

**AMENDED OPERATIONS MANUAL OF THE ISCRE**

**ADOPTED ON MARCH 9, 2016**



**Imperial Sovereign Court of the Raintree Empire  
P.O. Box 966, Vancouver, WA 98666**

**Regular Nonprofit Corporation with Charity Registration Certificate in Washington**

**Date of Incorporation: October 25, 1976**

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## **SECTION 1: THE OPERATIONS MANUAL AND CORPORATE RECORDS**

### **Function of the Operations Manual**

The Operations Manual describes policies and procedures to guide directors, title holders, and members as they carry out important organizational functions. It is subject to amendment as policies and procedures are developed, refined, and approved by the Board.

### **Reference Copies of the Operations Manual**

Copies of the current version of the Operations Manual are available for reference on the ISCRE website and at each meeting of registered members, directors, and standing committees. Directors, registered members and adjunct officers receive copies at no charge. The Board may establish a copying/handling fee for providing copies to other individuals.

### **Process for Amending the Operations Manual**

Ideas for amendments may be referred to the Bylaws and Operations Manual Review Committee by resident, honored, registered, college or court members.

The Committee reviews the ideas, prepares and agrees to present written drafts at a regular meeting of the Board of Directors. The Board then makes text of proposed amendments available to registered members and provides opportunities for comment, after which the Board accepts or rejects the final review copy.

Approved amendments take effect upon approval unless another date is specified in the amendment. The Board of Directors is required to follow and enforce all amendments as soon as they take effect, and to post changes on the Court's web site within 30 days of adoption.

### **Official Records**

The ISCRE maintains four types of official records:

1. minutes of all meetings, indicating the time and place of holding such meetings, whether regular or special, how called, the notice given, and the names of those present and the proceedings thereof;
2. adequate and correct books and records of account, including accounts of its properties and business transactions and accounts of its assets, liabilities, receipts, disbursements, and gains and losses;
3. a record of its members, indicating their legal and stage names, mailing addresses and other contact information, each class of membership to which they belong, attendance at meetings and fund-raisers, and, if applicable, the termination date of any membership, and
4. copies of Articles of Incorporation, the Bylaws and the Operations Manual as amended to date.

The Board is responsible for maintaining notebooks of reproducible master copies of these records. Back-up copies may be stored in electronic formats on transportable drives if appropriately labeled as to their contents and information about software/operating system requirements. The notebooks from each reign must be closed and turned over to new officers within 10 days of the Annual Meeting,

### **Annual Reports**

The Board causes annual reports to be prepared and delivered to an office of Washington State within the time limits set by law or regulation.

### **Historical Records**

Monarchs are responsible for submitting written records of the following to the Board of Directors:

- declarations naming the reign, personal titles, Coronation theme, titles they invest at the beginning of or during the reign;
- honored titles and awards announced at Coronation (citizens of the realm, titles with lifetime voting rights regardless of residency, recipients of Tim Kelly Lifetime Achievement Awards, Honored Directors), and
- peer and other awards they give out at Coronation.

Memorabilia of historical interest, including advertising and marketing materials, souvenir programs, correspondence, photographs and souvenirs are retained by an archivist as they become available. Storage formats may include albums and electronic files.

### **Members' Rights to Inspect and Copy Records**

Registered and honored members have the right to inspect and copy their personal membership records, financial reports, and minutes of meetings of the Board and its committees for any purpose reasonably related to their interests as members. The Board may grant access to other records upon written request.

### **Record Retention and Destruction Schedule**

Records are to be kept only as long as they are needed for operation unless they are relevant to pending or potential litigation and must be retained until they are no longer needed. Documents relevant to investigations or litigation must not be concealed, altered or destroyed with the intent to obstruct the investigation or litigation. This exception supersedes any previously or subsequently established destruction schedule for those records.

The following are to be retained permanently:

- organizational Documents (Articles of Incorporation, Bylaws, Operations Manual);
- minutes of Board and Board Committees minutes;
- press releases, annual reports, other public filings;
- insurance policies and external audit reports.

The following are to be retained for seven years:

- tax records (expense records, proof of contributions, accounting procedures)
- membership records (contact information, titles and offices, disciplinary actions, awards)
- accounts payable ledgers and schedules
- inventory records

The following are to be retained for at least three years:

- other Board and Board Committee materials;
- contracts, invoices, leases, licenses;
- bank statements, deposit slips, checks, and
- internal audit reports.

Hard copy records must be labelled according to source and subject matter. Documents to be retained as electronic records must be filed on separate disks with labels that identify the source and subject matter of their content and also information about software used in their creation.

Hard copies are destroyed by shredding and electronic records are destroyed by fire or other proven means according to the Document Retention Schedule.

## SECTION 2: ELECTING DIRECTORS AND TITLE HOLDERS

### ELECTING RAIN EMPERORS AND TREE EMPRESSES

The Board sets the schedule for screening, campaigning, and voting and appoints an impartial vote counter.

The election is announced by all reasonable means for at least two weeks prior to the election which is conducted the day before Coronation.

#### Eligibility Requirements

To be considered eligible applicants for Rain Emperor or Tree Empress, individuals must

- be a registered member at the time of application.
- be current residents of the Empire.
- have lived in the Empire for the 12 months prior to applying.
- have successfully completed all requirements of a title or position with duties specified in the Bylaws or the Operations Manual or the ISCRE.
- have not been removed from a title, office, or membership of any Imperial Court in the five years prior to applying.
- be Honored Members of the ISCRE or have attended more than half of the total number of Board meetings, Court-sponsored fundraisers, and Court meetings in the year prior to applying.
- have paid the \$100 application fee.

#### Screening Applicants to Select Candidates

Applicants submit a completed application form on or before a deadline established by the Board, usually at least three weeks prior to voting. A facsimile of the application form appears below.

<b>APPLICATION FOR THE POSITION OF RAIN EMPEROR OR TREE EMPRESS IN THE ISCRE</b>	
Legal Name:	_____
Stage Name:	_____
Current Address:	_____
Phone Number:	_____ Email Address: _____
For which position are you applying? (check one) ____ Rain Emperor ____ Tree Empress	
On the back of this application or on a separate piece of paper, type or print responses to the following questions:	
1) Why are you interested in serving as Rain Emperor or Tree Empress?	
2) What abilities, interests, and talents will you bring to the position?	
3) How will you fulfill responsibilities of a reigning monarch and director?	
Your signature below indicates that you meet the eligibility requirements and understand and agree to fulfill all responsibilities of a reigning monarch and director if elected.	
_____ Signature of the Applicant	_____ Date of Application

Instructions for applicants and candidates are specified in an attachment to the application.

A screening committee, comprised of members of the Board of Directors and College of Monarchs who are not applicants, interviews applicants in the order their applications were received. Members of the Screening Committee cast secret ballots to select candidates who meet the eligibility requirements and are deemed fully capable of responsibly carrying out the duties of a monarch and director during the next reign.

The application fee is refunded to any applicant who is not advanced to candidacy. Before screening concludes, candidates receive instructions regarding campaign rules, schedule, and spending limits. They also name their representatives for vote counting – one for the Rain Emperor candidate(s) and one for the Tree Empress candidate(s) -- and arrange to provide pictures of themselves for the souvenir program.

### **Campaigning**

Candidates are introduced at a show approximately two weeks prior to coronation and campaign until midnight of the day prior to voting. They may not use their current or prior titles from the time they are introduced until after Coronation.

All print materials used for campaigning must include information on hours and location of voting and qualifications of voters as well as information about the date, location, and cost of Coronation tickets.

