

**Imperial Court of Nebraska Foundation  
Standard Operating Procedures  
Revised 01-20-26**

**Imperial Court of Nebraska Foundation  
Standard Operating Procedures  
Revised 10-20-25**

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## ARTICLE I. MISSION STATEMENT

- A. Through fundraising, we educate and support those in need within the LGBTQIA+ 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 Monarchs of the Imperial Court of Nebraska.
    - a. The Board of Directors is 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

- b. The College of Monarchs is entitled to one (1) vote in:
  - I. The election of 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 of 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 qualified for reelection.
- 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 that the next regular meeting of the BOD falls within seven (7) days, the election may take place on 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 position, 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 the Oath of Office at Coronation

### **E. Responsibilities**

- a. Attendance and Participation
  - I. Directors are required to:
    1. Attend regularly scheduled and special meetings 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 appointing, with Board approval of 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 all debit card and bank statements for the Corporation
    6. Maintain the mailbox of the Corporation and check it prior to all meetings
- 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 and Annual 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(s)
        - I. Theme
        - II. Invitations
        - III. Performers

- IV. Raffles
- V. Decorations
- VI. Auction Items

c. Treasurer of the Board

I. The Treasurer 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. Shall ensure that the expense and financial handling guidelines as set forth by the ICON SOPs are followed appropriately
5. Disperse funds as approved by the BOD
6. Keep the ICON Accounts up to date and reconciled
7. Attach receipt and check copies to all transactions in the accounting software
8. Be present at all State and Annual events unless otherwise excused prior by the BOD
9. Supply each event with bank(s), raffle tickets, raffle bags, pens, a show sheet, money bands, and a security-sealed deposit bag
10. Upload a copy of all approved financial reports and monthly bank statements to SharePoint within seven (7) days after approval

b. 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 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 Imperial Court of Nebraska SharePoint documents
5. Countersign all deeds, leases, and conveyances executed by the Corporation as outlined in Article VI, Section 6.7 of the ICON By-Laws
6. 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, all property entrusted in their 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 are the sole property of the Corporation and may not be changed without the 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 shall 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 a Monarch Emeritus title
  - I. King Father applicants must hold a Monarch Emeritus title
  - II. Queen Mother applicants must hold a Monarch Emeritus title
- d. Not have served as a Monarch during the past three (3) reigns
- e. Not a member of another court

#### **B. Duties and Responsibilities**

- a. The King Father and Queen Mother shall:
  - I. Shall 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. Food 4 Thought
    - 4. Toyz 4 Totz
    - 5. E&E Ball
    - 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 intent, 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 the said Monarch has successfully completed a previous reign.
- b. Voting shall be completed by ballot
  - I. In the event of multiple candidates, only one 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 be conducted and 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 for all other events/functions

**I. Privileges**

- a. The King Father and Queen Mother shall:
  - I. Use their titles as outlined in Article VI, 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. COLLEGE OF MONARCHS

**A. The College of Monarchs**

- a. The College of Monarchs shall consist of Monarchs who have:
  - I. Stepped down from a successful reign of the Imperial Court of Nebraska

**B. Dean of Monarchs**

- a. The Dean of Monarchs shall be elected by the members of the College of Monarchs
- b. Responsibilities:
  - I. The Dean of the Monarchs shall be responsible for:
    - 1. Overseeing the meetings of the College of Monarchs
    - 2. Bringing matters of the College of Monarchs to the BOD

### **C. 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

### **D. Voting Rights**

- a. The members of the College of Monarchs shall have one (1) vote in
  - I. The election of Regent Monarchs
  - II. The election of King Father/Queen Mother

### **E. 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 VI. 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 that benefits, promotes, and serves a purpose for the LGBTQIA+ and sensitive communities.
- c. The Monarchs and/or their representatives shall represent ICON at all functions pertaining to their offices, respectively and collectively
- d. Monarchs may also choose to be addressed as any of the following;
  - I. Emperor – He/Him
  - II. Empress – She/Her
  - III. Sovereign – They/Them
- e. The Monarchs shall provide a list of their Royal Family selections to the board for approval at the first regular meeting following coronation
- f. The Monarchs shall serve as members of the BOD as defined in Article IV, Section 4.2 of the ICON By-Laws
- g. 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 their reign

- f. The reigning Monarchs of ICON shall be excused from these requirements for:
  - I. Reason of work, illness, family, vacation, or other 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
- i. Monarchs shall be expected to coordinate individual events with the Show/Event Coordinator as the representative of the BOD
- j. 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
- k. Monarchs are not allowed to take paid bookings and or keep tips from non-ICS shows when traveling to represent ICON, as well as other out-of-town court events or shows when using travel funds.

## **B. Qualifications**

- a. Any person applying for the position of Monarch of ICON shall:
  - I. Meet the qualifications for the Board of Directors as outlined in Article III, Section A, sub-section 1 of the SOPs
  - II. Not having any non-traffic criminal actions pending against them at the time of application
  - III. Not having delinquent debts and/or non-sufficient funds or an account closed, check, or complaint or written evidence is presented to the BOD by the bearer of such an instrument and/or their 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 ICS court
    - 3. Have visited six (6) regular BOD meetings within the past twelve (12) months prior to application
  - VI. The 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 Monarch 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. Partially 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 for the full application fee
    3. Fees shall be utilized by the ICON Foundation Scholarship
    4. In the event the applicant becomes Monarch, the full application fee will be utilized by the ICON Foundation Scholarship
- 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 Absence from the BOD as defined by Article III, Section D of the SOPs of ICON
  - II. The LOA shall start on the date of the application deadline and shall conclude on 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 Monarch will be interviewed by the BOD
- b. Each member of the BOD may ask each applicant one (1) question
- c. The BOD may approve or disapprove of 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 any 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 VI, Section F, sub-section b. article II.
    - 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 with 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 on the day of coronation or upon the 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) candidates' events/functions may 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 the time and place of campaigning
  3. Posters
    - a. Each candidate shall be limited to placing one (1) large campaign poster in each LGBTQIA+ and LGBTQIA+ 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 that does not accept and display equitably the campaign poster of every other candidate who chooses 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 Campaign
    - a. The official end of campaigning shall be determined by the BOD and noted on the Mandatory Calendar of Events

## ARTICLE VII. 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 President of the BOD shall appoint the Election Commissioner 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 General Membership
  - II. Non-discriminative against the LGBTQIA+ 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 Monarch(s) of ICON shall:
  - I. Be printed and placed at each voting site
  - II. Names be clearly printed on ballots
  - III. Note the following:
    1. "Please vote for two (2) candidates" when multiple candidates are running. Votes are based on the top two (2) highest votes
    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 sealed envelope and kept for a period of no less than seven (7) days. After this time, the 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 any access to the contents by an 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 pre-selected 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 under Article II, Section A, Sub-Section I of the ICON SOPs shall:
  - I. Provide valid ID
  - II. Receive one (1) ballot for Monarch(s) at (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 Monarch(s) 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 the announcement of the winner(s)
  - IV. Keeping said results confidential until the announcement of the winner(s)

**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 two (2) votes for candidates 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 two (2) votes are cast for 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, the 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(s) shall be determined by:
  - I. Multiple Candidates
    1. The two (2) candidates who received a minimum of 51% of YES votes and the highest vote percentage when multiple candidates are running
  - II. A single candidate
    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 one (1) clearly marked and sealed envelope, noting the winner(s)
- 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 the 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
- III. During the recount:
3. Only members of the BOD or the 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. The results shall be considered final
  - f. If the recount results in a new Monarch being named, the President of the BOD shall:
    - I. Announce the results in the Imperial Court of Nebraska Foundation social media account and the ICON College of Monarch social media account as well as any LGBTQIA+ and LGBTQIA+ sensitive establishment
    - II. Post a letter to the ICS social media account

## ARTICLE VIII. REGENT MONARCHS

### **A. A Regent Monarch shall be crowned at the coronation ceremonies in the event:**

- a. There are no applicants or only one (1) applicant for Monarch
- b. The approved candidate(s) do not receive the required votes as outlined in Article VII, 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 VI, Section 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 Monarch 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 if a Monarch is not elected
- e. Once crowned, the title Regent shall be removed from the Monarch's title.

