appropriate.

Section 8.10 - A reigning E&E may grant certain lifetime titles, with the approval of the Board.

Section 8.11 - A reigning E&E may be removed from their position by the Board for just cause during the first three (3) months of the reign with a simple majority (50%+1)

vote. After the first three (3) months the reigning E&E may be removed for just cause with a 2/3 majority vote of the Board.

Section 8.12 - A removal from the office of E&E will constitute the removal of all titles associated with that individual.

## **ARTICLE 9. THE REIGNING COURT**

Section 9.01 - The reigning E&E will host their Investitures event no later than forty-five (45) days after their coronation.

Section 9.02 - At the Investitures event the reigning E&E will announce the members of the reigning court. All invested members must reside in the Greater Long Beach Empire.

### Section 9.03 - TITLES

- A. Imperial Titles within the reigning court should be based on experience and involvement with the IICLB and should come from the list provided in the Polices & Procedures Manual.
- B. The reigning E&E must collectively decide on all members of the reigning court.
- C. All female titles should be given by the reigning Empress and all male titles should be given by the reigning Emperor. If there is only one reigning monarch, they will be responsible for all titles given out.
- D. All titles are the property of the IICLB and may be revoked at any time for just cause including but not limited to all imperial and civic titles such as Mr.,Ms.,Miss Long Beach Gay Pride, King & Queen of Hearts, etc.

Section 9.04 The primary objective of the reigning court will be to fundraise for worthy causes within the Greater Long Beach Empire and be an active and present voice in the Lesbian, Gay, Bisexual, Transgender and Queer community

### Section 9.05 - FUNDRAISERS

- A. All fundraisers hosted by the IICLB should clearly identify a beneficiary and the monies should be used for the stated purposed
- B. Monies will be divided 70/30 with the larger sum going to the listed beneficiary and the lesser going to the IICLB for expenses and other general business items
- C. All events must be made accessible to the public

- D. The Board Treasurer along with one additional board member will be in charge of collecting the funds at each event
- E. Monies from IICLB fundraisers should be deposited within 72 hours.
- F. Charity disbursements must meet the criteria set forth in the P&P Manual

#### Section 9.06 - MEETINGS

- A. The reigning E&E will be responsible for hosting monthly meetings of the reigning court to execute details for upcoming events and discuss board actions that affect the reigning court.
- B. A Secretary of the Reigning Court may be appointed to keep track of discussions during the meeting.
- C. A Treasurer of the reigning Court may be appointed to assist court members with budgets, fundraising tactics and other matters related to having a successful reign.

Section 9.07 - No invested member of the reigning court may host an event using their IICLB title without consent from the Board

Section 9.08 - All event flyers and promotional material must adhere to the guidelines laid out in the P&P Manual and receive board approval.

Section 9.09 - The reigning E&E have the sole privilege of appointing and removing members of the reigning court in accordance with these bylaws and the P&P Manual.

### **Article 10. BYLAW AMENDMENTS**

Section 10.01 - These Bylaws may be amended by a 2/3 vote of those present and voting at a Board Meeting, provided that the text of the amended section is noticed with the agenda for the following Board meeting. Any amendment shall be drafted by the Bylaw Committee and approved by Board.

### **Article 11. DISSOLUTION OF ORGANIZATION**

Article 11.01 - Upon dissolution of the organization, all property, funds, records, etc. shall be given to the ICS. Historic documents all be placed in the Historical Society of Long Beach's archives for preservation.