### **Voting Procedures**

Excerpts of descriptions of procedures provided to poll tenders, candidates, candidates' representatives, and the impartial vote counter in 2015 appear below.

**At the opening of the polls:** The opening poll tenders, candidates' representatives, and impartial vote counter verify that the ballot box contains

- 120 unmarked ballots grouped into six bundles of 20.
- voter registration/verification forms with space for up to 120 voters.
- a list of Honored Members eligible to vote.
- 41 tie-breaker ballots and secrecy envelopes with a list of all living Monarchs.
- vote counting forms.

They then verify that the ballot box is empty, close and lock it, and give the key to the impartial counter who will have custody of it until it is time to count the ballots.

#### **During Voting Hours:**

- Poll tenders ask each voter to print their name and address information on the registration form and present their identification.
- If a voter's identification indicates residence in Clark, Cowlitz, Skamania or Wahkiakum County, a vote tender initials the "verified" box and then asks the voter to sign the registration form, vote, and deposit the ballot in the box.
- If a voter is a nonresident honored member, a vote tender verifies that the voter's name is on the list, initials the "verified" and "HM" boxes, and then asks the voter to sign the registration form, vote, and deposit the ballot in the box.
- If there are two or more candidates for the same position and if the voter is an ISCRE monarch, a vote tender asks for a signature on the special registration form, provides the voter with a second ballot and secrecy envelope, and explains that the second ballot will be opened and counted in the event of a tie and will be destroyed otherwise. The monarch then marks the second ballot, seals it in an envelope and places it in the ballot box.

**Closing the Ballot Box:** In the presence of those gathered to seal the ballot box, the closing vote tenders punch holes in all unused blank ballots, verify that the number of punched ballots matches the number of blank spaces on the registration forms, and then put the voided ballots, registration forms, and honored member list into an envelope and place it in the box. After the box is locked and sealed with the traditional "tape, wrap and sign" ceremony, the impartial vote counter takes custody of the box until votes are to be counted.

### **Counting the Ballots**

During the third set of Coronation, the candidates' representatives and the impartial vote counter go to a private location, open the ballot box and inspect all forms used during voting. They inspect each ballot, set aside any that have write-in votes or other extraneous marks, and record the number of votes for each candidate on the counting forms.

If there are two or more candidates for either position, the candidate receiving the most votes is declared the winner. If there is only one candidate for either position, the candidate must receive more than half of the votes cast to be declared the winner.

If the vote counters agree that there is not a tie, they witness the shredding of all Monarchs' tie-breaker ballots before any are opened. In the event there is a tie, they open the envelopes, verify that the total of cast and uncast ballots equals the total number available, and use these ballots to break the tie. If the votes on monarchs' ballots also result in a tie, the impartial vote counter notifies an officer of the Board who calls a meeting of College members in attendance at Coronation to break the tie by any means and determine the outcome of the election before the crowning ceremony.

### **Assumption and Term of Office**

The Rain Emperor and Tree Empress assume their titles during a crowning ceremony during which they take the following oath of office:

Do you promise to abide by provisions of the Charter, Bylaws and Operations Manual of the ISCRE?  
Do you pledge your support of all members, title holders, and allies of the Raintree Empire?  
Will you work together to benefit continued operation of the ISCRE and to support local charities?  
Will you travel to other empires as a proud and loyal representative of the Raintree Empire?

Results of the election, including the tally of votes, are entered into the record at the Annual Meeting.

Reigning monarchs begin their terms as members of the Board of Directors at the same Annual Meeting and serve on the Board until the next Annual Meeting.

### **Removal from Office**

A reigning monarch who fails to fulfill responsibilities of the office or whose conduct seriously damages the ISCRE may be removed by a two-thirds majority vote of the Board of Directors and College of Monarchs at a duly convened meeting with a quorum present.

### **Vacancy**

In the event there is no approved candidate or that a solo candidate is not elected, or upon the death, removal, or resignation of a reigning monarch, College members and directors may appoint a regent monarch to fill the unexpired term of office and assume a position on the Board of Directors.

## **ELECTING COLLEGE REPRESENTATIVES TO THE BOARD**

### **Eligibility Requirements**

To be considered eligible candidates for election to represent the College of Monarchs on the Board of Directors, College members must, at the time of their election,

- be registered members of the ISCRE.
- be current residents of the Raintree Empire.
- have lived in the Raintree Empire for the 12 months prior to their election.

### **Nomination and Election Procedure**

Eligible individuals are nominated at the spring meeting of the College, either by declaring their interest in serving or by agreeing to serve when nominated by another College member.

Secret ballots are cast and the nominee receiving the most votes is elected as Dean of the College and representative on the Board. In the event of a tie for this position, secret run off ballots are cast. Once the position of Dean has been filled, up to three other nominees who received the next highest number of votes are elected as representatives or alternates.

### **Removal**

A representative of the College who fails to fulfill responsibilities of the office or whose conduct seriously damages the ISCRE may be removed by a two-thirds majority vote of the Board of Directors and College of Monarchs at a duly convened meeting with a quorum present.

### **Assumption and Term of Office**

The Dean and other College representatives assume their one-year terms on the Board at the Annual Meeting.

### **Vacancies**

Upon the death, resignation, or removal of a College representative, College members may name a replacement to complete the term of office.

## **ELECTING AT-LARGE DIRECTORS**

### **Eligibility Requirements**

To be considered eligible to stand for election as an at-large director of the ISCRE at the time of the Annual Meeting, individuals must

- be registered members of the ISCRE.
- be residents of the Raintree Empire.
- have resided in the Empire for the past 12 months.
- not have been removed from a title, office, or membership of any Imperial Court in the last five years.
- be honored members of the ISCRE or have attended more than half of the total number of ISCRE Board meetings, Court-sponsored fundraisers, and Court meetings in the prior year.
- have paid the \$25 application fee.

### **Nomination and Election**

Directors and College members who are present at a special meeting held prior to the Annual Meeting serve as a screening committee. They determine whether each applicant meets the eligibility requirements and interview eligible applicants to determine whether each is fully capable of responsibly carrying out the duties of a director.

Directors and College members then cast and count secret ballots to determine which applicants should be candidates. Successful applicants are notified immediately of their candidacy and application fees are refunded to applicants who are not advanced to candidacy.

Registered members in attendance at the Annual Meeting sign a roster, receive one ballot, and vote for up three candidates. Voting for persons not approved as candidates is not allowed and defaced ballots are not counted. Ballots are counted by three directors or College members.

The three candidates receiving the highest number of votes are declared elected. If there is a tie, a second ballot is used. If there are fewer than three candidates, candidates who receive more than half of the votes cast are elected. Results of the election, including the tally of votes, are recorded in minutes of the Annual Meeting.

### **Assumption and Term of Office**

At-large directors begin their one-year terms at the Annual Meeting. Along with all other Board members, they take the following oath of office at Investitures:

I, (state your name)
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promise to abide by the Charter, Bylaws, and Operating Manual of the Imperial Sovereign Court of Small Claims, the Raintree Empire in all decision making.

accept the obligation to maintain the I.S.C.R.E. as a non-profit organization in the State of Washington and member of the International Court System;

commit to carrying out all responsibilities of a Director to the best of my ability and promise to put the organization's interests above my own when exercising authority as a Director, and

pledge my support to raising funds for local charities and to all members and allies of the ISCRE throughout the Reign.

### **Removal**

An at-large director who fails to fulfill responsibilities of the office or whose conduct seriously damages the ISCRE may be removed by a two-thirds majority vote of Board members at a duly convened meeting with a quorum present.

