

1 ***BUSINESS SECTION OPERATING GUIDELINES***

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3 **SECTION I – BOARD OF DIRECTORS**

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5 **A. SIZE:** In accordance with the bylaws, The Board of Directors (here after referred to as the
6 Board) shall not exceed thirteen (13) members and two Alternates.

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8 **B. ELECTIONS:**

9 **1. AT-LARGE MEMBERS**

- 10 a. Election of At-Large Members will be held during the monthly
11 meetings of the General Membership.
12 b. No more than Seven (7) at-large members, who are in good standing,
13 shall be elected to the Board by members of the general membership,
14 who are in good standing.

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16 **2. DIRECTLY ELECTED**

17 Six (6) positions shall be nominated to the board by their election (direct
18 elected) as Emperor and Empress and Imperial Prince and Princess, and
19 representatives, One (1) each, from the College of Monarchs and the IPP
20 Council.

21
22 **3. ALTERNATES TO THE BOARD OF DIRECTORS**

- 23 a. Up to two (2) alternates may be nominated and elected from the
24 General Membership to the Board.
25 b. The Alternate Representative shall have full Board rights and
26 responsibilities, except for voting.
27 c. If any member should be absent (excused or unexcused) from any
28 official meeting of the Board, the Alternate will fill that position and
29 shall have the ability to vote on all matters that come to the attention
30 of the Board during that meeting.
31 d. If any at-large Board position becomes vacant for any reason,
32 Alternate #1 will fill the remainder of that term. Alternate #2 will be
33 elevated to the position of #1.
34 e. A vote will be taken at the first meeting of the general membership,
35 following elevation, to fill that Alternate’s position.

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37 **4. NOMINATIONS AND VOTING – (see Section IV, Article A – E)**

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39 **C. QUALIFICATIONS:**

- 40 **1.** A member must have been “in good standing”, as defined by the Operating
41 Guidelines, for a minimum of six (6) months prior to nomination and must be
42 a resident of the Empire as defined in the Pageantry and Membership sections
43 of the Operating Guidelines.
44 **2.** A member being considered for a board position must be present for
45 nomination and election.
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D. TERM OF OFFICE:

1. The term of office for an At-Large Board members shall be in accordance with Article 3, Section 5 of the By-Laws – “...shall hold office for a period of two years and until his or her successor is elected and qualifies.”
2. The term of office for an Alternate position shall be no more than 2 years from the time of election.
3. The term of Emperor and Empress and Imperial Prince and Princess, (direct elected board members), shall be in accordance with Article 3, Section 5 of the By-Laws – “...shall hold office for a period of one year from date of election.”
4. The board members elected from the College of Monarchs and IPP Council shall have a term of one (1) year - from Coronation to Coronation and IPP Ball to IPP Ball.
5. If a Board member is elected to an officer position, they shall fulfill that position for two years beginning at the first meeting when they assume office and their board term shall be extended to match their officer position.
6. If an Officer resigns or is removed from their position but still remains on the Board, their term shall revert back to their original term when they were elected as an At-Large Member.
7. In the event that there are no Alternates to fill a vacancy(s) for an At-Large member of the Board, the term of office, for the member being elected to the At-Large position, shall be the same as the original length of office.
8. An At-Large member may be elected to consecutive terms.
9. Any Board Member who resigns his or her position on the Board for any reason will not be allowed to stand for election to the Board for 1 year from date of resignation.

E. ATTENDANCE:

1. Attendance by the Officers and members of the Board is mandatory at all Board and Membership meetings, unless properly excused (see Section III - Membership Section of the Operating Guidelines).
2. All Officers and members of the Board must maintain their membership “in good standing” as defined by the Operating Guidelines.
3. Any Board member that is not a member in good standing with the Court will be subject to removal from the Board.
4. Any member of the Board will be subject to removal, from the Board, if they should have 2 consecutive unexcused absences from the Board meetings.
5. Attendance at all court specific functions is required of the Board, including the following events (listed in the order they occur during the Court Calendar Year), along with the associated pre and post event functions, within the usual attendance limitations.
 - a. Coronation
 - b. Imperial Prince and Princess Ball and Investiture

- 96 c. Closet Ball
- 97 d. King and Queen of the Seas Pageant
- 98 e. King and Queen of Hearts Pageant
- 99 e. Gay Seattle Pageant

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101 **F. VACANCIES:** (See Article 3, Section 14 of the By-Laws)

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103 **G. SALARIES:** No Officer/Member of the Board shall receive any compensation for that position
104 except as provided in the By-Laws.

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106 **H. LIABILITY:** The Directors shall not be personally liable for the debts, liabilities or other
107 obligations of the Corporation.

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109 **I. CONFIDENTIALITY AGREEMENT:**

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111 **SECTION II – BOARD OFFICERS**

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113 **A. DESIGNATION OF OFFICERS:**

- 114 1. The Officers of the Board shall consist of the following: President, Vice-
115 President, Secretary and Treasurer.
- 116 2. See Article See Article 4, Section 1 of the Corporation’s By-Laws for further
117 positions.

118
119 **B. ELECTION OF BOARD OFFICERS:**

- 120 1. Officers can only be elected from the at-large members of the Board. Only
121 voting members of the Board will be allowed to vote for the Officers.
- 122 2. The President shall conduct the election. If the office being filled is the
123 President, the Vice-President or duly designated member of the Board shall
124 conduct the election.
- 125 3. Election shall be by a majority of the members of the Board present at that
126 meeting. Voting (show of hands or ballot) shall be the decision of the
127 Presiding Officer.
- 128 4. If there is no member of the Board willing to fill the positions of Vice-
129 President, Secretary and/or Treasurer, the President may appoint a member
130 “in good standing” to fill that position.
- 131 5. All appointed Officers shall be non-voting members of the Board unless that
132 person is acting in the capacity of an Alternate and is allowed to vote during
133 that particular meeting.

134
135 **C. TERM OF OFFICE:**

- 136 1. The term of office for an elected position shall be two (2) years from the date
137 of election.
- 138 2. An appointed officer’s position shall be at the pleasure of the President, not
139 to exceed the term of the President who made the appointment.
- 140 3. An Officer of the Board may be elected to consecutive terms.

141 **D. DUTIES AND RESPONSIBILITIES:**

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1. PRESIDENT

The President shall perform all duties and responsibilities as required by these Operating Guidelines and Article 4, Section 6 of the By-Laws. The purchase of crowns and medallions for the various elected titles shall be accomplished by the Treasurer, the President or his delegate. The President or his delegate will ensure that small Space Needle pins with green stones are purchased to be given to the Gay Seattles and the past Gay Seattles celebrating their anniversaries.

2. VICE PRESIDENT

The Vice-President shall perform all duties and responsibilities as required by the Operating Guidelines and Article 4, Section 7 of the By-Laws.