## ARTICLE IX. ROYAL FAMILY

### A. Royal Family

- a. The royalty crowned by the Monarchs 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

### B. Eligibility

- a. Members of the Royal Family shall:
  - I. Meet qualifications for membership as outlined in Article II, Section A, Sub-Section a, Article I. 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

### C. 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 Monarchs
  - III. Hold at least one (1) event/function
  - IV. In the absence of the Monarchs at a function, fulfill the responsibilities of the absent party
  - V. Hold not other titles by any other court during their reign without board approval
  - VI. Actively participate in the Reign events

### D. Positions

- a. Prince Royale and Princess Royale
  - I. Prince Royale and Princess Royale shall:
    1. Serve in whatever capacity is needed of them as requested by the Monarch(s)
    2. Represent the LGBTQIA+ and LGBTQIA+ sensitive communities of Nebraska and ICON at any function as requested by the Monarchs 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

- II. The Prince 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
- c. Grand Marquis and Grand Marquesa
- d. Prince and Princess
- e. Duke and Duchess
  - 1. Plan the D&D with the Grand Duke and Grand Duchess under the guidance of the Vice-President of the BOD
- f. Marquis and Marquesa
- g. Baron and Baroness
- h. Knight and Dame
  - I. The Monarchs may appoint up to, but not more than three (3) Knights/Dames per side of the 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 with their pronoun(s)
- k. The BOD reserves the right to refuse recognition of a Royal Family Member's title due to non-participation in regular Reign events

**E. Vacancy**

- a. In the event of a vacancy in the Royal Family, the Monarch(s) may:
  - I. Elevate a member of the remaining Royal Family to fill the vacancy with the approval of the BOD

## ARTICLE X. ICON TITLEHOLDERS

### A. ICON Title holders

- a. The following titles are considered camp titles presented at ICON state functions
  - III. Snoball Royalty
    1. Event held in February as outlined in Appendix L of the ICON SOPs
    2. Titleholders are determined by top raffle ticket sales on both sides of the family line
- b. Titleholders may use their title
  - I. When attending any ICON event/function without the approval of the BOD
  - II. When attending any other event/function with the approval of the BOD
- c. Titleholders must:
  - I. Contact the event coordinator to book events/functions utilizing their title
  - II. Sign and abide by the ICON Code of Conduct
  - III. Abide by the ICON By-Laws and SOPs

## ARTICLE XI. STATE/ANNUAL FUNCTIONS

### A. State Functions

- a. The following events shall be considered State Functions for the Imperial Court of Nebraska:
  - I. Coronation
  - II. Investiture
  - III. Food 4 Thought
  - IV. Toyz 4 Totz
  - V. E&E Ball
  - VI. PR Ball
  - VII. Memorial Day Picnic

### B. Annual Functions

- a. The following shall be considered Annual Functions for the Imperial Court of Nebraska:
  - I. Hats off to the Empress
  - II. Emperor's New Clothes
  - III. Think Pink
  - IV. Imperial Night
  - V. Adulthood Sucks
  - VI. Snoball
  - VII. Duke and Duchess Gala
  - VIII. Naughty & Erotic

- IX. Board of Directors Show
- X. Empress in Review
- XI. Purse Auction
- XII. Scholarship Presentation

## ARTICLE XII. 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 the date and location of the coronation weekend by the October board meeting
  - I. The President of the BOD shall sign hotel/venue contracts with the 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 the Vice-President of the BOD and can assign other board member(s) to duties dealing with coronation
    - 2. Responsibilities
      - a. The Coronation Chair shall be responsible for:
        - I. Reporting details regarding the coronation to the BOD
        - II. Setting the menu for the coronation and victory brunch with assistance from the reigning Monarchs
        - III. Procuring a DJ for the Out-Of-Town Show and coronation ceremony
        - IV. Approving emcees for each act with recommendations from the reigning Monarchs
        - V. Procuring coronation book and welcome booklet
        - VI. Present the design for any gift given at the coronation to be approved by the BOD

- II. Co-Chair Hospitality
    - 1. The Co-Chair of Hospitality will be appointed by the Vice President at the November board meeting
    - 2. Responsibilities
      - a. The Hospitality Co-Chair shall oversee all aspects of hospitality with input from the Vice-President
  - III. Co-Chair Set Design
    - 1. The Set/Design Co-Chair shall be appointed by the Vice President at the November board meeting, if so chosen. The Monarchs will oversee all table and set designs
    - 2. Responsibilities:
      - a. The Set/Design Co-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
- IV. Co-Chair Program/Ad Sales
  - 1. The Program/Ad Sales Co-Chair shall be appointed by the Vice-President 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
- V. Ticket Sales
  - 1. Ticket Sales will be the responsibility of the Treasurer
  - 2. Responsibilities
    - i. Establishing coronation ticket prices with the BOD
    - ii. Set up online ticket purchasing for all events and packages
    - iii. Enforce cut-off dates for all ticket sales

- iv. Setting the schedule for ticket sales at the following events/venues:
  - a. Weekend Package (early bird & standard)
  - b. Hospitality
  - c. Out of Town Show/Bus Tour
  - d. Coronation
  - e. Victory Brunch

VI. Protocol Minister

- 1. The protocol minister shall be responsible for
  - a. Collecting Protocol:
    - I. Prior to coronation weekend
    - II. During hospitality on Friday & Saturday
  - b. Verifying protocol as established in Article XIII of the ICON SOPs

**D. Coronation Events**

a. In-Town Show

- I. The In-Town Show is for reigning Monarchs to thank the Royal Family, local and state titleholders, for their support throughout the reign. Any family Awards/Certificates to be given out at this time.
  - II. Date, time, and venue to be set by the January board meeting
2. The event shall happen within two (2) weeks prior to coronation

b. Hospitality

- I. Hospitality shall showcase a variety of 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. Suggested Time: 12:00 pm to 3:00 pm
    - b. Lunch based on the number of ticket sales
  - 2. Friday Evening
    - a. Suggested Time: 9:00 pm to 2:00 am
    - b. Late-night meal based on ticket sales
  - 3. Saturday Morning
    - a. Suggested Time: 9:00 am to 11:00 am
    - b. Breakfast/Brunch based on ticket sales
  - 4. Saturday Afternoon
    - a. Suggested time 11:00 am to 3:00 pm