### **Vacancies**

Upon the death, resignation, or removal of an at-large director when more than six months of the term remain, an election following the applicable procedures described above may be held to fill the position.

## **ELECTING BOARD OFFICERS**

### **Eligibility Requirements**

All directors are eligible to stand for election as vice president and secretary, but only directors who are not the reigning monarchs are eligible to stand for election to the positions of president and treasurer.

### **Nomination and Election**

As the first item of business for each new Board of Directors:

- Board members turn in secret ballots to nominate no more than two Board members for each office.
- The reigning monarchs tally the ballots and post the slate of nominations.
- Individuals must agree to serve if elected to each position for which they have been nominated.
- Board members then cast secret ballots to vote for one candidate for each position.
- The reigning monarchs tally the ballots and announce the candidate receiving the most votes for each office.
- In the event that an individual has been elected to more than one office, he/she must choose which to accept and the runner up for the office not chosen will be declared the winner.
- In the event of a tie vote, a run-off ballot will be used.

### **Assumption and Term of Office**

The newly-elected officers assume their offices immediately and serve until a new Board is seated at the next Annual Meeting.

### **Removal and Vacancies**

In the event an officer resigns or is removed by majority vote of Board members, the office will be filled by the procedure described above.

## **ELECTING MR., MISS, AND MS. GAY VANCOUVER**

### **Eligibility**

Individuals are eligible applicants for positions as Mr., Miss, or Miss Gay Vancouver if they

- are Registered Members of the ISCRE.
- are and have been continuous residents of the Raintree Empire for the past twelve months.
- have not been removed from a title, office, or membership in any Imperial Court or nonprofit organization in the past five years.
- have paid the \$50 application fee.

## Application Form

Legal Name: _____
Stage Name: _____
Address: _____
Phone Number: _____ Email Address: _____
<u>Applicant</u> for (check one)
<input type="checkbox"/> Mr. Gay Vancouver <input type="checkbox"/> Miss Gay Vancouver <input type="checkbox"/> Ms. Gay Vancouver
On the back of this form or on separate paper, describe your qualifications for the position and what you would like to accomplish with the title if you are elected.
Your signature below signifies that you
<ul style="list-style-type: none"><li>▫ meet all of the eligibility requirements.</li><li>▫ understand and promise to fulfill responsibilities of the position if you are elected.</li><li>▫ pledge to abide by provisions of the ISCRE Bylaws and Operations Manual.</li></ul>
Signature _____ Date Signed _____

Instructions for applicants and candidates are provided with the application form.

### Screening and Campaigning.

Applications are reviewed and applicants are interviewed by members of the Board and College at a duly called meeting with a quorum present. Applicants become candidates when approved by a majority of the Board and College members in attendance. Application fees are refunded to those who do not pass screening.

Candidates campaign from the time they are approved until the polls open at the Pageant. Print materials used in campaigning specify the date and time of the election, voter eligibility requirements, and the date, time, and cost of attending the Gay Vancouver Pageant.

### Election Procedures

The Board appoints poll tenders and three vote counters from among Board, College, and Registered Members. Candidates and members of their households are not eligible to serve in these positions.

Voting takes place during the Gay Vancouver Pageant after all candidates have been introduced and concludes after all candidates have performed. Resident and Honored Members of the ISCRE in attendance are allowed to vote. Each voter signs a roster, displays identification, and receives one ballot.

Excerpts of voting procedures described for poll tenders, candidates, the President of the Board of Directors, and representatives of the candidates for the Gay Vancouver Pageant in 2014 follow.

<p><b>Before the Polls Open:</b> Poll Tenders open the ballot box and verify that it contains six bundles of 20 blank ballots, voter registration forms with spaces for up to 120 voters, a list of Honored Members entitled to vote, vote counting forms, and one election results form. After all present verify that the ballot box is empty, the Board President locks it and retains the key</p> <p><b>During Voting:</b></p> <ul style="list-style-type: none"><li>▫ Poll tenders ask each voter to print their name and address information on the registration form and present their identification.</li><li>▫ If a voter resides in Clark, Cowlitz, Skamania or Wahkiakum County, a vote tender initials the "verified" box and then asks the voter to sign the registration form, vote, and deposit the ballot in the box.</li></ul>
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- If a voter is a nonresident honored member, a vote tender verifies that the voter’s name is on the list, initials the “verified” and “HM” boxes, and then asks the voter to sign the registration form, vote, and deposit the ballot in the box.

**Closing the Ballot Box:** In the presence of those gathered to seal the ballot box, the closing vote tenders punch holes in all unused blank ballots, verify that the number of punched ballots matches the number of blank spaces on the registration forms, and then put the voided ballots, registration forms, and honored member list into an envelope and place it in the box. After the box is locked and sealed with the traditional “tape, wrap and sign” ceremony, The president of the Board locks the box, retains the key, and carries the ballot box to a private counting area.

**Counting the Ballots:** The vote counters unlock the ballot box, count all voted ballots, set aside any ballots that have votes for unapproved candidates or that are defaced, record tallies on the vote counting forms, and complete the election results form. In the case of a contested race for any of the three positions, the contestant receiving the most votes is declared the winner. In the event the race is not contested, the solo candidate is elected if he or she obtains the votes of a simple majority of all ballots cast. In the event of a tie in a contested race, the president of the board calls an emergency meeting of Board members Board to devise and employ a method to break the tie.

The vote counters return all materials except the election results form to the ballot box before the Board President locks the box, retains the key, and brings the election results form to the stage for crowning. A report of election results is entered into minutes of the next Board meeting.

### **Assumption and Term of Office**

The newly elected title holders are crowned at the end of the Gay Vancouver Pageant with a ceremony provided in the Book of Seasons. During the ceremony the newly elected title holders take the following oath:

Do you pledge to uphold the Bylaws and Operations Manual and to support past and present title holders, members, and allies of the ISCRE?  
Do you promise to work with the Board of Directors, the Imperial Family, and members of the Court and College of Monarchs to raise funds for charity?  
Will you be a proud and loyal representative of the ISCRE within the Empire and other empires of the Imperial Court System?

The new Mr. Miss, and Ms. Gay Vancouver hold office until they step down a year later at the next Gay Vancouver Pageant.

### **Removal**

A Gay Vancouver title holder who fails to fulfill responsibilities of the office or whose conduct seriously damages the ISCRE may be removed by a two-thirds majority vote of Board members at a duly convened meeting with a quorum present.

### **Vacancies**

In the event that all three positions are unfilled or become vacant more than six months before the next Pageant, one or more runners up from the prior election who remain eligible, willing, and able to fulfill all requirements of the position and who have the support of the reigning monarchs may be appointed by majority vote of the Board of Directors and invested with the title(s) to complete the term.

## SELECTION OF IMPERIAL PRINCES AND IMPERIAL PRINCESSES

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### Eligibility

Individuals are eligible for appointment as Imperial Prince or Imperial Princess if they

- are Registered Members of the ISCRE.
- are and have been a continuous residents of the Raintree Empire for the past twelve months.
- have successfully fulfilled responsibilities associated with a title or office with requirements specified in the Bylaws of the ISCRE, a foreign Empire, or a registered nonprofit organization.
- have not been removed from a title, office, or membership in any Imperial Court in the past five years.

### Selection Process

The reigning monarchs nominate one or more individuals for each title in an executive session at the end of the Annual Meeting. Board and College members review the nominees and determine which are eligible for appointment. The reigning monarchs then jointly select an Imperial Prince and an Imperial Princess from among individuals approved as eligible.

