

POLICIES AND PROCEDURE MANUAL
IMPERIAL SOVEREIGN COURT OF ALL CONNECTICUT

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I. Origins

a. Purpose of this document. This document is to provide the membership with the necessary tools of Policies and Procedures, and protocol. The materials contained herein are based on tradition, experience, history, and common sense as it relates or has related to the Imperial Sovereign Court of All Connecticut, Inc.

II. Membership.

a. Qualifications for New Applicants to the General Membership

1. Applicants must be sponsored by a member fulfilling the requirements in Sections 2.0 of the bylaws.
2. Applicants shall submit a completed application form to the Board of Directors.
3. Applicants who are affiliated with another Imperial Court System monarchical society may submit their application to the Board of Directors to be considered on an individual basis with regard to membership status, titles, etc.

b. Privileges of Members.

1. Members may participate in and vote at General Membership meetings provided they meet the criteria in Sections 2.0 of the Bylaws.
2. Members are encouraged to host and sponsor fund-raising and social events upon approval from the Reigning Monarchs (see CHAPTER VIII of this document.).
3. Members may be given special titles, awards, and/or elevations befitting their participation in the Corporation
4. Any Member shall have the privilege of examining the financial records of the Corporation. The Treasurer must open the Financial Record Book to the General Member within one (1) week after written request to do so.
5. Attendance of any function within the INTERNATIONAL COURT SYSTEM: *Certain functions may require proof of age.*

c. Responsibilities of Members.

1. A Member is expected to conduct him/herself in an acceptable manner of dignity, decorum and responsibility.
2. Members may not use the name of the Corporation and/or their titles for his/her own personal gain. Abuses of this are grounds for immediate revocation of membership
3. Members are expected to participate actively in Corporation functions, including the Coronation Ball.
4. Members are expected to promote and maintain a harmonious relationship with all members of the Corporation. Disruptive and/or offensive behavior and actions that are not in the interest of the Corporation, as determined by the Judiciary Committee and the Board of Directors are grounds for revocation of membership or other disciplinary action.
5. Annual membership dues will be assessed at the beginning of each fiscal year by the General Membership at the recommendation of the Board of Directors. Payment of the membership dues in Section 2.3 of Bylaws is a requirement for membership.
6. Involvement in any form of criminal activities is grounds for immediate review by the Judiciary Committee (see Section 9.2) and may result in revocation of membership by the Board of

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Directors.

7. As stated by the International Court System, The Imperial Sovereign Court of all Connecticut, Inc. members will not discriminate against any person or persons on the basis of age, gender, gender presentation, race, color, ethnicity, national origin, sexual orientation, religion, creed, marital status, or physical and/or mental disability in any of its activities or operations. The Imperial Sovereign Court of all Connecticut, Inc. will not tolerate any violation of this Policy, and appropriate action will be taken, including the removal of membership status in the Imperial Sovereign Court of all Connecticut, Inc. and International Court System. If an individual believes he/she is being discriminated against, the Board of Directors may be contacted on a confidential basis. The matter will be investigated and appropriate actions may be taken.

III. PROTOCOL

a. Definition

Protocol: according to Webster's New Riverside Dictionary, is a noun that is defined as "a code of ceremony and etiquette followed by diplomats, heads of state, and the military."

b. The Minister of Protocol:

1. **Responsibility:** To maintain a current list of all members for protocol with their correct titles. Prior to any protocol event, the Minister of Protocol must have the list reviewed by either of the Reigning Monarchs to verify all names and titles are correct. The Minister of Protocol is responsible for announcing in state and out of state guests to the dais during a protocol event. The Minister of Protocol is also responsible to make sure everyone is lined up in order. The Minister of protocol will be appointed by the reigning monarchs at the beginning of the reign.

c. Dress Code

1. Formal Attire:

It is expected of everyone who attends protocol events to wear certain attire. Ladies will wear ankle length gowns (ankles must be covered). Men will wear either tuxedos or dark colored suits and must wear white gloves. When wearing a sash it goes over your left shoulder to cover your heart. This is for both males and females. If not wearing full sleeve gown women will wear evening length gloves. Appropriate footwear is required.

This maybe be adopted or changed during each reign.

2. **Service Attire:** When wearing dress blues for a sailor it is to be a formal jacket, cap (not casual) and white gloves. Military attire is to be formal jacket, cap and white gloves. Appropriate footwear is required. When wearing military attire you will need to wear the formal wear, to your proper rank.