- b. Lunch/Buffer based on ticket sales
  - 5. Saturday Evening
    - a. 30 minutes after crowning to 2:00 am
    - b. Late-night meal based on ticket sales
- IV. Bartenders for each time frame shall be picked with the 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 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. The event shall happen on 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 shall be booked depending on the location of coronation and venues. The bus tour is used to showcase the LGBTQIA+ community to the Out-of-Town guests
  - II. Bus rental contracts shall 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 reigning Monarch and at least one (1) candidate for Monarch shall be on each bus
    - 2. Showcase all LGBTQIA+ drinking venues within the downtown area
    - 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 10th anniversary Monarchs
  - e. Presentation of Lifetime Titles by the reigning Monarchs
  - f. One (1) command performance per reigning Monarch
  - g. Court walks
    - I. San Francisco
    - II. Denver
    - III. Seattle
    - IV. United Courts of Texas
    - V. Colorado Springs
    - VI. Minnesota
    - VII. Iowa
3. Act II
- a. One (1) command performance per reigning Monarch
  - b. Acknowledgement/Performance of 20th Anniversary Monarchs
  - c. Performances by the first half of Monarch Candidates
  - d. Court Walks
    - I. Nebraska
    - II. Courts A-M
4. Act III
- a. One (1) command performance per reigning Monarch
  - b. Acknowledgement/performance of 30th Anniversary Monarchs
  - c. Performance of the second half of Monarch Candidates
  - 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 40th Anniversary Monarchs

c. Sequestering of the candidate(s)

d. Performance by stepping down Monarch

e. Performance by stepping down Monarch

f. Crowning Ceremony

I. Guests to the Dais

1. Members of the BOD
2. College of Monarchs
  - a. Line the runway
  - b. Select members participating in the crowning ceremony ascend to the dais
3. 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 Monarchs

V. Crowning of the new Monarchs

II. Performances

1. Command performances shall be limited to seven (7) minutes
2. Anniversary performances shall be limited to seven (7) minutes
  - a. Microphone time will not be allowed in place of performance or any speeches written or spoken by the emcees
  - b. If Anniversary Monarch is unable to perform, they may ask a former Monarch from ICON to perform in their place
3. Final walks shall be limited to seven (7) minutes
4. The coronation chair reserves the right to fade any performance that exceeds the allotted time slot

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 on 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 the 10-year Anniversary Monarchs for their reign
- g. Victory Party
  - I. The Victory Party is used to celebrate the crowning of the new Monarchs
  - II. The Victory Party shall be the Sunday evening following coronation
  - III. The Victory Party shall be hosted by Empress 32, 41 & 43 Chandler Chubbs or a host of her choosing

**E. Crowns, Scepters, Robes, and Medallions**

- I. Crowns and Medallions shall:
  - 1. State Crowns (adjustable band) are the property of ICON and must be returned upon receiving the full Monarch Crown. The crown must be returned in the condition it was given, and any damage is the responsibility of the Monarch. Upon completion of the reign, the crown will become the property of the stepping-down Monarch.
  - 2. Medallions once given to the Monarchs are theirs to keep and to be worn instead of a crown at non-state events. If lost, a replacement will not be provided by the BOD of ICON

**ARTICLE XIII. PROTOCOL**

**A. Protocol is the established 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 the reigning Monarchs when you are introduced to them
  - VI. Female identifying line members should be escorted from the right side
  - VII. A Monarch should never be unescorted, unless they choose to be

1. In the absence of the other Monarch, the highest-ranking line member should escort the Monarch when tipping
  2. Monarchs may ask whomever to escort them, including a non-court person, even in the presence of the other Monarch
- VIII. When serving as an official ICON representative, the female identifying members should be treated in the fashion as one would treat a Monarch
- b. Attire – Optional (suggested at any events where the Queen Mother of the Americas, Nicole the Great, is in attendance)
- I. If you wear a formal jacket or blazer, gloves should be worn
  - II. If you wear a formal dress/gown, elbow-length gloves should be worn if sleeveless or short-sleeved; otherwise, manicured nails should be worn when wearing a long-sleeved dress/gown
  - III. Attire should be appropriate for the event and in theme when possible
- c. Out-of-Town Events
- I. When appropriate, the proper protocol should 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 protocol review and correction if the Protocol Minister is not present
  - III. Protocol
    1. This shall include a list of all present ICON members and shall be placed in the following order:
      - a. Past Royal Family members and Monarchs, starting with the lowest title
      - b. Friends of the Court
      - c. Current Royal Family members starting with the lowest title
      - d. Reigning Monarchs
  - IV. When possible, Royal Family members should walk with their counterparts. If the counterpart is not present, it is at the Monarch's discretion to ask a lower line member to escort a higher line member
  - V. Monarchs may provide non-court persons with a camp title, Friend of the Court, as outlined in Article IX, Section i, of the ICON SOPs, 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 & 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

- I. 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 audience's left. When on stage with other national flags, the other flags are to the United States' left side (from the audience's perspective, to the right). When being carried forward, the United States flag is the rightmost of the flags
  - II. Canadian and Mexican flags or flags of other nations are displayed in alphabetical order. Thus, the Canadian flag is to the immediate left of the United States flag (on the right when viewed from the audience). After the national flags, PRIDE flag, state flag, etc., are displayed in descending order of priority out to the United States flags left (audience's right)
  - III. In a single line, the flag of the United States is in front, followed by the flag of Canada, and then the flag of Mexico
  - IV. 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 court when present

## ARTICLE XIV. LIFETIME TITLES 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 Royale and Princess Royale of the current reign at coronation
    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 Out-of-Town Emperor
  - III. Two (2) Emperor/Empress In-Town Empress
  - IV. Two (2) Emperor/Empress 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 BOD at coronation
  - I. The Diamond Ram Award shall be chosen by the BOD and presented to an individual, organization, or business that 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. 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 raise 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

**I. Founders Award**

- a. Presented to a member of the ICON foundation who has accomplished the following:
  - I. Successfully completed a reign with the Imperial Court of Nebraska Foundation or served as a member of the Board of Directors
  - II. Continues to support the Imperial Court of Nebraska Foundation or an International Court System-recognized court
  - III. Shows exceptional support of the Imperial Court of Nebraska Foundation charities and/or other charities within our recognized realms.
- b. The nomination process should include the following:
  - I. Nominations shall be presented by a member of the Imperial Court of Nebraska Foundation College of Monarchs
  - II. Nominees shall meet all requirements as stated above
  - III. Nominations shall be submitted to the Secretary of the BOD no later than April 30th of the awarding year.
  - IV. Nominations shall be presented to the Executive Board at the May meeting of the BOD to verify that any nominees meet all requirements
  - V. All Nominees who meet all requirements shall be reviewed at the regular May meeting of the BOD in closed sessions, where they will be reviewed and voted on. Nominees must receive a 2/3 vote of the current BOD.
  - VI. Approved Nominees shall receive awards at Coronation weekend the year of approval.
- c. Nomination application shall include the following:
  - I. Nominations shall be accepted on the official nomination form available on the Imperial Court of Nebraska Foundation website
  - II. Nominator information
    - a. Given Name
    - b. Stage Name
    - c. Title(s)
    - d. Address
    - e. Phone
    - f. E-mail
  - III. Nominee information
    - a. Given Name
    - b. Stage Name
    - c. Title(s)
    - d. Address

- e. Phone
  - f. E-mail
- IV. Letter describing the reason why this nominee meets the required accomplishments and is deserving of this award, including specific details of continued work within the community and/or the name of charities supported.