3. SECRETARY

The Secretary shall perform all duties and responsibilities as required by the Operating Guidelines and Article 4, Section 8 of the By-Laws. See Appendix I for additional duties (Secretary’s Handbook).

4. TREASURER

The Treasurer shall perform all duties and responsibilities as required by the Operating Guidelines and article 4, section 9 of the By-Laws. See Appendix II for additional duties (Treasurer’s Handbook).

5. ADDITIONAL DUTIES and/or responsibilities may be assigned to an Officer’s position at the discretion of the President.

- a. If the President is assuming additional duties and/or responsibilities, it will be with the approval of the Board.
- b. Additional duties and/or responsibilities given to an Officer of the Board shall not exceed their Term of Office.

SECTION III – GENERAL PROVISIONS

A. COURT FISCAL YEAR: The Court’s Fiscal Year shall be from first day of January through the last day of December.

B. COURT CALENDAR YEAR: The Court’s Calendar Year shall be from the first day of March through the last day of February of the following year.

C. DUES:

- 1. Membership dues are to be paid by all members, Titleholders, and Board members, as established by the By-Laws, with the exception of past Emperors and Empresses and past Imperial Princes and Princesses. 1

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2. The Board shall set the amount of the Annual Membership Dues prior to or at the last regular meeting of the Fiscal year. If no action is taken by that time, the membership dues will remain unchanged for the upcoming Court Calendar year.
 3. The Dues shall follow the Court's Calendar Year. Dues can be paid to the Treasurer, or any Officer of the Board, starting at the first monthly Membership Meeting following Coronation and at any subsequent monthly Board or General Membership meeting. Dues can be paid at Court sponsored events as long as the Treasurer or Board Officer is present. This is not to impact any dues that are a part of an entrance fee for a Court Event.
 4. Dues will remain consistent and not be pro-rated during the year.
 5. Membership dues for members running for Emperor/Empress and Imperial Prince/Princess are part of their application fee for that particular title and will last the length of that reign, not to exceed that Court's Calendar Year.
 6. An exception to this rule will be that the reigning IPP's membership will continue to the end of their reign.

209 **D. LOANS:** The Corporation shall make no loans to any person.

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211 **E. TICKETS:**

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1. At all Court-sponsored functions, with the exception of Coronation Ball, IPP Ball and any other function the Board deems necessary, the Treasurer shall provide to the Board's Liaison to the event, a pre-numbered, two-part ticket for purposed of accounting and financial control. The beginning and ending numbers for the tickets used will be noted on the form turned into the Treasurer for accounting purposes. The ticket color and numbering sequence shall be random at each event.
 - a. All past Monarch and Imperial Princes and Princesses will receive a free ticket to their respective ball each year.
 - b. \$1.00 from the sale of every Coronation Ticket will be transferred to the Scholarship fund.
 2. All past Monarch and Imperial Princes and Princesses will be asked to pay the per head cost of any food that is associated with the free ticket that they receive to their respective ball each year.
 3. Coronation Ball, IPP Ball, and other events as the Boards decides, shall utilize a preprinted/number ticket. The ticket shall have a stub that can be torn off and both ticket and stub shall have the same number. Numbers for these tickets shall be sequential for accounting and financial control.

236 **F. CHARITABLE DISTRIBUTION OF FUNDS:** All monies raised during the Court Calendar
237 year and designated to benefit a particular charity will be disbursed to the respective charities at
238 Coronation, unless otherwise deemed necessary and approved by the Board.
239

240 **G. SUPPORT OF THE GENERAL FUND:**

- 241
- 242 1. A minimum of 20% of all funds raised from any Court-sponsored
243 fundraiser shall go to the Courts' General Fund, unless a higher percentages
244 approved by the board of Directors.
245
 - 246 2. The minimum percentage can only be waived by a 2/3
247 approval vote by the Board present at any regular Board meeting. Any fee
248 waived is for a one time only and must be approved by the Board for each
249 event.
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251 **H. CONFLICT OF INTEREST:**

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253 **I. BOARD RESOLUTIONS:**

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- 255 1. Resolutions of the Board pertaining to contractual or
256 financial matters (with the exception of Disciplinary Procedures) will be final
257 and not subject to ratification by the general membership.
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 - 259 2. Any non-contractual, non-financial Board decision may be challenged by the
260 General membership but can only be overturned by a 2/3 majority vote of the
261 membership in good standing.
262

263 **J. DECLARATIONS:**

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- 265 1. All known and verifiable Declaration shall be reviewed each year, prior to
266 Coronation by the Board.
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 - 268 2. Those Declarations reaching their ten (10) year anniversary shall be reviewed
269 by the Board for continuation.
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 - 271 3. Any Declaration found in conflict with the Organization's By-Laws and/or
272 Operating Guidelines can be voted null and void by the Board by a 2/3
273 approval vote and subsequently approved by a majority vote of the members
274 in good standing at the next general Court meeting.
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 - 276 4. No Declarations can be made.
277

278 **K. COURT MEMBERSHIP PINS:**

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- 280 1. It will be the duty of the Treasurer to order the Court Membership Pins in
281 time for presentation to the membership at the first membership meeting in
282 March.
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2. It will be the responsibility of the Board to decide the various colors and finishes for each year. When possible, the candidates for Emperor and Empress will be consulted for their input. The final decision will remain with the Board.
 3. The pins will remain with the Treasurer to be handed out upon receipt of a members yearly dues (renewal or new).
 4. Any pins left over at the end of the Court Calendar year become the property of the Court. Some are to become part of the Court's archives.
 5. Citizens and Members for Life may request a pin for the current year from the Treasurer.

299 **SECTION IV – VOTING**

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301 **A. NOMINATIONS:**

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1. Only members present and in good standing may nominate a member.
 2. Only members present and in good standing may be nominated.
 3. A member that is nominated must agree to accept the nomination.

309 **B. ELECTIONS:**

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1. Unless otherwise provided by the Board, the Operating Guidelines or the By-Laws, voting will immediately follow nominations.
 2. The presiding Officer of the meeting shall make the determination, taking into account the wishes of the members present and time constrictions, if the nominees shall be permitted to speak before voting. The presiding Officer shall also establish the length of time that a candidate(s) may speak.

319 **C. PROXIES:** The use of proxies will not be allowed or used during any vote taken by the Board,
320 General Membership, College of Monarchs and the IPP Council.

321
322 **D. ABSENTEE BALLOTS:** Absentee ballots will be issued only for and used only during the
323 election of Emperor/and Empress, and Imperial Prince/Princess. Only court members who are in
324 good standing, all past Emperors/Empresses, Imperial Princes/Princesses and Citizens for Life may
325 request a ballot from the Board President or Board Officer.

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1. Absentee Ballots must be requested at least 72 hours in advance of the date of voting.
 2. The request must be in writing, with verifiable signature.