### Assumption and Term of Office

Imperial princes and imperial princesses are invested with their titles at Investitures for the duration of the reign. They take the following oath of office:

Do you promise to abide by provisions of the Charter, Bylaws and Operations Manual of the ISCRE?  
Do you pledge your support of all members, title holders, and allies of the Raintree Empire?  
Will you work together to benefit continued operation of the ISCRE and to support local charities?  
Will you travel to other empires as a proud and loyal representative of the Raintree Empire?

### Removal

Imperial princes and imperial princesses who fail to fulfill responsibilities of the office or whose conduct seriously damages the ISCRE, may be subject to removal by a two-thirds majority vote of the Board of Directors at a duly convened meeting with a quorum present.

### Vacancy

Should either position become vacant for reason of death, resignation, or removal, the reigning monarch(s) may appoint replacement(s) with approval of the Board.

## SELECTION OF HONORED MEMBERS

The Reigning monarch(s) name two citizens of the realm and two other lifetime title holders with approval of the Board of Directors. The new honored members are announced at Coronation.

The most recent recipient of the Tim Kelly Lifetime Achievement Award names new recipient(s) after consulting with prior recipients at a meeting usually held in conjunction with Announcement of E&E candidates. Recipient(s) are introduced at Coronation.

Board members who have not previously been named honored members are automatically designated as honored members upon completion of their terms of office. They may be announced at Investitures.

## SECTION 3: STANDING COMMITTEES AND ADJUNCT OFFICERS

### STANDING COMMITTEES

Members of standing committees are appointed by the Board and their names and agreements concerning their duties are recorded with the minutes. Additional committee members may apply and be appointed by the Board throughout the reign.

Unless a chairperson is designated below, each committee elects its own chairperson.

Notices of meetings of standing committees are announced at Board meetings and posted on the Yahoo group email and Facebook. All meetings are open to the membership.

Minutes of all committee meetings and reports of committee recommendations requiring Board action are presented in writing at regular Board meetings. Chairpersons of committees are responsible for submitting the reports.

#### **Advertising, Marketing and Fundraising Committee**

Members include the vice president, serving as chair, plus at least two other Board members and two registered members.

The Committee

- approves plans for and review production of fundraising events other than Coronation and the Gay Vancouver Pageant.
- approves all advertising and marketing materials.
- coordinates advertising on the ISCRE web site and social media as well as web and social media sites operated by other Courts and local LGBTQ groups.
- arranges production of print advertising and submissions of advertising to publications of other organizations.
- submits the date and budget request of each event for review and approval by the Board of Directors.

#### **Bylaws and Operations Manual Review Committee**

Members include the vice president, serving as chair, plus at least two other Board members and two registered members.

The Committee:

- conducts an annual review of the Bylaws and Operations Manual;
- proposes changes in the Bylaws to maintain consistency with applicable laws, regulations, and procedures of Washington State;
- proposes changes in the Operations Manual to provide efficient procedures and guidance for policy implementation;
- coordinates a process for review and adoption of amendments;
- disseminates revised documents and archives outdated documents.

#### **Finance and Budget Committee**

Members include the treasurer, serving as chairperson, plus at least two other Board members and two registered members.

The Committee

- recommends an annual operating budget to the Board.
- maintains inventory records of all Court property.

- orders symbols of office and necessary repair or replacement of regalia and production equipment.

### **Coronation Committee**

Members include the reigning monarch(s) plus at least two other Board members and two registered members.

#### The Committee

- reviews and approves plans and advertising materials for all Coronation-related associated events.
- advertises Coronation and associated events through various media.
- recommends dates, venues, and budgets for all associated events to the Board of Directors.
- solicits contributions and donations to reduce production costs.
- selects and arranges supervision of staff and subcontractors to produce Coronation and associated events.

### **Gay Vancouver Pageant Committee**

Members include at least one Board member and one other registered members, one of whom has previously held a Gay Vancouver title. The current Gay Vancouver title holders are *ex officio* committee members.

#### The Committee

- reviews and approves plans for all advertising materials for the Pageant and associated events.
- advertises the Gay Vancouver Pageant and associated events through various media.
- recommends a date and budget for approval by the Board of Directors.
- solicits contributions and donations to reduce production costs.
- selects and arranges supervision of staff and subcontractors to produce the Pageant and associated events.

### **Souvenir Programs Committee**

Members include at least one Board member and one other registered member plus any adjunct officers with relevant expertise.

#### The Committee

- develops printing specifications that conform to content and format guidelines specified in this Operations Manual.
- adopts and applies editorial standards and review processes to insure high quality publications.
- coordinates sales of advertising space to cover costs of developing and printing souvenir programs.
- sets deadlines for copy and makes arrangements for production and delivery of programs.

### **Audit Committee**

When an audit committee is formed by action of the Board, it is chaired by the president and includes at least two other Board members. The treasurer may participate as a non-voting member.

#### The Committee

- reviews financial reports and records.
- makes judgments about the quality of accounting and financial procedures.
- recommends changes in operations to improve the overall financial outlook for the ISCRE.
- disbands when its report to the Board is accepted.

### **Mediation Committee**

When a situation requiring conflict management or third-party problem solving is reported in writing, the Board forms a mediation committee, chaired by the president and including at least two other Board members, at least one registered member, and at least one College member, none of whom have an interest in the conflict or problem.

The committee collects information and provides unbiased judgment to provide a solution that is acceptable to the party or parties involved. If the situation cannot be resolved or involves violations of the Bylaws or Operations Manual, the Committee refers the matter back to the Board for action and disbands.

## **ADJUNCT OFFICERS**

### **Roster of Adjunct Offices**

According to the Bylaws, the Board of Directors determines whether and when to fill adjunct offices including, but not limited to, the following:

- moderators for official email groups
- facilitators of social networks
- webmaster
- membership secretary
- minister of protocol
- check signers
- liaisons to FOE #2158, charities of the Reign, the ICC and other imperial courts, and LGBTQ groups within the Empire

If the functions of one or more of these offices cannot be filled by Board members, the Board announces a call for volunteers and a search and application period of at least two weeks at Board meetings, on the official group email, and social media.

### **Qualifications**

The primary qualifications for all adjunct offices include

- interest in assuming responsibilities of the position for the duration of the reign.
- willingness to work with the Board and standing committees and adhere to the Bylaws and Operations Manual.
- expertise gained from experience or education that is relevant to performing duties of the office.

### **Appointments**

The Board appoints adjunct officers after screening all applicants identified during the search and application period. Should more than one qualified person be willing to serve, the Board may appoint co-adjuncts or assistants.

If the appointed adjuncts are not members of the Board, a Board member is simultaneously appointed to serve as contact person(s).

### **Responsibilities**

Agreements concerning responsibilities associated with each position are entered into the minutes of the Board meeting at which they are adopted.

Adjunct officers provide regular reports to the Board so the Board can respond to problems and the officers can receive feedback, assignments, and support. Reports requiring Board action are presented in writing.

## SECTION 4: FINANCIAL MATTERS

### FISCAL YEAR

The ISCRE's calendar is built for each reign, for a period that begins on the date of a Victory Brunch and ending when reigning monarchs step down at the next Coronation. For accounting purposes, the Fiscal Year runs from May 1 through April 30.

### REGISTERED MEMBERSHIPS

The Board sets the amount of the annual membership dues prior the beginning of the fiscal year. If no action is taken by May 1st, dues remain unchanged.

Annual membership dues are paid by all registered members for each fiscal year. Dues are paid to the treasurer or any officer of the Board, starting at Victory Brunch.