## ARTICLE XV. 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 identified gender, the following verbiage shall be used:
  - I. Representing the title of Empress xx, Jane Doe is Joe Doe

### B. Event Coordinator

- a. Any person interested in applying for the position of Event Coordinator shall be selected at the August board meeting
- b. The newly elected Event Coordinator shall take their position at the first board meeting following the August BOD meeting
- 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, but not limited to:
    - 1. Candidate event/functions as requested by the Candidate Chair
    - 2. Coordinates reign shows for the Monarchs and members of the Royal Family

3. Coordinate with the Vice-President of the BOD to get all state and annual function dates and venues
4. Ensure proper advertising for reign 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 at each event/function to count/collect monies
7. Confirm performers, compile line-up, and collect music as required by the venue
8. Conduct any rehearsal as required by the venue
9. Coordinate with the Treasurer of the BOD regarding banks needed 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 with events/functions as outlined in Section XV, Section B, of the ICON SOPs

**D. Booking of Events**

- a. State and Annual functions shall be booked by the Vice-President no less than six (6) months prior to the event
- b. All shows for the Royal Family shall be booked by the Event Coordinator
- c. Approve any venue-designed show posters and produce/approve any posters submitted to venues for events
- d. All events shall have a budget outlined by the BOD
  - I. Receipts must be turned in to the Event Coordinator to be presented to the BOD for payment within seven (7) days of the event
  - II. All materials purchased with monies furnished by ICON shall remain the property of ICON
  - III. All property of ICON shall be returned to the storage unit or appropriate location at the end of the event

**E. Fund Distribution**

- a. Distribution of funds raised will be 80% to charity and 20% to ICON General Fund
- b. The 20% to the ICON General Fund shall not exceed \$500.00 of the raised total
- c. Change in percentage to the charity requires a majority vote of the BOD prior to the event/function

**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 cancellation of any event/function only.

## ARTICLE XVI. CHECKS AND DEPOSITS

### A. Checks

- a. Reimbursement checks or drafts will only be issued upon presentation of the appropriate receipts given to the Treasurer
- b. 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 or 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 of the 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 from the BOD
- c. The Treasurer of the BOD shall be responsible for:

- I. All credit card payments made by the corporation
- II. Charges to the corporation
- III. The ICON checkbook
- IV. Maintain the Zeffy account

#### **D. Audits/Reports**

- a. An annual audit shall be performed by an outside entity by September prior to the date of the 990 form
- b. A biennial report shall be submitted to the State of Nebraska by the Secretary of the BOD

### **ARTICLE. XVII TRAVEL FUND**

#### **A. Travel Funds**

- a. Travel 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. Travel Funds shall be determined in the following categories:
  - I. Monarch I Travel Fund
  - II. Monarch II Travel Fund
  - III. Prince Royale Travel Fund
  - IV. Princess Royale Travel Fund

#### **B. Use of Funds**

- a. Monarchs, Prince Royale, and Princess Royale
  - 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
  - II. Only half of the ICON-awarded funds may be utilized within the first six months of the reign. Monies from the victory party are separate and will be utilized before any ICON funds.
  - III. Any monies raised at the Victory Party are designed for the Monarch Travel fund and will be split 50/50 and added in addition to the ICON budget
- b. Board of Directors
  - I. Funds may be utilized by member(s) of the BOD only if the court is new, or has not been attended by a Monarch or BOD member from ICON
    1. Airfare

- 2. Tickets for Coronation
    - 3. Hotel accommodations with approval of the BOD
  - II. Funds are allotted to cover a coronation ticket up to but not exceeding \$100.00
- c. Reimbursement
  - I. Checks for Travel funds reimbursement will only be cut at monthly meetings and require printed receipts to be turned in to the Board Treasurer.
- 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 the use of these funds

## ARTICLE. XVIII 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. XIX 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. Bot 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
  1. Probation
  2. Suspension of titles
  3. Removal of titles
- b. 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 from 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 the ICC social media
  - II. Make public the findings and disciplinary action on the Imperial Court of Nebraska Foundation social media

## ARTICLE XX. 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. Person making the proposal
    4. 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 the BOD votes in favor of the amendment/suspension

## ARTICLE XXI. ELECTRONIC COMMUNICATION

### A. The Secretary of the BOD may use electronic communication:

- 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 if all members of the BOD have voted, or a majority have voted to pass or fail the motion
- c. All votes shall be “Yay” or “Nay” 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 XXII. SCHOLARSHIP**

**A. The ICON scholarship shall be presented to qualified members of the LGBTQIA+ 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 President of the BOD shall appoint the Scholarship Chair 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. LGBTQIA+ and LGBTQIA+ sensitive establishments
    - 2. LGBTQIA+ organizations
    - 3. The ICON website
  - IV. Reviewing all applications for completeness before forwarding them to the Approval Committee

**D. Approval Committee**

- a. The President of the BOD shall appoint the Approval Committee Chair 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 findings to the Scholarship Chair by the 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 and Self-Identify as a member of the LGBTQIA+ community or a child, step-child, or dependent of a person who Self-Identifies as a member of the LGBTQIA+ 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 the applicant is not a resident of Nebraska or Southwest Iowa, the 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 LGBTQIA+ community who is 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 whose 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

- c. Only scholarships from ICON shall be given at this ceremony; no outside scholarships shall be presented or awarded.

## APPENDIX A – STATE FUNCTION – INVESTITURE

<b>Date:</b>	On a Saturday within 6 weeks of Coronation
<b>Place:</b>	The Max Omaha
<b>Time:</b>	Doors: 6:00 pm – Show: 7:00 pm
<b>Booked By:</b>	Vice President before Coronation
<b>Budget:</b>	As approved in the Annual Budget
<b>Beneficiary:</b>	General Fund
<b>Tips:</b>	<u>All tips are donated back to ICON</u>
<b>Approval:</b>	Plans by the Monarchs for the event are subject to the approval of the Vice President

<b>Duties:</b>	<b>Monarchs</b> <ul style="list-style-type: none"><li>• Invitations should be sent to all regional courts at least four (4) weeks prior to the event. Invitations are also encouraged to local organizations</li><li>• The Set Should be designed and materials acquired one (1) week prior to the event</li><li>• Set-up and tear down shall be done according to the bar’s specifications</li><li>• Rehearsal shall be set by the venue</li><li>• Materials shall be returned/stored within 24 hours</li><li>• Thank you cards are encouraged to be sent within ten (10) days, but are not required</li><li>• Obtains Royal Family names with correct spelling, titles for certificates, and badges/bars</li></ul>
	<b>Vice President</b> <ul style="list-style-type: none"><li>• Setting up the tip bowl</li><li>• Create promotional materials per SOPs</li></ul>

## **Board**

- Certificates of Lifetime Titles for stepping down Monarchs
- Code of Conduct to be signed by New Royal Family Members
- Order New Name Tags or Title Bars for Royal Family Members

**Performers:** Queen Mother - one (1) number  
King Father – one (1) number  
Stepping down PRs open show together or individually  
New Monarchs to follow PRs  
Regional Reigning Monarchs are invited to perform one (1) number each  
One (1) Command for each Monarch  
The last four (4) numbers of the show are:  
1. Monarch I  
2. Monarch II  
3. New PR I  
4. New PR II  
MAXIMUM OF 24 NUMBERS (Three (3) Raffles count as a number)

**Emcees:** Selected by the Vice-President with approval of the BOD

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

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

Stepping down Monarchs to give out the following:  
Lifetimes Title to stepping down PRs

**Funds:** All funds are given to the General Fund of ICON

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

## APPENDIX B – STATE FUNCTION – FOOD 4 THOUGHT

- Date:** Second Saturday in November (unless otherwise approved by the BOD)
- Place:** The Max Omaha
- Time:** Doors: 6:00 pm – Show: 7:00 pm
- Booked by:** Vice-President after Coronation
- Budget:** As approved in the annual budget
- Beneficiary:** Clients of Nebraska Aids Project 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 the set and sending 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
  - The set should be designed and materials acquired one (1) week prior to the event
  - Setup and teardown shall be done according to the bar's specifications
  - Rehearsal shall be set up by the venue
  - Materials shall be returned/stored within 24 hours
  - Thank you cards are encouraged to be sent within ten (10) days, but are not required
  - Supplemental fundraisers are encouraged
  - Raffles are required
- Vice-President**
- Oversee State Events
  - Create Promotional Materials per SOPs