3. **Leather Attire:** Proper leather attire consists of full leather vest and or leather jacket, long sleeve, shirt, leather pants, black gloves and appropriate footwear. Anyone who belongs to this category should check with the monarch to make sure that they are wearing the appropriate attire for that event. At All protocol and formal events everything is to be covered. Everything should be covered from neck down.

4. **Celtic Attire:** If choosing to wear Celtic attire, the appropriate ensemble is jacket, shirt, tie, kilt, knee length socks and appropriate footwear.

5. **Theme Attire:** Some coronations or a function, where protocol is to be introduced, each Empire has the right in which to wear theme clothing. If the Reigning Monarchs elect to have the court to walk in theme, they need to inform the members attending at least 4 (four) weeks in advance so that the people who are attending have time in which to prepare.

6. **Cleric Attire:** religious attire representative to the chosen religion, must be appropriate to the sect, appropriate jewelry may also be worn

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IV. Titles

a. Titles of Lineage:

	Male Line	Female Line	Gender Neutral Line
<i>Honorary)</i>	Sir Knight	Dame Grande Dame	Noble Grand Noble
Group A)	Lord	Lady	Liege
Group B)	Viscount Count Marquis	Viscountess Countess Marchioness	Vocus Gerent Magnus
Group C)	Baron Grand Baron Duke Grand Duke	Baroness Grand Baroness Duchess Grand Duchess	Palatine Grand Palatine Scion Grand Scion
Group D)	Prince Crown Prince Prince Royale	Princess Crown Princess Princess Royale	Infante Crown Infante Crown Ingante Royale
Group E)	Prince Royale for Life*	Princess Royale for Life*	
Group F)*	Imperial Crown Prince	Imperial Crown Princess	Imperial Crown Infante
Group G)	(Reigning) Emperor	(Reigning) Empress	(Reigning) Monarch
Group H)	(Dowager) Emperor	(Dowager) Empress	(Dowager) Monarch
Group I)	(Former) Emperor	(Former) Empress	(Former) Monarch

If your title has been eliminated you will keep your current title until you have ascended to the next title.

* The title of Imperial Crown Prince or Princess will be used for the current reigning ICP's only. Upon completion of their ICP Reign, ICP's will revert to the title they had before being named as ICP.

* Prince and Princess Royale Title has been retired since Reign 2005.

b. Line Switching: Beginning with the general membership approval of the official third line lineage in the Policies and Procedures, and through the annual meeting in May 2018, any member current with their dues will have the opportunity to make a switch to a different line from the line they currently reside. Starting with the May 2018 General Membership annual meeting, a member current with their dues may make one line switch in a year, starting with the GM annual meeting through to the following year's GM annual meeting. Any switches within that year beyond the one allowed automatically in the P&P must be submitted as a request in writing to the College of Monarchs, who will deliberate and provide a decision to the member within 30 days of the request. All switches, whether the one per year allowed here or approved by the college of monarchs, must be submitted to the Secretary of the Board and the Minister of Protocol for updates to rosters and protocol lists.

c. Camp titles: The Reigning Monarchs have the right in which to bestow special titles to individuals that they would like to have for that current reign. Some Examples:

- Prime Minister
- Court Jester
- Lady in Waiting
- Aide de Camp
- King Father / Queen Mother

d. Lifetime Titles: The Reigning Monarchs may choose to name 1 (one) lifetime title during their reign with the approval of the College of Monarchs. Camp titles may not be issued for life.

e. Family Titles: Only Reigning Monarchs are allowed to hand out titles to people that they feel are a part of their "Royal Family" These titles will only be used during the current reign for protocol purposes.

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Examples:

- Sisters
- Brothers
- Children
- Grandchildren
- Nieces
- Nephews

f. **Imperial Family titles:** Reigning Monarchs are allowed to hand out titles to people to form their Imperial Family without approval from the College of Monarchs. Imperial Family titles are those listed in Section D of the lineage titles section.

g. **Honorary Titles:** The Reigning Monarchs, with the approval of the College of Monarchs, can hand out titles to people in the community that have done special deeds or special acknowledgments to them. These titles are honorary titles good for a 1 (one) year period, unless the college of Monarchs elects to extend them as a lifetime title.

