

**Imperial Court of Nebraska Foundation**  
**Standard Operating Procedures**  
*(Revised 8.21.22)*

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## Article I. Mission Statement

- A. Through fundraising, we educate and support those in need within the GLBTQ community throughout Nebraska and our realm

## Article II. Membership

- A. Classes of membership.
  - a. The Corporation shall have classes of membership
    - i. General membership
      - 1. Those who are
        - a. 21 years of age or older
        - b. Nebraska resident or
        - c. Iowa resident of Pottawattamie County
      - 2. And who are not
        - a. Members of another court
        - b. Ineligible by reason of existing sanctions by ICON as a result of violation of the Code of Conduct, By-Laws , SOPs or any other ICC Court
    - ii. College of Monarchs
      - 1. Those who have
        - a. Successfully served as a Monarch for the Imperial Court of Nebraska
    - iii. Board of Directors.
      - 1. The governing body shall be known as the Board of Directors for ICON. This board shall function as the governing body of ICON.  
This board shall
        - a. Function within the existing, working By-Laws of ICON
        - b. Maintain and protect all records of the Court for the court
        - c. Make public these records for review upon request
- B. Voting Rights
  - a. General membership is entitled to one (1) vote in:
    - i. The selection of the Emperor/Empress of the Imperial Court of Nebraska
  - b. Board of Directors are entitled to one (1) vote in:
    - i. The election of the Board of Directors
    - ii. Any changes in the By-Laws and SOPs of ICON
    - iii. Matters related to the business operation of the Corporation
  - c. College of Monarchs are entitles to one (1) vote in:
    - i. The election of the Regent Monarchs
    - ii. The election of King Father/Queen Mother
- C. Resignation
  - a. Any member may resign by filing a written resignation as outlined in Article VIII, Section 8.2 of the By-Laws

### Article III. Board of Directors

#### A. Qualifications

- a. Meet the qualifications for General Membership as outlined in Article II, Section A of the ICON SOPs
- b. Shall agree to abide by the ICON Code of conduct
- c. Shall not have criminal actions pending against them at the time of application
- d. Be gainfully employed or established in the community
- e. May not be a member of the current Royal Family

#### B. Application Process

- a. Any member wishing to serve as a Member at Large on the ICON BOD must:
  - i. Be nominated by a member of the BOD or state their intention to run
  - ii. Accept the nomination before being placed on the ballot
  - iii. Be present at the BOD meeting for which the position is being filled or present a written letter of intent
- b. Any member wishing to serve as a member of the Executive Board must:
  - i. Be nominated by a member of the BOD or state their intention to run
  - ii. Accept the nomination before being placed on the ballot
  - iii. Be present at the BOD meeting for which the position is being filled
  - iv. Meet one (1) of the following:
    1. Have successfully served as a member of a previous Royal Family of ICON or a recognized court for a period of one (1) year
    2. Have visited six (6) regular board meetings within the past twelve (12) months prior to the application
    3. Have successfully served as a member of a previous BOD and qualify for re-election
- c. Any member wishing to serve as President of the BOD must:
  - i. Have served at least one (1) successful year as a member of the ICON BOD
  - ii. Formally apply for the position by submitting the following prior to the election:
    1. A letter of intent
    2. A vision statement for the organization

#### C. Election

- a. Annual Meeting
  - i. Elections shall be held in accordance with Article V, section 5.1 of the ICON By-Laws
- b. Vacancy
  - i. In the event of a vacancy on the BOD, the position shall be:
    1. Posted within seven (7) days of the vacancy
    2. Filled at the next regular meeting of the BOD
      - a. In the event the next regular meeting of the BOD falls within the seven (7) days, the election may take place at the following regular meeting of the BOD

- c. Order of Election
  - i. All elections to fill vacant positions on the BOD shall begin with:
    - 1. Members at Large
    - 2. Secretary
    - 3. Treasurer
    - 4. Vice-President
    - 5. President
  - ii. In the event a Member at Large is elevated to an Executive positions, then the order of election will again start at the bottom once all other positions are filled

D. Voting Rights

- a. Each member of the BOD shall have one (1) vote on matters of the Corporation
- b. Voting rights shall begin/end at the conclusion of the meeting in which an election takes place
- c. Newly elected Monarchs shall have voting rights on the Board of Directors upon signing of the Oath of Office at Coronation.
- d. Stepping down Monarchs shall have voting rights on the Board of Directors until new Monarchs have signed Oath of Office at Coronation.

E. Responsibilities

- a. Attendance and Participation
  - i. Directors are required to:
    - 1. Attend regularly scheduled and special meeting of the BOD
    - 2. Attend all State Functions of ICON
    - 3. Actively participate in the meetings, functions, committees and other activities of the court
    - 4. Find a replacement to fulfill any duties they volunteered for and are unable to complete
  - ii. Directors are excused from these activities for:
    - 1. Reasons of work, illness, family, vacation or other volunteer commitments with notice provided to the Secretary of the BOD
    - 2. Leave of Absence as outlined in Article III, Section D of the ICON SOPs
    - 3. Unforeseen emergencies
  - iii. Excessive absence shall be determined by Article VIII, section 8.4 of the ICON By-Laws

F. Officers and Duties

- a. President of the Board
  - i. The President of the Board shall:
    - 1. Be the primary contact for the Corporation
    - 2. Preside over all official meetings of the Corporation
    - 3. Be responsible for appoint, with Board approval, the following:
      - a. Election Commissioner
      - b. Candidate Chairperson

- c. Standing Committee Chairpersons
      - d. Ad Hoc Chairpersons
      - e. Coronation Chairperson
      - f. Scholarship Chairperson
    - 4. Sign all deeds, leases and conveyances executed by the Corporation
    - 5. Maintain the debit card and bank statements for the Corporation
  - b. Vice-President of the Board
    - i. The Vice-President of the Board shall:
      - 1. Preside over the official meetings of the corporation in the absence of the President
      - 2. Coordinate all State Functions as outlined in Article XI, Section A of the ICON SOPs unless otherwise delegated by the President of the BOD as outlined in the ICON SOPs
        - a. With recommendations from the reigning Monarchs or event titleholder
          - i. Theme
          - ii. Invitations
          - iii. Performers
          - iv. Raffles
          - v. Decorations
- c. Treasurer of the Board
  - i. The Treasure of the Board shall:
    - 1. Be responsible for all funds received by the Corporation
    - 2. Provide monthly Treasury Reports at the regular meetings
    - 3. Provide a Year End report at the annual meeting
    - 4. Must be bonded at the BOD expense
    - 5. Shall ensure that the expense and financial handling guidelines as set forth by the ICON SOPs are followed appropriately
    - 6. Disperse funds as approved by the BOD
    - 7. Keep the ICON Accountant up to date on finances
- d. Secretary of the Board
  - i. The Secretary of the Board shall:
    - 1. Record all proceedings of the Corporation
    - 2. Send out notices of the monthly and special meetings as outlined in Article VI, Section 6.7 of the ICON By-Laws
    - 3. Forward a copy of all meeting minutes to all members of the BOD within 72 hours of the meeting
    - 4. Upload a copy of all approved meeting minutes to the One Drive
    - 5. Maintain the mailbox of the Corporation and check it prior to all meetings

6. Countersign all deeds, leases and conveyances executed by the Corporation as outlined in Article VI, Section 6.7 of the ICON By-Laws
  7. Maintain all records of the corporation
- G. Properties
- a. Each member of the BOD is required to maintain in good condition in a safe and secure environment any and all property entrusted in his/her possession by ICON
  - b. All property of the Corporation shall be relinquished during a LOA, resignation, end of term or upon request of the BOD
  - c. The username and passwords of any electronic device or application is the soul property of the Corporation and may not be changed without approval of the BOD
- H. Leave of Absence
- a. Any director may request a Leave of Absence from the BOD
  - b. Approval shall be granted by a majority vote of the BOD
  - c. LOAs may not exceed a three (3) month period
  - d. Extensions to an LOA must be submitted in writing and are subject to approval
  - e. No LOA shall be granted on a retroactive basis
- I. Removal or Resignation
- a. Any Director who is removed for reason or resigns their position may not serve as a member of the BOD or Chair any committee for a period of two (2) years unless otherwise determined by the BOD

#### **Article IV. King Father and Queen Mother**

- A. The King Father/Queen Mother shall:
- a. Meet all requirements of General Membership
  - b. Be a member of the College of Monarchs in good standing
  - c. Must hold an Monarch Emeritus title
    - i. King Father applicants must hold an Emperor Emeritus title
    - ii. Queen Mother applicant must hold an Empress Emeritus title
  - d. Not have served as a Monarch during the last three (3) reigns
  - e. Not be a member of another court
- B. Duties and Responsibilities
- a. The King Father and Queen Mother shall
    - i. Be a positive influence and mentor to individuals as well as groups that seek the attention of ICON
    - ii. Uphold and reflect the image of ICON by showing leadership throughout the communities
    - iii. Abide by the Code of Conduct, SOPs and By-Laws of ICON
    - iv. Report directly to the BOD
    - v. Attend the following state functions:
      1. Coronation
      2. Investiture
      3. E&E Ball

4. Food 4 Thought
  5. Toyz 4 Totz
  6. PR Ball
  - vi. Assist in the crowning ceremonies for Monarchs and PRs
  - vii. Sit on the dais during coronation in the absence of the Monarchs
  - viii. Advise the Monarchs on affairs of the court when consulted by the Monarchs
  - ix. Be responsible for additional activities as assigned by the BOD
- C. Application Process
- a. Anyone wishing to apply for the position of King Father/Queen Mother shall:
    - i. Complete a formal application for said position
    - ii. Provide a letter of interest including involvement with ICON and their description of the history and purpose of the Corporation
    - iii. Provide two (2) letters of recommendation from members of the ICON College of Monarchs
- D. Election Process
- a. The President of the BOD shall call a special meeting of the College of Monarchs
  - b. A quorum of eight (8) members of the college of Monarchs must be present to proceed
  - c. Only members of the College of Monarchs physically present may participate in the election process
- E. Interview
- a. Applicants shall be interviewed at a special meeting of the College of Monarchs
    - i. Each applicant shall:
      1. Be asked one (1) question by each member of the college of Monarchs in attendance
        - a. Each member of the College of Monarchs shall ask the same question to each applicant
- F. Voting
- a. Each member of the College of Monarchs physically present may cast one (1) vote with the following exception:
    - i. Candidates
    - ii. Reigning Monarchs
      1. Unless said Monarch has successfully completed a previous reign
  - b. Voting shall be completed by ballot
    - i. In the event of multiple candidates, only the name of the preferred candidate shall be noted
    - ii. In the event of only one (1) candidate, the ballot shall be a “yes” or “no” vote
  - c. Ballots shall be counted by two (2) members of the College of Monarchs and two (2) members of the BOD
  - d. In the event of a tie, there shall be no more than ten (10) minutes of open dialogue with each candidate and the College of Monarchs.
  - e. A second vote shall then conducted as noted above