- Performers:** Monarchs may do up to two (2) numbers  
One (1) number each for other performers  
Each performer listed below performs in either Food 4 Thought or Toyz 4 Totz, but not in both:
- Royal Family
  - Select Past Monarchs – Odd Reign number chosen in odd-numbered years, even reign numbers chosen in even-numbered years
  - Current Titleholders: ½ of state title holders
  - Guests: In-Town and Out-of-Town
  - MAXIMUM OF 24 NUMBERS (Three (3) raffles count as a number)
- Emcees:** Chosen by Monarchs with approval of the Vice-President
- Funds:** All funds to be split 80/20 as stated in the ICON SOPs under Article XV, Section E, unless otherwise voted on by the BOD prior to the event.
- Cancellation:** Cancellation of the event shall follow the guidelines as stated in the ICON SOPs under Article XV, Section F

## APPENDIX C – STATE FUNCTION – TOYZ 4 TOTZ

- Date:** Second weekend in December (unless otherwise approved by the BOD)
- Place:** The Max Omaha
- Time:** Doors: 6:00 pm – Show: 7:00 pm
- Booked by:** Vice-President after Coronation
- Budget:** As approved in the annual budget
- Beneficiary:** Nebraska Aids Project, with the exception of an alternate or additional organization approved by the BOD prior to the event
- Tips:** All tips 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 the set and sending 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
  - The 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 are encouraged to be sent within ten (10) days, but are not required
- Vice President**
- Oversee 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 number chosen in odd-  
numbered years, even reign numbers chosen in even-  
numbered years

Current Titleholders: ½ of state title holders

Guests: In-Town and Out-of-Town

MAXIMUM OF 24 NUMBERS (Three (3) raffles count as a  
number)

**Emcees:** Chosen by the Monarchs with approval from the Vice-President

**Funds:** All funds to be split 80/20 as stated in the ICON SOPs under Article XV,  
Section E, unless otherwise voted on by the BOD prior to the event.

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

## APPENDIX D – STATE FUNCTION – E & E BALL

- Date:** On the second Saturday in January
- Place:** The Max Omaha
- Time:** Doors: 6:00 pm – Show: 7:00 pm
- Booked by:** Vice-President after Coronation
- Budget:** As approved in the annual budget
- Beneficiary:** Scholarship
- Tips:** All tips donated back to ICON
- Approval:** Planned by the Monarchs and the 10th 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 the set and sending invitations
  - Invitations should be sent to regional courts at least four (4) weeks prior to the event. Invitations are also encouraged for local organizations
  - The 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 are encouraged to be sent within ten (10) days, but are not required
- Vice-President**
- Oversee State Events
  - Create promotional materials per SOPs
  - Setting up the tip bowl is required
  - The half-decade monarchs are recognized (5, 15, 25, 35, 45)
  - Lineup and Protocol – (use of title is limited to one title and one name)

**Board**

- Select hosting past monarchs is Anniversary Monarchs decline to help

**Performers:**

King Father - one (1) number  
Queen Mother - one (1) number  
One (1) Command for each Monarch  
Current Monarchs – two (2) numbers each  
Hosting Monarchs – one (1) number each  
One (1) number each for Reigning Guest Monarchs from visiting realms  
One (1) number each for Past Monarchs from visiting realms (time permitting)  
MAXIMUM OF 24 NUMBERS (three (3) raffles count as a number)

**Emcees:**

Selected by the Monarchs with approval of the Vice-President

**Funds:**

All funds to be split 80/20 as stated in the ICON SOPs under Article XV, Section E, unless otherwise voted on by the BOD prior to the event.

**Cancellation:**

Cancellation of the event shall follow the guidelines as stated in the ICON SOPs under Article XV, Section F

## APPENDIX E - STATE FUNCTION – PR BALL

- Date:** Booked on a Saturday in May
- Place:** The Max Omaha
- Time:** Doors: 6:00 pm – Show: 7:00 pm
- Booked by:** Vice-President after Coronation
- Budget:** As approved in the annual budget
- Beneficiary:** General Fund or charity as approved by the BOD
- Tips:** All tips donated back to ICON
- Approval:** Plans by the PRs for the event are subject to the approval of the Vice-President
- Duties:**
- Prince Royale & Princess Royale**
- Select a theme
  - Responsible for the set and sending 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
  - The 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 are encouraged to be sent within ten (10) days, but are not required
- Vice-President**
- Setting up the tip bowl is required
  - Create promotional materials per SOPs
  - Lineup and Protocol – (use of title is limited to one title and one name)

- Performers:** PRs get two (2) numbers each and one (1) command each, totaling six (6) numbers  
All past PRs are invited to perform (8 possible) one (1) number each (IA, MN, CO Springs, Denver)  
Current Monarchs – One (1) number each or one (1) number together  
MAXIMUM OF 24 NUMBERS (Three (3) Raffles count as a number)
- Emcees:** Selected by the PRs with approval from the Vice-President
- Awards:** No title may be given out by the PRs  
Each PR may give a maximum of two (2) awards of Appreciation
- Funds:** All funds to be split 80/20 as stated in the ICON SOPs under Article XV, Section E, unless otherwise voted on by the BOD prior to the event.
- Cancellation:** Cancellation of the event shall follow the guidelines as stated in the ICON SOPs under Article XV, Section F

## APPENDIX F – STATE FUNCTION – MEMORIAL DAY PICNIC

- Date:** Last Monday in May
- Place:** Vennelyst Park, 9100 N 31<sup>st</sup> Street  
Omaha, NE 68112  
Tel: 402 455 6252 (Park No. 402 451 9923)
- Time:** 1:00 pm – 6.:00 pm
- Booked by:** The President, any time after January 1
- Budget:** As approved in the annual budget
- Admission:** Determined by the BOD  
Everyone pays admission except current or past Monarchs, current volunteers, as long as 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.

**Duties:**

**Picnic Chair**

- Create Schedule
- Book food truck(s)
- Procure Raffles
- Post Appropriate Licenses at the Site
- Procure DJ (within budget)

**Secretary**

- Apply for Liquor License by the first week of April

Two (2) Picnic Planning Guides will be maintained by the BOD, one to be held by the President of the Board and the other to the Picnic Chair(s) yearly. The BOD must approve any changes

## APPENDIX G – ANNUAL EVENT – HATS OFF TO THE EMPRESS

<b>Date:</b>	On a Saturday in September
<b>Place:</b>	Venue of Choice
<b>Time:</b>	Doors: 6:00 pm – Show: 7:00 pm
<b>Booked by:</b>	Vice-President after Coronation
<b>Budget:</b>	As approved in the annual budget
<b>Beneficiary:</b>	General Fund or charity as approved by the BOD
<b>Tips:</b>	Give the first set (optional, keep the second set). Donating is encouraged
<b>Approval:</b>	Plans by the Princess Royale for the event are subject to the approval of the Vice-President
<b>Duties:</b>	<p><b>Princess Royale</b></p> <ul style="list-style-type: none"><li>• Select a theme</li><li>• Selection of the Venue</li><li>• Responsible for the set and sending invitations</li><li>• 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</li><li>• The set should be designed and materials acquired one (1) week prior to the event</li><li>• Set-up and tear-down shall be done according to the bar's specifications</li><li>• Rehearsal shall be set by the venue</li><li>• Materials shall be returned/stored within 24 hours</li><li>• Thank you cards are encouraged to be sent within ten (10) days, but are not required</li><li>• Raffles are required (minimum of 3)</li><li>• Auction items are optional</li></ul> <p><b>Vice-President</b></p> <ul style="list-style-type: none"><li>• Setting up the tip bowl is required</li><li>• Create promotional materials per SOPs</li><li>• Lineup and Protocol – (use of title is limited to one title and one name)</li></ul>