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3. Those members living outside the Boundaries of the Empire will be allowed to vote by e-mail.
 - a. They must send a request, either by e-mail or USPS to the President of the Board stating their need for an Absentee Ballot.
 - b. The President shall send the Absentee Ballot, via e-mail or USPS.
 - c. When the ballot is returned, it must be verified by at least three Officers of the Board as to its authenticity.
 - d. They will mark the ballot, if necessary and include the e-mail or USPS, with their signatures, and ballot in a sealed envelope.
 - e. They will deliver the sealed envelope to the polling place on the day of election, during the hours that the polling place is open.
 4. All Absentee Ballots must be turned in, prior to the end of day of voting, to a designated Board member. The sealed ballots will be presented, unopened, on the day of voting at the designated place of voting.
 5. The ballots will be validated as “unopened” by the members manning the voting station and deposited with the rest of the ballots submitted that day.
 6. The ballots used for Absentee Voting will be the same as the ballots used on voting day. The ballot may be marked “Absentee Ballot” but no other identifying mark shall be placed on the ballot.
 7. So that no person can vote more than once during an election, the President and/or their designate will follow all standard voting protocol when recording all necessary information in the Voting Records before giving out an Absentee Ballots.

363 **E. VOTING – MEETINGS:**
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- 365 1. Voting at all court meetings, be they Board or General Membership, will be only by
366 members who are in good standing. All votes, unless otherwise directed by the
367 Operating Guidelines and/or By-Laws, will require a 50% + 1 of the membership in
368 good standing present at the meeting for approval.
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- 370 2. Unless otherwise noted in the Operating Guidelines and/or
371 By-Laws, the presiding officer at any meeting shall vote only in case of a tie.
372

373 **F. VOTING FOR IMPERIAL FAMILY POSITIONS**
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- 375 1. **VOTING FOR EMPEROR/EMPRESS & IMPERIAL PRINCE/PRINCESS**

¹⁵ Declaration by Rainier XXII of Feb 1997

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- a. voting for these positions will take place at a location(s) and during the hours designated by the Board. Voters will need proper identification to establish residency in the Empire. Monitoring will be the responsibility of the Board, with assistance of the College of Monarchs and/or the Council of Imperial Princes and Princesses.
 - b. All residents of the Empire, members of the College of Monarchs, members of the Council of Imperial Prince and Princesses and Citizens for Life to the Empire may cast ballots.⁵ Preprinted ballots will be used and write-in candidates shall not be allowed at anytime for any reason. Absentee ballots as defined in Section IV, #4, will be allowed. If a Board approved candidate for a particular position is running unopposed, the candidate will be elected according to a "Yes-No" vote. "Yes" votes must exceed the "No" votes.
 - c. An independent accounting and/or law firm as designated by the Board will tabulate ballots cast for the position of Emperor and Empress. For the position of Imperial Prince and Princess, ballots will be tabulated by the Board President, the Chancellor of the IPP Council (or a representative of the I.P.P. Council) and a member of the Board between the day of voting and the day of the function.
 - d. Prior to election for Emperor and Empress and Imperial Prince and Princess, the Board will cast a secret ballot, which will be used as a tiebreaker. The deliverance of this balloting will be the responsibility of at least two members of the Board as appointed by the President of the Board. They will deliver said results to the appropriate accounting designate for breaking said tie.
 - e. All persons counting the ballots must maintain confidentiality and shall not disclose the results before they are publicly announced at either the conclusion of the Coronation Ball or the Imperial Prince and Princess Ball.

408 **2. VOTING FOR THE GAY SEATTLES ~~AND KING/QUEEN OF THE SEAS~~**
409 **~~AND KING/QUEEN OF HEARTS~~**
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- a. Only those who file a formal application (as set in these guidelines) prior to the beginning of the appropriate function shall be permitted to run.
 - b. There shall be no write-in candidates permitted for positions that have a candidate.
 - c. If only one person runs for a position, then a yes-no vote will be tabulated. Positions that have no candidate shall have no write-in candidates permitted, unless approved by the Board.
 - d. Voting for these positions will take place at the location of the appropriate function between the hours designated by the Board.

- 424 e. Voting will be open to anyone in attendance, with paid admission.
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426 f. Tabulation of the ballots will be the responsibility of the Board President and
427 the Board. The ballots must be counted and verified by a minimum of three
428 Board members.
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430 g. Anyone counting the ballots must maintain confidentiality and not disclose
431 the results before they are publicly announced.
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433 3. CLOSET KING/QUEEN 434

- 435 a. A five member non-partisan panel shall judge The Closet Queen / King
436 pageant. Selection of this panel shall be the responsibility of the reigning
437 Monarchs and/or the Board.
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439 b. A ten (10) point system shall be used in three (3) categories. Each category
440 will be judged on a scale of one (1) to ten (10). All three categories being
441 totaled for a gross score, with the contestant with the highest gross total shall
442 be declared the Closet Ball King/Queen.
443
444 c. In the event of a tie the Board present shall vote by ballot to determine the
445 winner.
446
447 d. The three categories that the contestants will be judged in are:
448
449 1). **Before and After**
450 Judges are looking for the most change, originality, and presentation.
451 Both the sponsor and contestant must be present and on stage to be
452 judged in this category, or lose the points for this category.
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454 2). **Poise and Presentation**
455 Judges are looking for a contestant who is relaxed, has agility
456 in foot attire, and overall attention to detail.
457
458 3). **Question and Answer**
459 Judges are looking for confident, original answers. This is a person
460 who may be representing our organization in the coming years.
461
462 e. Each contestant and sponsor will have one (1) hour to complete the
463 transformation. Each contestant will be allowed to apply their own mascara
464 and eyeliner if they so desire.
465
466 f. Sponsors are required to help their candidate as needed. They are encouraged
467 to offer ideas and advice on outfits, presentation and other areas that will
468 benefit their candidate.
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470 g. Each candidate will be allowed only one sponsor for this event.
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472 **SECTION V – GENERAL COMMITTEES**
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474 Besides the standing Event Committees, as designated by the By-laws, (see Article 5, Section 2) the
475 following committees shall also exist:
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477 **A. ADVERTISING AND MARKETING COMMITTEE:**
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479 The committee shall consist of at least (1) one Board member, serving as Chairperson, and
480 should not exceed (4) four members as designated by the Board President.
481

- 482 **1.** This committee shall coordinate and approve all advertising and marketing materials
483 for the organization and its functions.
484
485 **2.** Coordinate and manage the ImperialCourtofSeattle.com and the
486 CourtofSeattle@yahoo.com web sites.
487

488 **B. SCHOLARSHIP COMMITTEE:**
489

490 This committee is chaired by the Vice-President of the Board and shall consist of three (3)
491 Board members and should not exceed more than five (5) members.
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- 493 **1.** is responsible for review of scholarship applications, and making recommendations
494 regarding scholarship awards.
495
496 **2.** follows the timeline that is presented in the Scholarship Committee Book and update
497 the document as required.
498

