

**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 Section 2.3 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 2.1, 2.3 and 3.3 of the Bylaws.
2. Members are encouraged to host and sponsor fund-raising and social events upon approval from the Board of Directors (see CHAPTER VII 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 themselves in an acceptable manner of dignity, decorum and responsibility, and will adhere to the Code of Conduct (see Addendum A).
2. Members may not use the name of the Corporation and/or their titles for their 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. Active participation in the Coronation Ball's setup, breakdown and management is a requirement to be able to walk in Protocol at the 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. (See Chapter VIII of this document.)
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. Members are also required to

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sign, either physically or electronically, the Code of Conduct each year, sometime before or the two weeks following the annual meeting, as a further requirement of membership.

6. Involvement in any form of criminal activities is grounds for immediate review by the Judiciary Committee (see Section 8b of this document) and may result in revocation of membership by the Board of Directors.

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 also responsible for submitting accurate protocol based on confirmed attendance to out of state Protocol events. 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. Members will wear ankle length gowns, tuxedos or dark colored suits. Sashes are worn over the left shoulder to cover your heart. Appropriate footwear is required. Gloves or adorned nails are required.

This maybe be adopted or changed during each reign.

2. **Service Attire:** When wearing military attire you will need to wear the formal wear, to your proper rank. Appropriate footwear is required.

3. **Leather Attire:** Proper leather attire consists of full leather vest and/or leather jacket, long sleeve, shirt, leather pants and/or kilt, 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. Everything should be covered from neck to knee.

4. **Celtic Attire:** If choosing to wear Celtic attire, the appropriate ensemble is jacket and/or vest, 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.

7. **Pup Attire:** Pup attire generally follows the rules of Leather Attire in terms of requirements, including the coverage of body with clothing from neck to knee. When wearing a tail, it must be on the outside. A pup can only wear a leash when being walked by a handler (in those instances protocol should state a pup is "walking with" someone). Pup masks are optional. During protocol those in Pup Attire should walk upright (two feet).

IV. Titles

a. Titles of Lineage:

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	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 Prince Royale	Princess Princess Royale	Infante Infante Royale
Group E)	Prince Royale for Life*	Princess Royale for Life*	
Group F)*	Crown Prince	Crown Princess	Crown Infante
Group G)*	Imperial Crown Prince	Imperial Crown Princess	Imperial Crown Infante
Group H)	(Reigning) Emperor	(Reigning) Empress	(Reigning) Monarch
Group I)	(Dowager) Emperor	(Dowager) Empress	(Dowager) Monarch
Group J)	(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/Princess/Infante and Crown Prince/Princess/Infante will be used for the current reigning ICP/Is or CP/Is only. Upon completion of their ICP/I Reign or CP/I Reign, ICP/Is and CP/Is will revert to the title they had before being named as ICP/I or CP/I.

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

b. Line Switching: A member current with their dues may make one line switch in a year, starting with the General Annual Membership Meeting through to the following year's annual meeting. A line switch will maintain the elevated level attained in the previous line. 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.

Examples:

Sisters
Brothers
Children
Grandchildren

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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 Group F and G 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 (Headpieces):**

Only monarchs (reigning or past) are able to wear full (closed) headpiece (as defined below); all other members that wear headpieces should ensure they are open in the back. If a member is wearing a headpiece, it is polite not to have it taller than the Reigning Monarch's (Empress's) headpiece.

The following guidelines have been established for who can wear headpieces (which for the purposes of this document include tiaras, half crowns and shoulder crowns), and guidelines for them:

Group A: Members in this category are unable to wear headpieces.

Group B: Height may not exceed 2"

Group C: Height may not exceed 5"

Group D: Height may not exceed 8"

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:

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 Minister of Protocol is required, as approved by the Reigning Monarchs.

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. When in doubt, bow or curtsy.

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. To bow, one should always take their left hand behind their back and the right hand in front and then bow.

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2. Otherwise, one can curtsy.

If you are unsure how to address someone, either watch another person or ask.

V. How to address titles by specific groups:

Honorary - titles His/Her/Their Grace precedes title

Group A) No royal style used before title

Group B) No royal style used before title

Group C) His/Her/Their Grace precedes title

Group D) His/Her/Their Royal Highness precedes title

Group E) His/Her/Their Imperial Highness precedes title

Group F & G) His/Her/Their Most Imperial Sovereign Highness precedes title

Group H) His/Her/Their Most Imperial Sovereign Majesty precedes title

Group I & J) His/Her/Their 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 groups F and G only. This title is used only if they are current titleholders for the year in which they reign. Once their reign is completed, they revert to the title held prior to joining the royal family for the reign.
- **The word Imperial should only be used for past or current Monarchs, as well as current members of the Royal Family**