- Performers:** Current and Former PRs who have not elevated have two (2) numbers each  
Other performers as needed (2) numbers each  
MAXIMUM OF 24 NUMBERS (Three (3) Raffles count as a number)
- Emcees:** Selected by the Princess Royale with approval from the Vice-President
- Funds:** All funds to be split 80/20 as stated in the ICON SOPs under Article XV, Section E, unless otherwise voted on by the BOD prior to the event.
- Cancellation:** Cancellation of the event shall follow the guidelines as stated in the ICON SOPs under Article XV, Section F

## APPENDIX H – ANNUAL EVENT – EMPEROR'S NEW CLOTHES

<b>Date:</b>	On a Saturday in October
<b>Place:</b>	Venue of Choice
<b>Time:</b>	Doors: 6:00 pm – Show: 7:00 pm
<b>Booked by:</b>	Vice-President after Coronation
<b>Budget:</b>	As approved in the annual budget
<b>Beneficiary:</b>	General Fund or charity as approved by the BOD
<b>Tips:</b>	Give the first set (optional, keep the second set). Donating is encouraged
<b>Approval:</b>	Plans by the Prince Royale for the event are subject to the approval of the Vice-President
<b>Duties:</b>	<p><b>Prince Royale</b></p> <ul style="list-style-type: none"><li>• Select a theme</li><li>• Selection of the Venue</li><li>• Responsible for the set and sending invitations</li><li>• 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</li><li>• The set should be designed and materials acquired one (1) week prior to the event</li><li>• Set-up and tear-down shall be done according to the bar's specifications</li><li>• Rehearsal shall be set by the venue</li><li>• Materials shall be returned/stored within 24 hours</li><li>• Thank you cards are encouraged to be sent within ten (10) days, but are not required</li><li>• Raffles are required (minimum of 3)</li><li>• Auction items are optional</li></ul> <p><b>Vice-President</b></p> <ul style="list-style-type: none"><li>• Setting up the tip bowl is required</li><li>• Create promotional materials per SOPs</li><li>• Lineup and Protocol – (use of title is limited to one title and one name)</li></ul>

- Performers:** Current and former PRs who have not elevated two (2) numbers each  
Fill with other performers as needed, two (2) numbers each  
MAXIMUM OF 24 NUMBERS (Three (3) Raffles count as a number)
- Emcees:** Selected by the Prince Royale with approval from the Vice-President
- Funds:** All funds to be split 80/20 as stated in the ICON SOPs under Article XV,  
Section E, unless otherwise voted on by the BOD prior to the event.
- Cancellation:** Cancellation of the event shall follow the guidelines as stated in the  
ICON SOPs under Article XV, Section F

## APPENDIX I – ANNUAL EVENT – THINK PINK

<b>Date:</b>	On a Saturday in October
<b>Place:</b>	Venue of Choice
<b>Time:</b>	Doors: 6:00 pm – Show: 7:00 pm
<b>Booked by:</b>	Vice-President after Coronation
<b>Budget:</b>	As approved in the annual budget
<b>Beneficiary:</b>	Project Pink'd
<b>Tips:</b>	Give the first set (optional, keep the second set). Donating is encouraged
<b>Approval:</b>	Plans by Chandler Chubbs for the event are subject to the approval of the Vice-President
<b>Duties:</b>	<p><b>Chandler Chubbs</b></p> <ul style="list-style-type: none"><li>• Select a theme</li><li>• Selection of the Venue</li><li>• Responsible for the set and sending invitations</li><li>• 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</li><li>• The set should be designed and materials acquired one (1) week prior to the event</li><li>• Set-up and tear-down shall be done according to the bar's specifications</li><li>• Rehearsal shall be set by the venue</li><li>• Materials shall be returned/stored within 24 hours</li><li>• Thank you cards are encouraged to be sent within ten (10) days, but are not required</li><li>• Raffles are required (minimum of 3)</li><li>• Auction items are optional</li></ul> <p><b>Vice-President</b></p> <ul style="list-style-type: none"><li>• Setting up the tip bowl is required</li><li>• Create promotional materials per SOPs</li><li>• Lineup and Protocol – (use of title is limited to one title and one name)</li></ul>

- Performers:** Performers chosen by Chandler Chubbs, two (2) numbers each  
MAXIMUM OF 24 NUMBERS (Three (3) Raffles count as a number)
- Emcees:** Selected by the Chandler Chubbs with approval from the Vice-  
President
- Funds:** All funds to be split 80/20 as stated in the ICON SOPs under Article XV,  
Section E, unless otherwise voted on by the BOD prior to the event.
- Cancellation:** Cancellation of the event shall follow the guidelines as stated in the  
ICON SOPs under Article XV, Section F

## APPENDIX J – ANNUAL EVENT – IMPERIAL NIGHT

- Date:** On a Saturday in November
- Place:** Venue of Choice
- Time:** Doors: 6:00 pm – Show: 7:00 pm
- Booked by:** Vice-President after Coronation
- Budget:** As approved in the annual budget
- Beneficiary:** Toyz 4 Totz
- Tips:** Give the first set (optional, keep the second set). Donating is encouraged
- Approval:** Plans by Natasha Day for the event are subject to the approval of the Vice-President
- Duties:**
- Natasha Day**
- Select a theme
  - Selection of the Venue
  - Responsible for the set and sending 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
  - The 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 are encouraged to be sent within ten (10) days, but are not required
  - Raffles are required (minimum of 3)
  - Auction items are optional
- Vice-President**
- Setting up tip bowl is required
  - Create promotional materials per SOPs
  - Lineup and Protocol – (use of title is limited to one title and one name)

- Performers:** Performers chosen by Natasha Day, two (2) numbers each  
MAXIMUM OF 24 NUMBERS (Three (3) Raffles count as a number)
- Emcees:** Selected by Natasha Day with approval from the Vice-President
- Funds:** All funds to be split 80/20 as stated in the ICON SOPs under Article XV,  
Section E, unless otherwise voted on by the BOD prior to the event.
- Cancellation:** Cancellation of the event shall follow the guidelines as stated in the  
ICON SOPs under Article XV, Section F

## APPENDIX K – ANNUAL EVENT – ADULTING SUCKS

<b>Date:</b>	On a Saturday in January
<b>Place:</b>	Venue of Choice
<b>Time:</b>	Doors: 6:00 pm – Show: 7:00 pm
<b>Booked by:</b>	Vice-President after Coronation
<b>Budget:</b>	As approved in the annual budget
<b>Beneficiary:</b>	Youth Emergency Services Backpack Program or charity as approved by the BOD
<b>Tips:</b>	Give the first set (optional, keep the second set). Donating is encouraged
<b>Approval:</b>	Plans by the Reigning PRs for the event are subject to the approval of the Vice-President
<b>Duties:</b>	<p><b>Reigning PRs</b></p> <ul style="list-style-type: none"><li>• Select a theme – Pajama Party Based</li><li>• Selection of the Venue</li><li>• Responsible for the set and sending invitations</li><li>• 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</li><li>• The set should be designed and materials acquired one (1) week prior to the event</li><li>• Set-up and tear-down shall be done according to the bar's specifications</li><li>• Rehearsal shall be set by the venue</li><li>• Materials shall be returned/stored within 24 hours</li><li>• Thank you cards are encouraged to be sent within ten (10) days, but are not required</li><li>• Raffles are required (minimum of 3)</li><li>• Auction items are optional</li></ul> <p><b>Vice-President</b></p> <ul style="list-style-type: none"><li>• Setting up the tip bowl is required</li><li>• Create promotional materials per SOPs</li></ul>

- Lineup and Protocol – (use of title is limited to one title and one name)

**Performers:** Reigning PRs get two (2) numbers each  
Fill with other performers as needed, two (2) numbers each  
MAXIMUM OF 24 NUMBERS (Three (3) Raffles count as a number)

**Emcees:** Selected by the PRs, with approval from the Vice-President

**Funds:** All funds to be split 80/20 as stated in the ICON SOPs under Article XV, Section E, unless otherwise voted on by the BOD prior to the event.

