

THE IMPERIAL COURT OF ALL OKLAHOMA, INC.

POLICIES AND PROCEDURE MANUAL

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1. POLICIES AND PROCEDURES

1. The Imperial Court of All Oklahoma Inc. for the rest of the Policies and Procedures will be referred to here for as the ICAO.
2. The Policies and Procedures Manual will be referred to as - PNP's.
3. The Board of Directors will be referred to as - BOD.
4. The PNPs of the ICAO shall serve as rules, regulations, and guidance. Unless specifically stated within these Policies and Procedures, no power, duty, authority, or responsibility for the members of the court, BOD, or Monarchs, is implied or given.
5. The ICAO shall provide a social and charitable non-profit organization for its members which shall not be party to candidates for political office or any partisan political organization; this does not include human rights issues, and which shall remain in the spirit of fun and unity. That nothing herein contained shall permit the ICAO to carry on any separate and independent trade, industry, or business, and the ICAO shall be carried out with the purpose of personal gain to any of its members, and that any surplus or any accretions of the ICAO shall be solely for the purposes of the ICAO and the promotion of its objectives.
6. When questions arise concerning Bylaws, PNP, or General Membership, the BOD shall oversee making the determination. The determination shall be made by the majority vote of the BOD at a regular or special meeting.
7. In extenuation circumstances, the BOD can override the PNPs with a two-third (2/3) vote of the BOD.

2. SYMBOLS AND COLORS

1. The symbol of the ICAO shall be the official seal displayed in Appendix A.
2. The colors of the ICAO shall be - Black, Emerald, Gold, and White.
3. The Reigning Monarch(s) shall have the authority to choose their reigning colors and display them accordingly.

3. BOARD OF DIRECTORS – OFFICERS & COMMITTEES

A. Executive Board

The Executive BOD of the ICAO shall consist of the following members in ranking order: President, Vice President, Secretary, and Treasurer.

1. President of the BOD – Duties shall be:
 - a. Be the primary spokesperson for the Corporation.
 - b. Presiding over all official meetings of the Corporation, namely the BOD Meeting
 - c. Opens the General Membership Meeting and gives the floor to the Reigning Monarch(s)

- d. Be responsible for appointing the Chairperson for Standing Committees with BOD approval.
- e. Have general supervision, direction, and control over the business and affairs of the ICAO and its officers, agents, and members.
- f. Call for an election and vote to replace any BOD positions vacant or removed.
- g. Will hold one vote.

2. Vice President of the BOD – Duties shall be:

- a. Be responsible for presiding over the official meeting in the absence of the President.
- b. Be responsible for public relations, marketing, and development for the Corporation.
- c. Oversee seeking corporate sponsorship.
- d. Will oversee the Public Relations Committee, assist with promoting membership drives, and all other PR/marketing-related activities in support of the ICAO.
- e. Will hold one vote.

3. Secretary of the BOD – Duties shall be:

- a. To maintain in good, legible order - all minutes of the Court.
- b. To present all correspondence of the Court and execution of all internal and external communications of the court.
- c. To maintain an accurate record of members and provide said record to the BOD quarterly.
- d. To post or send notices of regular and special meetings to the membership of the Court in good standing or designate another person for this responsibility. ☐
- e. To maintain a mailing list of other affiliated clubs, organizations, and individuals in and out of State.
- f. To conduct attendance or provide an attendance sign-in sheet at the start of each Court meeting.
- g. To perform other appropriate duties as assigned by BOD or stated herein by these PNPs.
- h. Will hold one vote.

4. Treasurer of the BOD – Duties shall be:

- a. To maintain in good order all the financial reports of the Court.
- b. To provide a financial report in a format prescribed by the BOD including actual bank statements.
- c. To provide quarterly, a written financial statement to the BOD.
- d. To be one (1) of the authorized signers of the Court checks.
- e. To perform other appropriate duties as assigned by the BOD or Monarchs or stated herein by these PNPs.
- f. Holds one vote.

B. Non-Executive Board

The Non-Executive BOD of the ICAO shall consist of the following members: Dean(s) of the College, Member(s)-At-Large, Reigning Monarch(s), and Imperial Crown Prince/Princess/Prex.

1. Dean(s) of the College of Monarchs/Imperial Council – Duties shall be:
 - a. To advise and assist the incoming elected Monarchs and the College/Imperial Council in leadership, event planning, and execution of events.
 - b. Create a required report quarterly by the BOD to the Reigning Monarchs and ICPs listing the requirements that have been fulfilled and those that still need to be met.
 - c. Counsel with Reigning and past Monarchs on issues and help find solutions.
 - d. Help in the execution of disciplinary actions taken towards Reigning and past Monarchs.
 - e. To be part of the Planning Committee for the Annual Coronation Ball.
 - f. (See Section 7.C – Dean of the College)
 - g. Will hold one (1) vote (each).

2. Member(s)-at Large – Duties shall be:
 - a. Be a liaison between the BOD, Membership, and Monarch(s)
 - b. Help resolve issues or disagreements before they become a BOD discipline issue.
 - c. To help keep order at all regular Court meetings.
 - d. To distribute, collect, and count ballots at regular and special Court meetings.
 - e. To assist the Reigning Monarchs with organizing and help conduct membership drives.
 - f. Elected to serve a one (1) year term.
 - g. There shall be one Member at Large per 50 Court members.
 - h. Holds one (1) vote.

3. Reigning Monarch(s) – Duties shall be:

(See Section 6 – Authority and Responsibilities of the Royal Family)

 - a. Each Monarch(s) holds 1 vote.

4. Duties of the Imperial Crown Prince/Princess/Prex – Duties shall be:

(See Section 6 – Authority and Responsibilities of the Royal Family)

 - a. The ICP position on the BOD is non-voting as the ICPs are not elected by the membership. They are nominated and seated by the BOD.
 - b. As a potential future monarch, the ICP position on the board is for learning the inner workings of the BOD and how the organization operates.

5. Each Executive BOD and Non-Executive BOD member is required to attend ALL BOD meetings and give a report for the minutes. To be excused from attending a meeting – the
6. BOD member must submit their request to the President in written form or by email 24 hours or more prior to the meeting date.
7. Any elected BOD members who do not attend three (3) consecutive BOD meetings

without valid excuse (work, illness, funeral, or Court-related activity) given to the President of the BOD shall forfeit their seat on the BOD and voting rights per the rules of members in Good Standing

8. In the event of a member holding two (2) seats on the BOD - they will have only one vote.
9. No Member of the BOD shall participate in any discussion or vote on any matter in which they or a member of their immediate family has a potential conflict of interest due to having material involvement regarding the matter being discussed.
 - a. When such a situation is presented the member of the BOD must announce their conflict, disqualify him/her, and be excused from the meeting until the discussion is over.
 - b. The Presiding Officer of the meeting is expected to make an inquiry into whether such a conflict appears to exist, and the board member has not made it known.
10. Any member of the BOD may participate in a BOD Meeting by phone or Internet and is allowed to vote on any issue that arises during that meeting.

C. Other Offices/Committees

The following are Offices and Committees of the Court not seated on the Board. However, the BOD shall oversee the following offices and standing committees as they relate to the operations of the ICAO.

1. Court Steward - Duties shall be:
 - a. Serve as guardian to Court property.
 - b. To manage the inventory and upkeep of all Court equipment and supplies.
 - c. To place in safe keeping and maintain the Crown Jewels: Crowns, Sword, Scepter(s), Orb, Pillows, Dagger, Flags, and ICAO banners, to be available for Court functions upon request.
 - d. To ensure the return of all said 'Crown Jewel' properties to safekeeping after the annual Coronation.
2. Minister of Protocol - Duties shall be:
 - a. To serve as final arbitrator on all matters of protocol.
 - b. To keep a record of all appointed and elected titles during the Reign of the Monarch(s) they serve.
 - c. Prepare and collect protocol cards and lists for all Court functions.
 - d. To determine and find solutions to protocol questions.
 - e. To recommend changes to protocol policy.
 - f. To perform other appropriate duties assigned by the membership or stated herein these PNP's.
3. Court Historian - Duties shall be:
 - a. Serve as a documentarian of Court History for each Reign they serve.
 - b. Be the principal photographer of the Court during the Reign they serve.
 - c. Prepare and collect ICAO memorabilia and arrange it in a manner for permanent record for the Reign they serve.

- d. To perform other appropriate duties as assigned by the membership or stated herein by these PNPs.
4. Minister of Ceremonies aka Ball Chair - Duties shall be:
- a. This position is nominated by the Reigning Monarchs annually with approval by the BOD.
 - b. To maintain a log of all ICAO Traditions and Proclamations as they relate to formal events.
 - c. To oversee and organize all formal events regarding tradition and carrying out formal events: these can be State Events (Coronation & Investiture), Balls, State Memorials, and any other event where pomp, circumstance, and regalia are required. This is only for ceremonial aspects, not hosting or organizing outside of the ceremony.
5. Reign Secretary - Duties shall be:
- a. This position is nominated by the Reigning Monarchs annually (if desired) with the approval of the BOD.
 - b. To assist with maintaining records of attendance throughout the reign for events and meetings.
 - c. To assist the BOD secretary with the collection of Membership applications and dues to be given to the Treasurer and Secretary respectively.
 - d. To help the BOD secretary with the maintenance of ICAO email accounts and social media accounts.
 - e. As needed, assist the BOD secretary.
6. Public Relations Committee- Duties shall be:
- a. This committee is responsible for all public relations, marketing, development, social media, and web information distributed to the community.
 - b. The Committee will, in conjunction with Reigning Monarchs, view all marketing/advertising materials to ensure all appropriate information is present in marketing materials:
 - c. ICAO logo, Reign logo (if applicable), COM Crest (if applicable).
 - d. QR codes and/or hyperlinks
 - e. Event dates, times, age limits, submission info, & location information
 - f. Any special information or instructions
 - g. Monitor ICS Coronation dates for submission of ads and deadlines
 - h. These should be presented to the BOD for vote (with Reigning Monarch input) as soon as information is available.
 - i. Ads will always be purchased for the following ICS Courts: Dallas (Parent Court), Iowa (Sibling Court), Georgia (Sibling Court), and all Courts in Texas. However, the BOD must vote on size and pricing.
 - j. Overseen by the VP but does not have to be the Chairperson.

7. Outreach Committee- Duties shall be:

- a. This committee is responsible for all non-fundraising events in the community to give the ICAO a better presence.
 - b. This includes but is not limited to:
 - c. Volunteer events with charity partners
 - d. Membership drives (in partnership with the Reigning Monarchs)
 - e. Community events within Oklahoma (non-PRIDE related)
 - f. Overseen by a member of the BOD but does not have to be the Chairperson.
8. Pride Committee- Duties shall be:
- a. This committee is responsible for all PRIDE planning for the year
 - b. This includes but is not limited to:
 - c. Monitoring all of Oklahoma for PRIDE Events that the ICAO may attend or participate in.
 - d. The committee will present registration requirements, costs for participation and any other information to the BOD at least two months before the said event.
 - e. Last-minute events will be considered but not guaranteed on a case-by-case basis.
 - f. The committee will handle logistics: planning, decorations (if needed), and safety protocols for the membership.
 - g. Will relay information to the membership in a timely manner to ensure attendance and participation. A minimum of five (5) members is needed to participate in PRIDE events to ensure adequate representation.
 - h. A member of the BOD is required to be at all PRIDE events participated in.
 - i. Overseen by a member of the BOD but does not have to be the Chairperson.

4. MEMBERSHIP

1. The Court shall be comprised of all people within the realm, who owe no allegiance to any other ICS monarchical society.
2. Members must be eighteen (18) years of age to vote in elections.
3. For the purposes of new membership, this realm is defined geographically as follows: all counties in Oklahoma.
4. Membership in the Court shall not be restricted based on sexual orientation, sexual affectation, race, age, religion, national origin, political affiliation, gender, gender identity, HIV status, or disability.
5. The ICAO shall not limit the number of members of the Court body.
6. Members must submit a complete Application Form including the Code of Conduct Form accompanied by a membership fee to be signed by a member of the Board of Directors.
7. Membership fees are forty dollars (\$40) annually and decrease by five dollars (\$5) each quarter. The quarters are May – July, August – October, November – January, and February – April.
8. Members may pay dues in installments over 90 days but must be paid in full before receiving any line titles or voting rights (will be backdated to the date of joining.)

9. All memberships reset in May with a new application and dues. Members paying for the next reign are required to pay the full dollar amount of dues expected in May of the new reign.
10. Members must designate which Line of the Line-of-succession they will be a part of (Male/Female/X-Line) for the current reign.
11. Once Invested by the Reigning Monarch with a title, that will be a member's primary persona designation for the entirety of the reign.
 - a. Any other personas (aside from Turn-About) will be referred to as "Friend of the Court."
 - b. Should a member wish to switch lines, they must submit a new application (dues are not required as they have been paid) and be invested with a new title by the Reigning Monarchs.
12. All members must provide proof of residency in the form of a state-issued Oklahoma ID or voter registration card.
13. Members without a valid Oklahoma ID or voter registration card may join the ICAO
14. and be invested in the current reign but have a 90-day grace period to obtain an
15. Oklahoma ID. Upon obtaining an Oklahoma ID, a member will retroactively gain
16. credit towards voting rights from the date of joining per the member in good standing
17. rules. If an OK ID has not been obtained, membership and any titles are forfeited.
18. Membership dues are not refundable for any reason.
19. Annual Membership shall be from Investitures of the Current Reign to Investitures of the Next Reign.
20. Membership and titles in and of the ICAO are non-transferable.
21. A member of 'Good Standing' is defined as: a member that has attended two (2) consecutive general membership meetings, membership dues are current, under no form of disciplinary action, and is on track to uphold all the requirements of said bestowed titles.
 - a. If a general member misses three (3) general membership meetings, apart from excused absences approved by the Reigning Monarch(s), all voting rights and line titles will be suspended.
 - b. A member must attend two (2) consecutive general membership meetings following the meeting where voting rights and line titles were suspended to regain their voting rights and line titles.
22. Any member of the ICAO who becomes a member of another Court shall forfeit their membership within the ICAO.
 - a. This provision shall not include honorary titles, Emeritus titles, or ambassadorships granted by other Courts to members of the ICAO.
23. Only members in good standing shall be entitled to vote at meetings.
 - a. No member may vote by proxy at any meeting.
 - b. Each member shall have one (1) vote at all General Membership meetings at which voting takes place.
24. Honorary membership may be held by individuals residing in or out of the State of Oklahoma.
 - a. The Reigning Monarch(s) shall have the authority to bestow honorary memberships.