- f. In the event no candidate receives a plurality vote:
    - i. Notice shall be sent to all members of the College of Monarchs
    - ii. The application process shall start over again
  - g. Results of the election shall be approved by the BOD
  - h. Crowning shall occur at a date and time established by the BOD
- G. Vacancy
- a. In the event of a vacancy in either position, the process of electing a replacement shall begin no earlier than 30 days from the vacancy and no later than 45 days from the vacancy
- H. Attire
- a. The King Father and Queen Mother shall:
    - i. Appear in formal attire to state functions appropriate for the function complete with medallion and cape
    - ii. Appear in appropriate attire to all other events/functions
- I. Privileges
- a. The King Father and Queen Mother shall
    - i. Use their titles as outlined in Article VII, Section A of the ICON SOPs
    - ii. Perform one (1) number during Investiture
- J. Leave of Absence
- a. A Leave of Absence may be granted by the BOD for a period of no longer than one (1) year

#### **Article V. Archbishop**

- A. The Archbishop of the Imperial Court of Nebraska shall be elected by the BOD based on the application process established as needed
- B. Responsibilities
- a. The Archbishop of the Imperial Court of Nebraska shall over see the following:
    - i. The administration of the Oath of Office to the newly elected Monarchs during coronation weekend
    - ii. The administration of the Oath of Office to the newly crowned PRs during Investiture of the Royal Family
- C. Vacancy
- a. In the event of a vacancy, the process of electing a replacement shall begin no earlier than 30 days from the vacancy and no later than 45 days from the vacancy
- D. Attire
- a. The Archbishop shall:
    - i. Appear in board approved attire when tending to thier duties
    - ii. Appear in appropriate attire to all other events/functions
- E. Privileges
- a. The Archbishop shall
    - i. Use his/her titles as outlined in Article VII, Section A of the ICON SOPs
- F. Leave of Absence
- a. A Leave of Absence may be granted by the BOD for a period of no longer than one (1) year



## **Article XVI. College of Monarchs**

- 1) The College of Monarchs shall consist of Monarchs who have:
  - a. Stepped down from a successful reign on the Imperial Court of Nebraska
- 2) Dean of Monarchs
  - a. The Dean of Monarch shall be elected by the members of the College of Monarchs
  - b. Responsibilities:
    - i. The Dean of Monarchs shall be responsible for:
      1. Overseeing the meetings of the College of Monarchs
      2. Bringing matters of the College of Monarchs to the Board of Directors
- 3) Responsibilities:
  - a. Be a positive influence and mentor to individuals as well as groups that seek the attention of ICON
  - b. Uphold and reflect the image of ICON by showing leadership throughout the communities
- 4) Voting rights
  - a. The Members of the College of Monarchs shall have one (1) vote in:
    - i. The election of the Regent Monarchs
    - ii. The election of King Father/Queen Mother
  - b. Eligibility:
    - i. Must be a member in good standing
    - ii. Must not have been elected to an equal or higher position with another ICS recognized court
    - iii. Must be in attendance unless otherwise approved by the Dean of Monarchs

## **Article VII. Monarchs**

- A. Responsibilities
  - a. The Monarchs shall abide by the Code of conduct, SOPs and By-Laws of ICON
  - b. The Monarchs shall be expected to represent ICON in any capacity which benefits, promotes and serves a purpose for the GLBTS and sensitive communities
  - c. The Monarchs and/or their representatives shall represent ICON at all functions pertaining to their offices respectively and collectively
  - d. The Monarchs shall provide a list of their Royal Family selections for board approval at the first regular meeting following coronation
  - e. The Monarchs shall serve as members of the BOD as defined in Article IV, Section 4.2 of the ICON By-Laws
  - f. The Monarchs shall be expected to:
    - i. Attend regular and special meetings of the BOD
    - ii. Attend all scheduled ICON functions
    - iii. Participate actively in meetings, functions, committees and other activities of the Court
    - iv. Maintain an image of good standing throughout the community during his/her reign

- g. The Each Reigning Monarchs of ICON shall be excused from these requirements for:
    - i. Reason of work, illness, family, vacation or other volunteer commitments with notice provided to the Secretary of the BOD
    - ii. Failure to notify in advance will be considered an absence and may result in disciplinary actions
    - iii. Unforeseen emergencies
  - h. The Monarchs shall be expected to coordinate individual events with the Show/Event Coordinator as the representative of the BOD
  - i. The Monarchs may not hold any other title during their reign. Current titleholders must submit a letter of resignation from their title in the event they are elected as a Monarch effective within seven (7) days of being elected
- B. Qualifications
- a. Any person applying for the position of Emperor/Empress of ICON shall:
    - i. Meet the qualifications for Board of Directors as outlined in Article III, Section A, sub-Section 1 of the SOPs
    - ii. Not have any non-traffic criminal actions pending against him/her at the time of application
    - iii. Not have delinquent debts and/or non-sufficient fund or account closed check and a complaint or written evidence is presented to the BOD by the bearer of such an instrument and/or his/her agent
    - iv. Be gainfully employed or established in the community
    - v. Meet at least two (2) of the following:
      - 1. Have served successfully as a member of the BOD for one (1) year
      - 2. Have served successfully as a Royal Family member for no less than one (1) complete reign during one (1) previous reign of ICON or another recognized registered court
      - 3. Have visited six (6) regular BOD meetings with in the past twelve (12) months prior to application
    - vi. Board has the right to refuse anyone for the best interest of the Corporation's future
- C. Applications
- a. Applications shall be on the official application form and must be mailed to the BOD with a postmark of or prior to the date set by the BOD
  - b. All applications submitted for the position of Emperor/Empress of ICON shall be accompanied by the following:
    - i. A letter of intent/statement of goals of the applicant.
    - ii. A letter of recommendation from two (2) members of the College of Monarchs.
    - iii. Non-refundable application fee.
      - 1. Application fees shall be set by the BOD of ICON
      - 2. In the event an applicant is not approved, the applicant shall be reimbursed the full application fee.
      - 3. Fees shall be utilized for the administrative costs of coronation
  - c. In the event an applicant is a member of the BOD of ICON, the application must also include the following:

- i. A request for a Leave of Absent from the BOD as defined by Article III, Section D of the SOPs of ICON
- ii. The LOA shall start the date of the application deadline and shall conclude at the date following the first regular board meeting following coronation
  - 1. In the event the aforementioned applicant is not elected as a Monarch, they may return to the BOD at the conclusion of their LOA but will hold no voting rights for a period of three (3) months

#### D. Interview

- a. All applicants for Emperor/Empress will be interviewed by the BOD
- b. Each interview will consist of a standard list of questions
- c. The BOD may approve or disapprove any applicant based on the interview

#### E. Approval

- a. Once approved, all Candidates shall:
  - i. Abide by all rules and regulations according to the existing By-Laws and SOPs of ICON
  - ii. Abide by the established Code of Conduct
  - iii. Attend all required candidate functions set forth by the Candidate Chairperson
  - iv. Maintain a style of dress appropriate for the function when attending and function sponsored and/or sanctioned by ICON and whenever acting as a representative of ICON. Costumes for stage performances shall be in good taste and in keeping with the purpose and goals of ICON

#### F. Candidacy

- a. Candidate Chairperson
  - i. The President of the BOD shall appoint a Candidate Chairperson with the approval of the BOD at the January board meeting
    - 1. The Candidate Chairperson shall:
      - a. Approve all candidate campaign materials prior to placement
      - b. Answer all candidate questions regarding campaigning
      - c. Set mandatory candidate functions with Event Coordinator
      - d. Set candidate events according to policies set in Article VII, Section D of the SOPs
      - e. Meet with the candidates the day of coronation to explain the events of the evening and answer any questions
- b. Campaigning
  - i. Announcement of candidacy
    - 1. All candidates shall appear at the official introduction of candidates. The date, time and place shall be set and announced by the BOD
    - 2. No announcement of candidacy or printed material of any type may appear prior to the date and time established in the Mandatory Calendar of Events
    - 3. All candidates will be provided a sash to identify them as a candidate. They will be required to wear this sash at all campaign

events/functions. These sashes are the property of ICON and must be returned the day of coronation or upon request of the BOD

ii. Campaign Functions

1. All events or functions to be held by or for any candidate shall be scheduled with and approved by the Candidate Chairperson and ICON Show Director
2. No two (2) candidate's events/functions may occur in the same city on the same date at the same time. Events may, however occur in the same city, on the same date at times which are not in conflict with each other. Conflicts in scheduling will be resolved by the Candidate Chairperson
3. Shows and Events
  - a. The Candidate Chairperson may approve an unlimited number of benefit shows or events
  - b. The Candidate Chairperson may approve an unlimited number of non-fundraising events such as cocktail parties, social events, etc.

iii. Conduct

1. All candidates shall be held responsible for all actions of their official campaign staff and themselves. Such actions may be grounds for the BOD to disqualify a candidate

iv. Financial Responsibilities

1. All candidates and their campaign staff shall assume total responsibility for the finances of their individual campaigns and may not incur any obligation in the name of ICON

v. Campaign Materials

1. The Candidate Chairperson shall approve all candidates campaign material, written and electronic
2. The BOD reserves the right to make restrictions regarding time and place of campaigning
3. Posters
  - a. Each candidate shall be limited to placing one (1) large campaign poster in each GLBTQS and GLBTQS sensitive establishment approving its placement
  - b. The poster shall be limited in size to three (3) feet by four (4) feet unless the establishment restricts posters to a smaller size
  - c. Out of respect for other candidates, no candidate may place a campaign poster in any establishment which does not accept and display in an equitable manner the campaign poster of every candidate who choose to place posters there
  - d. Event posters, flyers, buttons, etc. shall not be constructed as campaign posters and may not coexist where campaign posters are present

- e. Candidates are responsible for having their campaign posters removed from all establishments by midnight the day before voting.
- 4. End of Campaigning
  - a. The official end of campaigning shall be determined by the BOD and noted on the Mandatory Calendar of Events.