Examples:

- Knight
- Sir
- Dame
- Grande Dame

h. **Half Titles:** The Reigning Monarchs have the right in which to hand out half titles to another Emperor or Empress. These titles can be given out at anytime during their current reign.

Example:

Emperor # of (state) and Emperor # ½ of CT

i. **Societies:** Monarchs have the option to create personal societies.

Reigning Monarchs may, at anytime during their reign, induct members into their society.

Former Monarchs may induct up to 4 (four) members a year into their society at Victory Brunch.

j. **Jewelry (Crowns):**

Monarchs (reigning or past) are the only title holder's who may wear full crowns.

1. Female Linage

Crown Height: If one is wearing a tiara or half crown, it is polite not to have it taller than the Reigning Monarch's (Empress's) crown.

Below is a guideline by title group, which should be followed if opting to wear a tiara or half crown:

Group A - Members in this category are unable to wear tiaras or crowns.

Group B - Members in this category are unable to wear tiaras or crowns.

Group C - Height may not exceed 5"

Group D - Height may not exceed 8"

2. Male Lineage - Male members below the level Group C are unable to wear any type of crown (this includes shoulder crowns and half crowns). Male members with title Group C or above may wear crown as described below.

Group A - Members in this category are unable to wear crowns.

Group B - Members in this category are unable to wear crowns.

Group C - Height may not exceed 4" and must be open in the back.

Group D - Height may not exceed 8" and must be open in the back, or shoulder crowns.

k. **Neck Chains – (Chains of office)** - Neck chains worn by reigning or past monarchs will be considered chains of office.

Neck chains worn in conjunction with theme attire will be considered Neck Adornment.

IV. Out of State Coronations / Adornments:

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All members are allowed to freely attend any out of state coronations and/or adornments. If a member below Group F in the lineage attends a coronation where no current or past reigning monarch is in attendance, a letter of introduction from the reigning monarchs is required.

a. The proper way in which to greet people with higher titles than you: It is customary to bow or curtsy to people who have higher titles than yourself. The proper way in which to do so would be to introduce yourself with your title to them and if they have a higher title either to bow or curtsy. Remember that some courts may have titles different than your own. A suggestion would be, when in doubt bow or curtsy. Remember some courts may have different titles.

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b. Addressing the Dais: When approaching the dais you should always acknowledge the Empress first and then the Emperor... This not only shows respect but unity as a court. Bow or Curtsy to any heir apparent that may be in attendance.

1. Men should always take their left hand behind their back and the right hand in front and then bow.
2. Ladies should always curtsy. Any questions regarding how to address someone please either watch another person or ask. It's always better to ask someone for help than just trying to wing it!

V. How to address titles by specific groups:

- Honorary - titles His or Her Grace precedes title
- Group A) No royal style used before title
- Group B) No royal style used before title
- Group C) His or Her Grace precedes title
- Group D) His or Her Royal Highness precedes title
- Group E) His or Her Imperial Highness precedes title
- Group F) His or Her Most Imperial Sovereign Highness precedes title
- Group G) His or Her Most Imperial Sovereign Majesty precedes title
- Group H & I) His or Her Imperial Majesty precedes title
- Group I) His or Her Imperial Majesty precedes title

The words Most and Sovereign will only be used for the current title held for that year, at which point, the words Most and Sovereign will be dropped. Example: His Most Imperial Sovereign Majesty John Smith would be used for the current reign and when he steps down he would be addressed as His Imperial Majesty John Smith.

Note:

- For group F only. This title is used only if they are current titleholders for the year in which they reign. Once the reign is completed the title becomes Prince Royale for Life or Princess Royale for Life.
- **The word Imperial should only be used for past or current members of the Royal Family**

VI. Responsibilities and Guidelines for Titleholders: For members within each group, general guidelines have been established.

They are as follows:

Group A

- Provide support with the overall running of the ISCoFAllICT to the best of their ability.
- Attend at least 3 in state fundraisers / functions.
- Actively participate in the planning and running of the annual coronation ball as well as attendance.

Group B

- Provide support with the overall running of the ISCoFAllICT to the best of their ability.
- Promote and produce 1 in state fundraiser / function.
- Attend at least 3 in state fundraisers / functions.
- Actively participate in the planning and running of the annual coronation ball as well as attendance.