VI. Responsibilities and Guidelines for Titleholders:

Groups A-E

In these groups, general members are encouraged to participate in the running of the corporation. All general members are expected to actively participate in the planning and running of the annual coronation ball and attend; those who do are eligible to walk in Protocol during the event. Elevations will be decided based on a member's level of activity. A variety of ways to participate in running of the organization, and can have a member be considered for elevation, include, but are not limited to, the following:

- Plan and/or host an event
- Attend ISCoFAllICT-hosted events
- Performing at events
- Sell raffle tickets
- Collect and/or run tips
- Be general membership coverage at an event
- Be a board member of the organization
- Attend general membership meetings
- Attend out of state coronations
- Attend out of state fundraisers
- Attend in-state fundraisers thrown by other organizations
- Attending coronation and being an active participant throughout the weekend
- Chairing a committee for coronation
- Chairing a standing committee within the organization
- Participating in social marketing of events
- Being a team player within the organization (helping when called for assistance)

Groups F-I

In these groups, specific requirements are set to ensure the proper completion of a role in the CP/I, ICP/I, Monarch and Dowager Monarch windows. Failure to complete the responsibilities could be considered a failure to complete the year successfully, and may come with penalties as decided by the College of Monarchs and/or the Board of Directors. Aside from the below, all members in these groups are also expected to actively participate in the planning and running of the annual coronation ball as well as attend; such participation is required to be eligible to walk in Protocol.

Requirements for each group is as follows:

Group F

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Group F members are appointed titles by the Reigning Monarchs.

- Provide support with the overall running of the ISCoFAICT to the best of their ability.
- Offering support as needed to the members of Group G in their annual event (i.e. ICP Ball).
- Produce 1 in-state fundraiser during the reign.
- Attend at least 2 in state fundraisers / functions.
- Attend 2 out of state fundraisers / functions, at least 1 of which should be Coronations.
- Represent the rest of the imperial family in their absence at any in state or out of state fundraiser / function.

Group G

Group G members are appointed titles by the Reigning Monarchs, and stepdown privileges at Coronation will depend on the successful completion of the below requirements during the reign:

- Provide support with the overall running of the ISCoFAICT 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 4 out of state fundraisers / functions, at least 2 of which should be Coronations.
- Represent the Reigning Monarchs in their absence at any in state or out of state fundraiser / function.

Group H

Group H is reserved for the Reigning Monarchs, and the requirements below listed for that group:

- Oversee the running of the general membership of the ISCoFAICT, 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.
- Attend or ensure that coverage exists for all major pride events in Connecticut, but must at least directly attend and participate in 2. A major pride event is defined as one that has the attendance of at least 500 and has been in existence for a minimum of 5 years.

Group I

Group I is for Dowager Monarchs, those who in the previous reign were the elected Reigning Monarchs and successfully completed that reign.

- Provide support with the overall running of the ISCoFAICT 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.
- At completion of dowager year, you are reviewed for admission onto the College of Monarchs

Group J

Group J members, as members of the College of Monarchs, are highly encouraged to continue their participation in the organization. The following guidelines have been established:

- Provide support with the overall running of the ISCoFAICT 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.

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VII. 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. It is considered polite, and therefore encouraged, to get approval from the Reigning Monarchs if a beneficiary other than the reign beneficiaries will be selected for your event.
- 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.
- Check with the Vice President and/or Marketing Chair to confirm there is no conflict with other dates within our court, or with major events in other courts nearby.
- Secure a location for your event (some venues may have pre-secured dates; check with the Vice President and/or Marketing Chair if so to select a date available). If a new venue for a court event, explain to them what the ISCoFAllICT is. If not already negotiated, 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. Fliers must be approved by the Advertising Committee and should be submitted a minimum of 6 weeks before the event to allow time for approval and/or adjustments when required. All marketing efforts should be coordinated with the Marketing Committee. The Marketing Committee will create the Facebook calendar event for promotion from within the ISCoFAllICT Facebook page.
- 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
 - Collecting and/or running tips
 - Someone to coordinate music with DJ if you are having a show. For venues that don't provide a DJ, and where one is needed, the host should arrange for a DJ with Board of Directors approval.
 - 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.
- Confirm from the Vice President and/or Secretary of the Board of Directors who your Board and General Membership coverage are for your event. Educate those handling money (raffle sales, tip bucket, door) who money should end up with at the end of the event.
- Purchase all supplies needed prior to the night of your event. Standard supplies could include tape, streamers, balloons and raffle tickets. Tip/raffle buckets should be acquired or borrowed to ensure ease of handling tips during the night. Decoration of the venue is required, but the type and style of decoration, as well as level of elaboration, is up to the host(s). The goal is to raise money!