499 **C. OPERATING GUIDELINE & BY-LAW REVIEW COMMITTEE:**
500

501 This committee is given the responsibility of reviewing the Operating Guidelines and By-
502 Laws, as needed, to ensure consistency and compliance with each other and the Laws of
503 Washington State.
504

- 505 **1.** The committee will be chaired by the Vice-President, unless otherwise designated by
506 the President.
507
508 **2.** The committee will consist of no more than 7 members as drawn from the Board and
509 the general membership.
510
511 **3.** The committee shall recommend to the Board, at any Board meeting, any changes
512 that they deem necessary.
513
514 **4.** Any member of the Board can make a motion to change the Operating Guidelines
515 and By-Laws.
516
517 **5.** Any member of the general membership can make a motion to change the Operating
518 Guidelines and By-Laws by submitting the appropriate form, available on the Court

519 Website or from any Officer of the Board.

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- 521 6. The Board shall vote on the recommendations with a simple majority (50% + 1)
- 522 approval vote needed for passing.
- 523
- 524 7. So that the Officers and Board members have the most recent documentation of the
- 525 Operating Guidelines and By-Laws, the Vice-President or designee shall present the
- 526 written changes to the necessary documents, to all Board members present, at the
- 527 first Board meeting after they are approved.
- 528
- 529 8. The Moderator(s) of the Court's Website will be responsible for posting the required
- 530 changes within 30 days of their approval.
- 531
- 532 9. The chairperson of the committee will make quarterly reports to the general
- 533 membership at the appropriate court membership meeting.
- 534
- 535 a. With the exception of Financial and Business decisions of the Board, the
- 536 membership will be able to reject any changes that have been made.
- 537
- 538 b. Per the Operating Guidelines, the general membership can overturn any non
- 539 financial/business decision of the Board by a 2/3 majority vote of the
- 540 membership in good standing present at that meeting.
- 541

542 **D. MEDIATION:**

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544 This committee will be formed to provide a resource for the membership in problem solving.

545 The committee must be formed no later than 30 days from date of the alleged incident.

546

- 547 1. The committee shall consist of seven (7) members of the organization, including the
- 548 Board President, Dean of the College, Chancellor of the Council, two (2) Court
- 549 members in good standing (to be appointed by the reigning monarchs), and two (2)
- 550 Board members (to be appointed by the President or presiding officer).
- 551
- 552 2. This committee will have the responsibility of resolving issues requiring mediation
- 553 that may arise within the organization, assisting in finding quick and reasonable
- 554 solutions while providing an unbiased viewpoint.
- 555
- 556 3. The committee will use the By-Laws and Operating Guidelines to help in there
- 557 decision making process.
- 558
- 559 4. In a case where the committee feels that disciplinary action needs to be taken, the
- 560 matter will be referred to the Board.
- 561
- 562 5. This committee will meet only as directed by the President of the Board or two
- 563 Board Members.
- 564
- 565 6. Notification/request must be in the form of a written letter; either hand delivered or
- 566 sent USPS to a person who is allowed to call for the formation of the Mediation

567 Committee. E-mails and electronic transfer of information are not allowed and will
568 not be accepted.

569
570 If the person writing the letter is authorized to call for the formation of the Mediation
571 Committee, then the written notification must be sent to someone other than that
572 person.

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574 **E. FUNDRAISING AND PRODUCTION COMMITTEE**

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576 The committee shall consist of at least (1) one Board Member, serving as Chairperson, and
577 should not exceed (6) six members as designated by the Board President.

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579 1. This committee shall be responsible for overseeing, producing and/or assisting the
580 production of fundraising events (non-pageants, ball) throughout the year.
581
582 2. The committee shall manage, maintain and coordinate inventory of all property
583 located in Court Storage with the exception of Liquor supplies and Court Records.
584
585 3. Coordinate with the Board of Directors and the reigning Monarchs the Court
586 Calendar.
587
588 4. Order all yearly regalia needed for all Court Titles.
589

590 **F. FINANCE COMMITTEE:**

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592 1. This committee shall be chaired by the Treasurer and is to include a maximum of
593 two other Board Members and/or General Members.
594
595 2. It will be the responsibility of this committee to review and make recommendations
596 with regards to the Yearly Operating Budget for the Court and all Event Budgets
597 (with input from the Event Producers).
598

599 **G. AUDIT COMMITTEE:**

- 600
601 1. This committee shall review as necessary and make recommendations about the
602 overall financial outlook for the Court of Seattle.
603
604 2. This committee shall be chaired by the President of the Board and to include at least
605 two other members of the Board.
606
607 3. The Treasurer shall be allowed on this committee only as a non-voting member of
608 the committee.
609

610 **SECTION VI - TITLES**

611
612 The titles of Emperor and Empress of the Imperial Sovereign Court of Seattle and the Olympic &
613 Rainier Empire shall be under the exclusive control of the Board and may not be awarded or used

614 by any other region inside or outside of the Empire. Any other realm in the International Court
615 System shall not use the names “Olympia” for Empress and “Rainier” for Emperor. All other titles
616 noted in the operation guidelines shall also be under the exclusive control of the Board.
617
618

619 **Empress – Olympia**

620 **Emperor – Rainier**

621 **Imperial Princess**

622 **Imperial Prince**

623 **Mr. Gay Seattle**

624 **Miss Gay Seattle**

625 **Ms. Gay Seattle (retired title)**

626 **Queen of the Seas**

627 **King of the Seas**

628 **Queen of Hearts**

629 **King of Hearts**

630 **Closet Queen**

631 **Closet King**
632
633

634 **A. TITLE REQUIREMENTS:**

635
636 **1. EMPEROR AND EMPRESS AND IMPERIAL PRINCE AND PRINCESS**
637

638 **A. QUALIFICATION TO RUN**
639

- 640 1. Must be at least 21 years of age. Must have been a resident of the
641 Olympic and Rainier Empire for at least the past two (2) years, and have
642 been a member of this court for one (1) year prior to filing.
643
- 644 2. Be a Member in Good Standing
645
- 646 3. Not be a reigning titleholder in this or any other Empire
647
- 648 4. Must be a U.S. Citizen or have proof of legal resident status
649
- 650 5. Provide documentation as necessary to substantiate eligibility and
651 qualifications as set forth in this section

652 **B. APPLICATION REQUIREMENTS**
653

- 654 1. Pay a non-refundable filing fee, as determined by the Board of
655 Directors.
656
- 657 2. Complete an application and submit a Letter of Intent.
658 Additionally, if possible, provide the letter of Intent on a