- b. Granting such memberships does not convey the privilege or status of regular Court membership.
 - c. No voting rights shall be extended to those individuals.
 - d. No State Crown, Tiara, or Medallion shall be provided.
 - e. Crowns, Tiaras, or Medallions may be worn if they meet the criteria as set forth elsewhere in these PNP's, and if specified only by the Monarch who granted the title.
 - f. No person granted an honorary title of Emeritus, For Life, or 1/2 shall be automatically a member of the BOD.
 - g. All people granted honorary titles of Founder, Emeritus, For Life, or 1/2, King Father, Queen Mother shall walk before the Line-of-succession after the College of Monarchs.
 - h. All people granted honorary titles of Founder, Perpetual, Emeritus, For Life, or 1/2, King Father and/or Queen Mother may be part of the Crowning Ceremony at all ICAO Coronations.
25. Any member may resign at any time by delivering or mailing to a member of the BOD a written notice of resignation, effective upon receipt by said BOD member.
26. Any Monarch or member of the Royal Family who does not attend three (3) consecutive meetings or events may, at the discretion of the BOD, be removed from office and forfeit their title, unless prior BOD notification has been made, and the absence is excused.
- a. If a title is removed by the BOD - ALL Court property must be returned to the BOD, upon request.
27. Any newly elected Monarch or Royal Family member who at the time of Investiture has not paid membership dues will be asked to resign their position, at which point all Court property must be returned to the BOD.
28. Any member of the Court, in good standing, upon receipt of notification in writing, shall be allowed to take a leave of absence for up to one (1) year without having to pay membership dues upon return.
- a. Members on leave of absence shall not be considered in good standing with BOD approval.
29. A person who wants to be a member, but has no means to pay the membership dues, may present a letter to the BOD requesting that their membership dues be waived.
- a. (Hardship Membership) This member must produce a fundraiser(s) of at least two hundred dollars (\$200) of positive monetary gain, upon approval of the BOD in lieu of dues.

5. MONARCHS, REGALIA, POMP AND CIRCUMSTANCE

1. The Heads of State of the ICAO are the Reigning Monarchs.
2. The Monarch seal is for use by Monarchs only.
3. The Monarch(s) may choose to create their own personal crest and colors.
4. The College of Monarchs shall consist of all past Monarchs who have successfully completed their reign. (See Section 7 – College of Monarchs/Imperial Council).

A. Protocol

1. The Minister of Protocol is responsible for creating and sending the Protocol to the Court being visited after it is approved by the Reigning Monarchs.
2. At an out-of-state coronation, the court walk will be in succession with the Reigning Monarch(s) walking last. All others in attendance wishing to walk must have requested proper protocol according to their title.
3. At an out-of-state Prince, Princess, or Prex Ball, the Reigning Crown Prince, Princess, or Prex shall walk last.

B. Gifts

1. The standard step-down gift for the ICAO to an out-of-state monarch (and Imperial Crown Prince/ Princess/ Prex when appropriate) will be at the discretion of the Reigning Monarch(s) or ICPs.

C. Transfer of Power

1. At the Annual Close-Out Meeting there will be a meeting of the Imperial Council and the newly elected Monarch(s) of the ICAO for the following:
 - a. Secure all Court property to be distributed to the new Monarch(s) and to selected people.
 - b. A Status Quo report from past Monarch(s) of all unfinished business as of that date.
 - c. Official signatures are to be recorded on all necessary legal documents.

D. Titles

1. The use of the honorary titles in protocol shall be at the sole discretion of the monarchs upon whom they were conferred.
2. Beginning with the first Reign, all members of the Royal Family will hold the same number in their title. If the title is vacated, the person stepping up (if chosen) will continue with the same number so that all the Monarchs and Royal Family will have the same number for the Reign.
3. Any Monarch or Royal Family member who allows a lapse of membership dues will be asked to resign their position, at which point all Court property must be returned to the BOD. They may not walk or be recognized at any in or out-of-state function until dues are paid, and good standing is re-established.
4. The ICAO formally recognizes three (3) line designations as follows:
 - a. The Male Line – Those individuals who are represented as male.
 - b. The Female Line – Those individuals who are represented as female.
 - c. The X Line – Those individuals who represent as gender-neutral or non-conforming.
5. Formal Line Titles that may be used for members of the ICAO are listed in Appendix D. These titles may not be granted to non-ICAO members unless they are designated with the prefix “Honorary.”

E. Proclamations

1. The Reigning Monarch(s) shall have exclusive power to issue Proclamations.
2. Monarchs may issue one individual Proclamation and 1 joint Proclamation. Absolute Monarchs may issue 2 Proclamations
 - a. Proclamations may be made together or separately by the Reigning Monarchs but count as one (1) each regarding limits.
3. All Proclamations must be in written form and presented to and approved by the BOD by a majority vote, before being publicly read.
 - a. It is understood due to poor recordkeeping prior to reign X has caused some written Proclamations to be “lost” to time. These proclamations shall be honored until they are officially retired.
 - b. Proclamations must be signed by the issuing Reigning Monarch(s).
4. Proclamations become active upon their reading at the Annual Coronation Ball, unless approved to beforehand by the BOD.
5. Proclamations will not alter the Articles of Incorporation, or the Rules of Operation set forth in the Federal Bylaws.
6. No Proclamation will alter a prior Proclamation unless the change is agreed to in writing by the issuing Monarch who issued the First Proclamation, and there is a two-thirds (2/3) vote of the BOD. In the case the issuing Monarch is deceased then the vote must be taken by the BOD.
7. No Proclamation shall require another monarch or member of the ICAO to host or be responsible for an event annually. The issuing Monarch is responsible for hosting any decreed events.
 - a. Upon the discontinued membership or death of the issuing Monarch, any member of the ICAO may choose to continue said event at will, but it is never to be required.
 - b. The BOD, Reigning Monarchs, and Imperial Council may vote to make said event perpetual in honor of a deceased issuing Monarch and amend the original Proclamation stating the honorarium.
8. Award Proclamations are the fiscal responsibility of the issuing monarch unless an award is decreed a perpetual award approved by the BOD that the ICAO will issue annually.
9. The following “event” proclamations and traditionally held events shall be honored as the responsibility of the Imperial Council and/or Board of Directors to uphold (see details in Appendix H):
 - The James Murray Memorial Follies
 - Military Ball/USO Show
 - Christmas in July
 - Voices in My Head
 - Candidate Announcements
 - Fetish Ball
 - Holly Ball
 - a. During any reign, the BOD/ImpC may opt not to hold an event if there is a justifiable means, such as no venue or date available, or any extenuating circumstance.

- b. The Reigning Monarchs MUST collaborate with the BOD/ImpC to make sure dates are available for these events.
- 10. Should any Proclamation fall out of use for a period of three (3) consecutive years, the BOD and Imperial Council shall consider the Proclamation forfeit and reserve the right to retire said Proclamation at the beginning of the next reign.
- 11. The BOD shall approve by majority vote all Proclamations made by the Reigning Monarch.
- 12. The BOD shall approve a Proclamation in the event of Regents, that they be raised to full title upon completion of the reign according to the PNP's.
- 13. The BOD may vote to rescind a prior Proclamation if deemed necessary.
- 14. See a formal list of all Proclamations in Appendix F.

F. Regalia – Crowns & Medallions

- 1. Crowns may only be worn by members of the Royal Family, Former Monarchs, and Lifetime ICPs & PRs.
- 2. The Ceremonial Crown Jewels - of Philip the 1st will be used only during the swearing-in of new Monarchs.
- 3. The State Crown of the Monarchs will be used for the Adornment Ceremony only.
- 4. Monarchs' Crowns & Medallions:
 - a. Monarchs are expected to provide their own crowns following the Adornment Ceremony.
 - b. No Reigning or Past Emperor may have a crown exceeding a height of 6 inches excluding the Emperor Emeritus.
 - c. No Reigning or Past Empress may have a crown exceeding a height of 10 inches excluding the Empress Emeritus.
 - d. A Reigning or Past Emperex may have a crown not to exceed 10 inches.
 - e. No Reigning Monarchs may wear a crown of yellow gold unless they have successfully completed a reign within the ICAO or another Court.
 - f. The only exception is on the night of the crowning and in the official photography to follow. This is to only be an exception so long as the current State Crowns of yellow gold are being used.
 - g. The State Medallion of the Monarch shall be worn at all events where the ICAO is represented or attended by a Reigning Monarch in which a crown is not worn to signify their office.
 - h. Reigning and Past Monarchs may purchase a step-down crown of their choice to be re-crowned during the Coronation Ceremony. Personal crowns must follow the guidelines for crowns set forth herein.
- 5. Imperial Crown Prince/Princess/Prex Crowns & Medallions:
 - a. The State Crowns of the ICPs will be passed from Reign to Reign.
 - b. The ICPs will sign promissory notes for the release of the State Crowns and will be liable for the care of the State Crowns.
 - c. The Reigning Monarchs may opt to provide or allow the ICPs to provide a crown of their choosing in lieu of the State Crown.

- d. The crowning of the Imperial Crown Prince/Princess/Prex will take place at Investitures unless otherwise approved by the BOD.
 - e. ICP crowns shall not exceed a height of 4 inches.
 - f. ICPs may not wear crowns beyond the reign they served as ICPs unless they have received the lifetime title of “ICP for Life.”
 - g. ICPs with the lifetime title “ICP for Life” may wear a crown of yellow gold. This crown must be gifted by the bestowing monarch or personally purchased. The ICAO is in no way responsible for these crowns.
 - h. The State Medallion of the ICP, shall be worn at all events as per 5.F.4.g for Monarchs.
6. Prince/Princess/Prex Royale Crowns & Medallions:
- a. A Reigning Monarch may bestow a crown to the Prince/Princess/Prex Royale at their own expense. Said crowns must be smaller than those of the station above not exceeding a height of 3 inches.
 - b. These crowns may only be worn during the reign bestowed except in the case of a Lifetime title.
 - c. PRs may not wear crowns beyond the reign they served as PR unless they have received the lifetime title of “CPR or PR for Life.”
 - d. PRs with the lifetime title “PR for Life” may wear a crown of yellow gold. This crown must be gifted by the bestowing monarch or personally purchased.
 - e. The State Medallion of the PR shall be worn at all events as per 5.F.4.g for Monarchs.
7. Monarch candidates may purchase a crown of their choice to be crowned with during the Coronation Ceremony. However, candidates do this at their own risk with the understanding that they may not be elected.
8. The ICAO is in no way responsible, financially or otherwise, for any damage, theft, or misplacement of personal crowns.

6. AUTHORITY AND RESPONSIBILITIES OF THE ROYAL FAMILY

1. The Royal Family shall consist of the Reigning Monarch, the Imperial Crown Prince/Princess/Prex, and the Prince/Princess/Prex Royale.
2. The Reigning Monarch(s) and Royal Family will adhere to and follow the Bylaws and PNP of the ICAO.
3. The Reigning Monarch(s), Imperial Crown Prince/Princess/Prex, will each attend all meetings and in-state functions of the ICAO and the BOD unless otherwise excused (Reigning Monarchs are excused by the BOD, ICPs and PRs are excused by a Reigning Monarch or BOD.)
4. Each Reign is required to keep an updated copy of the PNP’s on hand at all events.

A. Reigning Monarch(s)

1. Each Monarch's reign shall begin upon the moment of crowning, however, the Monarch's term on the BOD does not begin until after the Annual Close Out Meeting for the previous reign.
 - a. The Reigning Monarch(s) shall serve as the Fundraising Chair of the ICAO on the Board of Directors.
 - b. They shall hold no sovereign power over the operations of the organization outside of their position as a member of the BOD.
 - c. They will hold one vote each on the BOD.
2. The Duties and Privileges of the Elected Reigning Monarch(s) shall be:
 - a. The Reigning Monarch(s) shall have sole authority to bestow and revoke line-of-succession titles on Court members in realm, apart from the ICP's, for their Reign year.
 - i. All formal line-of-succession titles shall be limited to the guidelines listed in Appendix D.
 - ii. All bestowed titles must meet the guidelines set forth by the PNPs.
 - b. Reigning Monarch(s) shall have the sole authority to bestow honorary titles on people in and out of state.
 - i. Granting such membership does not convey any privilege or status of regular Court membership.
 - ii. There shall be no limit to the number of honorary titles the Reigning Monarch(s) shall confer on Court members in and out-of-state, or friends of the Court.
 - iii. Monarchs are required to notify the BOD of such titles for public relations purposes.
 - c. The Reigning Monarch(s) will be responsible for the scheduling of dates and venues to prevent overlap/scheduling conflicts.
 - i. The Reigning Monarch(s) shall, if they choose, appoint a venue liaison to handle all communication with venues on booking dates and events in their stead.
 - ii. The Reigning Monarch(s) will ensure that all dates scheduled with venues are utilized by delegating them to members requesting to host an event. Any dates not utilized by the membership become the responsibility of the Reigning Monarch(s) and the Royal Family (ICOs & PRs) to fulfill alongside their event requirements.
 - d. The Reigning Monarch(s) will host a minimum of three (3) functions jointly (individually if Absolute), one being the annual Monarchs Ball, of positive monetary value to the ICAO.
 - i. An event of positive monetary value may consist of but is not limited to: Entertainment, Sales, and Auctions - with an income minimum of one hundred dollars (\$100) with extenuating circumstances to be taken into consideration by the BOD. The cost of any expenditure must be deducted from the final total raised.