## **Article VIII. Candidate Voting**

### **A. Eligibility**

- a. Voting is restricted to those who meet the qualifications for General Membership as outlined in Article II, Section A, sub-Section i of the ICON SOPs and present a valid ID

### **B. Election Commissioner**

- a. The Election Commissioner shall be appointed by the President of the BOD with board approval at the March board meeting and may not be a member of the BOD or Royal Family
- b. The Election Commissioner shall be responsible for:
  - i. Planning and organizing voting sites in Omaha and Lincoln
  - ii. Recruiting volunteers who are not members of the current Royal Family or affiliated with any one candidate to maintain voting sites during all hours of voting. Volunteers shall include one (1) member of the BOD
  - iii. Appointing and overseeing the Ballot Counting Committee
  - iv. Setting the date, time and location of the ballot counting

### **C. Voting Sites**

- a. The Election commissioner shall select voting sites which are:
  - i. Easily accessible by the General Membership
  - ii. Non-discriminative against the GLBTQS community or any candidate
- b. No campaigning shall occur at or near voting sites on the day of voting

### **D. Ballots**

- a. The official ballot(s) for the Emperor/Empress of ICON shall:
  - i. Be printed and placed at each voting site
  - ii. Be clearly printed on separate ballots
  - iii. Note the following:
    - 1. "Please vote for ONE (1) candidate" when multiple candidates are running
    - 2. "Please vote YES or NO" when a single candidate is running
- b. No absentee ballot or emergency absentee ballot shall be offered
- c. The counted ballots shall be placed in a seal envelope and kept for a period of no less than seven (7) days. After this time frame, ballots shall be destroyed.

### **E. Ballot Boxes**

- a. The official ballot boxes utilized at the voting sites shall:
  - i. Be constructed so as not to permit access to the contents by any individual until the time designated for the counting of the ballots
  - ii. Remain locked except when a ballot is being accepted
  - iii. Upon cessation of voting, the locked ballot boxes are to be removed from the ballot collecting area by a member of the BOD to a preselected area

and maintained in a secure environment by the Election Commissioner until the date set for counting

F. Voting

- a. Individuals who qualify for membership until Article II, Section A, sub-Section I of the ICON SOPs shall:
  - i. Provide a valid active ID
  - ii. Receive one (1) ballot each for both Emperor and Empress at one (1) of the voting sites

G. Ballot Counting Committee

- a. The Ballot Counting Committee shall be appointed by and chaired by the Election Commissioner. The committee shall consist of one (1) member of the General Membership and one (1) impartial member of the community
- b. The Ballot Counting Committee shall be responsible for:
  - i. Counting the ballots cast for Emperor and Empress of ICON
  - ii. Accurately documenting results on the approved ballot form
  - iii. Seal said results in a secure envelope to be held by the Election commissioner until announcement of winner
  - iv. Keeping said results confidential until announcement of winner

H. Counting Ballots

- a. At a predetermined date, time and location, the ballot boxes shall be opened by the Election Commissioner and the Ballot Counting Committee
- b. A valid ballot shall be one that:
  - i. Has one (1) vote for either candidate on the ballot, or
  - ii. Has been marked Yes or No for a single candidate
  - iii. Has not been altered in any way
    1. Invalid ballots shall be marked VOID and kept with all other ballots
- c. A "YES" vote shall be given if:
  - i. Only one (1) vote is cast for the said position on the ballot, or
  - ii. A ballot with one candidate is marked "YES"
- d. A "NO" vote shall be given if:
  - i. No vote is cast for the said position on the ballot, or
  - ii. A ballot with one candidate is marked "NO"
- e. At the end of counting, results shall be:
  - i. Recorded on the official Ballot Tabulator Verification Form
  - ii. Place in a clearly marked sealed envelope with ALL ballots

I. Results

- a. Upon completion of the vote count the winner shall be determined by:
  - i. Multiple candidates for one position
    1. The candidate receiving the plurality of valid votes
  - ii. A single candidate for one position
    1. The candidate receiving a majority of the valid votes
- b. In the event no candidate receives the required votes or there is a tie, the President of the BOD shall be notified immediately
- c. Results shall be:

- i. Placed in two (2) clearly marked sealed envelope noting the winner for each position
  - d. The results of the ballots are to be kept confidential until announcement during the crowning ceremony at coronation. Failure to keep these results confidential may subject that member to removal from the BOD or ICON membership for a period of no less than two (2) years
- J. Announcement of Winners
  - a. At the designated time during the coronation ceremony, the candidates and elected Regent Monarchs shall be sequestered by the PRs and a representative appointed by the President of the BOD
  - b. Once the members of the College of Monarchs have assembled and the members of the BOD are called to the dais, the Election Commissioner shall be called forward to present the voting results to the President of the BOD
  - c. The President of the BOD shall present the results to members of the BOD and College of Monarchs.
  - d. The stepping down Monarchs shall then go forth to escort the new Monarchs to the dais
  - e. In the event no candidate is elected for one or more positions, the Regent Monarchs shall be escorted to the dais.
- K. Voting Recount
  - a. Any candidate not elected to a position may request a recount of the ballots
  - b. No recount request will be accepted in the first 24 hours following coronation
  - c. A request for recount must be made in writing within three (3) days following coronation and presented to the President of the BOD
  - d. A special meeting of the BOD shall be set once a request is made to be held within ten (10) days of the request
    - i. This special meeting shall be:
      - 1. Open to the General Membership
      - 2. Include the newly elected Monarchs
    - ii. During the recount:
      - 1. Only members of the BOD or requesting candidate may question a ballot
  - e. Once the recount is completed, the President of the BOD shall announce the results to those present at the meeting. These results shall be considered final
  - f. If the recount results in a new Emperor or empress being named, the President of the BOD shall:
    - i. Announce the results in each GLBTQS and GLBTQS sensitive establishment within seven (7) days
    - ii. Send a letter to all ICS courts

**Article IX. Regent Monarchs**

- A. A Regent Monarch shall be crowned at the coronation ceremonies in the event:
  - a. There are no applicants for either Emperor or Empress
  - b. The approved candidate(s) do not receive the required votes as outlined in Article VI, Section H of the ICON SOPs
- B. A Regent Monarch

- a. Must be a member of the College of Monarchs in good standing
  - b. May not have served as a Monarch for the past two (2) years
  - c. Must abide by the responsibilities and meet the qualifications as outlined in Article IV, Sections A & B of the ICON SOPs
- C. Elections
- a. The President of the BOD shall convene a special meeting of the College of Monarchs at the regular board meeting of the BOD in June
  - b. A Regent Monarch shall be elected for both Emperor and Empress positions with a majority vote of the College of Monarchs in attendance
  - c. Selection of Regent Monarchs shall be approved by the BOD of ICON
  - d. Elected Regent Monarchs will be required to attend the coronation ceremonies and be prepared to be crowned in the event a monarch is not elected
  - e. Once crowned, the title Regent shall be removed from the monarch's title

#### **Article X. Royal Family**

- A. The royalty crowned by the Emperor and Empress shall serve as a coalition for the crowned royalty and be known as the Royal Family
- B. The newly elected Monarchs shall present a list of their Royal Family choices to the BOD at the first regular board meeting following coronation
- C. No member of the Royal Family serving for the first time may hold a position higher than Duke/Duchess without board approval
- D. No member of the current Royal Family may serve on a committee, as committee chair or as event coordinator/co-event coordinator.
- E. Eligibility
  - a. Members of the Royal Family shall
    - i. Meet qualifications for BOD as outlined in Article III, Section A, sub-Section a of the ICON SOPs
    - ii. Agree to sign and abide by the ICON Code of Conduct
    - iii. Agree to abide by the By-laws and SOPs of ICON
- F. Responsibilities
  - a. Members of the Royal Family shall
    - i. Uphold the image of ICON as well as the image of the crowned royalty
    - ii. Report directly to the Emperor and Empress
    - iii. Hold at least one (1) event/function
    - iv. In the absence of the Emperor/Empress at a function fulfill the responsibilities of the absent party
    - v. Hold no other titles by any other court during their reign without board approval
    - vi. Actively participants in the Reign events
- G. Positions
  - a. Prince Royale and Princess Royale
    - i. The Prince Royale and Princess Royale shall
      - 1. Serve in whatever capacity is needed of him/her as requested by the Emperor and Empress



2. Represent the GLBTQS and GLBTQS sensitive communities of Nebraska and ICON at any function as requested by the Emperor and Empress and/or the BOD of ICON
  3. Participate in all major events/functions during their reign
  4. Plan PR Ball under the guidance of the Vice-President of the BOD and Event Coordinator
- ii. The Prince Royal and Princess Royale may not:
    1. Hold any other title one (1) month after being crowned or one (1) month prior to stepping down
- b. Grand Duke and Grand Duchess
    - i. The Grand Duke and Grand Duchess shall:
      1. Plan the D&D Gala with the Duke and Duchess under the guidance of the Vice-President of the BOD and Event Coordinator
  - c. Grand Czar and Grand Czarina
  - d. Prince and Princess
  - e. Duke and Duchess
    1. Plan the D&D Gala with the Grand Duke and Grand Duchess under the guidance of the Vice-President of the BOD and Event Coordinator
  - f. Czar and Czarina
  - g. Baron and Baroness
  - h. Lords and Ladies
    - i. The Emperor and Empress may appoint up to, but no more than three (3) lords/ladies per family line
  - i. Camp Titles
    - i. Friend of the Court
      1. This title may be given to an individual at any out of town coronation by a Monarch without prior approval of the BOD
    - ii. All other camp titles must:
      1. Be approved by the BOD before they can be bestowed upon an individual
      2. Have approval of the BOD before they may be presented at a state function
    - iii. May walk prior to the Reigning Royal Family during coronation ceremonies
  - j. Any member of the Royal Family may choose to add the "X" denominator to their title in accordance to their pronoun(s)
  - k. The Board of Directors reserves the right to refuse recognition of a Royal Family Member's title due to non-participation in regular Reign events
- H. Vacancy
- a. In the event of a vacancy in the Royal Family, the Emperor/Empress may:
    - i. Elevate a member of the remaining Royal Family to fill the vacancy with approval of the BOD

## **Article XI. ICON Titleholders**

- A. The following titles are considered camp titles presented at ICON state functions

- a. King and Queen of SnoBall
  - i. Event held in February as outlined in Appendix E of the ICON SOPs
  - ii. Titleholders are determined by top raffle ticket sales on both the male and female line
- b. Closet Ball
  - i. Event held in April as outlined in Appendix F of the ICON SOPs
  - ii. One titleholder
- B. Titleholders may use their title:
  - a. When attending any ICON event/function without approval of the BOD
  - b. When attending any other event/function with approval of the BOD
- C. Titleholders must:
  - a. Contact the Event Coordinator to book events/functions utilizing their title
  - b. Sign and abide by the ICON Code of conduct
  - c. Abide by the ICON By-Laws and SOPs