Dues are not pro-rated during the year.

#### Application Form

The application form for registered membership requires the following information:

Legal name
Stage name, if any
Residence address, including city, county, and ZIP Code
Email address
Phone number
Preference for notification of meetings    ___Email Group    ___Phone    ___Facebook Message
Signature affirming willingness to abide with Bylaws and Operations Manual.
Date Dues Received

### DESIGNATION OF CHARITIES

Unless otherwise approved by the Board in advance of each Court-sponsored fundraiser, at least 30 percent of the net proceeds will go to charitable organization(s) and at least 30 percent will go to the General Fund to cover expenses of operation until such time as the approved budget for expenses of operation during the reign has been covered.

With approval of the Board at the Annual Meeting, the new reigning monarchs announce charities to benefit from fund raising during the year at Investitures.

Traditionally, priority in designating charities of the reign is given to charities provide support for persons living with HIV/AIDS and scholarships for post-secondary education of LGBTQ individuals or their children. With prior approval by the Board, other local charities may benefit from specific fund-raising activities.

Each organization chosen to benefit from ISCRE fund raising must

- have 501(c)(3) status with the IRS or be a registered nonprofit in Washington.
- provide services that meet needs of the LGBTQ population within the Raintree Empire.



Funds raised for charities typically accumulate through each reign and are dispersed at Investitures of the following reign. If the Board approves disbursements during the reign, amounts of such disbursements are included in totals when they are announced at the next Investitures.

The Board is responsible for authorizing postings of information about charity disbursements on websites, email groups, and social media.

### **EXPENSES OF OPERATION**

Allowable expenses of operation include reasonable costs of

- fees and supplies related to banking, website operation, document retention, and maintaining archives of historical materials.
- mailbox rental, copying/printing, and postage/shipping for Board approved mailings.
- purchasing advertising space in souvenir programs published by other organizations.
- publication of Bylaws and the Operations Manual, general marketing materials, and election materials.
- maintenance or replacement of equipment used in the production of shows, including the spotlight, microphones, speakers, and sound system.
- costs of tickets to events that Imperial title holders are required to attend.
- corporate licenses, permits, legal representation and other services approved by the Board of Directors.
- additions to or maintenance or replacement of items of regalia.
- appropriate symbols of office for rain emperors, tree empresses, imperial princes, imperial princesses and Gay Vancouver title holders.
- awards dispensed in conjunction with Coronation and the Gay Vancouver Pageant.

At the end of each reign, the Board of Directors reserves an amount necessary to cover these expenses of operation for the next reign and donates any balance to charity.

### **MONARCHS' TRAVEL FUND**

The Monarchs' Travel Fund supports travel by the reigning monarchs to out-of-town coronations that they are required to attend.

The only sources of income that may be earmarked to support travel by the monarchs are

- donations given to contestants for the titles of Emperor and Empress of Fort Vancouver.
- donations collected by hosts of "water parties" during Coronation weekend.
- donations received with the stipulation that they go to support the Monarchs' travel.
- half of the net proceeds of Investitures.
- application fees for monarch positions.

Expenses associated with transportation and lodging may be covered by the travel fund. If the monarchs share expenses with other people, only the portion fairly charged to the monarchs is covered.

Prepayment of expenses is allowed only when checks are issued to providers of transportation or lodging services.

Each trip must be approved in advance by the Board and receipts and receipts and proof of attendance at the coronation must be presented within 30 days of the event. Reimbursement is made only after receipts have been provided. Mileage is reimbursed at the IRS-approved rate for volunteer travel.

At each regular meeting, the Board of Directors takes note of expenditures from and the balance remaining in the fund. If funds remain after the monarchs have met their travel requirements, the Board will allocate the balance.

## SECTION 5: COMMUNICATION, PUBLIC INFORMATION, AND PUBLICATIONS

### OFFICIAL EMAIL GROUP OF THE ISCRE

The official email group of the ISCRE is RaintreeEmpire@yahoogroups.com. The notice that follows is posted for all subscribers.

“The ISCRE is a member of the International Court System. It is a philanthropic organization based in Vancouver, WA, USA.

The purpose of this e-group is to allow members to exchange information and coordinate activities, feel welcome, and have fun. It is for Court business-related information only and is not intended to be a 'chat' message board. No SPAM, chain letters, advertisements or drama. Do not post subjects of a personal and/or private nature intended for viewing only by an individual. Copying and pasting of private emails of a negative/derogatory/inappropriate nature between individuals is specifically prohibited. You may be removed from this group for violations of these guidelines.

Any member of the group is free to post messages to the group or add pictures. To respect our members' email limitations, a limit of one (1) event announcement is permitted per calendar week. Everyone is free to request membership or removal of membership at any time and can be added back to the group upon their request to do so (and) if they left in good standing. However, anyone removed due to repeated violations are subject to approval by the ISCRE Board of Directors for reinstatement to the group.”

Moderator(s) appointed by Board have authority to add users and remove users for violating agreements. They maintain lists of subscribers and post user agreements and welcoming notes to new subscribers.

Moderators and at least two Board members have full administrative access. A copy of all administrative-level passwords is held in the ISCRE's records.

### ISCRE WEBSITE

The Internet address of the ISCRE's official web site is <http://www.raintreeempire.org>. It is used to promote ISCRE sponsored events and to allow easy access to public records and applications.

The Board of Directors is responsible for the content and operation of the web site and insures that

- the web site is owned and registered to the ISCRE and all software and systems are free/open-source or wholly owned by the ISCRE;
- fees for the domain name and web hosting are paid in a timely fashion.
- officers of the Board have full administrative access and all passwords are kept in secure records.
- requirements for personal technology, knowledge, and skills are minimal so current and future directors can participate in website development and maintenance.
- new content is added and expired content is deleted according to the update schedule below.

#### Update Schedule

The following pages are updated annually and usually during the months indicated:

- information about Coronation and associated events (in January or February)
- Bylaws and Operations Manual (in March or April)
- pictures, personal titles, and names of the Rain Emperor and Tree Empress (in May)
- names of Board Members, officers, and chairs of standing committees (in May)
- pictures, personal titles, and names of the Imperial Prince and Imperial Princess (in June)
- pictures and names of Mr., Miss and Ms. Gay Vancouver (in July)

The following content is updated at least once a month:

- calendars of meetings of the Board, Registered Members, and College of Monarchs;
- agendas and approved minutes of Board meetings.
- calendar of fundraising and social events.
- Event flyers, invitations, applications, and other forms.

### **OTHER WEB SITES AND SOCIAL MEDIA**

The Board is responsible for designating person(s) to update information on [www.Impcourt.org](http://www.Impcourt.org) within 30 days of Coronation and for updating the “resource” listing and calendar on [www.GayVancouverWa.org](http://www.GayVancouverWa.org) on a regular basis.

No form of text or other content concerning the ISCRE, including but not limited to flyers about events, is submitted to a website controlled by another organization until approved by the Board or a standing committee.

The ISCRE encourages members to post messages that provide information relevant to the ISCREs mission on Facebook and other social media. Postings may, for example, take the form of ads for upcoming events, links to the website, and requests for feedback.

Guidelines for appropriate content are the same as those described above for the email group.

### **SOUVENIR PROGRAMS**

#### **Sales of Advertising Space**

Advertising rates for each Coronation and Gay Pageant program are approved by the Board.

Sales agreements are documented with information listed below and are nullified if payment is not received or arranged before the program goes to print.