- ii. Joint Events – Any event that is held jointly between two (2) or more persons will increase by one hundred dollars (\$100) per additional person. Ex. A joint event with two (2) people is \$200, Three (3) people is \$300, etc.
 - iii. Any budget for an event and any new venues or new charities must be approved by the BOD.
- e. The Reigning Monarch(s) will each attend at least four (4) or more out-of-state functions during their Reign. These include but are not limited to - Coronations, Investitures and Balls. A State Function is determined by the Court and Reigning Monarchs sponsoring the events.
 - i. Reigning Monarchs are expected to attend to their own communities' needs before scheduling travel requirements.
- f. A Reigning Monarch(s) or Regent Monarch is required to make one (1) appearance per quarter at a function other than ICS events (i.e., Charitable Organizations, Pageantry, Social Organizations, etc.) in the state of Oklahoma.
 - i. Dress appropriately for the event with crown or medallion on.
- g. The Reigning Monarchs and Royal Family will be responsible for membership recruitment and membership drives in conjunction with the Member-at-Large.
- h. The Reigning Monarch(s) will attend and participate in all events planned by members of the Royal Family and the ICAO unless otherwise excused by the BOD or representing the Court elsewhere.
- i. Obligations of the Reigning Monarch(s) must be met by the time the Screening Committee meets or approved by the BOD if obligations have not been met by that date.
- j. A report will be presented at each Court meeting by the Reigning Monarch(s) for the purpose of updating the BOD and Membership, of their travels and upcoming calendar schedule.
- k. No Reigning Monarch or Regent Monarch shall campaign for any individual running for elective title sponsored by the Court.
 - i. A past Head of State shall have the same privilege as any other Court member and shall not be barred from actively campaigning for a person(s) running for elective office sponsored by the Court.
- l. No Reigning Monarch or Regent Monarch shall have any temporary or permanent control or possession of, nor shall they be the sole person counting any cash monies or checks belonging to, given to, or earned by the ICAO
 - i. This shall include but not be limited to door receipts, 50/50 raffles, Coronation or Ball ticket sales, gifts or reconciliations from any host establishment or sponsor(s) of any ICAO event.

B. Imperial Crown Prince/Princess/Prex

1. The Duties of the Elected Reigning Monarch(s) shall be:

- a. The Reigning Imperial Crown Prince/Princess/Prex will produce annually a minimum of two (2) functions jointly, one being the annual ICP Ball, of positive monetary value to the ICAO as defined for Reigning Monarch(s) in 6.A.d.i.
- b. The ICPs are encouraged to host other events if requested by the Reigning Monarchs to fulfill venue scheduling and fundraising needs provided the Reigning Monarchs are unavailable to fulfill this themselves.
 - i. Monarchs should be able to state to the BOD why they are unable to fulfill this venue scheduling and who will fulfill it.
 - ii. Members who are elevated to ICP after Investiture will have the joint responsibility, travel requirements and previous events they have hosted evaluated by the Reigning Monarchs, BoD, and the Imperial Council.
- c. The Reigning Imperial Crown Prince/Princess/Prex will attend at least three (3) out-of-state functions as defined for Reigning Monarchs in section 6.A.2.e.
 - i. ICPs are expected to attend to their own communities' needs before scheduling travel requirements.
- d. The Imperial Crown Prince/Princess/Prex will be named and crowned the night of Investiture unless prior approval is given by the BOD.
- e. The Imperial Crown Prince/Princess/Prex will attend and participate in all events planned by members of the Royal Family and the ICAO unless otherwise excused by the Reigning Monarch/BOD or representing the Court elsewhere.
- f. The Imperial Crown Prince/Princess/Prex must meet all title requirements by January 31st unless they are granted an exception by the BOD. Failure to do so could result in disciplinary action or forfeiture of the right to walk with title at the Annual Coronation Ball.

C. Prince/Princess/Prex Royale

1. The Duties of the Prince/Princess/Prex Royale shall be:
 - a. The Prince/Princess/Prex Royale will produce at least one (1) fundraiser jointly of positive monetary value to the ICAO as defined for Reigning Monarch(s) in 6.A.d.i.
 - b. The PRs are encouraged to host other events if requested by the Reigning Monarchs to fulfill venue scheduling and fundraising needs provided the Reigning Monarchs are unavailable to fulfill this themselves.
 - i. Monarchs should be able to state to the BOD why they are unable to fulfill this venue scheduling and who will fulfill it.
 - ii. Members who are elevated to PR after Investiture will have the joint responsibility evaluated by the Reigning Monarchs, BoD, and the Imperial Council.
 - c. The Prince/Princess/Prex Royale must travel to at least one (1) out-of-state function as defined for Reigning Monarchs in section 6.A.2.e.
 - i. PRs are expected to attend to their own communities' needs before scheduling travel requirements.

- d. The Prince/Princess/Prex Royale will attend and participate in all events planned by members of the Royal Family and the ICAO unless otherwise excused by the Reigning Monarch/BOD or representing the Court elsewhere.
- e. The Prince/Princess/Prex Royale must meet all requirements by January 31st unless granted extension or leniency by the BOD. Failure to do so could result in disciplinary action or forfeiture of the right to walk with title at the Annual Coronation Ball.

D. Reigning Regents

- 1. The Duties of the Reigning Regents shall be:
 - a. All Regent Monarch(s) shall complete all obligations that apply to duly elected Monarch(s).
 - b. If a Reigning, Regent, or past monarch vacates their seat due to reasons other than disciplinary action, their action shall have no effect on their previously earned title(s).

7. COLLEGE OF MONARCHS, IMPERIAL COUNCIL & DEAN

- 1. The College of Monarchs and the Imperial Council are not above the membership of the ICAO and are expected to adhere to the Code of Conduct as much as any member of the ICAO.
- 2. A grievance/complaint may be filed against any member of the College or Imperial Council by a member of the ICAO and/or the Community. Grievances and complaints shall follow the judicial process outlined herein by these PNPs.
- 3. The College/ Imperial Council shall govern itself, however, they may take no action without the consent of the BOD.
- 4. Changes to the rules outlined below must be voted on by the Imperial Council, the BOD, and the Membership of the ICAO.

A. The College of Monarchs

- 1. The College of Monarchs is comprised of the Monarchs who have successfully completed their Reign according to the guidelines herein these PNP's.
- 2. Membership in the College of Monarchs is honorary, and members are not entitled to any privilege outside of retaining and recognition of their Reign number(s); as well as; the ability to walk with their Reign number(s) at State Events of the ICAO and within the ICS.
 - a. The above rule provides that there is no disciplinary action against the College member that would nullify recognition of their Reign number(s).
- 3. Members of the College are expected to adhere to the Code of Conduct of the ICAO when at events, representing, or discussing the ICAO in any capacity.
- 4. Voting rights within the College are extended only to those College members who meet the current ICAO voting requirements set forth within this PNP document.

5. An “Anniversary Walk” will be granted to college members as follows: each five (5) years from the date of their crowning(s) as time allows to keep the Coronation Ball within a reasonable time frame.
 - a. A College Member may be denied an “Anniversary Walk” if there is any disciplinary action upon the member. This is at the discretion of the Imperial Council and the BOD.
6. Acceptance into the College of Monarchs is voted on by the BOD and the Imperial Council
 - a. This vote must be taken by the BOD and Imperial Council, no later than one week prior to the annual Coronation Ball.
 - b. The only purpose of the vote is to confirm the Reigning Monarch has met their requirements as set forth in these PNPs to allow admission into the College.

B. Imperial Council

1. The Imperial Council is comprised of members of the College of Monarchs who are dues-paid members in "Good Standing" according to the membership guidelines herein these PNP's.
2. Voting rights within the Imperial Council are extended only to those members who meet the current ICAO voting requirements set forth within this PNP document.
3. Any member of the College may abstain from membership in the Imperial Council, but in doing so, they relinquish voting rights on the Council. Abstention will be observed completely throughout the current reign unless the College member petitions the Council for re-admittance.
4. The Imperial Council shall be tasked with the following duties:
 - a. Serve as an advisory committee to the BOD on matters concerning disciplinary action towards Reigning and Past monarchs.
 - b. Become an advisory committee to the Reigning Monarchs and Royal Family.
 - c. Assist with the execution of events of the Reigning Monarchs, Royal Family, and Coronation weekend events when available.
 - d. Assist the Dean(s) with selection of the screening committee and the conduction of interviews for monarch candidates.
 - e. Assist the Dean(s) with a selection of annual beneficiaries for the Clogger Bill Francisco Legacy Endowment Fund as recommended by the Reigning Monarchs.

C. Dean of the College

1. The Heads of the College/Imperial Council shall be the Dean(s) of the College of Monarchs.
 - a. The Dean(s) of the College shall be a yearly term held by the current Dowager Monarch(s).
 - b. A Dean’s term on the BOD does not begin until after the Annual Close Out Meeting for the previous reign.
 - c. The Imperial Council may petition the BOD for a “Vote of No Confidence” if the Council feels a Dowager is unable to serve effectively as Dean.

- d. A Dowager Monarch may elect to abstain or step down from serving as Dean at their own discretion with no effect upon their Reign Number. Excluding any possible or pending disciplinary action.
- e. Should there be no Dowager(s) to serve as Dean, the Imperial Council shall elect a Dean for the current year with an approval vote by the BOD.
- f. A Dean may be removed by a 2/3 vote of the Imperial Council and/or the BOD or if they fail to maintain the status of a BOD and/or ICAO member in "Good Standing" as outlined herein by these PNPs.

8. COURT MEETINGS

1. Each meeting of the Court shall be conducted according to the Bylaws and PNP's.
2. Meetings of the BOD and/or General Membership shall be held monthly at least 3 weeks apart, or as changed by a vote of the BOD.
 - a. Members will be notified by email, telephone, or in writing at least two (2) weeks in advance.
 - b. Notice may also be made at the preceding meeting.
3. General Membership meetings may be by notice in the local bar/venue and or organizations. A second BOD meeting shall be held in the month preceding the annual Coronation to deal with Coronation issues and other agenda items at the discretion of the BOD.
4. In the event of a conflict of a meeting date, the meeting will be determined by the BOD at a previous meeting.
5. Minutes will be taken of all ICAO Meetings held. These minutes are to be taken by the Court Secretary, Reign Secretary (if appointed by the Reigning Monarch(s)), or a designated person.
 - a. Meeting minutes of all meetings will be compiled as one document to be approved by the BOD through in-person or electronic means no later than ten (10) business days after the monthly meeting and before the next scheduled Membership Meeting.
 - b. All Minutes are approved by the membership at the next following General Membership meeting and posted to the website within ten (10) business days after the approval.
6. All meetings of the BOD will be open unless otherwise requested by a BOD member.
7. Members or visitors wishing to discuss matters not on the agenda must ask permission following the discussion of new business or ask to be put on the agenda for the next meeting.
 - a. Anyone wishing to speak at a Court meeting, who are not Court members, must ask to be placed on the following month's Court meeting agenda.
8. All meetings will be limited to two (2) hours in length unless a majority of eligible BOD members and members present vote to extend it, for further discussion of business at hand.

9. A Special meeting may be called at any time by any BOD Member. A member in good standing may call for a special meeting with at least two-thirds (2/3) or more of the voting members. Notice of all special meetings shall be given forty-eight (48) hours in advance stating the time, place, and general purpose thereof.
10. Only members in good standing shall be entitled to vote at meetings. No member may vote by proxy at any meeting of the general membership. Each member shall have one (1) vote at all meetings at which voting takes place - except BOD meetings and Executive BOD meetings - on items pertaining to the BOD.
11. All meetings must be communicated to the BOD, Imperial Council, College of Monarchs, Membership, and Oklahoma community at least two weeks prior to the meeting.
12. In the event of a conflict of a meeting date, the meeting will be determined by the BOD at a previous meeting, two weeks before the meeting or in case of extenuating circumstances, no later than 48 hours in advance.

A. Board of Directors' Meetings

1. The Board of Directors (BOD) shall convene a minimum of ten (10) times per calendar year at a time and location agreed upon by the Board.
2. Special meetings may be called at the request of the President or any Officer of the Board.
3. Advance (24-hour) notice of each meeting shall be provided to all BOD members in accordance with established notification procedures
4. A spontaneous/emergency meeting of the BOD shall be considered valid and legally held, without formal notice, if all Directors are present in person or by virtual means.
5. Any member of the ICAO may request a private meeting with the Executive Board or the full BOD via the Member-at-Large, the President, or Reigning Monarch(s).
6. These individuals are responsible for scheduling the meeting as soon as possible if said meeting cannot wait until the next scheduled monthly meeting.

B. General Membership Meetings

1. The general membership meeting shall be held once per month, with the specific date and location determined by the Board of Directors and Reigning Monarchs.
2. The meeting will be presided over by the reigning monarchs, unless otherwise directed.
3. Members will be notified of the meeting date at least two (2) weeks in advance via email, telephone, written notice, or announcement at the preceding meeting.
4. Meetings must be scheduled no less than three (3) weeks apart.