#### **Article XII. State/Annual Functions**

- A. The following events shall be considered state function for the Imperial Court of Nebraska:
  - a. Coronation
  - b. Investiture
  - c. Labor Day Picnic
  - d. Food 4 Thought
  - e. Toyz 4 Totz
  - f. E&E Ball
  - g. PR Ball
  - h. Memorial Day Picnic
- B. The following events shall be considered annual functions for the Imperial Court of Nebraska:
  - a. SnoBall
  - b. Closet Ball
  - c. Duke and Duchess Gala
  - d. Empress In Review

#### **Article XIII. Coronation Weekend**

- A. Coronation Budget
  - a. The coronation budget shall be set by the Finance Committee at the annual meeting
  - b. Any monies not utilized from the coronation budget shall be returned to the General Fund
- B. Date and Venue
  - a. The BOD shall determine date and location of the Coronation Weekend by the September board meeting
    - i. The President of the BOD shall sign hotel/venue contracts with approval of the BOD
- C. Coronation Committee

- a. The Coronation Committee shall oversee the various aspects of the coronation weekend
  - i. Coronation Chair
    1. The Coronation Chair shall be appointed by the President of the BOD with recommendations from the reigning Monarchs and approval of the BOD at the November board meeting
    2. Responsibilities:
      - a. The Coronation Chair shall be responsible for:
        - i. Reporting details regarding coronation to the BOD
        - ii. Setting the menu for coronation and victory brunch with assistance from the reigning Monarchs
        - iii. Procuring a DJ for the Out-of-Town Show and Coronation Ceremony
        - iv. Choosing emcees for each act with recommendations from the reigning Monarchs
        - v. Procuring flyers for the Coronation Weekend for distribution
        - vi. Procuring reign pins with recommendations from the reigning Monarchs
        - vii. Verifying and inviting guests to the dais and attendants for each act with recommendations from the reigning Monarchs
  - ii. Coronation Co-Chair
    1. May be appointed by the BOD
  - iii. Hospitality Chair
    1. The Hospitality Chair shall be appointed by the President of the BOD with recommendations from the reigning monarchs and approval of the BOD at the November board meeting
    2. Responsibilities:
      - a. The Hospitality Chair shall oversee all aspect of hospitality with input from the reigning Monarchs and assistance from the BOD
  - iv. Set/Design Chair
    1. The Set/Design Chair shall be appointed by the President of the BOD with recommendations from the reigning monarchs and approval of the BOD at the November board meeting
    2. Responsibilities:
      - a. The Set/Design Chair shall be responsible for the following with input from the reigning Monarchs:
        - i. Stage set/design
          1. Scheduling volunteers to construct, transport, set up and tear down the set
            - a. Volunteers shall consist of members of the Royal Family, past and reigning Monarchs
        - ii. Table decorations

- v. Program/Ad Sales Chair
  - 1. The Program/Ad Sales Chair shall be appointed by the President of the BOD with recommendations from the reigning monarchs and approval of the BOD at the November board meeting
  - 2. Responsibilities:
    - a. The Program/Ad Sales Chair shall be responsible for the following:
      - i. Working with members of the current reign and BOD to sell ads for the program
      - ii. Design of the program
      - iii. Procuring estimates on printing costs
        - 1. Present estimates to the BOD by the May board meeting
      - iv. Present final layout to printer by established deadline

- vi. Ticket Sales Chair
  - 1. The Ticket Sales Chair shall be appointed by the President of the BOD with recommendations from the reigning monarchs and approval of the BOD at the November board meeting
  - 2. Responsibilities:
    - a. The Ticket Sales Chair shall be responsible for the following:
      - i. Establishing ticket prices with recommendations from the Coronation Chair
      - ii. Procure estimates on ticket printing
      - iii. Handling pre-sales of coronation tickets
      - iv. Setting schedule for ticket sales at the following Events/venues:
        - 1. Hospitality
        - 2. Out-of-Town Show/Bus Tour
        - 3. Coronation

- vii. Protocol Chair
  - 1. The Protocol Chair shall be responsible for
    - a. Collecting protocol:
      - i. Prior to coronation weekend
      - ii. During hospitality on Friday and Saturday
    - b. Verifying protocol as established in Article XI of the ICON SOPs

#### D. Coronation Events

- a. In-Town Show
  - i. The In-Town Show is for the reigning Monarchs to thank the Royal Family, local and state titleholders for their support throughout the reign
  - ii. Date, time and venue to be set by the January board meeting
    - 1. Event shall happen either the Friday before coronation or the Thursday the week of coronation
- b. Hospitality

- i. Hospitality shall showcase a variety menus from our region for our Out-of-Town guests
  - ii. Venue for hospitality shall be set by the President of the BOD when signing the venue contract
  - iii. Hospitality times:
    - 1. Friday afternoon
      - a. 12:00pm to 3:00pm
      - b. Lunch for 30-50 people
    - 2. Friday evening
      - a. 11:00pm to 2:00am
      - b. Heavy snack for 100-125 people
    - 3. Saturday morning
      - a. 9:00am to 11:00pm
      - b. Breakfast/Brunch for 35-50 people
    - 4. Saturday afternoon
      - a. 11:00am to 3:00pm
      - b. Lunch/Buffet for 50-75 people
    - 5. Saturday evening
      - a. 30 minutes following crowning to 2:00am
      - b. Heavy snacks for 150-200 people
  - iv. Bartenders for each time frame shall be picked with recommendation of the reigning Monarchs
  - v. Hosts shall be selected for each time frame to assist in the following:
    - 1. Set up
    - 2. Serving
    - 3. Clearing tables
    - 4. Tear down
  - vi. The BOD shall solicit donations of liquor, beer, pop and water
- c. Out-of-Town Show
  - i. The Out-of-Town Show is for the reigning Monarchs to thank the Out-of-Realm guests for coming to coronation and supporting them throughout their reign
  - ii. Date, time and venue shall be set by the January board meeting
    - 1. Event shall happen Friday the week of coronation
  - iii. Preference for performers shall be given to reigning Monarchs, then reigning PRs, then past Monarchs
  - iv. One (1) Special command performance shall be auctioned the evening of the event.
- d. Bus Tour
  - i. The Bus Tour is used to showcase the GLBTS+ community to the Out-of-Town guests
  - ii. Bus rental contracts should be signed by the BOD by the March board meeting
  - iii. The Bus Tour shall consist of the following:
    - 1. Two (2) buses
      - a. One (1) Emperor bus

- b. One (1) Empress bus
  - 2. Showcase all gay drinking venue within the downtown area
- iv. The Bus Tour path shall be established by the June board meeting
  - 1. Each venue shall be contacted to verify their participation in the tour
  - 2. Each venue shall be visited by at least one (1) of the buses
  - 3. Each venue must have supported ICON during the past reign
- e. Coronation Ceremony
  - i. The Coronation Ceremony shall consist of the following acts:
    - 1. Pre-coronation
      - a. Invocation
      - b. Welcome by the President of the BOD
      - c. Presentation of awards
        - i. President of the BOD
        - ii. Monarchs
    - 2. Act I.
      - a. Presentation of the colors and Anthems
        - i. Mexican National Anthem
        - ii. Canadian National Anthem
        - iii. American National Anthem
      - b. One (1) joint command performance chosen by the reigning Monarchs
      - c. One (1) special command performance from Out-of-Town Show
      - d. Acknowledgement/performance of 10 year anniversary Monarchs
      - e. Presentation of Lifetime Titles by the reigning Monarchs
      - f. Court walks
        - i. San Francisco
        - ii. Denver
        - iii. Seattle
        - iv. United Courts of Texas
        - v. Minnesota
        - vi. Iowa
    - 3. Act II.
      - a. One (1) command performance per reigning Monarch
      - b. Acknowledgement/performance of 20 year anniversary Monarch
      - c. Performance(s) by Emperor candidate(s)
      - d. Court walks
        - i. Nebraska
        - ii. Courts A-M
    - 4. Act III.
      - a. One (1) command performance per reigning Monarch
      - b. Acknowledgement/performance of 30 year anniversary Monarch

- c. Performance(s) by Empress candidate(s)
  - d. Court walks
    - i. Courts N-Z
5. Act IV.
- a. Dais
    - i. The King Father and Queen Mother shall sit upon the dais during Act IV
    - ii. In the Event Nicole the Great is in attendance, she shall also sit upon the dais during Act IV
  - b. Acknowledgement/performance of 40 year anniversary Monarch
  - c. Sequestering of the candidate(s)
  - d. Performance by stepping down Empress
  - e. Performance by stepping down Emperor
  - f. Crowning Ceremony
    - i. Guests to the dais:
      - 1. Archbishop
      - 2. Members of the BOD
      - 3. College of Monarchs
        - a. Line the runway
        - b. Select members participating in the crowning ceremony ascend to the dais
      - 4. Reigning Monarchs
    - ii. Call for the results from the Election commissioner
    - iii. Verification of the results by the President of the BOD
      - 1. Acknowledgement by the BOD and the College of Monarchs
    - iv. Presentation of the new Monarchs
    - v. Crowning of the new Monarchs
  - ii. Performances
    - 1. Command performances shall be limited to five (5) minutes
    - 2. Anniversary performances shall be limited to five (5) minutes
      - a. Microphone time will not be allowed in place of performance
    - 3. Final walks shall be limited to seven (7) minutes
    - 4. The Coronation Chair reserves the right to fade any performance which exceeds the allotted time limit
- f. Victory Brunch
- i. The Coronation Chair shall be responsible for setting up the Victory Brunch
  - ii. The Victory Brunch shall be the Sunday following coronation at a time established in the contract
  - iii. Attendance shall be based off of ticket sales with a deadline established by the BOD

- iv. The stepping down Monarchs shall present a limited number of awards with approval of the BOD at the June board meeting
- v. The newly crowned Monarchs shall present their titles and reign theme
- vi. Announcement of 10 year Monarchs for Reign
- g. Victory Party/Show
  - i. The Victory Party/Show is used to celebrate the crowning of the new Monarchs
  - ii. The Victory Party/Show shall be the Sunday evening following coronation
  - iii. The Victory Party/Show time and venue shall be set by the BOD by the January board meeting
- E. Crowns, Scepters, Robes and Medallions
  - a. State scepter and robes
    - i. The state scepters and robes shall:
      1. Be displayed in a secure location during the coronation ceremony
      2. Be held in a secure location during the reign and passed on to the next Monarchs
  - b. Crowns and Medallions
    - i. The crowns and medallions shall:
      1. Be displayed in a secure location during the coronation ceremony
      2. Remain the property of ICON until the completion of the current reign at which time they will become the property of the stepping down Monarch