Group C

- Provide support with the overall running of ISCoFAllICT to the best of their ability.
- Promote and produce 1 in state fundraiser / function.
- Attend at least 3 in state fundraisers / functions.
- Attend 1 out of state coronation.
- Attend 1 out of state fundraiser / function.
- Actively participate in the planning and running of the annual coronation ball as well as attendance.

Group D & E

- Provide support with the overall running of the ISCoFAllICT to the best of their ability.
- Promote and produce 1 in state fundraiser / function.
- Attend at least 3 in state fundraisers / functions.
- Attend 1 out of state coronation.
- Attend 2 out of state fundraisers / functions.

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- Actively participate in the planning and running of the annual coronation ball as well as attendance.

Group F

- Provide support with the overall running of the ISCoFAllICT to the best of their ability.
- Promote and produce 1 large scale in state fundraiser (i.e. ICP Ball).
- Attend at least 3 in state fundraisers / functions.
- Attend 2 out of state coronations.
- Attend 2 out of state fundraisers / functions.
- Represent the Reigning Monarchs in their absence at any in state or out of state fundraiser / function.
- Actively participate in the planning and running of the annual coronation ball as well as attendance.

Group G

- Oversee the running of the general membership of the ISCoFAllICT, including all in state fundraisers / functions.
- Promote and produce 2 in state fundraiser / functions.
- Maintain good public representation with in the state during their reign at fundraisers / functions.
- Attend 4 out of state coronations, one of which must be our Mother Court, The Imperial Court of New York.
- Attend at least 1 fundraiser / function of our Brother or Sister courts (RI or Buffalo), not including their coronation ball.
- Must attend the CT State Gay Pride Celebration (Hartford) and actively participate in the celebration.
- Actively participate in the planning and running of the annual coronation ball as well as attendance.

Group H

- Provide support with the overall running of the ISCoFAllICT to the best of their ability.
- Promote and produce 1 in state fundraiser / function. If not completed, the Dowager Monarch will be denied their dowager walk at coronation.
- Attend at least 3 in state fundraisers / functions.
- Actively participate in the planning and running of the annual coronation ball as well as attendance.
- At completion of dowager year, you are reviewed for admission onto the college of monarchs

Group I

- Provide support with the overall running of the ISCoFAllICT to the best of their ability.
- Promote and produce 1 in state fundraiser / function (this can be a joint venture amongst all past Monarchs).
- Attend at least 3 in state fundraisers / functions.
- Actively participate in the planning and running of the annual coronation ball as well as attendance.

VIII. Planning an Event: Holding benefits through out the year is our main fundraising activity. The success of your event depends on the amount of time you spend planning your event. You should allow a minimum of 6 (six) weeks to plan your event. Below is a checklist to follow to produce a successful event.

- Choose a beneficiary that is located in the state of CT or Use the Reign Beneficiaries. National organizations can be chosen as long as the money will be directed to helping those in our state.
- Pick a tentative date for your event.
- Check with the Reigning Monarchs if they will be available on the date you are thinking of holding your event. Be aware that the Monarchs may be traveling throughout the year to other empires, so be sure to have alternative dates available to choose from. Please Note that the Reigning Monarchs DO NOT need to be present at the event.
- Secure a location for your event. Explain to them what the ISCoFAllICT is. Seek donation from location (i.e. percent of door cover, help in advertising, drink specials, etc.).
- Introduce yourself as a member of the ISCoFAllICT and explain to them what our organization is about, what we do and the type of shows we hold.
- Choose theme of your event if desired. If you wish to make this a protocol event, the reigning monarchs need to give their approval.
- Start advertising your event. Flyers, print ads, posters, etc.

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- Solicit help from the membership to assist you that evening. The following is a brief listing of where help might be needed:
- Setup/decoration committee.
- Door person to collect cover charge (if location does not have one)
- Someone to sell raffle tickets if raffle taking place
- Someone to coordinate music with DJ if you are having a show
- If doing anything else during the night, be sure to have someone lined up to help Seek help from all members.
- Start lining up performers in advance if you are having a show.
- Purchase all supplies needed prior to the night of your event. Standard supplies could include tape, streamers, balloons and raffle tickets. The goal is to raise money!