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

## APPENDIX L – ANNUAL EVENT – SNOBALL

<b>Date:</b>	On a Saturday in February
<b>Place:</b>	Venue of Choice
<b>Time:</b>	Doors: 6:00 pm – Show: 7:00 pm
<b>Booked by:</b>	Vice-President after Coronation
<b>Budget:</b>	As approved in the annual budget
<b>Beneficiary:</b>	Scholarship or charity as approved by the BOD
<b>Tips:</b>	<u>All tips donated back to ICON</u>
<b>Approval:</b>	Plans by a designated Board Member and Last Year's Snoball King and Queen for the event are subject to the approval of the Vice-President
<b>Duties:</b>	<p><b>Snoball King and Queen</b></p> <ul style="list-style-type: none"><li>• Select a theme</li><li>• Selection of the Venue</li><li>• Responsible for the set and sending invitations</li><li>• 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</li><li>• The set should be designed and materials acquired one (1) week prior to the event</li><li>• Set-up and tear-down shall be done according to the bar's specifications</li><li>• Rehearsal shall be set by the venue</li><li>• Materials shall be returned/stored within 24 hours</li><li>• Thank you cards are encouraged to be sent within ten (10) days, but are not required</li><li>• Raffles are required (minimum of 3)</li><li>• Auction items are optional</li></ul> <p><b>Vice-President</b></p> <ul style="list-style-type: none"><li>• Setting up the tip bowl is required</li><li>• Create promotional materials per SOPs</li><li>• Lineup and Protocol – (use of title is limited to one title and one name)</li></ul>

- Performers:** Reigning Monarchs  
Newly sashed King and Queen of Snoball  
Last year's Snoball King and Queen  
Performers as chosen by the Vice-President, with suggestions from the stepping down King & Queen  
MAXIMUM OF 24 NUMBERS (Three (3) Raffles count as a number)
- Emcees:** Chosen by the Vice-President with approval of the BOD
- Awards:** King and Queen of Snoball (Based on top raffle ticket sales)
- Funds:** All funds to be split 80/20 as stated in the ICON SOPs under Article XV, Section E, unless otherwise voted on by the BOD prior to the event.
- Cancellation:** Cancellation of the event shall follow the guidelines as stated in the ICON SOPs under Article XV, Section F

## APPENDIX M – ANNUAL EVENT – D&D GALA

<b>Date:</b>	On a Saturday in March
<b>Place:</b>	Venue of Choice
<b>Time:</b>	Doors: 6:00 pm – Show: 7:00 pm
<b>Booked by:</b>	Vice-President after Coronation
<b>Budget:</b>	As approved in the annual budget
<b>Beneficiary:</b>	General Fund or charity as approved by the BOD
<b>Tips:</b>	<u>All tips donated back to ICON</u>
<b>Approval:</b>	Plans by the Grand Duke, Grand Duchess, Duke, and Duchess for the event are subject to the approval of the Vice-President
<b>Duties:</b>	<p><b>Grand Duke, Grand Duchess, Duke, Duchess</b></p> <ul style="list-style-type: none"><li>• Select a theme</li><li>• Selection of the Venue</li><li>• Responsible for the set and sending invitations</li><li>• 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</li><li>• The set should be designed and materials acquired one (1) week prior to the event</li><li>• Set-up and tear-down shall be done according to the bar's specifications</li><li>• Rehearsal shall be set by the venue</li><li>• Materials shall be returned/stored within 24 hours</li><li>• Thank you cards are encouraged to be sent within ten (10) days, but are not required</li><li>• Raffles are required (minimum of 3)</li><li>• Auction items are optional</li></ul> <p><b>Vice-President</b></p> <ul style="list-style-type: none"><li>• Setting up the tip bowl is required</li><li>• Create promotional materials per SOPs</li><li>• Lineup and Protocol – (use of title is limited to one title and one name)</li></ul>

- Performers:** Current Reigning Grand Duke, Grand Duchess, Duke & Duchess get two (2) numbers each  
All past D&Ds from ICON (who have NOT succeeded to a higher title are invited to perform one (1) number each.  
Regional Guests get one (1) number each.  
MAXIMUM OF 24 NUMBERS (Three (3) Raffles count as a number)
- Emcees:** Selected by the Vice-President with BOD approval
- Funds:** All funds to be split 80/20 as stated in the ICON SOPs under Article XV, Section E, unless otherwise voted on by the BOD prior to the event.
- Cancellation:** Cancellation of the event shall follow the guidelines as stated in the ICON SOPs under Article XV, Section F

## APPENDIX N – ANNUAL EVENT - NAUGHTY & EROTIC

<b>Date:</b>	On a Saturday in March
<b>Place:</b>	Venue of Choice
<b>Time:</b>	Doors: 6:00 pm – Show: 7:00 pm
<b>Booked by:</b>	Vice-President after Coronation
<b>Budget:</b>	As approved in the annual budget
<b>Beneficiary:</b>	ICON Scholarship or charity as approved by the BOD
<b>Tips:</b>	Give the first set (optional, keep the second set). Donating is encouraged
<b>Approval:</b>	Plans by Chandler Chubbs for the event are subject to the approval of the Vice-President
<b>Duties:</b>	<p><b>Chandler Chubbs</b></p> <ul style="list-style-type: none"><li>• Select a theme</li><li>• Selection of the Venue</li><li>• Responsible for the set and sending invitations</li><li>• 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</li><li>• The set should be designed and materials acquired one (1) week prior to the event</li><li>• Set-up and tear-down shall be done according to the bar's specifications</li><li>• Rehearsal shall be set by the venue</li><li>• Materials shall be returned/stored within 24 hours</li><li>• Thank you cards are encouraged to be sent within ten (10) days, but are not required</li><li>• Raffles are required (minimum of 3)</li><li>• Auction items are optional</li></ul> <p><b>Vice-President</b></p> <ul style="list-style-type: none"><li>• Setting up the tip bowl is required</li><li>• Create promotional materials per SOPs</li><li>• Lineup and Protocol – (use of title is limited to one title and one name)</li></ul>

- Performers:** Performers chosen by Chandler Chubbs, two (2) numbers each  
MAXIMUM OF 24 NUMBERS (Three (3) Raffles count as a number)
- Emcees:** Selected by Chandler Chubbs with Vice-President approval
- Funds:** All funds to be split 80/20 as stated in the ICON SOPs under Article XV,  
Section E, unless otherwise voted on by the BOD prior to the event.
- Cancellation:** Cancellation of the event shall follow the guidelines as stated in the  
ICON SOPs under Article XV, Section F