#### **Article XIV. Protocol**

- A. Protocol is the establish guidelines in which we are introduced and presented to Monarchs and the public
  - a. Etiquette
    - i. All Monarchs and Royal Family members shall bow to Nicole the Great, Queen Mother of the Americas, whenever she is present
    - ii. The King Father and Queen Mother shall be treated as reigning Monarchs
    - iii. Rise when the reigning Monarchs for Nebraska and other courts are introduced
    - iv. Sit after the reigning Monarchs are seated or after a brief pause if they are performing
    - v. Bow/curtsy to reigning Monarchs when you are introduced to them
    - vi. The male always escorts the female on the left side
    - vii. When attending state functions that involve a meal, the reigning Monarchs should be served first. Royal Family members should wait to begin eating until the Monarchs have begun or until instructed to do so
    - viii. The Empress should never be un-escorted:
      1. In the absence of the Emperor, the highest ranking male line member should escort the Empress
      2. The Empress may ask whomever to escort her, including a non-court person, even in the presence of the Emperor



- ix. When serving as an official ICON representative, the Princess Royal and other members of the female line should be treated in the fashion as one would treat the Empress.
- b. Attire
  - i. When in tuxes, the male line should wear gloves
  - ii. When in formal dress, the female line should wear elbow length gloves when wearing sleeveless or short sleeve gowns and should have manicured nails when wearing long sleeve gowns
  - iii. Attire should be appropriate for the event and in theme when possible
- c. Out-of-Town Events
  - i. When appropriate, the proper protocol shall be created and presented to the designated person(s) in a timely manner
  - ii. The reigning Monarchs shall appoint a person to be in charge of caring for and retrieving the proper protocol during each event
  - iii. Protocol Book
    - 1. This book shall include a list of all present ICON members and placed in the following order:
      - a. Past Royal Family members and Monarchs starting with the lowest title
      - b. Current Royal Family members starting with the lowest title
      - c. Reigning Monarchs
  - iv. When possible, Royal Family members should walk with their counterpart. If the counterpart is not present, it is at the Monarchs discretion to ask a lower male line member to escort a higher female line member
  - v. Monarchs may provide non-court persons with a camp title, Friend of the Court, as outlined in Article VIII, Section F, sub-Section I of the ICON SOPs, in order to walk with the Imperial Court of Nebraska. These persons shall walk after past Royal Family members and Monarchs but before the reigning Royal Family and Monarchs
- d. Flags and National Anthems
  - i. National flags are never dipped. You can do as you please with other flags. Traditionally, the flags of the Armed Forces of the United States are dipped during the playing of the Star Spangled Banner
  - ii. The flag of the United States of America is always at the right of the stage. When the flag is on a stage or platform, the flag's right is the audiences left. When on stage with other national flags, the other flags are to the United State's left (from the audience's perspective, to the right). When being carried forward, the United State's flag is the right most of the flags
  - iii. Canadian and Mexican flags or flags of other nations are displayed in alphabetical order. Thus, the Canadian flag is to the immediate left (United State's flag's left, right when viewed from the Audience). After the national flags, the Gay Pride flag, state flag, etc. are displayed in

- descending order of priority out to the United States flag's left (audience's right).
    - iv. In a single file line, the flag of the United States is in front, followed by the flag of Canada and then the flag of Mexico
    - v. National anthems are played in reverse order of precedence:
      - 1. Canada
      - 2. Mexico
      - 3. United States of America
  - e. Out-of-Realm Courts
    - i. The Court of San Francisco shall walk before any other Out-of-Town courts when present

## **Article XV. Lifetime Title and Awards**

- A. Lifetime Titles
  - a. A total of eight (8) Lifetime titles will be given throughout the year
    - i. The BOD shall give up to two (2) Lifetime Titles
      - 1. One (1) for each stepping down Monarch at Investiture following coronation
    - ii. Reigning Monarchs
      - 1. One (1) each to the Prince Royal and Princess Royal of the current reign
      - 2. The remaining two (2) Lifetime Titles must be presented to the BOD no later than the May board meeting for approval
        - a. These Lifetime Titles are to be presented at coronation
- B. The Golden Scroll
  - a. Each Monarch shall give out one (1) Golden Scroll
    - i. The Golden Scroll goes to an individual, organization or business that has shown outstanding support towards ICON during the current reign
    - ii. The award shall be given out at coronation
- C. Monarch Awards
  - a. Each Monarch shall give up to eight (8) Monarch to Monarch awards during coronation
    - i. Two (2) Emperor/Empress to In-Town Emperor
    - ii. Two (2) Emperor/Empress to Out-of-Town Emperor
    - iii. Two (2) Emperor/Empress to In-Town Empress
    - iv. Two (2) Emperor/Empress to Out-of-Town Empress
- D. The President's Award
  - a. The President of the BOD shall give one (1) President's Award during coronation
    - i. The President's Award shall go to a member of the BOD who has shown outstanding support of ICON
- E. The Diamond Ram Award
  - a. The Diamond Ram Award shall be presented by the President of the BOA at coronation
    - i. The Diamond Ram Award shall be chosen by the BOD and go to an individual, organizations or business who has shown outstanding support of ICON

- ii. The BOD may choose up to four (4) recipients of this award
- F. The Imperial Butterfly Award
  - a. The Imperial Butterfly Award shall be presented by the President of the BOD on behalf of the BOD at coronation
    - i. The Imperial Butterfly Award shall be given to a member of the reigning Royal Family
    - ii. The award shall be chosen by the BOD with recommendations from the reigning Monarchs
- G. The Guardian Angel Award
  - a. The Guardian Angel Award shall be presented by the President of the BOD at coronation in memory of the fallen members of ICON
    - i. The award shall be chosen by the BOD and shall be given to a member of the ICS who has shown outstanding support of ICON and the current reign
- H. King and Queen of Peony Park
  - a. The Reigning PRs shall choose attending court members to raise money for the PR travel Fund
    - i. Participants shall begin raising monies at the Out-of-Town Show
    - ii. Participants shall turn in raised monies by noon the day of coronation
    - iii. Winners shall be determined by the male and female raising the most monies.
    - iv. Winners are announced at coronation during the award ceremony.

## **Article XVI. Rules and Procedures Governing Fundraising**

- A. Use of Titles
  - a. Monarchs and Royal Family members are allowed to use their titles at the following events without approval of the BOD:
    - i. Fundraising events/functions that are ICON recognized non-profit organizations in Nebraska and Iowa
    - ii. Court functions events/functions in Nebraska and within recognized registered court systems
  - b. Monarch and Royal Family members must have approval of the BOD to use their titles at:
    - i. Activities not for the purpose of raising funds
    - ii. Other fundraising activities not approved by ICON
    - iii. Non-court functions
    - iv. Functions where they serve in an official capacity (i.e. judging, tabulating, etc.)
  - c. Monarchs and Royal Family members shall walk with their highest title and must be gender appropriate. If not walking as their appropriate gender, the following verbiage shall be used:
    - i. Representing the title of Empress XX, Jane Doe is John Doe
- B. Event Coordinator
  - a. Person interested in applying for the position of Event Coordinator shall be elected at the June board meeting

- b. The newly elected Event Coordinator shall take their position at the first board meeting following Investiture
  - c. In the event no applications are received, the position shall be appointed by the President of the BOD with approval of the BOD
  - d. The Event Coordinator shall be responsible for:
    - i. Booking dates and venues for ICON events/functions including but not limited to:
      - 1. Candidate events/functions as requested by the Candidate Chair
      - 2. Shows for the Monarchs and members of the Royal Family
      - 3. Coordinate with the Vice-President of the BOD in booking state functions
      - 4. Coordinate with the Vice-president of the BOD to insure proper advertising for events/functions
      - 5. Reporting upcoming events/functions to the BOD at the regular board meetings prior to the event/function
      - 6. Coordinate with the BOD for two (2) members of the BOD to be present to collect monies
      - 7. Confirm performers, compile a line-up and collect music as required by the venue
      - 8. Conduct any rehearsal as required by the venue
      - 9. Coordinate with the Vice-President of the BOD to confirm judges, tabulators, etc. as needed
      - 10. Coordinate with the Treasurer of the BOD regarding banks and need for raffle tickets for any event/function
- C. Assistant Event Coordinator
- a. Shall be appointed by the BOD as needed
  - b. Shall assist the Event Coordinator in all events/functions as outlined in Article XIII, Section B of the ICON SOPs
- D. Booking of Events
- a. All event/functions shall be booked through the Event coordinator
  - b. State Functions shall be booked by the Event Coordinator no less than six (6) months prior to the event
  - c. Advertising/flyers shall be placed at the venue per location guidelines
  - d. All event shall have a budget as outlined by the BOD
    - i. The budget for events/functions may be used to cover the cost of the following:
      - 1. Set materials
      - 2. Advertising
        - a. Ads
        - b. Flyers
        - c. Invitations
        - d. Posters
        - e. Food
    - ii. Receipts must be turned in to the Event Coordinator to be presented to the BOD for payment within seven (7) days of the event
    - iii. All receipts must have a check request form filled out with receipts

- e. All materials purchased with monies furnished by ICON shall remain the property of ICON
- f. All property of ICON shall be returned to the storage unit or appropriate location within 24 hours of the end of the event
- E. Fund Distribution
  - a. Distribution of funds raise will be 80% to charity and 20% to ICON General Fund
  - b. 20% to ICON General Fund shall not exceed \$1,000.00 of the raise total
  - c. Change in percentage to the charity requires a majority vote of the BOD
- F. Cancellation of Events and Functions
  - a. The President of the BOD and the venue owner/manager of the event in question will make the decision regarding cancelation of any event/function only

## **Article XVII. Checks and Deposits**

- A. Checks
  - a. All checks, drafts or other orders for the payment of money, notes or other evidence of indebtedness issued in the name of the corporation, shall be signed by two (2) officers of the Executive Board
  - b. Reimbursement checks or drafts will only be issues upon presentation of the appropriate receipt(s) and attached to a Request Form
  - c. Advance payment checks and drafts will only be made directly to the vendor(s), unless otherwise approved by the BOD
- B. Receipts of Funds and Deposits
  - a. All funds of the corporation shall be deposited to the credit of the corporation and in such banks, trust companies or other depositories as selected by the BOD
  - b. All records of deposits and other transactions at banks, trust companies and other depositories of the corporation shall be presented by mail or in person to two (2) different members of the BOD
  - c. The Treasurer of the BOD of his/her designee as determined by the BOD meeting shall be responsible at all times for all funds received by the corporation
  - d. All monies generated from an approved activity of ICON shall be collected at the end of the event by two (2) members of the BOD or College of Monarchs
  - e. Collected monies should be recorded on a financial breakdown form, this form shall note monies collected from:
    - i. Tips
    - ii. Donations
    - iii. Raffles
    - iv. Door/entry fees
    - v. Other monies collected
  - f. All monies generated from an approved activity of ICON shall be deposited into the court fund within 48 hours of the conclusion of the event by a member of the BOD
  - g. A financial breakdown report, deposit slip and receipts shall be presented to the Treasurer or President of the BOD within 48 hours of the event unless otherwise determined and approved by the BOD
- C. Credit/Debit Card and Electronic Funds