C. Combined Meetings

1. The Board and General Membership may opt, as needed during any calendar year, to hold a single combined Board and General Membership meeting.
2. The President, with the reigning monarchs, shall preside over this meeting to address business and membership matters.
3. Any monthly meeting may be conducted as combined meeting

D. Annual Close-Out Meeting

1. The annual close-out meeting shall be held no later than two weeks after the annual coronation.
2. This shall be a combined meeting of the Board of Directors and the Membership following the rule for Combined meetings in 8.C.

E. Quarterly Review Meetings

1. A quarterly review meeting will be held after the end of the first, second and third quarter (Aug, Nov, Feb) for the Reigning Monarchs and Royal Family to meet with the BOD and the Imperial Council to review the previous quarter.
2. The minutes from this meeting will be included in next month's formal meeting minutes.
3. This meeting shall be an open forum to discuss the current reign's progress, fundraising goals, areas for improvement and what can be done collectively to assist in the current Reign's success.
4. This meeting shall not be utilized to discipline or chastise anyone for perceived failures.

F. College/Imperial Council Meetings

1. The Dean of the College must organize 1 meeting every quarter, but no less than once every 6 months, for the College/Council to discuss matters related to tradition, reign review and guidance for the Reigning Monarchs and Royal Family.
2. The minutes from this meeting will be included in next month's formal meeting minutes as presented by the Dean.
3. The first meeting shall be held before the first membership meeting in May. This shall be the responsibility of the outgoing Dean(s) in conjunction with the new Dean(s).

G. ICP Confirmation Meeting

1. The newly elected Reigning Monarch may announce the Imperial Crown Prince/Princess/Prex and bestow ICP Medallions at Victory Brunch, or they may wait to announce and crown them at Investitures.
2. Should they choose to announce the ICPs at Brunch, a meeting will be held by the BOD in the morning after the Annual Coronation Ball prior to the Victory Brunch to discuss and vote on the proposed ICPs.
 - a. The BOD may choose to interview said individuals to ensure they are prepared and cognizant of the roles of the ICP.
3. Should the Monarchs choose to wait to announce the ICPs until Investiture, this meeting can occur as a closed meeting prior to Investiture.

H. Closed Meetings

1. The Executive BOD and BOD may opt to have closed door meetings that are not open to the public.

2. These meetings are restricted to matters of disciplinary action or when sensitive topics must be discussed.
3. All minutes of these meetings must go into the official minutes. Any disciplinary action will be announced in the minutes with redacted details of charges. However, matters of sensitive topics may be redacted to avoid disclosure of personal information or sensitive information to protect the identity of people involved.
4. A record of actions taken at each meeting will be kept in the form of minutes. Copies of these minutes will be presented to the BOD or membership upon request.
5. In the case of a meeting being called for the purpose of an Executive Session - Executive BOD members only - will be allowed. Unless otherwise approved by the Executive Board.
 - a. Executive Sessions are confidential, and participants shall not discuss the confidential matter(s) with ANYONE outside the discussion group. Discussion of said business may and can result in removal from the BOD and/or Court.

9. EVENTS & CEREMONIES

A. Events

1. Fundraising Events and Activities of the ICAO must adhere to the following submission process:
 - a. Members/Hosts must submit a signed and completed event form with advertising information (poster, flyers, etc.) to the Reigning Monarch(s) at least 4 weeks prior to the event.
 - b. All event/activity booking dates are considered first come, first serve. A date may not be “held” in advance without a completed event form.
 - i. Exceptions may be made for required/proclaimed/traditional events.
 - ii. Hosts may request a specific date, but the Reigning Monarch(s) has final say on venue/date availability.
 - c. A physical or digital copy of the event form must be given to the BOD secretary and the BOD Treasurer at least two (2) weeks prior to the event. To this end, it is acceptable for the Reigning Monarch(s) to request 3 copies of any event form from the event host at submission.
2. In the interest of accountability and fairness, Reigning Monarchs are responsible for submitting their own events to the BOD Secretary and Treasurer according to the above requirements.
3. The Reigning Monarch(s) will review the event form and check with the Secretary to make sure there are no conflicts of interest (COI) on the Court calendar.
 - a. A conflict of interest is defined as other ICAO, ICS, or Community events already occurring. The unavailability of a Reigning Monarch(s) or Royal Family members to attend is not considered COI.
4. A Reigning Monarch(s) may only decline an event or activity in cases of COI, non-approved charity beneficiaries, or unavailability of the chosen venue.
 - a. Declined events must be submitted to the Board with an explanation for decline.

- b. The Board may override a declined event at its discretion.
5. All advertising must be set up on the appropriate ICAO social media sites through the social media moderator(s). Once set up, the hosts, co-hosts, and event locations must be tagged for sharing purposes.
 - a. A host may not create a secondary page for the event outside of the ICAO event pages.
6. Should the event host need to cancel an approved event, they must submit the cancellation to the Reigning Monarch(s) as soon as possible so it may be canceled with the venue and announced publicly.
7. Any budget for an event and any new venues or new charities must be approved by the BOD.
8. Due to the nature of the ICAOs fundraising, sometimes an event date may become available at the last minute (outside of the four-week submission timeline.) In these cases, the requirements of this event regarding promotion materials and forms will be expedited to allow for as much advance notice as possible. This is an exception to the rule, not the standard.
9. Consistent lack of adherence to the rules above shall be brought to the attention of the Reigning Monarchs by the BOD and/or Imperial Council.
10. Any event outside the stated guidelines may be completed with BOD approval.

B. Coronation

1. The date of the annual Coronation will be the 1st Saturday of April each year unless circumstances require a change of date at the discretion of the BOD.
2. The BOD, Imperial Council, and Coronation Committee shall plan, coordinate, and present the Annual Coronation with input from the Reigning Monarchs regarding preferences, theme and décor.
3. The Reigning Monarch(s) shall nominate a Minister of Ceremonies (per 3.C.4), with BOD approval.
 - a. The Master of Ceremonies (MOC)/Ball Chair shall gather the Coronation Committee no later than seven (7) months prior to the annual Coronation Ball to create the Coronation Budget.
 - b. Arrangements and projected expenses will be submitted by the Coronation Committee for the Annual Coronation to the BOD and the Membership for approval six (6) months prior to the Annual Coronation Weekend.
 - i. Expenditures made over and above the approved budget without prior BOD approval will be reimbursed to the Treasurer by the person making the expenditure or disciplinary action will be taken.
4. The scripting and flow of the Coronation Ball Weekend will continue the same each year to preserve continuity and tradition. Alterations may be considered provided they do not increase the time allotted for coronation.
5. While it is not a hard rule, it is preferred that the Coronation Ceremony, from dinner to Adornment/Crowning of the new monarch(s), should not exceed 6 hours in length.

6. Each Reigning Monarch shall have a maximum of three (3) tickets to the Annual Coronation Ball to be distributed at their discretion.
7. See Appendix G – Coronation and Adornment Ceremonies for Coronation details.

C. Investiture

1. Investiture is a State Event.
2. BOD and Imperial Council Shall plan, coordinate, and present the Investiture Ceremony no later than (6) weeks following Coronation.
3. The Investiture ceremony shall follow the same pre-set script from year to year and may only be changed by the approval of the BOD.
4. The Royal Family, Line-of-Succession, and other Ambassadors will be dubbed at Investitures.
5. Events for Investitures may include but not be limited to: The Ceremony, Special Guests, Food, and Show.
6. The Show included during Investitures must be designated for the Charity Fund.

D. Memorials

1. Following the passing of any Monarch, active or inactive, the Master of Ceremonies will, in conjunction with the BOD and Imperial Council, organize a State Memorial no later than 2 months after any formal memorials or funerals by the family/friends of the deceased monarch if scheduling permits.
 - a. Should scheduling not permit a State Memorial, a memorial will be observed/displayed at the Annual Coronation ceremony alongside the Crown Jewels display.
2. State Memorials will be formal events
3. State Memorials will be scripted like any standard memorial/funeral service
4. Members of the ICAO will be provided with black armbands or black corsages to be worn until the State Memorial is held.
 - a. Monarchs, ICPs, and PRs may opt to place a strip of black tape diagonally across their State Medallion
5. Following the passing of any current member, the Master of Ceremonies will consult with the Reigning Monarchs to organize a memorial event or show no later than 2 months after any formal memorials or funerals by the family/friends of the deceased monarch.
 - a. Member memorials are optional based upon the availability of venues and scheduling, but it is preferred to see that time is made for them.
6. There is no scripted format for these memorials.

10. MONARCH ASPIRATION RULES & REGULATIONS

A. Application and Qualifications

1. Applications should be made available on the first Saturday of February every year and must be submitted to a member of the BOD no later than 11:59pm on the second Saturday of February each year.
2. Applicants must meet all the following requirements as of January 31:
 - a. Applicants must be at least twenty-one (21) years of age.
 - b. Applicants will have been a continuous member from Investiture the current reign and be members in good standing at the date of application availability.
 - c. Applicants must have attended 75% of the meetings (combined or membership) during the current reign from Investiture through January 31. Only two (2) excused absences are allowed to be used in terms of eligibility.
 - d. Applicants must have attended and participated in 75% of all ICAO events during the current reign from Investiture through January 31. Only two (2) excused absences are allowed to be used in terms of eligibility.
 - i. Events/functions deemed as social events are not factored into monarch eligibility.
 - ii. Events that occur the day before, on the day of, or the day after a federally observed holiday are not factored into monarch eligibility.
 - iii. Events on the weekend before or after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, and New Year's Day shall not count in eligibility requirements.
 - iv. In the case of events occurring on the same weekend or on consecutive days, the entire weekend/span of days counts as one. Thus, for monarch eligibility, attendance is only required at one of the events that weekend/span of days.
 - e. Applicants must have attended a minimum of one (1) Out-of-State function.
 - f. Applications must have produced a minimum of one (1) fundraising event during the current reign individually or with the assistance of a Reigning or Past Monarch with a positive amount of at least One hundred dollars (\$100).
 - g. Applicants must be able to explain how they can afford both time and finance the position they seek.
3. ICPs and PRs of the current reign with aspirations must have also successfully completed any requirements of said title by January 31st unless granted extension or leniency.
4. A Reigning Monarch may not run to succeed themselves.
5. A Past Monarch may only run if they meet the following conditions:
 - a. They must have successfully completed their Dowager year.
 - b. They must have suspended the use of any monarch's title(s) and served as a member of the line-of-succession for a minimum of one (1) year before the campaign year.
 - c. They must have met the requirements in 10.A.2 for applicants.

6. Any application and qualification requirement may be waived with extenuating circumstances if requested by a two-third (2/3) vote of the BOD and Imperial Council.
7. Should there not be at least one (1) potential candidate that meets the above requirements, the Imperial Council and BOD shall convene to discuss waiving requirements and/or discuss Regency.
8. Applicants for the office of Monarch must submit a one hundred dollars (\$100) non-refundable fee with their application. The Entry fee shall be in the form of cash, certified checks, or money order.
9. The application fee shall grant admission to all events of Coronation Weekend if the applicant is accepted as a candidate.
 - a. The only exception to the non-refundable fee is if the applicant does not pass the screening committee.

B. Pre-Campaigning and/or Termination of a Candidate

1. Any member in good standing with thoughts or aspirations of becoming a Candidate for Monarch may NOT state that they 'is running', 'will run', or 'will be the next' Emperor/Empress/Emprex, before the Screening Committee has approved the Member as a Candidate and public announcement has been made. Doing so constitutes 'pre-campaigning' which may give an unfair advantage to the person in the election due to having swayed the public's consideration prior to being approved.
 - a. Those who are considering aspiring for monarch may seek advice or counsel from a reigning monarch or members of the College of Monarchs/Imperial Council. This shall not be considered pre-campaigning.
 - b. Any person who is known to be pre-campaigning will not be allowed to become a candidate for that year's election.
2. Candidates may NOT run on a joint ticket - meaning run as a team. Each Candidate must stand on their own platform when appearing before the Screening Committee and while campaigning.
3. Reasons for being Terminated/Disqualified as a Candidate may include but are not limited to:
 - a. Evidence of prior campaigning.
 - b. Evidence of joint campaigning.
 - c. Breach of ICAO Bylaws and/or PNP's.
 - d. The candidate does not fulfill Candidate requirements before voting.
 - e. Any Member of the Executive BOD who becomes an approved Candidate, upon being elected, must resign their position on the BOD. A letter of resignation must be submitted to a BOD Member within 24 hours of being informed of winning.
 - i. If elected, they will sit on the BOD in a Non-Executive position as the Reigning Monarch/Fundraising Chair.
 - ii. The duties of the vacated Executive position shall be fulfilled according to the Board Election and Vacancy rules of the ICAO Bylaws Sections 5.3 and 5.4.a.

C. Screening Committee

1. The Imperial Council will take on the duties of the Screening Committee under the direction of the Dean of the College of Monarchs.
2. The screening committee must include members of the Imperial Council and the BOD.
 - a. The Reigning Monarchs shall serve as Moderators.
 - i. They will escort applicants to and from the interview area and will ask the standard set of questions mentioned in 10.C.4.
 - ii. They may also offer opinions, and ask questions, however, they may not vote.
 - b. No more than two (2) members of the General Membership may be invited to attend, offer opinions, ask questions, and vote. These individuals must be considered in good standing at the time the screening committee meets.
 - c. Members of the College of Monarchs and community leaders may also be invited to attend, offer opinions, and ask questions. However, these individuals may not vote nor be present during voting.
 - d. The King Father and Queen Mothers of All Oklahoma may attend, participate and vote as allowed per Proclamation if they so choose.
3. All applicants meeting the requirements of the office being sought will appear for an interview before the Screening Committee.
 - a. Interviews should be scheduled for the third weekend of February, but no later than February 28th.
 - b. Application and interview dates may be changed by a majority vote of the BOD.
4. The Screening Committee shall meet prior to the candidate's screening to review a standard set of questions for all applicants that will include the following criteria:
 - a. Explain how they can afford both time and finance the position they seek.
 - b. Personality/Representation (should be dressed for a job interview).
 - c. Goals for Their Reign (present ideas for ways to get new members, events, and travel).
 - d. Creative Fundraising ideas.
 - e. Knowledge of ICAO History, Bylaws, and PNPs.
 - f. Candidates will be asked if they would prefer to reign Absolute or have a Regent, should they be elected alone.
5. After all the standard questions are asked, each member of the Screening Committee will be allowed to ask additional questions of their choice.
6. Screening committee Members will vote as "PASS" or "NO PASS" on each applicant after the interview.
 - a. Abstentions are not accepted.
 - b. The Candidate must receive a majority "PASS" score from the members of the Committee to become a Candidate for Monarch.
7. The Moderator shall ensure fairness to all candidates and shall be empowered to keep order and ask all questions approved by the screening committee.
8. Each applicant will be informed privately by the Moderators or the Dean of the College of the Screening Committee decision within twenty-four (24) hours at which time the decision becomes final.