⁸ Declaration of Olympia XXX – Feb 2001

- 659 computer disk in a text format).
- 660
- 661 3. Submit a photograph appropriately attired in the fashion
- 662 applicable to the office sought - with the full knowledge that
- 663 such photograph may be published in the media prior to
- 664 election. (Additionally, if possible, provide a copy of the
- 665 photo on a computer disk in jpg format).
- 666
- 667 4. Interview with the Board, including any past Emperor,
- 668 Empress and/or Imperial Prince or Princess, and receive their
- 669 approval. The Board may deny any person approval to run for
- 670 any reason. This denial is not subject to review by the general
- 671 membership.
- 672
- 673 a). the interviews shall not be open to the general
- 674 membership. However, if the candidate so requests,
- 675 they may have one person sit in on the interview. That
- 676 person will not be allowed to speak or take notes
- 677 unless directed by the Board.
- 678
- 679 5. The candidate shall acknowledge that: I have received and
- 680 read the current operating guidelines governing the office I am
- 681 applying for, and do hereby agree to follow said rules and
- 682 regulations during the campaign. I further understand that any
- 683 and all actions that are detrimental to this organization or the
- 684 other candidates will be just cause for removal, whether
- 685 discovered before or after the campaign begins, and will result
- 686 in immediate disqualification by the Board.
- 687
- 688 6. Shall be willing to provide the Board the information as to
- 689 how they will pay for the expenses incurred during their reign.
- 690

691 **C. CAMPAIGNING**

692

- 693 1. Campaigning prior to the official campaign period is grounds
- 694 for immediate disqualification from any race, (disqualification
- 695 shall be by majority Board vote).
- 696
- 697 2. Committee formation, planning, preparations, discussions,
- 698 verbal announcement of candidacy and requests for support
- 699 shall not be construed to be "campaigning" for the purposes of
- 700 this section.
- 701
- 702 3. Any verbal solicitation of a vote will be construed as
- 703 campaigning.
- 704
- 705 4. No buttons, pins, pens, key-chains, T-shirts, hats, posters,
- 706 flyers, or any other advertising gimmick or media shall be

- 707 permitted until the beginning of the official campaign period,
708 as determined by the Board and specified on the application
709 form.
- 710
- 711 5. Evidence of proper authorization of use of business or
712 company logos and or written endorsements will be required if
713 used on campaign materials.
- 714
- 715 6. Said authorization(s) will be given to the Secretary of the
716 Board.
- 717
- 718 7. Any candidate, due to conflict of interest, cannot use any
719 official court sponsors.
- 720
- 721 8. In a contested race, Board Members and members of the
722 Imperial Family, as defined in these Guidelines, are required
723 to remain neutral.
- 724
- 725 9. Campaigning shall be at least two (2) weeks, but no longer
726 than four (4) weeks in length, prior to Coronation/IPP Ball.
- 727
- 728 10. Each candidate will be allowed one (1) official function.
- 729
- 730 11. Approval of posters and material used during the campaign
731 must meet the approval of the Chairman of the Advertising
732 and Marketing Committee, prior to distribution.
- 733
- 734 12. Setting Campaign time line. The Board will set exact dates
735 for the beginning and ending dates.
- 736
- 737 13. No negative campaigning of any sort/type will be allowed.
738 Confirmation of such style of campaigning will result in
739 immediate disqualification of said candidacy.
- 740

741 **D. ATTENDANCE REQUIREMENTS**

742

743 They must attend all Court and Board meetings and maintain good
744 standing in the court.

745

- 746 1. The Reigning Emperor and Empress, and Imperial Prince and
747 Princess are required to attend the above mentioned events.
- 748
- 749 2. All official Coronation and Prince and Princess Ball related
750 events, including the announcement of candidates of all
751 titleholders.
- 752
- 753 3. Turnabout
- 754

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778
4. Empress Express
 5. All instate events relating to their titles.
 6. With regards to the Emperor/Empress, a minimum of eight International Court System events. The following are listed as suggestions:
 - a). San Francisco's Coronation
 - b). San Diego's Coronation
 - c). Salt Lake City's Coronation
 - d). Denver's Coronation
 - e). Portland's Coronation
 - f). Alaska's Coronation
 - g). Vancouver BC's Coronation
 - h). One of their Choosing

779 **E. FUNCTIONS TO PRODUCE**

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795
1. It is required, that the Monarchs host and plan at least two fundraisers during their year for which 50% of the proceeds will be designated for the Court General Fund and 50% designated for the Court Scholarship Fund.⁸
 2. The Prince and Princess shall be responsible for the planning, execution, and success of those Court functions as directed by the Monarchs. It is required, that they host and plan at least two fundraisers during their year for which 50% of the proceeds will be designated for the Court General Fund and 50% designated for the Court Scholarship Fund.⁹ They will also work with the new Monarchs in the planning and execution of the court entrance for San Francisco's Ball as required by the newly installed reign.

796 **F. GENERAL HOUSEKEEPING**

- 797
798
799
800
1. Coordination of the Court Calendar for the year with Fundraising and Production Committee and the Board.

⁹ Declaration of Olympia XXX – Feb 2001

801 2. Hold regular Imperial Family meetings at least quarterly.

802

803 **2. THE GAY SEATTLES, ~~HEARTS~~ AND SEAS**

804

805 **A. QUALIFICATIONS TO RUN**

806

807 1. Be eligible for membership in the Court

808

809 2. Not be a reigning titleholder in this or any other
810 Empire upon election.¹⁰

811

812 3. Provide such documentation as necessary to
813 substantiate eligibility and qualifications as set forth
814 in this section

815

816 4. Must join the Court within 30 days of ascension to
817 the title

818

819 **B. APPLICATION REQUIREMENTS**

820

821 1. Complete an application for the position of the Gay Seattles,
822 ~~Hearts~~ and or Seas and be a resident of the Empire.

823

824 2. Pay a non-refundable filing fee, as determined by the Board of
825 Directors

826

827 **C. ATTENDANCE**

828

829 1. Attend all Court Meetings, and maintain membership in good
830 standing in the court.

831

832 2. Represent the Organization at all official Court-sponsored,
833 Court-sanctioned, and Court-endorsed functions

834

835 **D. FUNCTIONS TO PRODUCE**

836

837 These titles shall be responsible for assisting in the planning,
838 execution, and success of those Court functions as requested by the
839 Monarchs. It is required that they host and plan at least two
840 fundraisers during their year for which 50% of the proceeds will be
841 designated for the Court General Fund and 50% designated for the
842 Court Scholarship Fund.¹¹

843

844 **3. CLOSET QUEEN AND KING**

845

¹¹ Declaration of Olympia XXX - Feb 2001

846 The Closet Queen and King pageant shall be a judged community contest,
847 with no commitment to join the Court unless the successful candidates
848 choose too. The only requirement is that they show up one (1) year later to
849 pass on the title. The planning and execution of the Closet Ball, sets, and
850 advertising will be the responsibility of the Court. The winners will receive a
851 prize to be determined by the Board

852
853 **A. QUALIFICATIONS TO RUN**

- 854 1. Not have executed drag before, with the exception of
855 Halloween and/or Turnabout
- 856 2. Candidates for Closet Queen and King must have a
857 sponsor who will prepare the contestant during the course of
858 the event.