- a. The President of the BOD shall handle, maintain and be responsible for the ICON credit/debit card
- b. Any purchases made on the credit/debit card over the amount of \$50.00 must have prior approval of the BOD
- c. The Treasurer of the BOD shall be responsible for:
  - i. All credit card payments to the corporation
  - ii. Charges to the corporation
  - iii. The ICON checkbook
  - iv. Maintaining the Square account

#### Audits/Reports

- d. An annual audit shall be performed by an outside entity by September prior to the date of the 990 form
- e. Upon completion of the annual audit, a written report shall be submitted to the accountant
- f. The Biennial Report shall be submitted to the state of Nebraska by the Secretary of the BOD

#### **Article XVIII. Public Relations Fund**

- A. Public Relations Funds are established by the Finance Committee for the use of specific individuals to represent the Imperial court of Nebraska throughout our realm and throughout the International Court System. The amount of each fund shall be set forth in the annual budget.
- B. Public Relations funds shall be determined in the following categories:
  - a. Emperor Public Relations Fund
  - b. Empress Public Relations Fund
  - c. Prince Royal Public Relations Fund
  - d. Princess Royal Public Relations Fund
  - e. Board of Directors and Parliamentarian Public Relations Fund
  - f. Royal Family Public Relations Fund
- C. Use of Funds
  - a. Emperor, Empress, Prince Royal and Princess Royal
    - i. Funds may be utilized by the individual in whom the fund is established for reimbursement for the following:
      - 1. Airfare
      - 2. Tickets to individual events
      - 3. Hotel accommodations with approval of the BOD
      - 4. Personal items with the approval of the BOD
      - 5. Gas if travelling alone or divided amongst all persons in the car
    - ii. Only half of the funds can be utilized within the first six months of the reign
    - iii. Any monies raised at the Victory Event, designated for the Monarch Public Relations Fund, will be in addition to the ICON budget
  - b. Board of Directors
    - i. Funds may be utilized by the individual in whom the fund is established for reimbursement for the following:

1. Airfare
2. Tickets to individual events
3. Hotel accommodations with approval of the BOD
4. Personal items with the approval of the BOD
5. Gas if travelling alone or divided amongst all persons in the car
- ii. Funds are allotted to cover a coronation ticket up to but not exceeding \$60.00
- c. Reimbursement
  - i. Checks for Public Relations funds will not be cut without a receipt
- d. Suspension of Funds
  - i. In the event the undesignated General Fund of the Imperial court of Nebraska falls below \$10,000.00, the BOD may suspend use of these funds

#### **Article XIX. Standing and Ad Hoc Committees**

- A. Chairperson
  - a. Any person appointed or elected to chair a standing or ad hoc committee may not chair more than two (2) committees. This is to include the Event Coordinator

#### **Article XX. Grievances and Disciplinary Actions**

- A. The BOD is charged with determining violations of the Code of Conduct, SOPs and By-Laws of the Corporation.
- B. Notification
  - a. A postmarked letter of concern shall be mailed to the BOD and include the following:
    - i. Name of the person(s) involved
    - ii. Details of the incident
      1. Date
      2. Time
      3. Location
      4. Witnesses
    - iii. Any documents that can back the concern
- C. Preliminary Determination
  - a. Once received, the Executive members of the BOD shall meet to determine if a violation of the Code of Conduct, SOPs or By-Laws of ICON occurred
  - b. If no violation is determined, a letter will be sent with our findings
  - c. If a violation is determined:
    - i. A special meeting of the BOD will be convened within 30 days of the postmarked letter
    - ii. In the event the concern pertains to a member of the BOD, that member's voting privileges shall be suspended until completion of the investigation
- D. Special Meeting for Grievance
  - a. A letter shall be sent to all persons involved in regards to the Special Meeting
  - b. Both parties are required to be present at the meeting set forth by the BOD

- c. Each person shall bring forth any witnesses, evidence or documents pertaining to the incident
  - E. Any member of the BOD involved in the incident may not vote
  - F. Disciplinary Actions
    - a. The BOD shall determine disciplinary action based on the severity of the incident
      - i. Minor Infractions:
        - 1. Probation
        - 2. Suspension of titles
        - 3. Removal of titles
      - ii. Major Infractions including but not limited to misappropriation of funds, theft, attempt to defraud, malicious destruction of property or crimes of a sexual nature:
        - 1. Suspension of membership
        - 2. Banned from holding a position on the BOD, Royal Family or serving as a Monarch
        - 3. Banned from attending any ICON events
  - G. Monarchs and Lifetime Titleholders
    - a. Monarchs and Lifetime Titleholders may retain their titles with the following exceptions:
      - i. Titles may be suspended of recognition for a period of time as determined by the BOD
      - ii. Titles may be removed for criminal convictions in a court of law
  - H. Record Keeping
    - a. The Secretary of the BOD shall:
      - i. Keep a record of all suspensions/probations with conclusion dates.
      - ii. Keep a record of all banned individuals
      - iii. Keep a record of all title removals
  - I. Notifications
    - a. The Vice-President of the BOD shall:
      - i. Report any disciplinary actions to all ICC courts including the ICS
      - ii. Make public the findings and disciplinary action

## **Article XXI. Amendment/Suspension of SOPs**

- A. Amendment to an SOP
  - a. Notice Requirement
    - i. Written or electronic notice shall be given to every member of the BOD by the Secretary of the board at least seven (7) days prior to any meeting of the BOD at which an amendment to the SOPs of the Corporation is to be considered
    - ii. Notice shall include the following:
      - 1. The original SOP
      - 2. The proposed amendment
      - 3. Purpose for the amendment
      - 4. Person making the proposal
- B. Suspension of an SOP
  - a. Notice Requirement



- i. Written or electronic notice shall be given to every member of the BOD by the Secretary of the board at least seven (7) days prior to any meeting of the BOD at which an amendment to the SOPs of the Corporation is to be considered
    - ii. Notice shall include the following:
      - 1. The original SOP
      - 2. The proposed amendment
      - 3. Purpose for the amendment
      - 4. Person making the proposal
      - 5. Duration of the suspension
- C. Voting
  - a. The SOP may be amended or suspended by a vote of two-thirds majority of the members of the BOD present at the meeting provided that a simple majority of all members of the BOD vote in favor of the amendment/suspension

#### **Article XXII. Electronic Communication**

- A. The Secretary of the BOD may use electronic communication to:
  - a. Give notice of a special meeting with seven (7) days notice
  - b. Request additions to the Agenda for the upcoming meeting
  - c. Publish meeting minutes
- B. The President of the BOD may use electronic communication to:
  - a. Make motions of a time sensitive nature
- C. Requirements:
  - a. All members of the BOD must have access
  - b. A quorum must respond to the vote within a two (2) hour window
    - 1. This time frame can be waived in the event all members of the BOD have voted or a majority have voted to pass or fail the motion
  - c. All votes shall be a “Yay” or “Nay” in order to be recorded
  - d. All votes are to be recorded and the motion and conclusion shall be added to the last meeting minutes as an electronic vote for approval at the following regular meeting

#### **Article XXIII. Scholarship**

- A. The ICON Scholarship shall be presented to qualified members of the GLBTQ+ community once yearly
- B. Funds
  - a. Funds shall be determined by the BOD no later than the February meeting of the BOD on the awarding year
- C. Scholarship Chair
  - a. The Scholarship Chair shall be appointed by the President of the BOD at the January BOD meeting
  - b. The Scholarship Chair shall be responsible for:
    - i. Preparing the scholarship application for distribution
    - ii. The application shall include the following information:
      - 1. Requirements for a completed application
      - 2. Deadline of the application

3. Date, time and location of the award ceremony
  4. ICON history
  5. Scholarship history
  6. Contact information
  - iii. Distributing approved applications to:
    1. GLBTQ+ and GLBTQ+ sensitive establishment
    2. GLBTQ+ organizations
    3. The ICON website
  - iv. Reviewing all applications for completeness before forwarding them to the Approval Committee
- D. Approval Committee
- a. The Approval Committee Chair shall be appointed by the President of the BOD at the January BOD meeting
  - b. The Approval Committee shall be comprised of an independent group of professionals and educators
  - c. Members of the ICON BOD may not serve on the Approval Committee
  - d. The Approval Committee Chair shall be responsible for:
    - i. Reviewing all completed applications
    - ii. Establishing awards based on application, need and funds available as determined by the BOD
    - iii. Presenting their finding to the Scholarship Chair by an established deadline
- E. Qualifications
- a. Applicants shall meet the following qualifications:
    - i. Be a resident of Nebraska or Southwest Iowa, or
    - ii. Be attending a school of higher education in Nebraska or Iowa Self-identify as a member of the GLBTQ+ community or a child, step-child, or dependent of a person who self-identifies as a member of the GLBTQ+ community
    - iii. Approved applications shall include the following:
      1. A completed application
      2. Proof of residency in Nebraska or Southwest Iowa
      3. A statement of financial need
      4. A letter of acceptance in a school of higher learning
      5. If applicant is not a resident of Nebraska or Southwest Iowa, letter of acceptance should be from a school in Nebraska or Iowa
      6. A statement of goals for higher education
      7. Two (2) letters of recommendation from persons who are not related to you
      8. One (1) letter of recommendation from a member of the GLBTQ+ community who is not related to you
  - b. Applicants are not limited to the number of years they may apply for a scholarship
- F. Awards Ceremony

- a. All applicants who are awarded a scholarship shall receive their award at a ceremony which date, time and location shall be established by the Scholarship Chair
- b. Awards shall be presented in the form of a check for the full amount of the award