9. Failure of an applicant to show up at the designated time for the interview with the Screening Committee shall cause the candidate to receive 'NO PASS', and the entry fee will be kept and forfeited.
10. If applicants do not pass the interview and are not accepted as candidates, the Screening Committee minutes shall reflect on the decision.
11. In the event there are no candidates for the position of Monarch or should a 50% plus one (1) NO vote for a single candidate for office occur then the procedures for Regency shall be followed.

D. Regency

1. A regent may be appointed if the BOD and Imperial Council deem one is needed.
2. The BOD & Imperial Council shall consider Regency candidates on the day of Candidate Screening.
 - a. All past Monarchs in good standing residing in the State of Oklahoma will be considered for the Regent position.
 - b. A 2/3 vote of the BOD and Imperial Council present shall elect Regent Monarch(s) on the date of Candidate Screening via secret ballot, if there are more than two (2) of any line designation.
3. Following the tally by authorized official, the President of the BOD and the Dean(s) shall be notified together, prior to the Coronation Ball, so that arrangements may be made to prepare any Regent Monarchs.
 - a. Regent Monarchs will be announced at the Coronation Ball if needed and escorted in with the Newly Crowned Monarch.
4. Should there be no approved past monarch, then the Regent position may be offered to a current Reigning Monarch (not of the same line) with a two-thirds (2/3) vote of the BOD and Imperial Council.
5. Regent positions will consist of at least one but no more than two regent monarchs.
6. Regent Monarchs would be known as the Regent position number and receive full Monarch status at the end of the completed Reign as set forth herein.
7. If no acceptable Regent can be found, then the position will remain vacant with the Imperial Council and/or BOD serving as "Protectors of the Realm" and dividing the duties of a reigning monarch.
 - a. "Protectors of the Realm" may not to wear crowns unless they have completed a term as a monarch.
 - b. ICPs & PRs titles, including those with lifetime titles, shall not be included/announced as "Protectors of the Realm."

E. Campaigning Time - Fundraisers and Failure to Comply

1. Candidates shall have a minimum of four (4) weeks in which to Campaign throughout the State of Oklahoma.
2. The Reigning Monarch(s) are to serve as candidate coordinator(s) and report all candidate activities to the ICAO BOD and Membership.
3. Upon being named as a candidate, the following requirements are to be followed.

- a. Candidates should provide their own candidate sash for candidate announcements and may ask no more than two (2) people to "sash" them once they are notified of candidacy.
 - i. Sashes should state the title they are a candidate for "Emperor/Empress/Emprex/Monarch" without a Reign number.
 - ii. Sashes should identify them as a Candidate for the ICAO.
 - iii. The ICAO will provide sashes if needed.
4. Each approved candidate will work jointly on all Candidate events/fundraisers.
 - a. Candidate events are scheduled by the Reigning Monarchs and the venue liaison.
 - b. All candidate fundraisers must incur a positive monetary value as listed in 6.A.2.d.ii for Reigning Monarchs
5. Candidates are required to organize an outreach event to benefit the ICAO or the Community.
 - a. This may not be an outreach or collaboration with any event already organized by the ICAO or a community entity.
 - b. Collaboration between candidates is not permitted.
 - c. It is expected that the candidate will promote and recruit members of the ICAO and community to participate.
 - d. All candidate outreaches must include a BOD member for confirmation of the event happening.
6. Candidates may use only designated areas in any available venue in which to display candidate promotion materials (poster/ flyer/ picture) which may be left up through Coronation.
 - a. The size of the display will be determined by the number of candidates.
 - b. No crowns or regalia may be visible/worn in any photos on any campaign materials.
 - c. All candidate campaign materials must have the ICAO logo and website information.
 - d. Campaigning propaganda may be handed out by the candidates with prior approval of the venue owners. Table tents or banners may be used for candidate fundraisers only at the venue owner's discretion.
7. The failure of the applicant/candidate to comply with these stated rules and regulations shall render the candidate disqualified.
8. The Reigning Monarch(s) will organize a candidate's forum to be held in a moderate format for the public if the candidates choose.
 - a. The date of this forum shall be no less than one weekend prior to voting.
 - b. Each candidate will be allowed a three (3) minute opening statement and a two (2) minute closing statement.
 - c. The purpose of the forum is for the public to ask questions of the candidates and get to know who the candidate is
9. Candidates must prepare a performance for Candidate Announcement and be prepared to speak.
10. Candidates shall walk before the College of Monarchs in all walks in and out-of-realm as "Candidate for Monarch #."

- a. Following Voting, Candidates are to be addressed and walk as “Aspirant to the Throne of Reign ##”

F. Voting Procedures

1. The Voting Day(s) and time(s) will be established by the BOD.
2. In all fairness to the whole Oklahoma LGBT community voting will be held in at least two neutral, non-bar locations in Oklahoma to allow all members of the community to vote.
3. Voting shall be open to ALL residents of the State of Oklahoma eighteen (18) years of age and older.
 - a. An Oklahoma State ID will be required as proof of residency and must be shown to the Voting Registrar.
 - b. Voters will be required to sign a Voter Register – with their last name only and date of birth.
 - c. Voting shall be done secretly in a monitored Court voting area.
 - d. Any attempt at coaching in a designated area shall cause the ballot to be dropped from tabulation.
4. The BOD shall elect the Voting Registrar(s) to oversee the ballot box and voting and shall receive a report from the Vote Register(s) as to any indiscretions in voting.
5. Candidates will be allowed in the polling place or venue to vote and must leave.
 - a. They will be escorted in and out of voting by a BOD member.
6. The ICAO will under no circumstances recognize or allow write-in candidates.
 - a. Any ballot with a write-in candidate will not be tabulated.
7. Ballots will have the names of each candidate for each office, and a YES or NO space - voters will be instructed to only vote for one (1) Emperor, one (1) Empress, and one (1) Emperx candidate by circling or checking the word YES or NO.
8. Ballots shall be counted by a CPA, Notary Public, or Lawyer and the results of the votes Notarized, or in the event, none of the above are available to tabulate - counting will be done by three (3) persons approved by the BOD.
9. There will be NO absentee ballots.
10. As each member of the BOD votes, they will self-identify to the Voting Registrar.
 - a. They will then be given a second ballot.
 - b. This second ballot will be filled out and placed in a sealed envelope.
 - c. The Closure of this envelope will carry the initials of both poll watchers.
 - d. The front of the envelope will only show the title of the BOD member.
 - e. In the event of an election tie - The tabulator will open the Member at Large envelope first, if the tie is broken - it is ended, if it is still not the 50% plus one (1) not be achieved in this method, then the BOD envelopes will be opened and tallied.
11. A ballot will not contain any number or any other designation whatsoever after the ballot has been issued, which can indicate who cast the ballot.
 - a. Should ballots contain numbers for control of the ballots, said ballot numbers will be clipped from the ballots prior to inclusion of said ballot into the ballot box.
12. The Ballot box and voting shall be conducted and overseen by a person(s) selected by the BOD.

- a. Candidates may also select a person(s) to watch the Voting Registrar(s) if they so choose.
 - b. Poll watchers must remain at least 6 feet away from anyone in the voting area.
- 13. Should there be any doubt that voting does not follow these rules and regulations, the Voting Registrar shall report to the BOD all indiscretions and the BOD shall then immediately begin disciplinary action.
- 14. The Dean of the College of Monarchs (1st option) or BOD Vice President (2nd option) will hold one set of keys to the ballot box, and the tabulator shall hold the other.
 - a. In no event will anyone hold a key and the ballot box at the same time simultaneously save the person tabulating the ballots.
- 15. The tabulator will be given a copy of the PNP as a guide for voting protocols.
 - a. The voting register will be placed in the ballot box at the conclusion of voting for records of how many people voted.
 - b. The results will be kept secret until the Annual Coronation Ball when the tally is called.
 - i. An exception will be made in the case of a Regent per 10.D.3.

G. Determination of Winner(s)

1. The Winner(s) shall be determined in the following manner:
 - a. There shall never be more than two winners elected.
 - b. If there is more than one (1) candidate, the winner(s) of each of the three recognized lines (male, female, X) MUST win by at least one (1) 'YES' vote.
 - i. The total number of votes of the winner of each line shall be compared, and the top two winners will be named as the elected monarchs.
 - c. If there is only one (1) candidate for the office, the total number of 'YES' votes must be 50% plus one (1) vote.
 - d. Should an elected winner ever decline election an absolute monarch will be named, or a regent placed.
2. A recount of tabulated votes may be requested upon reasonable doubt. The individual requesting the recount shall pay all expenses incurred in the said recount. Said request shall be in writing and presented to the President (if unavailable, the Vice President of the BOD) within three (3) days after the function. A CPA, Notary Public or Lawyer, and a member of the BOD will recount.
3. Any questions about voting and the counting of ballots can be directed to the President of the BOD.
 - a. If extenuating circumstances exist, the BOD and Imperial Council may elect to change the requirements for the voting outcome by a two-third (2/3) vote of the BOD and Imperial Council.

11. Court Authority – Financial

1. The BOD of the ICAO shall be the sole authorized financial body acting for the Court.

2. The fiscal period of the ICAO runs from Investiture – Coronation Weekend (typically May – April.)
 - a. Exceptions to this are any fundraising events held during Coronation Weekend designated to serve the next reign (i.e., the Monarch’s Travel Fund) or designated as part of the new reign prior to Investiture. Those funds shall be applied toward the next fiscal period.

A. Court Expenses

1. All bills for Court expenses shall be:
 - a. Presented at a BOD meeting to the Treasurer and/or President in their absence.
 - b. Approved for payment by the majority vote of the members present and voting at a regular special meeting of the Court.
 - c. Authorized in writing for payment (Court minutes shall suffice).
 - d. Reimbursement receipts may be presented to the President and Treasurer, but approval must receive a majority vote of BOD present before being given.
 - e. All expenditures by Officers of the BOD shall not exceed one hundred (\$100) without prior BOD approval.
 - f. Any expenditure over five hundred dollars (\$500) must have membership approval.
 - i. All Court expenses shall require approval of a majority vote of the BOD at a regular or special meeting of the BOD before being presented to the Membership for approval.
 - g. All funds raised and owed to charities will be verified and dispensed to said charity within 30 days of the event.
 - h. All bills for the previous Reign must be presented to the Treasurer within one (1) week following Coronation or they will not be honored.
 - i. All Court expenditures will be by invoice, receipt, or purchase only.
 - j. The Reigning Monarch(s) may never authorize expenditures by declaration or proclamation that does not carry the approval and authorization of the Court.
2. Checks made out to the ICAO must have the current address, and phone number, of the person issuing the check.
 - a. There will be a twenty-five-dollar (\$25) return check fee, plus Bank fees accrued.
 - b. The ICAO only accepts business or cashier’s checks. No personal checks will be accepted.
3. No funds shall be removed from door receipts at a Court function except by prior approval made by a majority vote or the BOD.
4. The ICAO and Tax I.D. numbers cannot be used or otherwise encumbered or obligated in any way without written permission of the BOD.
5. All debit card transactions and checks written on the ICAO checking account must have the authorization of two (2) signers; however, only one signature will be required for each transaction.
 - a. The President, Vice President, and Treasurer shall all be the authorized signers on the checking account unless otherwise determined by the BOD.

- b. No two (2) signers shall reside in the same household.
- 6. The Treasurer will be required to provide a copy of the Bank Statement at each Board, Membership, or Combined Meeting.

B. ICAO Designated Funds

All Court functions/events approved, sanctioned, and recognized by the Court that are advertised as such for the purpose of raising specific funds will include a split of 75% for the Charity Fund and 25% for the General Fund and will be instituted unless otherwise approved by the BOD.

Dedicated Funds for the ICAO, shall include but not be limited to the following funds set herein these PNPs according to any additional section pertaining to them:

1. Charity Fund
 - a. The primary fund to be used by the ICAO for fundraising and disbursement to charity.
2. Clogger Bill Francisco Legacy Endowment Fund
 - a. This fund is to be used for the benefit of a youth-based charity.
 - b. The Legacy Endowment Fund receives 100% of the funds from events specified for it - as per the agreement with namesake - 'Clogger' Bill Francisco
 - c. See Section 12 for details.
3. Coronation Fund
 - a. Annually, five hundred to one thousand dollars (\$500 - \$1000) at the recommendation of the Treasurer and two-thirds (2/3) approval of the BOD, from each reign shall be added to the current Coronation Fund as seed money for the next year's Coronation.
 - b. When the Coronation Fund reaches Fifteen Thousand Dollars (\$15000), the contributions by each reign will discontinue so long as the Coronation Fund remains at Fifteen Thousand Dollars (\$15000).
 - c. The Coronation Fund is to be maintained at Fifteen Thousand Dollars (\$15000) as a self-replenishing fund from the proceeds of each Coronation.
4. General Fund (operating expenses)
 - a. This fund is to handle the day-to-day operations and upkeep of the ICAO.
5. Monarchs Travel Fund
 - a. This fund shall be used for any expenses incurred by a Reigning Monarch while traveling in or out-of-realms regarding lodging, event tickets, airfare, gas, and/or meals.
 - b. Reigning Monarchs have no lodging per diem but are expected to be fiscally responsible regarding lodging within fair market value when a host hotel is not available. Any expenditure more than fair market value shall be reimbursed by the Reigning Monarch.
 - c. A Reigning Monarch is to submit all receipts to the Treasurer. Any receipts not accounted for become the responsibility of the Reigning Monarch and they are required to reimburse the travel fund.