859
860 **B. APPLICATION REQUIREMENTS**

861 Pay a non-refundable filing fee. The amount shall be determined by
862 the Board.

863
864 **C. ATTENDANCE**

865 Be present the following year for step down

866
867 **D. FUNCTIONS TO PRODUCE – none at this time**

868
869 **4. KING AND QUEEN OF HEARTS**

870 The King and Queen of Hearts contest shall be a fundraising contest, with no
871 commitment to join the Court unless the successful candidates choose to.
872 The winners will receive a prize to be determined by the Board

873
874 **A. QUALIFICATIONS TO RUN**

875 None at this time.

876
877 **B. APPLICATION REQUIREMENTS**

878 None at this time.

879
880 **C. ATTENDANCE**

881 None at this time.

882
883 **D. FUNCTIONS TO PRODUCE – none at this time**

884
885 **SECTION VII – BOARD REQUIRED EVENTS**

886
887 **A. OFFICIAL COURT SPONSORED FUNCTIONS**

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937
1. The Court-sponsored Functions, listed below, are those for which the total responsibility of planning, preparation, and execution belongs to the Court and the Board.
 2. Financial responsibility for these functions is borne totally by the Court, with all revenues derived from those functions becoming the assets of the Court, which is responsible for the concurrent liabilities.
 3. The Treasurer will ensure that a minimum of fifty-percent (50%) of net proceeds from the listed official Court-sponsored functions will go into the Court Scholarship Fund, unless agreed by the Board to be designated to another charity or the general fund.
 4. Participation in and attendance at these functions is requested of all Court members and reigning titleholders.
 5. The Board will ensure that all enumerated functions are planned and executed properly.
 6. The following events are the major revenue earners for which the Board has direct responsibility.
 7. The Board may suspend or combine any of the following functions, as they see fit

April	IPP Ball and Investiture.
May	The Closet Ball
June	IPP Ball shall be held during the first weekend in June.
July	The King and Queen of the Seas Pageant - held the last weekend of July or the first weekend of August.
September	The King and Queen of Hearts Pageant
November	The Gay Seattle Pageant
February	Coronation shall be held on President's Day Weekend, which is a three-day weekend, unless due to cost or other reasons, the Board shall be empowered to move the event to another weekend in February.
	The King and Queen of Hearts Fundraising contest will be held in February near Valentine's Day prior to Coronation.

¹⁴ Declaration of Olympia XXIX Rainier XXV - Feb 2000

938 **B. ADDITIONAL COURT FUNCTIONS**

- 939
- 940 1. The Court shall be required to seek and execute a monthly community outreach
- 941 project to balance out our commitment to community service.¹⁴
- 942
- 943 2. **DECEMBER:** The Court Christmas Show which is done jointly with the Knights of
- 944 Malta will be combined with the Bailey-Boushay Cabaret Show. Net proceeds will
- 945 be split 50%/50% between the two organizations. The Court's proceeds will be
- 946 donated (100%) to the Bailey-Boushay House.
- 947
- 948 3. The Emperor's Birthday Celebration shall be held as close to the
- 949 birthday of the Emperor as possible, and it shall be entitled "Turn-About" This
- 950 function shall be done at the discretion of the Emperor.
- 951
- 952 4. Empress Express may be held anytime at the discretion of the Empress.
- 953

954 *See Pageantry section for other events*

955

956

957 **SECTION VIII - DISCIPLINARY PROCEDURES**

958

959 **A. FINANCIAL REASONS**

960

961 **1. BOUNCED CHECK**

962

- 963 a. Within three days of the Treasurer receiving the bank's notification of a
- 964 check deposited without sufficient funds to cover it, the Treasurer shall
- 965 inform the member in writing (Certified Letter) of the situation, the total
- 966 amount due, any penalties associated with the bounced check and loss of
- 967 membership standing.
- 968
- 969 b. The Treasurer shall also copy the Board President and Secretary of said letter.
- 970
- 971 c. The letter shall be entered into the minutes at the next Board meeting.
- 972
- 973 d. The member shall have up to thirty days from the date of the letter
- 974 informing them of said check owed to repay the check amount and penalties
- 975 by means of a cashiers check or cash to the treasurer.
- 976
- 977 e. Upon payment within the thirty days, the member shall regain membership
- 978 standing.
- 979
- 980 f. Failure to repay by day thirty-one from the treasurers dated letter means that
- 981 the member tenders their resignation from the organization and
- 982 relinquishes/resigns any and all reigning court titles and/or board
- 983 membership.

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- g. The Treasurer shall inform the board of said resignation at the next board meeting and send a Certified Letter to the member stating what action has been taken.
- h. The board shall be required to approve such resignation.
- i. Resignation from the organization shall not relinquish the requirement of the person to repay the organization the money owed.

2. MONEY COLLECTED ON BEHALF OF THE ORGANIZATION

- a. Any member who collects money on behalf of the organization shall be required to turn over those receipts to the Treasurer no later than three days after the event or activity at an agreeable time and place. The Treasurer and member can arrange previously for a later date.
- b. A member shall be considered in arrears on day four following the event or previously agreed date.
- c. On the fourteenth day from the day of collection, failure by the member to turn over receipts shall mean that the member tenders their resignation from the organization and relinquishes/resigns any and all reigning court titles and/or board membership.
- d. The Treasurer shall inform the board of said resignation at the next board meeting and send a Certified Letter to the member stating what action has been taken.
- e. The Board shall be required to approve such resignation.
- f. Resignation from the organization shall not relinquish the requirement of the person to repay the organization the money owed.

3. ENCUMBERING THE ORGANIZATION WITH FINANCIAL OBLIGATION(S)

- a. Members may not encumber this organization with any financial obligation without the express permission of the Board.
- b. Members, who do so, shall be notified that such financial obligation is their personal responsibility in a certified letter from the Treasurer.
- c. The letter shall also denote the amount of financial obligation and the loss of membership standing.
- d. The Treasurer shall also copy the Board President and Secretary of said letter.