On the evening of your event:

- Arrive at least 1 hour before your event begins, dressed and ready to greet your guests.
- Start door coverage (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).
- Both the basic information about the court and the beneficiaries must be delivered at some point during each event; it is recommended to do so during the first half of the event when possible.
- Introduce your beneficiary if a representative is in attendance to speak about where the money being raised will be used.
- Be sure to thank the venue, DJ and staff during the event while on the mic.
- Monarchs should never touch money at any event. Hosts should also not touch money unless circumstances absolutely require.

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- 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:

- All money will be counted by the Board and General Member coverage for the event. Upon verification, the Board coverage will deposit the money within 48 hours of the completion of the event into the court's bank account.
- The Board and/or General Member will confirm the total raised with the host(s), who are strongly encouraged to announce the final total and post a thank you on social media. (A laundry list of names are not required, but is fine if preferred.)
- The treasurer should also be notified of the total raised and the beneficiaries for record keeping.
- Clean up after your event!
- If you receive a letter from the beneficiary thanking the court for our donation, a copy should be given to the Secretary of the Board of Directors.
- Hosts are encouraged to talk about their event and the results at the next General Membership Meeting.
- If your beneficiary is not a "Reign Beneficiary" make sure to meet with the Treasurer after your event to ensure your donation is sent as soon as possible, when necessary.

VIII: 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.
- (2) The committee shall at most consist of 7 members, including the chair, 2 members of the college of monarchs, 2 members of the board of directors (who are not also college members), and 2 members of the general membership (who are not also college members or board of directors). While 7 members is the maximum, a full committee is not required to review reports or make recommendations. However, it is up to the Chair to make best efforts to ensure a full committee where possible.
- (3) A member can report an incident by contacting a member of the Board of Directors (directly or through e-mail), in writing to our PO Box, or via an anonymous submission form on our website. In all instances a complaint should be submitted in writing. The board can also submit its own business to the judiciary committee if complaints reach the board that require investigation, without a formal complaint being filed.
- (4) The Board of Directors will review any complaints received to be sure it is covered by the policy. If there is urgency in action required, or if the situation is severe enough to warrant immediate action, an emergency meeting to vet the complaint to be sure it is covered by the policy will take place; otherwise, the complaint will be reviewed at the next board meeting.
- (5) If the complaint is not covered by policy, the complainant will be informed and no further actions will be taken. If it is covered by policy:
 - a. For minor behavioral infractions or first-time violations of the Code of Conduct, the board can opt to review and decide on a course of action, such as a verbal or written warning.
 - b. For more severe complaints or repeated infractions of the Code of Conduct, the Board will refer it to our Judicial Committee for investigation and, presuming the complainant is known, both parties will be informed. The committee will have 14 days to bring their recommendation back to the Board for review and a

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recommended course of action. The Board will then make a final ruling within 7 days.
If the reported member is removed for cause, the I.C.C. will also be informed.

- (6) If the reported member disagrees with the decision, they can appeal the decision within 30 days. Upon request of appeal, the member will have the ability to present their issue to the general membership (either by themselves or with the assistance of an Advocate speaking on their behalf), as will the chair of the Judiciary Committee and Board of Directors President of the facts uncovered and the reasons for the decision.
- (7) General members will have the right to ask questions of any participants in the investigation as well as the reported member. The General Membership will be allowed a vote to either confirm the decision or overturn it.
- (8) If a complaint is received about a member from another empire, the Secretary of our Board of Directors will send a letter to the President of that empire detailing the incident, reminding them of the I.C.C. anti-discrimination policy and offering to help in any way.

c. Advertising Committee

(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. Marketing Committee.

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

IX. 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, they 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. 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) They 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, email, etc., and the time they became a Member.

(c) They are responsible for sending out monthly meeting reminders.

X. 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 addressed.

XI. 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 ISCoFAllICT website and electronic lists within 14 days of approval.

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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 c 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 a-d would be followed as normal to complete the approval process.

XII. ICP Travel Fund

Per a vote of the Board of Directors, an ICP/I travel fund has been established starting with Reign XIX, to allocate \$550 per year for the use of ICP/I travel to Coronations outside Connecticut. The following guidelines have been established:

1. The money will be divided evenly among the number of ICP/Is in a given reign. If there happen to be more than two, the money will be divided into smaller increments accordingly.
2. It is heavily encouraged that the money spent on ICP/I travel will only be used for coronations where monarch representation is unlikely or not available.
3. The money spent will only be able to be used for ball tickets, not full packages or travel (ie: gas, hotel, etc.). The number of ticket purchases covered per ICP/I is capped at two per year.