- d. Reigning Monarchs may never use travel funds for the benefit of others with regard to food or personal expenses. The sharing of lodging or mileage/fuel expenses is permissible.
- e. Any unused travel funds of a Monarch by the end of the annual Coronation Weekend for their reign shall be converted to the Charity Fund for divestiture to the community.

12. Legacy Endowment Fund

1. The ICAO's Scholarship Fund that has been named after Bill Francisco (The 'Clogger' Bill Francisco Youth Scholarship Fund) will from now on be known as the 'Clogger' Bill Francisco Legacy Endowment Fund.
2. Awards shall be given to 501(c)(3) community organization(s) benefiting the youth of Oklahoma.
3. Per Proclamations, 100% of all proceeds raised at the annual Monarch Ball and the annual ICP Ball, go towards the 'Clogger' Bill Francisco Legacy Endowment Fund.
4. The Dean(s) of the College shall confer with the Reigning Monarchs for nominees prior to the Divestiture each year. Once nominees are presented, the College of Monarchs will be consulted for input. The Dean(s) shall then petition for a vote of the BOD and Imperial Council for approval.
5. Award amounts will depend on the amount raised each reign.
6. Each reign may grant a maximum of two thousand five hundred dollars (\$2500) per reign.
7. The BOD and Imperial Council may vote to allow more based on extenuating circumstances.
8. The Award Presentation(s) will be disbursed when needed but shall always be announced as
9. part of the annual Divestiture ceremony each reign.

13. Court Property

1. All Court property shall be kept in locations designated by the BOD. This excludes the Crown Jewels.
2. The 'Crown Jewel' Crown was first and only worn by Emperor Philip and is dedicated in his name to the Court.
 - a. Its principal and only use is for Coronation as the ceremonial crown held above the newly elected Monarch(s) as they are sworn in.
 - b. It is never to be worn by another Monarch.
3. The State Crown for the Emperor, Empress, Emprex Imperial Crown Prince, Imperial Crown Princess, and Imperial Crown Prex shall follow the rules set forth in Section 5.F
4. Court Property - may include stage lighting and/or sound equipment. Only Court supporting organizations may upon request and approval of the BOD, borrow or rent Court Property. This request must be submitted in writing to the BOD of the ICAO.

5. Any organizations, candidates, or past Monarchs shall be required to sign a promissory note requiring each to pay for any damage to or loss or theft of Court Property.
 - a. Proven theft shall be defined and accepted as a formal police report that has been filed, witnesses to corroborate said theft, and/or at the discretion of the BOD.
6. The General Membership shall approve of all use of Court Property by other organizations and determine the rental of any of the property.
7. All Monarch(s) upon stepping up will have to sign a promissory note of responsibility for any Crown Jewels, State Crown(s), Medallion(s), Scepter(s), Orb, Flags, Thrones, Banners, Pillows, Kneeling Bench(s), Robe(s), in their possession while in or out of town. Damages to or loss of property, except in cases of proven theft, will require replacement at the expense of the Monarch or ICP responsible. See Appendix D.

14. Leave of Absence

1. In the event a Reigning Monarch or BOD member vacates their office voluntarily, providing all their obligations (i.e., travel and fundraisers) are fulfilled, their title/position shall remain in effect for a period not to exceed three (3) months. T
 - a. This vacancy shall be considered a leave of absence with the understanding that the vacating individual shall return to office.
 - b. The request for a leave of absence must be approved by the BOD and a two-thirds (2/3) vote of the Membership.
 - c. Leave of absence may be work, health, or personal related.
 - d. The BOD shall give their approval to all leave of absence for Reigning Monarchs with two-thirds (2/3) approval of the General Membership.
2. In the event any Reigning Monarch or Invested title holder is removed or resigns from office, the insignia (Crown, Medallion, or Tiara) must be surrendered to the BOD to be held for their successor.

15. Disciplinary Action

A. Code of Conduct

1. Members have an obligation to:
 - a. Adhere to the Bylaws and the Policy and Procedure Manual of the ICAO
 - b. Treat all fellow Court members with respect.
 - c. Behave in a professional and responsible manner at all Court functions.
 - d. Ensure that the guest(s) of Court members attending any court function behave in such a manner as not to embarrass the Court or reflect adversely on the Court.
 - e. Support all Court functions to the best of your ability.
 - f. Ask permission from the Board of Directors to use the nonprofit status and the tax ID number of the ICAO before soliciting donations on behalf of the organization.

- g. To use social media as a positive tool to promote the Court, ICS, and Membership in a positive light, not to tear it down with personal grievances.
- h. Members will not establish a social media account (Facebook, Twitter, etc.) or Email address (e.g.: impcourtok@anydomain.org) that is intended to appear as an official ICAO entity without documented (minutes, Email, memo, etc.) permission from the Board of Directors.
- i. Members will not establish a business account or enter into a business agreement on behalf of the ICAO without documented (minutes, Email, memo, etc.) permission from the Board of Directors.
- j. If a Court Member has a disagreement with any policy, procedure, or directive of the Reigning Monarch(s), the Board of Directors, or the General Membership of the Court, they have an obligation to follow appropriate Court procedures as outlined in the Bylaws and the Policy and Procedures Manual to express disagreement or to attempt to change any such policy, procedure or directive.
- k. The Reigning Monarch(s) of the Court have an obligation at all times to behave in a professional and responsible manner that will not embarrass the Court or reflect adversely on the Court.
- l. Any Court member not adhering to this CODE OF CONDUCT shall be subject to disciplinary action by the Board of Directors according to the discipline section of the PNP's.

B. Flagrant Bad Conduct

1. Flagrant Bad Conduct is explained as, but not limited to the following:
 - a. Harassment and/or Bullying in any form.
 - b. Negative or Derogatory posts on social media.
 - c. Use, sale, or possession of illegal substances at any Court function.
 - d. Abuse of alcohol and/or drugs by any member at any Court function.
 - e. Inappropriate sexual behavior (Including sexual assault see 15.2.H) at any court function.
 - f. Any other activity considered illegal by State or Federal Law(s) at any Court function.

C. Financial Misconduct & Physical/Sexual Assault

1. Any charges of embezzlement, misappropriation of funds, and/or physical assault shall be investigated and handled by the Executive BOD with legal processes if necessary.
 - a. Following investigation and legal process (if warranted) the Executive BOD shall notify the remaining BOD and General Membership of the outcome.
2. Victims of any form of assault are encouraged to seek police intervention.
 - a. Should legal charges be filed, and due process followed through, the Executive BOD shall decide if removal of titles or expulsion from the ICAO is warranted.
 - b. This shall not be brought forth for a vote by the General Membership.
 - c. This decision shall be made public to the membership with the omission of actual legal charges and details to protect the privacy of the accused.

3. The Executive BOD shall not act or make any decision until the due process of law is completed. The accused will be privately informed by a ranking Executive BOD member that their membership and all rights are suspended until due process is finalized.
4. The ICAO cannot and will not serve as a court of law regarding physical, aggravated, or sexual assault and shall not intervene in cases of assault to protect and indemnify the ICAO against litigation.

D. Grievances & Complaints

1. Any Member of the Court, the College of Monarchs, or the Community may bring charges against any Court or College member by specifying the name of the individual and the specified charges against that person in writing to the ranking Executive Board Member and the appropriate liaison as listed in 15.1.B.
2. Charges/Grievances must be brought forth no later than fourteen (14) calendar days from the date of the offense.
3. Executive BOD and Liaison may propose mediation before accepting a charge or grievance.
 - a. Should a default mediator be needed, the Member at Large shall serve as mediator.
4. Charges brought on personal matters that do not affect the business of the ICAO shall not be entertained.
5. Personal emails and chats will not be considered as evidence as they are personal in nature unless they directly affect the business or are relevant to the policies of the ICAO.
6. The Executive Board shall convene with the designated liaison for infractions of the Code of Conduct, Bylaws, or Policies and Procedures:
 - a. The Reigning Monarch(s) shall serve as the liaison for the Line-of-succession.
 - b. The Dean(s) of the College shall serve as the liaison for any Monarchs (past or reigning.)
7. If charges are brought against an Executive BOD member or liaison, they shall be recused from meetings.
8. Charges brought against individuals from other Courts or Organizations are to be handled by the Executive BOD in ranking order.
 - a. The Executive BOD will facilitate any communications should it directly affect the ICAO.
9. An accused member of the ICAO shall be notified in person at a meeting with the Executive BOD and appropriate liaison within fourteen (14) calendar days of receipt of the accusation.
10. Should the accused refuse a meeting, the BOD will proceed with the judiciary process.
11. The Executive BOD and liaison will evaluate the charges against the Code of Conduct, bylaws, and PNPs to determine if the charges warrant investigation by the Judiciary Committee.

E. Judiciary Committee

1. The Executive BOD will oversee the formation of the Judiciary Committee as outlined in Appendix B of these PNPs.
2. The Judiciary Committee must review and investigate the charges filed and determine whether the charges are sufficient to warrant BOD action/discipline.
3. The Judiciary Committee will have fourteen (14) days to complete its investigation. Additional time can be extended at BOD's discretion.
4. If the charges filed are deemed sufficient by the two-thirds (2/3) vote of the Judiciary Committee, they will be presented to the BOD for review at any special or regularly scheduled meeting.

F. BOD Review

1. Once the BOD reviews and discusses the charges, a vote on charges will take place.
2. If the BOD approves to accept the charges by a two-thirds vote (2/3), the President shall give notice in writing within fifteen (15) days to the individual charged of a hearing.
3. If the charges presented are not accepted by the BOD, the charges are dropped, and the case is dismissed.
4. If the BOD determines that the presented charges are not fully valid, they can vote to reject the charges to be returned to the Judiciary Committee for review.

G. Hearing

1. The hearing notice will specify the date, time, and place (at least fifteen (15) day notice must be given) at which time a subsequent hearing of charges will be held.
 - a. Any individual charged - must return all Court property to the BOD for safekeeping until the charges are resolved.
2. At the hearing, the individual charged shall be provided with an opportunity to explain, refute, or present evidence that they feel has a bearing on the charges.
3. Following the hearing, the BOD members shall vote on whether to uphold or dismiss the charges against the individual. If the charges are upheld, they shall vote to:
 - a. To Censure the individual - The BOD will be closely watching for further misbehavior behavior and conduct.
 - b. To Suspend the individual - disciplinary action is no use of title during suspension and not allowed to take part in Court walks at any in or State Function.
 - c. To expel the individual from membership, and/or office or title. - No use of titles period.
4. In case of theft or any illegal activity, law enforcement must be notified and charges filed.

H. Censure

1. Any member guilty of misconduct may be censured upon two-thirds (2/3) vote of the BOD members present and voting at a regular or special meeting of the BOD.

- a. The length and conditions of the censure shall be determined by the BOD.
 - b. The General Membership must approve the recommendations of the BOD in this measure by a two-thirds (2/3) vote of Members present in good standing at the Court meeting dealing with the measure.
2. The censured member shall be notified in writing of the action taken within fifteen (15) business days.
3. The members in question shall not have a vote on this issue

I. Removal From Office/Expulsion

1. Upon removal from the office, all responsibilities and authority are taken away from the individual, and the office is declared vacant.
2. Expulsion from membership shall cause the individual to forfeit all rights of membership including all titles.
 - a. The individual may not rejoin the Court, be recognized at any ICS event with any title given by the ICAO or be allowed to speak on the court's behalf.
 - b. Should the individual be a current or past monarch, a letter will be sent from the President to the ICS informing them of expulsion.
3. If a Reigning Monarch Past Monarch or member of the Royal Family is removed from office or membership, they shall be publicly stripped of the rank and title to which they were elected or appointed.
 - a. If a Reigning Monarch is removed, the vacant seat may be filled with BOD approval or remain vacant until the next annual Coronation at the BOD's discretion.
5. In the event any member is subject to a disciplinary hearing, they shall be disqualified from voting and shall not have their vote used to compute a two-third (2/3) vote. Any action taken following the hearing shall be by the majority vote of those in attendance - in good standing.
6. Any member may be expelled upon a majority vote of the members of the BOD present and voting at a regular or special meeting of the BOD. The General Membership must approve of the recommendations of the BOD in this measure by a two-third (2/3) majority vote of the Membership in good standing at a court meeting dealing with the measure. The person expelled shall be notified in writing of the action taken within fifteen (15) days.
7. Should an Officer of the BOD be removed from office by the affirmation vote of two-thirds (2/3) of the voting members of the BOD at any scheduled or special meeting called for that purpose or by the affirmation vote of two-thirds (2/3) of the members in good standing of the ICAO at any regular or special meeting called for that purpose.
8. A vote by the BOD and the Membership to censure an individual shall cause that person to be placed on three (3) months' probation. At the end of the three (3) months period, the BOD shall meet to determine whether to move for the removal of the individual from membership and/or office. The General Membership must approve of the recommendations of the BOD in this measure by two-thirds (2/3) of the Membership present in good standing voting at a Court meeting dealing with the measure. Should

'required action' of the original censure take place after three (3) months, nothing is herein implied as to an end to the original censure until a positive motion by the BOD and the Membership on one of the three herein described actions that result in the termination of the original censure action: three (3) months shall mean not less than ninety (90) days.