#### **AGREEMENT TO PURCHASE ADVERTISING SPACE IN AN ISCRE PUBLICATION**

Name of Publication: \_\_\_\_\_ Date to be Published: \_\_\_\_\_

Business/Organization/Person ordering space: \_\_\_\_\_

Name of contact person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Mailing Address \_\_\_\_\_

Name of ISCRE Member arranging for the sale: \_\_\_\_\_

Specifications:

Size:  Full Page  Half Page  Quarter Page

Dimensions: \_\_\_\_\_ inches wide \_\_\_\_\_ inches high

Location:  Back Cover  Inside Cover  Inside Page

Print:  B&W  Color

Amount Due: \_\_\_\_\_

Date Due: \_\_\_\_\_

Special Instructions or conditions (describe): \_\_\_\_\_

Dated signature of the purchaser’s contact person indicates understanding that advertising copy and full payment must be received on or before the due date.

Dated signature of ISCRE member indicates acceptance of responsibility to cover costs of placing the ad if necessary.

**Non-Revenue Pages**

Non-revenue pages are subject to content review, editing and approval by the Souvenir Programs Committee.

Coronation programs vary in size and binding, but never are larger than 8.5 x 11.0 inches. Regardless of its dimensions, each Coronation program includes all and only the following non-revenue pages:

- a) one-page letter of greeting signed by all members of the Board of Directors;
- b) two pages for the picture and letter of each stepping-down monarch;
- c) one page for the picture and letter of each stepping-down prince and princess;
- d) four or more pages to provide pictures, names and titles of members of the College of Monarchs;
- e) one page to honor each anniversary reign;
- f) two or more pages to provide names and titles of all Honored Members of the ISCRE;
- g) one-half page to honor each designated charity of the concluding reign (or equivalent discount on purchase of space);
- h) two pages to present the Order of the Evening ;
- i) one or two pages to acknowledge sponsors, Coronation staff, program advertisers, and other contributors;
- j) one or two pages to include congratulatory letters from officials;
- k) one quarter page to introduce each candidate for Rain Emperor and Tree Empress;
- l) a maximum of eight pages of pictures;
- m) text of the Serenity Prayer.

Gay Vancouver Pageant program are no larger than 5.5” x 8.5” and include all and only the following non-revenue pages:

- a) one page letter of greeting from the Board;
- b) one page congratulatory message from the Reigning Monarchs;
- a) one page list of Gay Vancouver title holders who have stepped down;
- b) two pages for the picture and letter of each stepping-down Gay Vancouver title holder;
- c) two pages to present the order of the evening;
- d) a maximum of six pages of pictures;
- e) one or two pages to acknowledge sponsors, Pageant staff, program advertisers, and other contributors.

## SECTION 6: COURT-SPONSORED EVENTS

### Planning Outline and Process

Information listed on the following outline is reviewed and approved by the Advertising, Marketing, and Fundraising Committee before it is forwarded for Board review and approval of the date and budget request.

Date		
Type of Event (refer to list of regular events if applicable)		
Theme or Title of the Event		
Schedule: Door Time	Start Time	End Time
Order of activities (including priority performances, raffles and auctions)		
Income Estimates: Specify projected revenue from		
sponsorships, door donations, ticket sales, contest/game entry fees		
ticket/stick/envelope raffle (note type and value of prizes); oral or silent auction		
food or other sales		
Estimated total of projected revenue:		
<i>continued</i>		

Expense Estimates: Specify dollar value for budget and expected from donations

- room rental
- staging, sets, room and table decorations
- awards/prizes
- advertising
- bar/food inventory
- other (specify)
- Estimated total of expenses:

Percentages of Net Proceeds to General Fund (\_\_\_30% minimum or \_\_\_%)  
and to Charities (\_\_\_30% minimum or \_\_\_%)

Staff Names (indicate who is to be admitted at no charge)

Emcees	Door Attendant
Take Music/Create Performance List	Sound System Operator
Spotlight Operator(s)	Contestant Coordinator (if applicable)
Kitchen Manager/Helpers	Stage and room decorators
Room Set Up	Clean Up Crew

Arrangements with Venue: (time in and out; decorations; clean-up requirements, etc.)  
Court property to be used (sound system, regalia, supplies, etc.)  
Advertising Notes: (ad/flyer design plus schedules for posting on Website, Facebook, and Email)

**Traditional Events**

Each reign begins with a victory brunch and ends with coronation of monarchs for the next reign. Dates and other information about these and other traditional events are listed below:

- Victory Brunch: Sunday following Coronation
- Investitures: within a month of Coronation (50% of net proceeds to Monarchs’ Travel Fund and 50% to General Fund)
- Gay Vancouver Pageant: second Saturday in July
- Monarchs’ Weekend: August or September
- Halloween Turnabout: Saturday on or immediately before October 31<sup>st</sup>
- Winter Holiday Show: a Saturday in mid-December
- Interstate Bridge Pageant: a Saturday in January. Contest rules follow.

The contest for Mr. and Miss Interstate Bridge is open to contestants and sponsors from empires along the I-5 corridor.

Each contestant is presented on stage representing a chosen gender at the beginning of the evening. Sponsors have one hour to transform their contestant to represent the opposite gender.

Following performances by all contestants, each contestant collects money through sales of raffle tickets or other methods.

After a period predetermined by the show’s coordinators, the amount of money raised by each contestant is counted by the treasurer and two other Board members.

The contestant for each title who collects the most money is declared the winner.

- College of Monarchs’ Show: in March; net proceeds for equipment or regalia
- Introduction of Candidates: Two weeks before Coronation; no cover charge

- In-town Awards Event: Thursday evening before Coronation; no cover charge
- Out-of-town Show: Friday night before Coronation; concurrent with voting for E&E; beginning of E&E of Fort Vancouver Contest. Contest rules follow.

Contestants for Emperor and Empress of Fort Vancouver are recruited by rain emperor and tree empress candidates and are introduced to the audience at the Out-of-Town Show after the polls for electing the Rain Emperor and Tree Empress have closed.

From the time they are introduced until the closing of the Hospitality Suite on Coronation day, contestants solicit donations for the Monarchs' Travel Fund through any legal means. They turn their collections over to the treasurer and two impartial persons.

The contestant for each title who collects the most money is declared the winner. The winners are introduced with the ISCRE at Coronation and sit at the head table at Victory Brunch.

- Hospitality Suite: open the day of Coronation to collect protocol; may also be open before the Out-of-town Show for welcoming reception and after the Out-of-town Show and/or Coronation for Water Party fundraisers
- Coronation: the last Saturday in April.

## **SECTION 7: DISCIPLINARY PROCEDURES**

### **DISCIPLINE FOR FINANCIAL MISCONDUCT**

There are four types of financial misconduct:

- bouncing checks;
- failing to turn over money collected in behalf of the ISCRE;
- encumbering the ISCRE with financial obligations without prior authorization;
- spending advances without returning receipts and unused funds.

The procedure involves the following steps:

- Within a week of receiving and verifying a notice of misconduct, the Treasurer informs the member of the amount due (including penalties), provides notice of suspension of membership until payment is received, and negotiates a mutually acceptable period for repayment.
- If the individual repays the debt with cash or a cashier's check within the agreed-to period, rights of membership are restored.
- Failure to repay the debt within the agreed-to period is interpreted as resigning from membership and all current titles and positions. Resignation does not eliminate the requirement to repay the money owed.

### **DISCIPLINARY ACTIONS FOR NON-FINANCIAL MISCONDUCT**

Any incident, conflict, or behavior that someone believes requires disciplinary action must first be brought to the attention of the Board in writing.