On the evening of your event:

- Arrive at least 1 hour before you event begins, dressed and ready to greet your guests.
- Start door cover (if appropriate) at least ½ hour prior to the start of your event.
- If you are having a show, the Reigning Monarchs are given preference as to where they would like to be in the performance lineup. All other performers should be by a 1st come, 1st served basis.
- At the beginning of event the Reigning Monarchs must be introduced to the audience. Allow the Monarchs to speak if they so chose to. (At the end of your event, the Monarchs should be given the opportunity once again to speak if they so chose to).
- Introduce your beneficiary if a representative is in attendance to speak about where the money being raised will be used.
- Remember, have fun! This is your event and all of your hard work in planning this night will bring fantastic results.

At the end of the event:

- Count all money raised with the court Treasurer. If the Treasurer is not present, an Executive Board Member can assist you. Record all money on fundraiser sheet, verify counts and sign sheet. Turn the money over to the Treasurer or Executive Board Member. If there is no Treasurer, Executive Board Member present or general Board Member (in that order), have a general member verify your counts, retain money and make arrangements the following day to get the money to the Treasurer. All sheets/money must be turned in no later than 48 hours following your event.
- Clean up after your event!
- At the next monthly membership meeting (or board meeting) obtain a check from the court Treasurer to mail to your beneficiary. Checks should be sent out as soon after your event as possible. It's good to include a note letting them know this is our donation for your event.
- If you receive a letter from the beneficiary thanking the court for our donation, a copy should be given to the secretary, board of directors.
- If your beneficiary is not a "Reign Beneficiary" make sure to meet with the Board of Directors after your event to ensure your donation is sent as soon as possible.

IX: STANDING COMMITTEES

a. Financial Review Committee.

(1) The Financial Committee shall be chaired by a member chosen by the Board of Directors and shall have the responsibilities determined by the Board of Directors.

b. Judiciary Committee.

(1) The Judiciary Committee shall be chaired by a member appointed or elected by the College of Monarchs with the responsibilities determined by the Board of Directors and/or the College of Monarchs.

c. Advertising Committee

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(1) The advertising Committee shall be chaired by a member chosen by the Board of Directors and shall have the responsibilities determined by the Board of Directors.

d. Coronation Committee.

(1) The Coronation Committee shall be chaired by a member chosen by the Board of Directors and shall have the responsibilities determined by the Board of Directors.

e. Pride Committee.

(1) The Pride Committee shall be chaired by Reigning I.C.P.'s and shall have the responsibilities determined by the Reigning Monarchs.

h. Public Relations Committee.

(1) The Public Relations Committee shall be chaired by a member chosen by the Board of Directors and shall have the responsibilities determined by the Board of Directors.

X. Duties of the General Membership Secretary.

(a) It is the responsibility of the General Membership Secretary to keep accurate records of Members attending General Membership Meetings. At each meeting, he/she will conduct a roll call to determine who is eligible to vote on current issues at the General Membership Meeting. Prior to roll call, the General Membership Secretary shall call for proxies held by Members present. All records of attendance will be copied to the Board of Directors Secretary for determination of who is eligible to vote at monthly Board Meetings. It will also be the responsibility of the General Membership Secretary to keep accurate minutes of each General Membership Meeting and to submit said minutes, with attendance, to the Secretary of the Board of Directors.

(b) He/she shall keep and regularly update a membership roster containing the names, alphabetically arranged, of all persons who are Members, showing their place of residence, phone number, etc., and the time they became a Member.

(c) He / She is responsible for sending out monthly meeting reminder cards.

XI. Meeting without action – A meeting of the Board of Directors or General membership in which the voting guideline or quorum is not met. An informational meeting may be held, but no actions requiring voting may be address.

XII. Policy for Approving Changes to this Document

a. P&P changes generated by the P&P committee will be submitted to the board for approval. Upon board approval, the changes will then proceed to the general membership.

b. Any details on votes for changes to the P&P at the general membership level will be distributed electronically to the general membership a minimum of 7 days before the meeting at which the vote will take place.

c. Upon approval by the general membership, the new revisions will take effect immediately. The revised P&P document must be posted to the ISCoFAlICT website and electronic lists within 14 days of approval.

d. Should quorum not be reached for two consecutive membership meetings after a member vote has been announced, the board will have the right to approve proposed changes without any further membership involvement for those particular changes. Changes and posting timelines will mirror step 3 above.

e. Should changes to the P&P process be proposed at the board level, the board will pass such recommendations to the P&P committee for review. After committee review and approval, steps 1-4 would be followed as normal to complete the approval process.