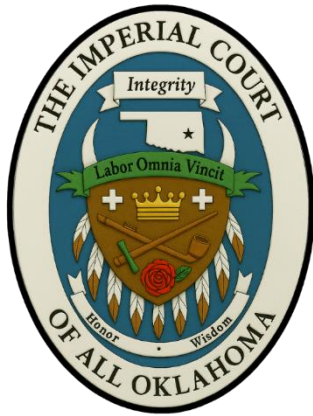
9. An individual who has been removed from office may or may not be removed from membership in the Court at the discretion of the General Membership in good standing - upon recommendation of the BOD.
10. During the Court fiscal year, the President shall maintain a disciplinary file that shall be Closed to all except the Executive BOD at regular and special meetings, and the individual(s) subject to the charges in so far as their own record is concerned.
11. The President shall destroy all records of changes made, censures issued, and removals from office taken in accordance with the 501(c)3 Code and the Laws of the State of Oklahoma at the end of each fiscal year.
12. 1 In the event that a Reigning or Past Monarch is removed from office, a permanent statement shall be recorded in the minutes of the BOD meeting stating that as a result of the procedure specified above, the BOD and General Membership took action to remove him/her from office or title. A letter containing the above information from the BOD shall also be posted to the Imperial Court System.
13. Decisions of the BOD and General Membership regarding disciplinary action shall not be altered or overruled by declaration or Proclamation.
14. Any individual Court member, Officer, BOD member, Reigning Monarch, or Past Monarch who has been removed from the membership shall not use their Court title(s)
 - a. In the event a Reigning or Past Monarch is removed from the ICAO and their title is removed, a Certified Letter shall be sent by the President to the International Court Council and posted to The Imperial Court System.

16. Policy and Procedure Revisions

1. The Policies and Procedures Manual may only be changed by a two-third (2/3) vote of the BOD with said PNP's presented to the Board in advance in writing.
2. Issues of procedure not governed by the Bylaws and/or the procedures manual shall be governed by Roberts Rules of Order (with membership revisions - approved by the BOD, then presented to the membership who must approve by a two-thirds (2/3) vote).

Appendix A – Seal and Crest

The Official Seal of the ICAO



The Official Monarch Crest – Usable only by Monarchs of the ICAO



Appendix B – Judiciary Committee

1. Purpose - To serve a neutral body of investigators for the BOD and individual(s) filing said complaint(s) and/or grievance(s).
2. Duties: To investigate all complaint(s) and/or grievance(s) filed on any member of the ICAO Not to exclude Reigning Monarchs, Past Monarchs, Board of Directors, or General Membership.
 - a. If said complaint(s) and/or grievance(s) are found to be true and valid, they will be referred to the BOD for review.
 - b. At this time the BOD will determine what form of disciplinary action(s) should and will be taken.
3. Committee members will consist of the following:
 - a. One (1) Member of the Executive BOD
 - b. One (1) Member of the BOD, excluding the Executive BOD
 - c. One (1) Member of the Imperial Council or College of Monarchs (May also be a member of the BOD)
 - d. Two (2) Members of the General Membership
4. Each Committee member will be elected to the Judiciary Committee by their respective classification of membership.
5. Each member will effectively and respectively represent their elected group of the membership of the ICAO.
 - a. If at any time it is found that there is a conflict of interest between a member of the Judiciary Committee and individual(s) that said complaint(s) and/or grievance(s) is to be filed upon that committee members will not be allowed to participate in the investigation.
6. At no time will the committee make a recommendation based upon the findings, for any form of disciplinary action. All Disciplinary actions and proceedings are the responsibility of the BOD and shall not reflect upon a member of the Judiciary Committee.

Appendix C – Code of Conduct

1. New Members and/or Renewing Members are required to sign a copy of this information as part of the Membership Application at the start of each reign.
2. Membership in The Imperial Court of All Oklahoma, Inc. (the Court) carries certain responsibilities with it. These responsibilities include, but are not limited to the following obligations:
 - a. Adhere to the Bylaws and the Policy and Procedure Manual of the ICAO.
 - b. Treat all fellow Court members with respect.
 - c. Behave in a professional and responsible manner at all Court functions.
 - d. Ensure that the guest(s) of Court members attending any court function behave in such a manner as not to embarrass the Court or reflect adversely on the Court.
 - e. Support all Court functions to the best of your ability.
 - f. Ask permission from the Board of Directors to use the nonprofit status and the tax ID number of the ICAO before soliciting donations on behalf of the organization.
 - g. To use social media as a positive tool to promote the Court, ICS, and Membership in a positive light, not to tear it down with personal grievances.
 - h. Members will not establish a social media account (Facebook, Twitter, etc.) or Email address (e.g.: impcourtok@anydomain.org) that is intended to appear as an official ICAO entity without documented (minutes, Email, memo, etc.) permission from the Board of Directors.
 - i. Members will not establish a business account or enter into a business agreement on behalf of the ICAO without documented (minutes, Email, memo, etc.) permission from the Board of Directors.
 - j. If a Court Member has a disagreement with any policy, procedure, or directive of the Reigning Monarch(s), the Board of Directors, or the General Membership of the Court, they have an obligation to follow appropriate Court procedures as outlined in the Bylaws and the Policy and Procedures Manual to express disagreement or to attempt to change any such policy, procedure or directive.
 - k. The Reigning Monarch(s) of the Court have an obligation at all times to behave in a professional and responsible manner that will not embarrass the Court or reflect adversely on the Court.
3. Any Court member not adhering to this CODE OF CONDUCT shall be subject to disciplinary action by the Board of Directors according to the discipline section of the PNP's.

Appendix D – Official Line Titles

1. While the Reigning Monarchs are entitled to bestow honorary titles as they see fit, the following titles are to be only used when bestowing titles on Reign Line Members.
2. These titles may only be bestowed to dues-paid members of the ICAO that the Reigning Monarchs deem to have earned said titles through past and present involvement with the ICAO. A bestowed title may not be used beyond the reign in which it was granted unless it is granted as a lifetime title.
3. Hierarchal Order with Titles (highest to lowest):
 - a. Emperor/Empress/Emprex
 - b. Imperial Crown Prince/Princess/Prex
 - c. Prince/Princess/Prex Royale
 - d. Grand Duke/Duchess/Duprex
 - e. Duke/Duchess/Duprex
 - f. Marquis/Marquessa/Marquex
 - g. Baron/Baroness/Baronex
 - h. Count/Countess/Counter
 - i. Knight/Dame/Ser
 - j. Lord/Lady/Laird of the Realm
4. Acknowledgment/Salutations:

Male/Female/X Line Titles	Acknowledgment	Salutation
Emperor / Empress / Emprex	His / Her / Their Most Royal, Sovereign and Imperial Majesty	Your Majesty
Imperial Crown Prince / Princess / Prex	His / Her / Their Royal Highness	Your Royal Highness
Prince / Princess / Prex Royale	His / Her / Their Highness	Your Highness
Grand Duke / Duchess / Duprex	His / Her / Their Grace	Your Grace
Duke / Duchess / Duprex	Duke / Duchess / Duprex	My Lord / My Lady / My Laird
Marquis/ Marquessa/ Marquex	Marquis/ Marquessa/ Marquex	My Lord/ My Lady/ My Laird
Baron / Baroness / Baronex	Baron / Baroness / Baronex	My Lord / My Lady / My Laird
Count / Countess / Countex	Count / Countess / Counter	My Lord / My Lady / My Laird
Knight / Dame / Ser	Sir / Dame / Ser	Sir / My Lady / My Laird
Lord/Lady/Laird of the Realm	Lord/Lady/Laird	Sir / My Lady / My Laird

Appendix E – Court Property Promissory Note

Court Property Promissory Note

Lender Information:

The Imperial Court of All Oklahoma, Inc. – Board of Directors and the Lord/Lady Steward

Borrower Information:

Name: _____

Address: _____

Phone: _____

E-Mail: _____

Court Property Borrowed:

1. _____

2. _____

3. _____

Agreement:

By executing this agreement, the Borrower agrees to comply with the terms set forth below:

1. The Borrower is responsible for the full cost of repair or replacement of any or all Court Property that is damaged, lost, confiscated, or stolen from the time Borrower assumes custody until it is returned to Lender. If the Court Property is lost, stolen or damaged, the Borrower agrees to promptly notify a member of the Board of Directors or the Lord/Lady Steward.
2. The Court Property shall be returned to Lender in as good a condition as when received by the Borrower, except for reasonable wear and tear. During the Loan Period and prior to return, the Borrower agrees to assume all responsibility for maintenance and repair.
3. Any cases of theft must be proven with an appropriate police report or valid witness.

In witness whereof, the parties have executed this agreement effective as of the date of the last party to sign this agreement below.

Authorized Representative for Borrower

Signature: _____

Name: _____

Title: _____

Date: _____

Authorized Lender Representative

Signature: _____

Name: _____

Title: _____

Date: _____

Expected Date of Return

Date Returned

Appendix F – Formal Proclamations

Formally signed copies of each Proclamation are saved in the history files and copies are posted to the website (impcourtok.org) for public viewing. The list will be updated each reign.

I. REIGN I

January 12, 2008 - "Royal Order of Leather Pride" (*Amended May 2016*)

January 12, 2008 - "The Crimson Rose Award" (*Retired April 6.2019*)

January 12, 2008 - "The White Dove Award" (*Retired April 6.2019*)

June 6, 2008 - Removal of the title "Head Lady in Waiting"

II. REIGN II

November 29, 2008 - Annual "Holly Ball" each December

December 27, 2009 - "Attire during Coronation Crowning Ceremony"

III. REIGN III

October 22, 2010 - "The 'Clogger' Bill Francisco Youth Scholarship Fund" (*Amended & Renamed February 6, 2016*)

October 22, 2010 - "Empress' Black and White Ball"
(*Renamed Reign XI, April 6, 2019*)

IV. REIGN IV

March 12, 2012 - "Majesty's Book of Secrets" March 12, 2012 - "Empress' Shoulder Award"

March 12, 2012 - Annual "ICP Ball" – (*Amended May 2026*)

February 6, 2016, March 12, 2012 - "Prince/Princess Royale Crowns" (*Added to PNP's May 2024*)

March 12, 2012 – Lifetime Titles “Emeritus ICPs & PRs” to Reign IV

V. REIGN V

September 1, 2012 - "Fundraiser during Bar Crawl" (*Amended April 1, 2014 & Amended April 1, 2019*)

February 2, 2013 - "National Anthem" to be sung Live at Coronation (*Rescinded March 2016*)

March 9, 2013 - Veterans Day Fundraiser aka "Military Ball/USO Show" (*Amended September 2017*)

March 9, 2013 - "Male & Female Line Member of the Year Award" (*Changed February 8, 2020*)

VI. REIGN VI

July 2013 - "OKEQ Family Back to School Event" Fundraiser (*Rescinded August 2015*)

VII. REIGN VII

April 11, 2015 - Chivalrous Order - "Knights & Ladies of the Royal House of Jameson" (*Retired Reign IX*)

April 11, 2015 - "James Murray Birthday Follies" (*Renamed Reign IX to The James Murray Memorial Follies.*)

VIII. REIGN VIII

No Proclamation Made

IX. REIGN IX

April 10, 2016 - "Auction Face of New Dowager Empress" at Coronation Victory Brunch (*Voided when Monarchs resigned*)

X. REIGN X

March 31, 2018 - "Horizon Award" (Retired Reign XIV by BOD)

XI. REIGN XI

April 6, 2019 - "Monarch Ball"

April 6, 2019 - "Emperor's Right-Hand Award"

XII. Reign XII

October 5, 2019 – "Crown Jewel Awards"

February 8, 2020 – "Court Member of the Year"

XIII. Reign XIII

April 2, 2022 – "Member of the Month Award"

April 2, 2022 – "Membership Appreciation Breakfast" (Amended Reign XVI)

XIV. Reign XIV

April 1, 2023 – "ICAO Candidate Announcements"

April 1, 2023 – "Fetish Ball"

XV. Reign XV

April 04, 2024 – "X-Line Creation"

April 04, 2024 – "Heart of Oklahoma Award"

April 06, 2024 – "Dammit Rusty Gospel Show"

April 06, 2024 – "Nex Benedict Trans Leadership Award"

XVI. Reign XVI

April 05, 2025 – “Sibling Court – Crown Magnolia Court of Georgia”

April 05, 2025 – “Cat’s Meow Award”

April 05, 2025 – “Swift Paw Award”

XVII. Reign XVII

April 11, 2026 – “Order of Balls and Celebration / Medallions and Tokens of Station”

April 11, 2026 – “The Do Better Be Better Award”