- 1032
1033 e. The letter shall be entered into the minutes at the next Board meeting.
1034
1035 f. The member shall become in arrears upon receipt of said letter. The member
1036 shall have thirty days, from the date of the letter, to personally pay the debt.
1037
1038 g. Upon payment within the thirty days, member shall regain membership
1039 standing.
1040
1041 h. Failure to repay by day thirty-one from the treasurers dated letter means that
1042 the member tenders their resignation from the organization and
1043 relinquishes/resigns any and all reigning court titles and/or board
1044 membership.
1045
1046 i. The Treasurer shall inform the board of said resignation at the next board
1047 meeting and send a Certified Letter to the member stating what action has
1048 been taken.
1049
1050 j. The board shall be required to approve such resignation.
1051
1052 k. Resignation from the organization shall not relinquish the requirement of the
1053 person to repay the organization the money owed.
1054

1055 **4. IMPROPER EXPENDITURE OF FUNDS**
1056

- 1057 a. From time to time, members may be given money to
1058 expend on varying activities within and on behalf of the organization.
1059
1060 b. The member given the money shall provide receipts for any
1061 and all funds expended and return any unused money to the treasurer.
1062
1063 c. The funds may only be spent for the items that have been approved by
1064 the Board and/or in the budget if appropriate.
1065
1066 d. Receipts and unused money must be turned in within 30 days of
1067 receipt of funds as documented by the Treasurer. Failure to turn in by
1068 day thirty-one will result in member being in arrears.
1069
1070 e. The Treasurer shall on day thirty-one notify the member in a certified
1071 letter that they have fifteen days turn in receipts and unused money
1072 and that they have lost their membership standing.
1073
1074 f. The Treasurer shall also copy the Board President and Secretary of
1075 said letter.
1076
1077 g. The letter shall be entered into the minutes at the next Board meeting.
1078
1079 i. Upon return of receipts and unused money totaling the amount given

1080 to the member by the treasurer by said date, the member shall regain
1081 their membership standing.

1082
1083 j. Failure to repay by day fifteen from the treasurers dated letter means
1084 that the member tenders their resignation from the organization and
1085 relinquishes/resigns any and all reigning court titles and/or board
1086 membership.

1087
1088 k. The Treasurer shall inform the board of said resignation at the next
1089 board meeting and send a Certified Letter to the member stating what
1090 action has been taken.

1091
1092 l. The Board shall be required to approve such resignation.

1093
1094 j. Resignation from the organization shall not relinquish the requirement
1095 of the person to repay the organization the money owed.

1096
1097 **5. APPEAL PROCESS**

1098
1099 Decisions regarding disciplinary action for financial reasons may be appealed for
1100 review to the general Membership. An appeal puts the disciplinary action in
1101 question on hold. Any action taken by or on behalf of the Board will be also be put
1102 on hold until resolved by the General Membership.

1103
1104 a. The member being disciplined has 15 days, from receipt of the above
1105 Certified Letter, to inform the Board President of their intent to appeal the
1106 decision to the General Membership.

1107
1108 b. The Board President shall then place the appeal on the Agenda of the General
1109 Meeting which shall meet the following criteria:

1110
1111 1. The meeting must not fall within 10 days from receipt of notice to
1112 appeal.

1113
1114 2. and shall not exceed 60 days from the notice to appeal.

1115
1116 c. At the General Membership meeting, the President or designated
1117 representative will address the issue with the General Membership. All
1118 pertinent testimony will be read aloud or provided in writing by the Board
1119 Secretary to the General Membership. An open discussion will follow
1120 utilizing the following format:

1121
1122 1. The individual making the appeal may speak for up to fifteen minutes.

1123
1124 2. Each member in good standing will be allowed to address the
1125 membership for no more than three minutes, unless a longer time is
1126 set at the discretion of the presiding officer.

1127

- 1128 3. Should Board members so desire, they will be allowed to speak or
 1129 question general members only for input for no more than 3 minutes
 1130 each, unless a longer time is set at the discretion of the presiding
 1131 officer.
 1132
- 1133 4. At the close of discussion the General Membership, including the
 1134 Board, will vote by secret Ballot.
 1135
- 1136 5. Only in the event of a tie will the presiding authority be allowed to
 1137 vote on any appeal before the general membership.
 1138
- 1139 6. A majority of the present members in good standing (50% + 1) must
 1140 decide to accept the appeal. The vote counts will be entered into the
 1141 next minutes of the Board.
 1142
- 1143 7. If the appeal is declined, disciplinary action shall continue as
 1144 previously started. If the General Membership accepts the appeal, the
 1145 member will regain his good standing, any court titles and/or Board
 1146 membership.
 1147
- 1148 8. A decision of the General Membership to accept the appeal will not
 1149 be implemented until such time as the monies have been repaid.
 1150

1151 **B. NON FINANCIAL REASONS**

1152

1153 **1. STARTING A DISCIPLINARY ACTION**

1154

- 1155 a. Mediation – any incident that a member believes rises to the level requiring
 1156 Disciplinary Action must first go through the process offered by the use of
 1157 the Mediation committee. This action will follow the guidelines given for the
 1158 Mediation Committee in Section V, Subsection D of this document.
 1159

1160 Should the parties involved not arrive at a mutually agreeable solution, then
 1161 either party has be ability to partition the Board for redress. They would then
 1162 follow the guidelines listed below.
 1163

1164 The Mediation Committee, itself, has the ability to refer the matter to the
 1165 entire Board, either for a solution or for actual Disciplinary Action.
 1166

- 1167 b. An Officer needs to receive a written request, from either parties involved or
 1168 from the Mediation Committee, within 30 days from the completion of the
 1169 work of the Mediation Committee. This letter must:
 1170

- 1171 1. Include a specific request for disciplinary action
 1172 2. Include all pertinent information and,
 1173
 1174 3. Must be presented one week prior to the Board meeting.
 1175

- 1176 c. The Officers must review letter and make determination if a problem exists.
1177
1178 d. E-mails and electronic transfer of the information are not allowed and will
1179 not be accepted.
1180
- 1181 2. If the Officers agree that a problem exists and before any individual can be
1182 disciplined the following must occur
1183
- 1184 a. The complaint information must be presented to the Board and the Board
1185 must agree by a majority vote that this complaint is valid and acted upon.
1186
- 1187 b. A written letter from the Board will be sent by the Secretary via registered
1188 mail – return receipt requested to the individual outlining the actions for
1189 which the individual may be subject to discipline.
1190
- 1191 c. The letter will contain the alleged misconduct and the date, time and place for
1192 the special fact finding meeting
1193
- 1194 3. A special Board fact-finding meeting shall be called.
1195
- 1196 a. This meeting shall be held at/on the date, time and place noted in the above letter.
1197
- 1198 b. This meeting shall be chaired by the President.
1199
- 1200 1. If the President is involved with the disciplinary action or is a witness,
1201 then the Vice-President will chair the meeting.
1202
- 1203 c. The Board will request the presence of any and all pertinent witnesses to the
1204 action allegation(s).
1205
- 1206 1. Each witness will be expected to provide a detailed written account of
1207 the allegations.
1208
- 1209 2. This account will be read by the writer (or the Board Secretary,
1210 should the writer not be able to attend the meeting) and a copy will be
1211 presented to the Secretary of the Board for recording in the minutes.
1212
- 1213 3. The witness may make a brief concise statement.
1214
- 1215 4. The person(s) whom the allegations have been made may make a
1216 brief, concise rebuttal of allegations.
1217
- 1218 5. The president will then ask for questions.
1219
- 1220 6. At the conclusion of the special meeting, the board will review
1221 testimony and decide, by vote, if allegations are justified. (Only
1222 Board members not involved or a witness to the incident will be
1223 allowed to vote on allegations).