**Appendix A - State Function  
Investiture**

- Date:** On a Saturday within 6 weeks of Coronation
- Place:** The Max
- Time:** Doors at 6:00PM – Show at 7:00PM
- Booked by:** Event Coordinator after Coronation
- Budget:** As approved in the annual budget
- Cover:** To be determined based on BOD. Everyone pays
- Beneficiary:** General Fund
- Tips:** Giving up tips is encouraged
- Approval:** Plans by the Monarchs for the event are subject to the approval of the Vice-President
- Duties:** Monarchs
- \*Select a theme
  - \*Responsible for set and mailing invitations
  - \*Invitations should be sent to all regional courts, at least four (4) weeks prior to the event. Invitations are also encouraged for local organizations.
  - \*Posters and flyers per venue guidelines
  - \*Set should be designed and materials acquired one (1) week prior to the event
  - \*Set-up and tear down shall be done according to the bar's specifications
  - \*Rehearsal shall be set by the venue
  - \*Materials shall be returned/stored within 24 hours
  - \*Thank you cards should be prepared within 10 days
  - \*Obtains Royal Family names and titles for certificates and name badges/bars
- Duties:** **Vice-President**
- Setting up tip bowl
  - Create promotional materials per SOPs
- Board**
- Certificates of Appreciation for stepping down Family
  - Certificates of Lifetime Titles for stepping down Monarchs
  - Certificates for New Royal Family Members
  - Order New Name Tags or Title Bars for Royal Family Members

**Event Coordinator**

Line-Up & Protocol

(Use of titles is limited to one title and one name)

**Performers:** Queen Mother 1#  
King Father #1  
Stepping down PRs open show together or individually  
New Monarchs to follow PRs  
Regional Reigning Monarchs are invited to perform 1 # each  
2 Commands for each Monarch  
Last 4 numbers of the show are:  
    New PRs, male first  
    Monarchs, male first  
MAXIMUM NUMBER 24 (Raffles count as a number)

**Emcees:** Selected by Event Coordinator with approval of BOD

**Awards:** Monarchs may only give out the following:  
    Approved Royal Family Titles

Board to give out the following:  
    Lifetime Title to stepping down Monarchs  
    Certificates of Appreciation

Stepping-down Monarch to give out the following:  
    Lifetime Title to stepping down PRs

**Cancellation:** Cancellation of event shall follow guidelines as stated in ICON SOPs under Article XV, Section E

**Appendix B - State Function  
Labor Day Picnic**

- Date:** First Monday in September
- Place:** Vennelyst Park, 9100 N 31st St.  
Omaha 68112  
402.455.6253 (Park # 402.451.9923)
- Time:** 1-6PM
- Booked by:** President and/or Secretary: Any time after Jan. 1
- Budget:** As approved in the annual budget
- Admission:** Determined by BOD  
Everyone pays admission except current & past monarchs, and current volunteers provided they work as scheduled.
- Beneficiary:** The net proceeds of the Labor Day Picnic shall be distributed in the following manner:  
Shall be disbursed by the BOD decision  
Then – Any remaining proceeds shall be used to fund other ICON charities as needed.

**Scheduled Workers:** Board, Current and Past Monarchs, Royal Family and Current Volunteers.  
Picnic Committee Chair to be appointed by July, for Labor Day.

- Duties:** Picnic Chair
- Create schedule
  - Set menu with board input
    - Order necessary menu items
  - Procure raffles
  - Post Appropriate Licenses at the Site
- Secretary:
- Apply for Liquor License
  - By First week of April – Order both picnics at the same time.

2 Picnic Planning Guides will be maintained by the BOD, one to be held by the President of the Board and the other handed to the Picnic chair(s) yearly. Any changes must be approved by the BOD.

**Appendix C - State Function  
Food 4 Thought**

- Date:** Date as approved by BOD and The Max Show Director
- Place:** The Max
- Time:** Based on date
- Booked by:** Event Coordinator after Coronation
- Budget:** As approved in the annual budget
- Cover:** To be determined based on venue; everybody pays
- Beneficiary:** Clients of NAP or charity as approved by the BOD
- Tips:** ALL TIPS ARE DONATED BACK TO ICON
- Approval:** Plans by the Monarchs for the event are subject to the approval of the Vice-President
- Duties: Monarchs**
- \*Select a theme
  - \*Responsible for set and mailing invitations
  - \*Invitations should be sent to all regional courts at least four (4) weeks prior to the event. Invitations are also encouraged for local organizations.
  - \*Posters and flyers per venue guidelines
  - \*Set should be designed and materials acquired one (1) week prior to the event
  - \*Set-up and tear down shall be done according to the bar's specifications
  - \*Rehearsal shall be set by the venue
  - \*Materials shall be returned/stored within 24 hours
  - \*Thank you's should be prepared within 10 days
  - \*Bake Sale – in conjunction with Royal Family
  - \*Supplemental fundraisers are encouraged
  - \*Raffle is encouraged
- Duties: Vice-President**
- Over see State Events
  - Create promotional materials per SOPs
- Performers:** Monarchs may do up to two (2) numbers  
One number each for other performers  
Each performer below performs in either Food 4 Thought or Toyz 4 Totz, but not in both:  
Royal Family

Select Past Monarchs:

Odd Reign # chosen on odd # years; even Reign #  
chosen on even # years

Current Titleholders: 1/2 of state title holders

Guests In-Town and Out of Town

MAXIMUM NUMBER 24 (Raffles count as a number)

**Emcees:** Chosen by the Monarchs with Approval of the BOD

**Awards:** None given without approval of BOD

**Cancellation:** Cancellation of event shall follow guidelines as stated in ICON SOPs under Article XV, Section E



**Appendix D - State Function  
Toyz 4 Totz**

- Date:** Date as approved by BOD and The Max Show Director
- Place:** The Max
- Time:** Based on date
- Booked by:** Event Coordinator after Coronation
- Budget:** As approved in the annual budget
- Cover:** To be determined based on venue; everybody pays
- Beneficiary:** Gifts for toys per NAP list with remaining funds going approved charity
- Tips:** All tips are donated back to ICON
- Approval:** Plans by the Monarchs for the event are subject to the approval of the Vice-President
- Duties: Monarchs**
- \*Select a theme
  - \*Responsible for set and mailing invitations
  - \*Invitations should be sent to all regional courts, at least four (4) weeks prior to the event. Invitations are also encouraged for local organizations.
  - \*Posters and flyers per venue guidelines
  - \*Set should be designed and materials acquired one (1) week prior to the event
  - \*Set-up and tear down shall be done according to the bar's specifications
  - \*Rehearsal shall be set by the venue
  - \*Materials shall be returned/stored within 24 hours
  - \*Thank you's should be prepared and sent within 10 days
  - \*Supplemental fundraisers/Auctions/Raffles are encouraged
  - \*Bear auction would like to be limited to no more than 20 bears for auction
- Duties: Vice-President**
- Over see State Events
  - Create promotional materials per SOPs
- Board**
- Arrange for purchase and delivery of the toys with NAP
- Event Coordinator**
- Line-Up & Protocol
  - (Use of titles is limited to one title and one name)

- Performers:** Monarchs may do up to two (2) numbers  
One number each for other performers  
Each performer below performs in either Food 4 Thought or Toyz 4 Totz, but not in both:  
    Royal Family  
Select Past Monarchs:  
    Odd Reign # chosen on odd # years; even Reign #  
    chosen on even # years  
Current Titleholders: 1/2 of state title holders  
Guests In-Town and Out of Town  
MAXIMUM NUMBER 24 (Raffles count as a number)
- Emcees:** Chosen by the Monarchs with Approval of the BOD
- Awards:** None given without approval of BOD
- Cancellation:** Cancellation of event shall follow guidelines as stated in ICON SOPs under Article XV, Section E

**Appendix E - State Function  
E & E Ball**

- Date:** On the 2nd Saturday within the month of January
- Place:** The Max
- Time:** Doors at 6:00PM – Show at 7:00PM
- Booked by:** Event Coordinator after Coronation
- Budget:** As approved in the annual budget
- Cover:** To be determined based on BOD. Everyone pays except ICON's Reigning Monarchs, Anniversary Monarchs & Emcees
- Beneficiary:** Scholarship
- Tips:** All tips are donated back to ICON
- Approval:** Plans by the Monarchs & 10 year Anniversary Monarchs for the event are subject to the approval of the Vice-President
- Duties:**
- Monarchs & 10 year Anniversary Monarchs**
    - \*Select a theme
    - \*Responsible for set and mailing invitations
    - \*Invitations should be sent regional courts, at least four (4) weeks prior to the event. Invitations are also encouraged for local organizations.
    - \*Posters and flyers per venue guidelines
    - \*Set should be designed and materials acquired one (1) week prior to the event
    - \*Set-up and tear down shall be done according to the bar's specifications
    - \*Rehearsal shall be set by the venue
    - \*Materials shall be returned/stored within 24 hours
    - \*Thank you cards should be prepared within 10 days
  - Vice-President**
    - Over see State Events
    - Create promotional materials per SOPs
    - Setting up tip bowl is required
  - Board**
    - Select hosting past monarchs if Anniversary Monarchs decline to help
  - Event Coordinator**
    - The half decade monarchs are recognized (5, 15, 25, 35 . . .)
    - Line-Up & Protocol
    - (Use of titles is limited to one title and one name)

- Performers:** King Father #1  
Queen Mother 1#  
2 Commands for each Monarch  
Current Monarchs 2# each  
Hosting Monarchs 1# each  
Reigning guest Monarchs from visiting realms  
Past Monarchs from visiting realms (time permitting)  
MAXIMUM NUMBER 24 (Raffles count as a number)
- Emcees:** Selected by the Monarchs with Approval of the BOD
- Awards:** None given without approval of BOD
- Cancellation:** Cancellation of event shall follow guidelines as stated in ICON SOPs under Article XV, Section E

**Appendix F - State Function  
PR Ball**

- Date:** 2nd Saturday in May
- Place:** The Max
- Time:** Doors at 6:00PM – Show at 7:00PM
- Booked by:** Event Coordinator after Coronation
- Budget:** As approved in the annual budget
- Cover:** To be determined based on BOD. Current PRs and emcees do not pay
- Beneficiary:** General Fund or charity as approved by the BOD
- Tips:** Giving up tips is encouraged
- Approval:** Plans by the Monarchs for the event are subject to the approval of the Vice-President
- Duties:**
- Prince Royale & Princess Royale**
- \*Select a theme
  - \*Responsible for set and mailing invitations
  - \*Invitations should be sent to all past Monarchs regional courts at least four (4) weeks prior to the event. Invitations are also encouraged for local organizations.
  - \*Posters and flyers per venue guidelines
  - \*Set should be designed and materials acquired one (1) week prior to the event
  - \*Set-up and tear down shall be done according to the bar's specifications
  - \*Rehearsal shall be set by the venue
  - \*Materials shall be returned/stored within 24 hours
  - \*Thank you cards should be prepared within 10 days
- Vice-President**
- Setting up tip bowl is required
  - Create promotional materials per SOPs
- Event Coordinator**
- Line-Up & Protocol
  - (Use of titles is limited to one title and one name)

**Performers:** PRs get two numbers each and two commands each (8)  
All past PRs from ICON (who HAVE NOT succeeded to a higher title) are invited to perform – 1# each  
Region PRs are invited to perform (8 possible) 1 # each (IA, MN, CO Springs, Denver)  
ICON Monarchs 1 # each or 1 # together  
MAXIMUM NUMBER 24 (Raffles count as a number)

**Emcees:** Selected by the PR's with Approval of the BOD

**Awards:** No titles may be given out by the PRs  
Each PR may ONLY give Awards of Appreciation  
(15 minutes total – broken into two or three segments) Suggested that some be given during Cocktail Hour

**Cancellation:** Cancellation of event shall follow guidelines as stated in ICON SOPs under Article XV, Section E

**Appendix G - State Function  
Memorial Day Picnic**

- Date:** Last Monday in May
- Place:** Vennelyst Park, 9100 N 31st St.  
Omaha 68112  
402.455.6253 (Park # 402.451.9923)
- Time:** 1-6PM
- Booked by:** President and/or Secretary: Any time after Jan. 1
- Budget:** As approved in the annual budget
- Admission:** Determined by BOD  
Everyone pays admission except current & past monarchs, and current volunteers provided they work as scheduled.
- Beneficiary:** The net proceeds of the Memorial Day Picnic shall be distributed to the General Fund.