If the matter involves failure to follow ISCRE policies and procedures, is believed to be in violation of the Code of Ethical Conduct, or otherwise seems to impact the ISCRE's interests, the Board will proceed to consider appropriate disciplinary action.

If the matter involves interpersonal conflict or non-specific complaints, the Board will refer the matter to a mediation committee for clarification, negotiation, and resolution prior to considering disciplinary action.

The Board may choose among the following forms of disciplinary action:

- Reprimand: a written statement as to the inappropriate behavior and a specific course of action to be taken;
- Censure: a written statement that involves loss of membership rights and specifies how the rights may be regained;
- Suspension of title: action that suspends a title for up to one year;
- Forfeiture of title or Board position: action that causes permanent removal of the title or Board position;
- Termination of Membership: action that permanently terminates the membership of the individual.

No disciplinary action of an individual who has earned Honored status will remove his or her title or membership unless the individual has been convicted of a crime against the ISCRE. Termination of membership, titles and positions and all rights and privileges of any titles from the organization is automatic with a conviction of a misdemeanor or felony crime against this organization.

## **SECTION 8: RIGHTS AND RESPONSIBILITIES OF TITLE HOLDERS**

### **MEMBERS OF IMPERIAL FAMILIES**

#### **Reigning Rain Emperor and Tree Empress**

The primary title holders of the ISCRE are known as Their Most Imperial Sovereign Majesties, Rain Emperor and Tree Empress (followed by Roman reign #). They are considered and treated as equal in rank, responsibility and authority, and serve as heads of the Imperial Family of the reign.

Each reigning monarch has the right to

- a) choose a personal moniker.
- b) be recognized as “His/Her Most Imperial Sovereign Majesty” for the duration of the reign; the “Most” is removed from the title when the individual steps down and is returned perpetually upon death.
- c) be reimbursed for the cost of tickets to coronations he or she is required to attend and receive a complimentary ticket to the Coronation at which he/she steps down.
- d) name two Honored Members (citizen of the realm or other unique permanent title) with approval of the Board of Directors.

Acting together, reigning monarchs exercise their right to:

- a) choose a title that will be shortened to “The \_\_\_ of the Raintree” after the reign, as well as a theme, color scheme, and symbol to represent the reign;
- b) choose a theme for the Coronation at which they will step down;
- c) issue up to three “declarations” that shall be followed during their reign;
- d) present no more than five command performances at Coronation;
- e) select recipients of peer awards and awards for court member, empire, and organization of the year,

Individually, reigning monarchs:

- fulfill responsibilities as members of the Board of Directors;
- attend all Court-sponsored events unless excused in advance by a member of the Board of Directors;
- attend at least six coronations in other empires;
- provide for security and maintenance of symbols of office in their possession.

Acting jointly, the reigning monarchs:

- convene Court meetings;
- initiate, plan, and conduct a minimum of seven fund-raising functions ;
- serve on the Coronation Committee.

### **Regent Monarchs**

If there is no candidate for a monarch position, or if the only candidate does not receive more than half of the votes cast, or in the event that the position of Rain Emperor or Tree Empress becomes vacant for any reason, members of the Board and College may appoint a regent monarch.

College members are eligible to serve as regents if they currently reside in the Empire and are registered members. Once a list of eligible College members is established, the position will be offered in descending order of the number of their reign. If no one agrees to serve as regent, Board and College members will determine options.

Each regent monarch is introduced as “His/Her Imperial Majesty, Regent Emperor/Empress (Roman Reign #).” If the individual fulfills all requirements of a reigning monarch, the Regent designation is removed when the person steps down.

### **Imperial Prince and Imperial Princess**

Individually, imperial princes and imperial princesses may

- be reimbursed for tickets to the P&P or IPP Balls they are required to attend and to complimentary tickets for the Coronation at which they step down.
- appoint three guests/attendants to the dais, give out two peer awards, and present one command performance.
- perform at Investitures following the first and all decade anniversaries of their stepping down.

Jointly, an imperial prince and imperial princess have the right to

- be featured in advertising for Coronation.
- assume the thrones for one set and present their final performances immediately prior to the final performances of the reigning monarchs.
- give out a joint award.
- designate a joint command.

Each imperial prince and imperial princess must

- attend all Court meetings, all meetings of the Board of Directors, and all Court-sponsored fund-raisers unless excused in advance by a Board member.
- attend at least four P&P Balls (or Coronations at which princes and princesses step down) in other Empires.
- assist in planning and conducting a minimum of three Court-sponsored fund-raising functions.
- assist in planning and conducting the Coronation at which he/she steps down.

### **Mr., Miss, and Ms. Gay Vancouver**

The Gay Vancouver title holders are considered members of the imperial family of the reign that is current when they are elected. They are introduced as “Their Most Imperial Graces” and are distinguished by reference to the calendar years in which they will serve.

Each has the right to

- present one peer award and one command performance, choose one MC, and offer a final performance at the Pageant.
- be reimbursed for tickets to Gay Pageants they are required to attend and to a complimentary ticket for the Pageant at which they step down.
- perform at Gay Vancouver Pageants on the first and decade anniversaries of their stepping down.



Each Gay Vancouver Title Holder must

- assist in planning and conducting the Gay Pageant at which he/she steps down and at least one other Court-sponsored fund-raiser.
- attend at least three Gay Pageants in other Empires.
- attend Coronation and the Pageant at which they are to step down, as well as and more than half of all Board meetings, Court meetings, and Court-sponsored fundraisers during their year.

## **HONORED MEMBERS AND AWARD WINNERS**

### **College Members**

In addition to rights specified in the Bylaws, College members have the right to

- perform at Coronations on the first, and all decade anniversaries of their admission to the College.
- be represented by complimentary space in souvenir programs of coronations that coincide with the first and all decade anniversaries of their admission to the College.
- be individually introduced for the crowning ceremony at each Coronation.
- be collectively introduced at crowning ceremonies at Investitures and the Gay Vancouver Pageant.

College members

- collectively produce an annual fundraising event or activity to maintain, replace, or add regalia.
- participate in screening applicants and nominees for specific titles, positions, and honored memberships.

### **Emeritus Monarchs**

A Monarch who completes the reign without a counterpart may, with approval of the Board of Directors, invest a prior monarch from another Empire as Emperor or Empress Emeritus with a ceremony during Coronation. An Emperor or Empress Emeritus is thereafter known as “His/Her Imperial Majesty, Emperor or Empress Emeritus” and by the Roman numeral designating the Reign. Emeritus Monarchs have rights of Honored Members and members of the College of Monarchs.

### **Other Awards**

Winners of three awards for Court, Court Member, and Organization of the year are chosen by the reigning monarchs and presented at Coronation.

The following Peer Awards are chosen by the presenter and announced at the event at which the presenter steps down.

- Rain Emperor to Emperor and Rain Emperor to Empress (2)
- Tree Empress to Emperor and Tree Empress to Empress (2)
- Imperial Prince to Prince and Imperial Prince to Princess (2)
- Imperial Princess to Princess and Imperial Princess to Prince (2)
- Mr., Miss, and Ms. Gay Vancouver to Mr., Miss, and Ms. Gay (up to 9)

## **SECTION 9: PROTOCOL**

### **Reigns**

A “reign” refers to a period during which sovereign monarchs have rights and responsibilities. In the ISCRE, a reign begins when the Monarchs are crowned at Coronation and ends when successor Monarchs are crowned at the next Coronation. The term of each reign is approximately one year.

Each reign and the Rain Emperor, Tree Empress, Imperial Prince, and Imperial Princess associated with them are distinguished by Roman numerals in all official documents and advertising. Arabic numerals are used only when emcees are to read them aloud.