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7. In the event that the allegations are found to be justified, the board shall decide what disciplinary action, if any, shall be taken. A majority of the present Board members allowed to vote (50% + 1) will be necessary to approve disciplinary actions.
 8. The process of notification of the individual(s) of the Board's decision shall be by the Secretary via Certified Letter – return receipt requested - to all parties concerned and the letter shall be recorded in the minutes of the next Board meeting.
 9. A person who has had disciplinary action taken against them by the Board may either accept the action the board has taken or may appeal the decision as noted in Section VIII, C, 5,

1239 **C. FORMS OF DISCIPLINE FOR NON-FINANCIAL REASONS**
1240

1241 These are by no means the only ways to discipline members. They will act as a guideline
1242 for the Board as to possible ways in which someone may be disciplined.
1243

- 1244 **1. REPRIMAND:** A verbal or written statement/warning as to the inappropriate
1245 behavior and a specific course of action.
1246
- a. The person who chaired the Board meeting in which the reprimand was
1247 decided should deliver the reprimand in private.
1248
 - b. Reprimands do not require a formal disciplinary process, and may be
1249 delivered as a result of a Board decision.
1250
 - c. Reprimands may fall outside of the standard disciplinary process.
1251
 - d. A verbal reprimand will be documented in writing and kept as part of the
1252 Court Records.
1253
- 1254
- 1255 **2. CENSURE:** A written reprimand for actions not befitting a member of our Court.
1256
1257
- a. will result in immediate loss of Membership in Good Standing.
1258
 - b. Good standing may be re-earned as stated in the letter of censure
1259
 - c. A letter of censure will be sent by the Secretary via registered mail – return
1260 receipt requested or hand delivered to the individual(s).
1261
 - d. It will be read aloud by the Court Secretary at the next regular court meeting,
1262 only after 10 business days after posting of registered letter or receivable of
1263 return receipt or verification of hand delivery
1264
- 1265
- 1266 **3. SUSPENSION OF TITLE – TEMPORARY:** If inappropriate behavior continues
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1268
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1271

- 1272 after a reprimand and/or censure, or if an incident is in itself serious enough, it may
1273 become necessary to temporarily suspend any position or awarded title.
1274
1275 a. Should this be the decision of the Board, they will determine an appropriate
1276 time period for the prescribed penalty, but shall not exceed one year.
1277
1278 b. The person being disciplined will be notified either by the Secretary via hand
1279 delivery or registered mail, return receipt requested.
1280
1281 c. During the period of time that the individual is suspended, they will not be
1282 considered a member in good standing.
1283
1284 d. If they are Board members, voting rights for that body will also be
1285 suspended.
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1287 e. A past or present titleholder will not be able to “walk” with their Court of
1288 Seattle title(s) for the duration of the time in question.
1289
1290 f. They will not be allowed to represent the Court of Seattle during that time for
1291 any reason whatsoever.
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1293 **4. REMOVAL OF RIGHTS AND PRIVILEGES OF ELECTED TITLES AND**
1294 **POSITIONS**

1295 **A. FORFEITURE OF TITLE OF BOARD POSITION**

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1298 1. This action will require a simple majority of the Board vote.
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1300 2. Membership in the organization may be maintained but the individual
1301 will not be considered to be in good standing.
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1303 3. The Board will determine the length of time that the disciplined
1304 member will not be in good standing, but shall not exceed one year.
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1306 4. The person being disciplined will be notified either by the Secretary
1307 via hand delivery or by registered mail, return receipt requested.
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1309 5. If the individual meets the standards for good standing on the last day
1310 of the stated period of suspended membership, they will immediately
1311 earn their membership in good standing status.
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1313 6. If they have not attended the appropriate number of meetings or their
1314 dues are not current, then they will have to earn their good standing,
1315 and voting privileges.
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1317 **B. TERMINATION OF MEMBERSHIP**

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1319 1. This disciplinary action requires the same simple majority vote.

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2. The person being disciplined will be notified either by the Secretary via hand delivery or by registered mail, return receipt requested.
 3. If an individual decides to reapply for membership after having been terminated, two court members who are in good standing shall sit before the Board to answer any relevant questions regarding their sponsorship.
 4. It will take a simple majority vote by the board before they will be allowed to rejoin the organization.

1332 **5. APPEAL OF DISCIPLINARY ACTION – NON FINANCIAL**

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1334 Board decision regarding disciplinary action may be appealed for review to the
1335 general membership.
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- a. The member being disciplined has 15 days, from receipt of the above Certified Letter, to inform the Board President (by written letter) of their intent to appeal the decision to the General Membership.
 - b. The Board President shall then place the appeal on the agenda of the general membership meeting which shall meet the following criteria:
 1. The meeting must not fall within 10 days from receipt of notice to appeal, and shall not exceed 60 days from notice.
 - c. **AT THE COURT MEETING OF APPEAL:**
 1. The president or designate will be given the opportunity to address this issue with the general membership.
 2. All pertinent testimony will be read aloud and provided in writing to the Board secretary for the general membership.
 3. The open discussion will utilize the following format:
 - a). The individual being disciplined may speak for up to fifteen minutes.
 - b). each member in good standing will be allowed to address the meeting for no more than three minutes.
 - c). should Board members so desire, they will be allowed to speak or question general members for input for no more than five minutes.
 4. Discussion will be closed and the Chair will entertain a motion for

- 1368 reinstatement.
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1370 a). Voting will be by secret ballot.
1371
1372 b). only in the event of a tie will the presiding authority be
1373 allowed a vote on any disciplinary action.
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1375 c). A majority of the present members in good standing (50% + 1)
1376 must decide to accept or reject the appeal.
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1378 5. The vote counts will be entered into the minutes at the next Board
1379 meeting.
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1381 6. If the appeal is declined, disciplinary action shall continue as
1382 previously started. If the General Membership accepts the appeal, the
1383 member will regain his good standing, any court titles and/or Board
1384 membership.
1385

1386 **D. SPECIAL PROVISION FOR ALL DISCIPLINARY ACTIONS**
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- 1388 1. No disciplinary action of any elected past titleholder (one who has successfully
1389 completed their year and stepped down), will permanently remove his or her title or
1390 number, with the exception of a convicted crime against this organization.
1391
1392 2. Additionally, lifetime membership shall not be permanently removed if given within
1393 these guidelines with the exception of a convicted crime against this organization.
1394
1395 3. Termination of membership, titles and positions and all rights and privileges of any
1396 titles from the organization shall be automatic with a conviction of a misdemeanor or
1397 felony crime against this organization.
1398
1399 4. This statement will remain true regardless of rank or position, and shall include all
1400 current general court members, the Board, reigning and past title holders, lifetime
1401 title holders and citizens for life.
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1403

1404 **SEE MEMBERSHIP AND PAGENTRY SECIONS OF THE OPERATING GUIDELINES**
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