**Scheduled Workers:**

Board, Current and Past Monarchs, Royal Family and Current Volunteers. Picnic Committee Chair to be appointed by July, for Labor Day.

**Duties: Picnic Chair**

Create schedule  
Set menu with board input  
    Order necessary menu items  
Procure raffles  
Post Appropriate Licenses at the Site

**Secretary:**

Apply for Liquor License  
By First week of April – Order both picnics at the same time.

2 Picnic Planning Guides will be maintained by the BOD, one to be held by the President of the Board and the other handed to the Picnic chair(s) yearly. Any changes must be approved by the BOD.

**Appendix H - Annual Event  
SnoBall**

- Date:** On a Saturday within the month of February
- Place:** The Max
- Time:** Doors at 6:00PM – Show at 7:00PM
- Booked by:** Event Coordinator after First of the Year
- Budget:** As approved in the annual budget
- Cover:** To be determined based on venue. Performers and Emcees do not pay.
- Beneficiary:** General Fund or charity as approved by the BOD
- Tips:** All tips are donated back to ICON
- Approval:** Plans by a designated Board member & last year’s Snoball King and Queen for the event are subject to the approval of the Event Coordinator
- Duties:** **Vice-President & last year’s Snoball King and Queen**
- \*Select a theme
  - \*Responsible for set and mailing invitations
  - \*Invitations should be sent to and regional courts, at least four (4) weeks prior to the event. Invitations are also encouraged for local organizations.
  - \*Posters and flyers per venue guidelines
  - \*Set should be designed and materials acquired one (1) week prior to the event
  - \*Set-up and tear down shall be done according to the bar’s specifications
  - \*Rehearsal shall be set by the venue
  - \*Materials shall be returned/stored within 24 hours
  - \*Thank you cards should be prepared within 10 days
  - \*Raffle is encouraged
  - \*Contest for Snoball King & Queen is encouraged for all Royal Family members & Board Members
  - \*Setting up tip bowl is required
- Event Coordinator**  
Line-Up & Protocol  
(Use of titles is limited to one title and one name)



**Performers:** Reigning Monarchs  
Newly sashed King and Queen of SnoBall  
Last year's Snoball King and Queen  
Performers as chosen by Vice-President with suggestions from stepping down  
King & Queen  
MAXIMUM NUMBER 24 (Raffles count as a number)

**Emcees:** Chosen by the Event Coordinator with approval of the BOD

**Awards:** King and Queen of SnoBall (Winners based on top raffle ticket sales)

**Cancellation:** Cancellation of event shall follow guidelines as stated in ICON SOPs under  
Article XV, Section E

**Appendix I - Annual Event  
Closet Ball**

- Date:** On a Saturday within the month of March
- Place:** The Max
- Time:** Doors at 6:00PM – Show at 7:00PM
- Booked by:** Event Coordinator after first of the year
- Budget:** As approved in the annual budget
- Cover:** To be determined based on venue. Contestants, Sponsors, Reigning Closet Ball and Judges do not pay cover
- Beneficiary:** General Fund
- Tips:** Giving up tips is encouraged
- Approval:** Plans by a Vice-President & last year's Closet Ball Winner for the event are subject to the approval of the BOD
- Duties:** Vice-President & Titleholder
- \*Select a theme
  - \*Responsible for set and mailing invitations
  - \*Invitations should be sent to regional courts, at least four (4) weeks prior to the event. Invitations are also encouraged for local organizations.
  - \*Posters and flyers per venue guidelines
  - \*Set should be designed and materials acquired one (1) week prior to the event
  - \*Set-up and tear down shall be done according to the bar's specifications
  - \*Rehearsal shall be set by the venue
  - \*Materials shall be returned/stored within 24 hours
  - \*Thank you cards should be prepared within 10 days
  - \*Review rules & applications and submit revisions to BOD for approval prior to printing of applications
  - \*Prepare and distribute applications 6 weeks in advance
- Event Coordinator**
- Line-Up & Protocol
  - (Use of titles is limited to one title and one name)
  - Order crown

**Performers:** Monarchs & PRs  
The judges (if they are performers – one or two numbers each)  
Stepping down Titleholder gets 2 numbers  
(Show opener, before talent & just before crowning)  
Closet Ball Titleholders and guests requested by the Current Closet Ball  
Titleholder – one or two numbers each as needed to fill time for show (60 min.  
prep time & tabulation.  
MAXIMUM NUMBER 24 (Raffles count as a number)

**Emcees:** Selected by the Event Coordinator with approval of the BOD

**Cancellation:** Cancellation of event shall follow guidelines as stated in ICON SOPs under  
Article XV, Section E

**Appendix J - Annual Event  
D&D Gala**

- Date:** On a Saturday within the month of March
- Place:** The Max
- Time:** Doors at 6:00PM – Show at 7:00PM
- Booked by:** Event Coordinator after first of the year
- Budget:** As approved in the annual budget
- Cover:** To be determined based on BOD. Current Dukes and Duchesses and Emcees do not pay
- Tips:** Giving up tips is encouraged
- Beneficiary:** General Fund or charity as approved by the BOD
- Approval:** Plans by the D&D for the event are subject to the approval of the Vice-President
- Duties:** **Vice-President**, Grand Duke / Grand Duchess & Duke / Duchess
- \*Select a theme
  - \*Responsible for set and mailing invitations
  - \*Invitations should be sent to regional courts at least four (4) weeks prior to the event. Invitations are also encouraged for local organizations.
  - \*Posters and flyers per venue guidelines
  - \*Set-up and tear down shall be done according to the bar’s specifications
  - \*Rehearsal shall be set by the venue
  - \*Materials shall be returned/stored within 24 hours
  - \*Thank you cards should be prepared within 10 days
- Vice-President**
- Setting up tip bowl is required
  - Create promotional materials per SOPs
- Event Coordinator**
- Line-Up & Protocol
  - (Use of titles is limited to one title and one name)
- Performers:** Queen Mother King Father 1#  
Current reigning D&Ds get 2 numbers each  
All past D&Ds from ICON (who HAVE NOT succeeded to a higher title are invited to perform – 1 # each)  
Regional guests – 1 # each  
MAXIMUM NUMBER 24 (Raffles count as a number)

**Emcees:** Selected by the Event Coordinator with approval of BOD

**Awards:** None given without approval of BOD

**Cancellation:** Cancellation of event shall follow guidelines as stated in ICON SOPs under Article XV, Section E

**Appendix K - Annual Event  
Empress In Review Show**

- Date:** On a Saturday within the month of April
- Place:** The Max
- Time:** Doors at 6:00PM – Show at 7:00PM
- Booked:** By Event Coordinator after the first of the year
- Budget:** As approved in the annual budget
- Cover:** To be determined based on venue. Everyone pays except Hosting Empresses and Emcee do not pay for cover
- Beneficiary:** General Fund  
Request to change from general fund must be approved by the BOD
- Tips:** All tips are donated back to ICON
- Approval:** Plans by the current Empress and prior year Empress are subject to the approval of the Vice-President
- Duties:** **Vice-President, Empress and hosting Empress**
- \*Select a theme by January or the BOD will choose a theme
  - \*Responsible for set and invites / invitations
  - \*Invitations should be sent to all past Empresses of ICON
  - \*1st Invitations are also encouraged to be sent out to the regional current Empresses,( ie Minnesota, Iowa, Denver, Colorado Springs, Dallas ect.)
  - \*Advertisement, posters and flyers per venue guidelines.
  - \*Set up and tear down shall be done according to bar’s specifications by hosting Empress and Royal Family
  - \*Rehearsal shall be set by the venue
  - \*Materials shall be returned/stored within 24 hours
  - \*Thank you cards should be sent within 10 days of the show
- Vice-President**
- Setting up tip bowl is required
  - Create promotional materials per SOPs
- Event Coordinator**
- Line-Up & Protocol
  - (Use of titles is limited to one title and one name)

**Performers:** Queen Mother 1 number  
2 Commands for each for the hosting Empresses of the show.  
Guests of the show each get 1 number  
MAXIMUM NUMBER 24 (Raffles count as a number)

**Emcees:** Selected by the Hosting Empresses with Approval of the BOD

**Awards:** NONE

**Cancellation:** Cancellation of event shall follow guidelines as stated in ICON SOPs under Article XV, Section E

**Appendix L - State Function  
ICON Scholarship Presentation**

- Date:** The month of May
- Place:** TBA
- Time:** Based on venue
- Booked by:** Event Coordinator
- Budget:** As approved in the annual budget
- Awards:** Funding set by the Board of Directors and distributed by the Scholarship Committee
- Emcee(s):** Chosen by the Event Coordinator
- Duties:** **Event Coordinator**  
Set up event
- BOD:**  
Attend Event  
President will present Scholarships  
Vice President will send out notices to Scholarship Winners  
Treasurer will have Scholarship checks ready  
Secretary will print Scholarship Certificates
- Scholarship Committee:**  
Determine award totals and winners  
Attend Event  
Present Awards with ICON Board President



**Appendix M**  
**Friday Lunch Program**

**Date:** Third Friday of every Month  
Managed by Reigning Monarchs, Royal Family, BOD, and College of Monarchs

**Place:** MCC Omaha

**Budget:** \$100 per month

**Beneficiary:** Clients of affected by HIV/AIDS

**Turning in receipts:**

All receipts are due to the treasurer of the board by the third Monday of each month.

Checks will be cut during the monthly board meeting on the third Monday of each month.

Additional checks may be cut with the approval of the board

**Cancellation:** Must be done within 24 hours and luncheon coordinator must be informed.