## APPENDIX O – ANNUAL EVENT – BOD SHOW

<b>Date:</b>	On a Saturday in March
<b>Place:</b>	Venue of Choice
<b>Time:</b>	Doors: 6:00 pm – Show: 7:00 pm
<b>Booked by:</b>	Vice-President after Coronation
<b>Budget:</b>	As approved in the annual budget
<b>Beneficiary:</b>	General Fund
<b>Tips:</b>	<u>All tips donated back to ICON</u>
<b>Approval:</b>	Plans by BOD and the Vice-President
<b>Duties:</b>	<b>BOD &amp; Vice President</b> <ul style="list-style-type: none"><li>• Select a theme</li><li>• Selection of the Venue</li><li>• Responsible for the set and sending invitations</li><li>• 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</li><li>• The set should be designed and materials acquired one (1) week prior to the event</li><li>• Set-up and tear-down shall be done according to the bar's specifications</li><li>• Rehearsal shall be set by the venue</li><li>• Materials shall be returned/stored within 24 hours</li><li>• Thank you cards are encouraged to be sent within ten (10) days, but are not required</li><li>• Raffles are required (minimum of 3)</li><li>• Auction items are optional</li></ul> <b>Vice-President</b> <ul style="list-style-type: none"><li>• Setting up the tip bowl is required</li><li>• Create promotional materials per SOPs</li><li>• Lineup and Protocol – (use of title is limited to one title and one name)</li></ul>

- Performers:** Board of Directors and Monarchs get two (2) numbers each  
Other performers to be added as needed by the Vice-President  
MAXIMUM OF 24 NUMBERS (Three (3) Raffles count as a number)
- Emcees:** Selected by the Vice-President with BOD approval
- Funds:** All funds to be split 80/20 as stated in the ICON SOPs under Article XV,  
Section E, unless otherwise voted on by the BOD prior to the event.
- Cancellation:** Cancellation of the event shall follow the guidelines as stated in the  
ICON SOPs under Article XV, Section F

## APPENDIX P – ANNUAL EVENT – EMPRESS IN REVIEW

<b>Date:</b>	On a Saturday in April
<b>Place:</b>	Venue of Choice
<b>Time:</b>	Doors: 6:00 pm – Show: 7:00 pm
<b>Booked by:</b>	Vice-President after Coronation
<b>Budget:</b>	As approved in the annual budget
<b>Beneficiary:</b>	General Fund or charity as approved by the BOD
<b>Tips:</b>	All tips donated back to ICON
<b>Approval:</b>	Plans by the current Empress and the year prior Empress are subject to the approval of the Vice-President
<b>Duties:</b>	<p><b>Current Empress and Prior Reign Empress</b></p> <ul style="list-style-type: none"><li>• Select a theme</li><li>• Selection of the Venue</li><li>• Responsible for the set and sending invitations</li><li>• 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</li><li>• The set should be designed and materials acquired one (1) week prior to the event</li><li>• Set-up and tear-down shall be done according to the bar's specifications</li><li>• Rehearsal shall be set by the venue</li><li>• Materials shall be returned/stored within 24 hours</li><li>• Thank you cards are encouraged to be sent within ten (10) days, but are not required</li><li>• Raffles are required (minimum of 3)</li><li>• Auction items are optional</li></ul> <p><b>Vice-President</b></p> <ul style="list-style-type: none"><li>• Setting up the tip bowl is required</li><li>• Create promotional materials per SOPs</li><li>• Lineup and Protocol – (use of title is limited to one title and one name)</li></ul>

- Performers:** Two (2) commands each for the hosting Empresses of the show  
Guests of the show get one (1) number each  
MAXIMUM OF 24 NUMBERS (Three (3) Raffles count as a number)
- Emcees:** Selected by The Hosting Empress with Vice-President approval
- Funds:** All funds to be split 80/20 as stated in the ICON SOPs under Article XV, Section E, unless otherwise voted on by the BOD prior to the event.
- Cancellation:** Cancellation of the event shall follow the guidelines as stated in the ICON SOPs under Article XV, Section F

## APPENDIX Q – ANNUAL EVENT – PURSE AUCTION

- Date:** On a Saturday in April
- Place:** Venue of Choice
- Time:** Doors: 6:00 pm – Show: 7:00 pm
- Booked by:** Vice-President after Coronation
- Budget:** As approved in the annual budget
- Beneficiary:** ICON Scholarship or charity as approved by the BOD
- Tips:** Give the first set (optional, keep the second set). Donating is encouraged
- Approval:** Plans by Holly Day and Momma Berry for the event are subject to the approval of the Vice-President
- Duties:**
- Holly Day and Momma Berry**
- Select a theme
  - Selection of the Venue
  - Responsible for the set and sending 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
  - The 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 are encouraged to be sent within ten (10) days, but are not required
  - Raffles are required (minimum of 3)
  - Auction items are optional
- Vice-President**
- Setting up the tip bowl is required
  - Create promotional materials per SOPs
  - Lineup and Protocol – (use of title is limited to one title and one name)

- Performers:** Performers chosen by Holly Day and Momma Berry, two (2) numbers each  
MAXIMUM OF 24 NUMBERS (Three (3) Raffles count as a number)
- Emcees:** Selected by Holly Day and Momma Berry with Vice-President approval
- Funds:** All funds to be split 80/20 as stated in the ICON SOPs under Article XV, Section E, unless otherwise voted on by the BOD prior to the event.
- Cancellation:** Cancellation of the event shall follow the guidelines as stated in the ICON SOPs under Article XV, Section F

## APPENDIX R – ANNUAL EVENT – ICON SCHOLARSHIP PRESENTATION

<b>Date:</b>	The Month of May
<b>Place:</b>	Venue of Choice
<b>Time:</b>	TBD
<b>Booked by:</b>	Vice-President
<b>Budget:</b>	As approved in the annual budget
<b>Awards:</b>	Funding set by the Board of Directors and distributed by the Scholarship Committee
<b>Emcees:</b>	Chosen by the Vice-President
<b>Approval:</b>	Plans by Chandler Chubbs for the event are subject to the approval of the Vice-President
<b>Duties:</b>	<p><b>Vice-President</b></p> <ul style="list-style-type: none"><li>• Set up the event</li></ul> <p><b>BOD</b></p> <ul style="list-style-type: none"><li>• Attend Event</li><li>• The President will present Scholarships</li><li>• The Vice-President will send out notices to Scholarship winners</li><li>• The Treasurer will have Scholarship checks ready</li><li>• The Secretary will print Scholarship Certificates</li></ul> <p><b>Scholarship Committee</b></p> <ul style="list-style-type: none"><li>• Determine award totals and winners</li><li>• Attend Event</li><li>• Present Awards with ICON Board President</li></ul>

**All Scholarships awarded at this event will be presented by the Imperial Court of Nebraska. No outside scholarships will be given.**

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

## APPENDIX S – MONTHLY EVENT - FRIDAY LUNCH PROGRAM

<b>Date:</b>	Third Friday of every Month Managed by Reigning Monarchs, Royal Family, BOD, and College of Monarchs
<b>Place:</b>	MCC Omaha
<b>Budget:</b>	\$100 per month
<b>Beneficiary:</b>	Clients of NAP affected by HIV/AIDS
<b>Turning in Receipts:</b>	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
<b>Cancellation:</b>	Must be done within 24 hours, and the luncheon coordinator must be informed.