Reigning monarchs may choose to distinguish their reign by color scheme (per proclamation of Reign I), by name (per proclamation of Reign XXV), and/or by a general theme to inform invested titles and names of

events. Distinguishing characteristics may be announced at any time, but do not become official or permanent until written documentation is submitted for the archives.

If members of the College of Monarchs wish to celebrate year-long decade anniversaries of their reigns, they must do so currently with the reign that shares their number plus an increment of ten. For example, the decade anniversary of Reign XXXVI will be celebrated concurrently with Reign XLVI.

### **Duties of Minister of Protocol**

A minister of protocol:

- maintains a list of titles issued during the reign for the archives.
- identify members who are plan to attend out-of-town events that feature court entrances or introductions.
- determines the name, title and form of introduction for each person and provides the list to all participants via email prior to the event.
- submits information to the host empire in a timely fashion.
- maintains records and create reports for the archives or when requested by the Board.

Changes in information submitted to a host empire may be made only by the highest ranking ISCRE member in attendance.

### **Titles**

The ISCRE has exclusive right to issue the following titles:

- Rain Emperor and Tree Empress;
- Imperial Prince and Imperial Princess of the ISCRE;
- Mr., Miss and Ms. Gay Vancouver;
- Mr. and Miss Interstate Bridge;
- Emperor and Empress of Fort Vancouver.
- Recipients of the Tim Kelly Lifetime Achievement Award

The titles of Rain Emperor, Tree Empress, Imperial Prince, Imperial Princess, and Mr., Miss, and Ms. Gay Vancouver comprise the Imperial Family of each reign.

Honored Titles are those that have been awarded by election or with prior approval of the Board and College members.

Invested Titles are awarded by reigning monarch(s) when they present certificates of title to individuals they want to recognize as members of the Court for their reign. The Board has the right modify inappropriate titles.

A title bestowed by another imperial court is recognized by the ISCRE only if that empire respects the sovereignty of the Raintree Empire and does not automatically bestow or preclude the holder from holding any title, privilege or authority within the Raintree Empire.

Monarchs are entitled to create and use personal titles in personal correspondence and when being introduced at functions where protocol is needed. Monarchs may refer to themselves as “Dowager” monarchs during the year after they step down, but typically do not include the reference when they are to be introduced.

Imperial princes, imperial princesses, and Gay Vancouver title holders may adopt personal titles and use them in personal correspondence or when being introduced during the reign and when celebrating decade anniversaries of their stepping down.

## **Legal and Stage Names**

Legal names are used on official records of Board decisions and actions, while stage names are used during meetings, for protocol, and in souvenir programs.

Title holders may change their stage names, but the only stage names that may be used in protocol and publications are the names used when they were crowned or invested with their titles.

## **Order of Introduction**

An individual's position in the order of introductions is determined by his/her highest title. In the event the individual has held the same title in two or more reigns, he/she may choose which position to take. Each title is assigned to one of four groups: Friends and Allies, Invested Titles, Honored titles, and Members of the Imperial Family.

Whenever holders of equivalent male and female titles are to be introduced, the male title holder is introduced first. If there is a walk, the male title holder takes a few steps and then waits to escort the female title holder to the stage.

Candidates for Rain Emperor and Tree Empress walk first during the Court entrance at Coronation.

Within the group of FRIENDS AND ALLIES (representatives of organizations associated with the ISCRE), those with longer terms of association are introduced before those with shorter terms.

Within the group of INVESTED TITLES, those with titles given in prior reigns are introduced before those with titles given by reigning monarchs. Among those invested in the current Reign, those with camp or reign-specific titles walk before those with titles denoting royalty and the latter group is introduced in reverse order of traditional rank (consorts or relatives of the monarchs, barons/baronesses, dukes/duchesses, first gentleman/lady, grand duke/duchess, crown prince/princess, and finally, half Emperor/Empress.

Within the group of HONORED TITLES, the first sort is by type of honor: Recipients of the Tim Kelly Lifetime Achievement Awards, citizens of the realm and those with lifetime titles, honored directors, Gay Vancouver title holders who have stepped down, imperial princes and imperial princesses who have stepped down, and members of the College of Monarchs. Within each of those groups, the most senior honoree is introduced first.

Within the IMPERIAL FAMILY of the current reign, the order depends on the purpose of the event. At a Coronation, the Gay Vancouver title holders are introduced first, the Imperial Prince and Princess second, and the Reigning Monarchs last. At a P&P Ball, the Gay Vancouver title holders are introduced first, the Reigning Monarchs second, and the Imperial Prince and Princess last. At a Gay Pageant, the Imperial Prince and Princess are introduced first, the Reigning Monarchs second, and the Gay Vancouver title holders last.

## **SECTION 10: SYMBOLS OF OFFICE AND REGALIA**

### **Symbols of Office**

The ISCRE provides the following symbols of office to members of the Imperial Family:

- Rain Emperor: 4" silver medallion, engraved "Rain Emperor" prior to Coronation and with Roman numerals and stage name after Coronation, and a 2" black and silver leather lanyard.
- Tree Empress: five panel crown in the pattern known as TC-83 with silver finish and clear stones.
- Imperial Prince: 3" silver medallion, engraved "Imperial Prince" prior to Investitures and with Roman numerals and stage name after Coronation, and a 1.5" black leather lanyard.
- Imperial Princess: custom four-panel version of the Empress' crown with silver finish and clear stones.
- Mr. Gay Vancouver: 3" brass medallion, engraved with title before the Pageant and with term of office and stage name after the Pageant, and a 1" black leather lanyard.

- Miss Gay Vancouver: tiara in the pattern known as TC-64 with silver finish and clear stones.
- Ms. Gay Vancouver: choice between symbols for Mr. and Miss Gay Vancouver

During the Reign in which these symbols are presented, they

- are worn at coronations, investitures, balls, and pageants and at other functions at the discretion of the title holder.
- may not be altered and must be kept in good repair at the expense of the title holder.
- are worn only with formal or semi-formal wear and may not be worn with costumes inappropriate to representing the title.
- are worn only by the title holder to whom they are given or by the holder's counterpart during a "turnabout" event.

Reigning monarchs may purchase and give symbols of office to other title holders at Investitures.

Regent and Emeritus Monarchs are entitled to wear symbols designated for Rain Emperors and Tree Empresses.

### **Regalia**

The Rain Emperor's sword is used at crowning/investing ceremonies and may be carried at other times at the discretion of the reigning Rain Emperor. He may hand off the sword to a lesser title holder who may hold it in both hands such that the tip does not touch the floor, but only another Rain Emperor may carry the sword. The reigning Rain Emperor is responsible for its secure storage, maintenance and transport.

The reigning Tree Empress may carry a scepter during official ceremonies and walks. She may hand off the scepter to a lesser title holder who may hold it in both hands such that it does not rest on the floor, but only another Tree Empress may carry it. The reigning Tree Empress is responsible for storage, maintenance and transport.

The monarchs' robes are handed to the new monarchs during Coronation and may be worn by them only on other formal and official occasions. The reigning monarchs are responsible for storage and cleaning before the robes are presented to the new monarchs at Coronation.

The Board is responsible for secure storage, maintenance, and transport of

- Plaques engraved with names of Rain Emperors and Tree Empresses.
- Crowning crowns used at Coronation.
- The kneeling bench.
- The shadow box containing souvenir pins.
- The Book of Seasons and scripts for crowning ceremonies.

The Board may authorize the addition of new items of regalia to the list above at any time.

*End*