Appendix G – Coronation & Adornment Ceremonies

1. After BOD approval, the Reigning Monarch(s) with the help of the College of Monarchs, Coronation Committee, and Ball Coordinator, will plan/coordinate and present the Coronation events.
 - a. Mandatory Events
 - i. Thursday – Reception (In-Town Show, Roast of Their Majesties, and/or Meet & Greet)
 - In-state performers who helped during the Reign and ICAO Members.
 - Tips may be kept by performers
 - Roasts are Limited to a Maximum of seven (7) minutes of mic-time per roast.
 - ii. Friday - The Out-of-Town Show
 - iii. Saturday – Trans Talk
 - iv. Saturday - The Coronation Ball
 - v. Saturday – New Monarchs Reception (immediately after the Coronation Ball)
 - vi. Sunday - Victory Brunch
 - vii. Sunday - Victory Show/Shot Party
 - viii. Hospitality Segments - Hosted by the Dowager Monarchs
 - Friday - day and late night.
 - Saturday – light continental breakfast, lunch, and late at night.
 - A brunch option may be provided in lieu of breakfast and lunch.
 - ix. Monarch of the Mother Road Fundraiser
 - b. Optional Events – These events are at the discretion of the Coronation Committee and Preferences of the Reigning Monarchs.
 - c. Monarch’s Tea (Monarchs are responsible for finding/appointing a host to fund and produce it. Ball Chair will work it into the Weekend schedule)
2. Hospitality – usually run by the Dowager Monarch(s)
 - a. Friday - day and late night.
 - b. Saturday – light continental breakfast, lunch, and late at night.
 - c. A brunch option may be provided in lieu of breakfast and lunch.
3. The Meet and Greet/Roast/or the In-Town-Show – Usually hosted by the Reign ICP(s)
 - a. In-state performers who helped during the Reign and ICAO Members.
 - b. Tips may be kept by performers
 - c. Roasts are Limited to a Maximum of seven (7) minutes of mic-time per roast.
4. The Out-of-Town Show
 - a. Performance Order; ICAO Reigning Monarchs, ICAO Monarch Candidates, Out-of-State Reigning, and Line-of-succession, Then remaining performers in your preferential order.
 - b. This may be altered as necessary by the Coronation Committee.
5. Coronation Ceremony evening.
 - a. Monarch’s Reception

- i. Hosted by the King Fathers, Queen Mothers, and/or Imperial Council following the end of the coronation Ball.
 - ii. The new Monarchs are toasted to their new reign and officially sign the Oaths of Office and change from State Crowns to personal crowns.
 - iii. Reigning Monarchs, Imperial Council, and guests as invited are to attend.
 - iv. Following this, the newly crowned monarchs are presented in Hospitality by the Dean(s) of the College or a BOD Member.
 - a. Victory Brunch - Sunday morning.
 - b. The Oklahoma after Party aka Shot Party/Victory Show - A suitable venue for the Shot Party and Victory Show will be secured, historically the Tulsa Eagle if in Tulsa.
6. CORONATION CEREMONIES - The order of the ceremonies and activities of Coronation shall be, but is not limited to as follows:
- a. Welcome to all by the President.
 - b. Introduction of Emcees.
 - c. Presentation of Flags (Colors)
 - d. National Anthems of 1st - Mexico, 2nd - Canada, 3rd - United States
 - e. Invocation
 - f. Introduction of Empress Nicole the Great - if in attendance
 - g. Introduction of Reigning Monarch
 - h. During each Coronation Ceremony evening, the Reigning Monarch(s) and BOD will present the following awards included in the Coronation Budget.
 - i. Awards given on Coronation evening or at Victory Brunch:
 - i. The Court Member(s) of the Year Award – (Per Proclamation) Chosen by the Membership of the ICAO from Members in Good Standing. Votes are tallied 2 months prior to Coronation by the current monarch(s) and kept secret until the annual Coronation Ball. The top two (2) members with the most nominations shall be named as Court Members of the Year.
 - ii. The Lifetime Achievement Award is to be chosen by the Reigning Monarch(s) for a person/organization whose dedication and persistent positive efforts within the Court merit recognition.
 - iii. The President's Award - given by the President to be chosen at their discretion to a member, individual, organization, or business that has most supported the goals and mission of the ICAO.
 - iv. The Emperor's Right-Hand Award – chosen by the Reigning Emperor to recognize an individual for their outstanding support to the emperor and for all their efforts throughout the year to the ICAO.
 - v. The Empress Shoulder Award - chosen by the Reigning Empress and presented to anyone in or out of the ICAO that the Empress feels has helped her personally fulfill her duties and her Reign.
 - vi. Royal Leather Guard - A member of the Leather Community chosen by the Monarch(s) that has been helpful to the Court during the Reign.
 - vii. The Crown Jewel Awards – Presented to individual members of the ICAO based upon fundraising dollars raised in the current reign.

- Sapphire – up to five hundred (\$500) dollars raised.
 - Emerald – up to one thousand (\$1000) dollars raised.
 - Black Diamond - up to two thousand (\$2000) dollars raised.
 - White Diamond – over two thousand and one (\$2001) dollars raised.
- viii. The Spirit of the Thunderbird Award – Presented to up to two (2) new members of the current reign who have gone above and beyond the expectations of a new member during the current reign.
- ix. The Dominique LaRue Luminary Award – Presented by the College of Monarchs in memory of Empress IV to one or two members who have demonstrated the core values of the ICAO during the current reign.
- j. Awards given on Coronation evening or at Thursday Evening Event:
- i. The 'James Murray' Community Spirit Award - presented by the Court to a member/organization for outstanding service to the LGBTQIA2S community during the reign.
 - ii. The Pride Award - presented to a member/organization for outstanding LGBTQIA2S+ PRIDE in leadership and community commitment through education and awareness.
- k. Awards given on Coronation evening or at Victory Brunch:
- i. Two (2) Reigning-to-Reigning Monarch(s) from Out-of-State - given to a Monarch who has been helpful during the Reign. Only these will be included in the Coronation budget. Additional awards are the responsibility of the awarding Monarch.
 - ii. Four (4) Reigning to Past Monarch(s) from in or out of State - who have been helpful during the Reign. Only these will be included in the Coronation budget. Additional awards are the responsibility of the awarding Monarch.
 - iii. The Ball Chairpersons Award - presented by the Coronation Ball Chairperson to an individual who has been most helpful and supportive to the Coronation.
 - iv. Entertainer of the Year - This award is voted on at a predetermined time during Coronation Weekend by the ICAO Membership from a list of individuals nominated by the current Monarch(s) who have performed during the Reign. It is usually presented during Victory Brunch. Votes will no longer be accepted once the Coronation Ball commences.
 - v. Awards presented by Past Monarchs are NOT included in the Coronation budget unless specified by the Proclamation.
- l. Crowning Ceremony/Adornment
- i. The Candidates will be brought to honor the Monarch(s) during their Final Walks, then be sequestered by an appointed individual to remain outside the Ballroom until the Sealed Ballot results have been viewed and they are retrieved from Sequester.

- ii. Regency candidate(s) may be sequestered at this time, should they be needed.
- iii. By Proclamation of Absolute Emperor II - Adrian - In keeping with the Regal and Imperial nature of Coronation and the ICAO tradition set by the first Reign - All members of the ICAO on stage for the Crowning: including Newly Elected Monarchs, BOD members, and Stepping Down Monarchs shall be dressed in White, trimmed with the colors of the ICAO (Emerald Green, Black, White, Gold)
- iv. Presentation of the Crown Jewels: Carried by the BOD and College:
 - The Crown of Philip the 1st.
 - The Ceremonial State Crowns of the Monarchs
 - The Royal Medallions.
 - The Royal Orb
 - The Royal Scepters
 - The Royal Sword
 - The Dagger of the Empress
- v. After the BOD, Reigning Monarch(s), and College are present on the stage, The Stepping Down Monarch(s) will be formally inducted into the College of Monarchs.
 - There will not be any form of recrowning.
 - A script will be used for the induction to the College
- vi. The President will invite the Reigning Monarchs of the ICS, Heirs Apparent and the Titular Head(s) of the ICS to join those gathered on stage.
- vii. The call will be made for the vote tabulator to present the sealed results to the President of the BOD. The President will then open and present them to the Reigning Monarch(s) and Dean(s) of the College. After viewing the results, the Reigning Monarch(s) are released to retrieve the newly elected Monarch(s). Then the Dean(s) of the College will show the results to the gathered-on stage.
 - (In the case of a tie - refer to Voting Procedures 10.22).
- viii. Once the results have been read and accepted, the call will be made to retrieve the newly elected Monarchs.
 1. The Crowning of the newly elected Reigning Monarch shall be:
 - The newly elected will be asked to kneel facing the community they serve.
 - The Oaths of Office will be read by the Dean of the College or the President of the BOD.
 - The Crown of Philip the 1st will be held over each Monarch's head while the Oath is read, and the newly elected Monarch(s) will answer their Oath of Office:
 2. The Oath of Office for the EMPEROR/EMPRESS/EMPREX shall be:

- In keeping with the tradition set forth by the ICS - all titles are considered camp in nature and hold no real power, only that of raising money to help your community and the people of this great state of Oklahoma.
- Do you (name) accept the position of Emperor/Empress/Emprex? (answer)
- Will you swear to uphold the Bylaws and Policies and Procedures of The Imperial Court of All Oklahoma? (answer)
- Will you reign and not rule with an open heart and open mind? (answer)
- I (We - one's crowning) do hereby dub you (sword) - (left shoulder) From the Heart - (right shoulder) Thru the Court - (head) To the Community - May you Reign with an Open Heart and Mind.
- The New Monarch(s) will sign the Reign Oath of Office in the Monarch Reception after Coronation.
- After accepting the Oath, the State Crowns will be placed on the head(s) of the New Monarch(s) or crowns per section 5.13.
- Monarch(s) will be asked to rise and greet their Realm and Guests.
- If the Newly crowned Monarchs choose to announce the new ICPS at brunch, refer to section 8.D.7.

Appendix H – Required, Proclaimed & Traditionally Held Events

The following events are required to be held every year. Required events MUST be planned for and held accordingly. Traditionally held events are not required but are traditionally held by the ICAO and should be honored as Tradition.

1. REQUIRED/PROCLAMATED EVENTS

- a. Investiture – No later than 6 weeks after the Annual Coronation Ball
 - BOD & Imperial Council responsibility.
 - The Ceremony is a formal/themed attire event.
- b. Monarchs Ball (E&E Ball) – Held in the third or fourth quarter of the Reign
 - Reigning Monarch responsibility with assistance from the Imperial Council if needed.
 - This is a formal/themed attire event.
- c. ICP Ball – Held in the second quarter of the Reign
 - ICP(s) responsibility with assistance from the Imperial Council if needed.
 - This is a formal/themed attire event.
- d. PR Event – Held in the first quarter of the Reign
 - PR(s) responsibility with assistance from the Imperial Council if needed.
 - This may or may not be a formal event as decided by the PRs.
- e. The Annual Fetish Ball – Held at any time during the Reign
 - Imperial Council/BOD is responsible for ensuring it is held but it may be hosted by anyone.
 - Reigning Monarchs will ensure a venue/date are made available.
- f. USO Show – Held as close to Veterans Day as possible.
 - Imperial Council/BOD is responsible for ensuring it is held but may be hosted by anyone (preferably a veteran but not required.)
 - Reigning Monarchs will ensure a venue/date are made available.
 - This event requires the presence of the Armed Forces flags (6 total), the US Flag, and the PRIDE flag to be presented by a Color Guard at the beginning of the show.
 - The US Anthems will be played followed by the individual anthems of the branches of service or medley of the anthems. The Space Force anthem is the same as the Air Force.
- g. Holly Ball – Held during the winter holiday season (Nov - Jan.)
 - BOD Responsibility but may be outsourced to any member that would like to organize it with BOD oversight.
 - This is not a show. This event is a holiday themed party for the members of the ICAO to come together and celebrate the holidays.
 - It must be held at a non-bar venue that is accessible to all members.

- h. The James Murray Memorial Follies Show – Held as close to March 2nd as possible on a Friday or Saturday.
 - BOD/Imperial Council responsibility. Imperial Council/BOD is responsible for trying to make sure event is held. Reigning Monarchs will ensure a venue/date are made available.
 - This event is a Memorial for all past Monarchs and members we have lost through the years.
 - Anyone lost during the current reign is highlighted at this event.
- i. Candidate Announcements
 - BOD/Imperial Council responsibility. Imperial Council/BOD is responsible for trying to make sure event is held.
 - May be held in conjunction with annual The James Murray Follies if necessary.
 - Reigning Monarchs will ensure a venue/date are made available.
 - This event is to be held on the last Friday or Saturday of February (preferably Saturday) to announce the Candidates for the Next Reign.
 - Candidates are announced and should be prepared to perform and speak following being announced. It is preferable to announce the candidates at the beginning of the first or second set.
- j. The Annual Dammit Rusty! Gospel Show
 - Imperial Council/BOD is responsible for ensuring it is held but it may be hosted by anyone.
 - Reigning Monarchs will ensure a venue/date are made available.
 - This is not a faith-based event. Any performances are welcome if they are fun, uplifting, or have a positive message.
- k. The Annual Coronation Ball
 - See Appendix G

2. TRADITIONAL EVENTS

- a. Christmas In July – Held during the Month of July
 - Imperial Council/BOD is responsible for trying to make sure event is held.
 - Reigning Monarchs will ensure a venue/date are made available if requested.
 - May be hosted by anyone.
 - This event was started by Emperor Emeritus 1 & 5 and has been held annually since the founding of the ICAO.
 - The event is to be held at the Tulsa Eagle as a 100% benefit for HOPE Testing.
- b. Voices in my Head – Held the Wednesday evening before Thanksgiving
 - Imperial Council/BOD is responsible for trying to make sure event is held.
 - Reigning Monarchs will ensure a venue/date are made available if requested.
 - May be hosted by anyone.
 - The event is to be held at the Tulsa Eagle

- This event was started by Emperor Emeritus 1 & 5 and has been held annually since the founding of the ICAO as a place for the community to come the evening before Thanksgiving when some have nowhere to go.
 - This is a karaoke style all live singing event. No drag style performances, no lip-sync.
 - Donations will be accepted but are never expected.
 - This event is not included in the 75% event requirement to aspire for monarch because it is the day before a holiday as outlined in the PNPs.
- c. Turn-About – Held at any time during the reign, but usually in January.
- Reigning Monarch is responsible for trying to make sure event is held.
 - May be hosted by anyone. However, sometimes this is done by the Dowager Monarchs or College/Imperial Council