XIII. Board of Directors Term Year Addendum

1. Expanding on Section 6.1 of the Bylaws, the board term will align with the reign of the monarchs, with the new board term taking effect with crowning (traditionally on President's Day weekend) to crowning the following year.
2. Election of the board of directors will take place in January.
3. The Treasurer elected will manage the finances of the two reigns for which their two-year term covers. It is expected that the Treasurer will close out the finances of the reigns in which they hold the position of Treasurer, even though closing the second reign of the two-year term will take place outside the window on which they officially serve as Treasurer. Those running for the position should be aware of this obligation, and accept it, as a condition of running for that position.
4. The first board meeting of each new board term will be a board retreat, to educate new board members on the issues being carried over from the previous term, to offer training for new board members on what is required as a board member or executive seat as appropriate, and to ensure a proper hand-off from one term to the next. Those choosing to serve on the board should be aware of this requirement, as for stepping down board members the retreat will take place after the conclusion of their term, as they are required to attend.

XIV. College of Monarchs' Role in Appointed Titles

1. The Board of Directors authorizes the College of Monarchs the power to revoke an appointed title in Group F or G of this document in the case of conduct unbecoming a royal family member in the opinion of the College of Monarchs. Revocation of a title requires a 2/3 majority vote of college members in good standing, Should a vote be taken and a title revoked, the President of the College of Monarchs will inform the Reigning Monarchs and the President of the Board of Directors of the decision. The President and Reigning Monarchs will together inform the affected member of the decision. In no instance can the college revoke a title in this fashion if a verbal conversation and/or written warning by a member of the court's leadership (such as College President or President of the Board of Directors) has not been provided to the titleholder prior to the vote, or the impacted titleholder has not been given an opportunity to correct the issue.
2. The College of Monarchs is not given any approval or authorization power over any appointed titles that the monarchs are granted as part of a given reign year, The College continues to have an approval voice in any elevations or de-elevations recommended by monarchs in the standard lineage outside of appointed titles.

**POLICIES AND PROCEDURE MANUAL
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XV. Code of Conduct

1. As part of the Polices and Procedures, a Code of Conduct will be maintained as an addendum that helps the membership and its leaders identify conduct unbecoming of a member, as well as best practices for members.
2. All members are required to sign a document, either physically or electronically, confirming their acceptance of the Code of Conduct and a willingness to adhere to it. This confirmation is a requirement for new and renewing members, due annually as part of the process of membership enrollment and/or renewal.
3. Failure to sign the Code of Conduct either before the annual meeting, or within two weeks of the beginning of the new membership year, will result in the member being considered not in good standing. Privileges not extended to members not in good standing, such as the ability to walk in protocol or be presented at out of state events, will be enforced until a signature is obtained.

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Addendum A: Code of Conduct

Membership in The Imperial Sovereign Court of All Connecticut carries with it certain duties and responsibilities. These duties and responsibilities include, but are not limited to the following:

1. An obligation to adhere to all governing documents including By-Laws and Policies & Procedures, as either may be amended from time to time.
2. An obligation to treat all fellow Court members with respect.
3. An obligation to respect the personal space of Court members, as well as their guests and attendees of our events.
4. An obligation at all times when representing the Court, to behave in a responsible and professional manner, befitting of a Court Member at all functions (including but not limited to out of state events, bar nights, and social gatherings) so as to not reflect adversely on the Court.
5. An obligation to see that the guest(s) of Court members attending any Court function behave in such a manner as to not reflect adversely on the Court.
6. An obligation to support all Court functions to the best ability.
7. If a Court Member has any disagreement with any policy, procedure or directive of the Reigning Monarchs, the Board of Directors, or the General Membership of the Court, an obligation to be supportive of any such policy, procedure, or directive, and to follow appropriate Court procedures to express disagreement or to attempt to change any such policy, procedure, or directive.

Our court is above all a volunteer social and fundraising organization. These are all considered inappropriate behavior and will be reviewed by the Board of Directors to potentially be forwarded to the Judiciary committee and/or may result in a reprimand, suspension, removal, and/or revocation of your membership, as per our Judiciary Policies:

- A. Public slander(verbal) or libel(written) against any member of the Imperial Court System, or of the ICS itself
- B. Posting confidential or inappropriate information about our court or the ICS on social media sites
- C. Disorderly conduct at Imperial Court functions
- D. Stealing
- E. Writing bad checks/misappropriation of funds
- F. Being a continual no show/no call at events after committing to be present to serve
- G. Verbal, physical, public, and/or via social media fighting/abuse/bullying
- H. Displays of intoxication or substance abuse at public or private events
- I. Representing our court without permission (such as to the press)
- J. Using your court title to promote yourself at Court and Non-Court events for personal financial gain or promotion within your employment

Primarily, the policy is to be a decent human being, in person or online, to other people or about the organization.

In addition to the above Code of Conduct rules, members also agree to adhere to the non-discrimination policy as previously approved by our membership:

The Imperial Sovereign Court of all Connecticut, Inc. members will not discriminate against any person or persons on the basis of age, gender, gender expression, gender identity 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 they are 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.

Failure to adhere to the Code of Conduct will result in disciplinary action as described in Section 8b of the Policies and Procedures.