

BUSINESS SECTION OPERATING GUIDELINES

MISSION STATEMENT

The Court of Seattle Organization dba The Imperial Sovereign Court of Seattle & the Olympic and Rainier Empire, Inc. is a 501©3 non-profit social/charitable organization. Our purpose is to provide funds and services to other non-profits within the communities of Seattle throughout King and Island counties. Our organization strives for acceptance and equality for all citizens erasing hate, denigration and degradation resulting in enhancements to our communities near and far.

SECTION I – BOARD OF DIRECTORS

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

B. ELECTIONS:

1. AT-LARGE MEMBERS

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

2. DIRECTLY ELECTED

A minimum six (6) positions shall be nominated to the board by their election (direct elected) as Reigning Rainier, Olympia, and a representative from the College of Monarchs.

3. ALTERNATES TO THE BOARD OF DIRECTORS

- a. Up to two (2) alternates may be nominated and elected from the General Membership to the Board.
- b. The Alternate Representative shall have full Board rights and responsibilities, except for voting.
- c. If any member should be absent (excused or unexcused) from any official meeting of the Board, the Alternate will fill that position and shall have the ability to vote on all matters that come to the attention of the Board during that meeting.
- d. If any at-large Board position becomes vacant for any reason, Alternate #1 will fill the remainder of that term. Alternate #2 will be elevated to the position of #1.

- e. A vote will be taken at the first meeting of the general membership, following elevation, to fill that Alternate's position.

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

C. QUALIFICATIONS:

1. All Board Members and Monarch candidates, upon completion of their application, whether elected or appointed will be subject to and required to pass a criminal background check. Any felony convictions may disqualify the applicant. This procedure will be the responsibility of the Treasurer.
2. A member must have been “in good standing”, as defined by the Operating Guidelines, for a minimum of six (6) months prior to nomination and must be a resident of the Empire as defined in the Pageantry and Membership sections of the Operating Guidelines.
3. Any past Seattle Monarch is eligible to hold a seat on the Board, regardless of residency, but must fulfill all other requirements.

D. TERM OF OFFICE:

1. The term of office for an At-Large Board member shall be for a period of two years or until a 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 Monarchs (direct elected board members), shall be for a period of one year from date of election or until their successor is elected and qualifies
4. The board members elected from the College of Monarchs shall have a term of one (1) year - from Coronation to Coronation.
5. If a Board member is elected to an officer position, they shall fulfill that position for one court calendar year.
6. In the event 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.
7. An At-Large member may be elected to consecutive terms.
8. Any Board Member who resigns their 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 - Membership Section of the Operating Guidelines – Section V).
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

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

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

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

SECTION II – BOARD OFFICERS

A. DESIGNATION OF OFFICERS:

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

B. ELECTION OF BOARD OFFICERS:

1. Officers can only be elected from the at-large members of the Board. Only voting members of the Board will be allowed to vote for the Officers.
2. The out-going President shall conduct the election.
3. Election shall be by a majority of the members of the Board present at that meeting. Voting (show of hands or ballot) shall be the decision of the Presiding Officer.

4. If there is no member of the Board willing to fill the positions of Vice-President, Secretary and/or Treasurer, the President may appoint a member “in good standing” to fill that position.
5. All appointed Officers shall be non-voting members of the Board unless that person is acting in the capacity of an Alternate and is allowed to vote during that particular meeting.

C. TERM OF OFFICE:

1. The term of office for an elected position shall be one (1) court calendar year.
2. An appointed officer’s position shall be at the pleasure of the President, not to exceed the term of the President who made the appointment.
3. An Officer of the Board may be elected to consecutive terms.

D. DUTIES AND RESPONSIBILITIES:

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.

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.

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.

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 Monarchs and past elected Imperial Princes and Princesses.
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 Rainier or Olympia are part of their application fee for that particular title and will last the length of that reign, not to exceed that Court's
6. s Calendar Year.

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

E. TICKETS:

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 free admission 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 admission 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.

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

G. SUPPORT OF THE GENERAL FUND:

1. Each member of the Board of Directors shall, in addition to any other requirements they may have within the corporation, raise a minimum of \$500 to be deposited into the General Fund.
2. A total of 40% of all funds raised from any Court-sponsored fundraiser shall be distributed to the Courts' separate funds as listed below:
 - 30% to the General Fund
 - 5% to the JC/Lady Greytop Scholarship Fund
 - 5% to the Scholarship Endowment Fund.
3. The minimum percentage can only be waived by a 2/3 approval vote by the Board present at any regular Board meeting. Any fee waived is for a one time only and must be approved by the Board for each event.

H. BOARD RESOLUTIONS:

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

I. DECLARATIONS:

1. All known and verifiable Declaration shall be reviewed each year, prior to Coronation by the Board.
2. Those Declarations reaching their ten (10) year anniversary shall be reviewed by the Board for continuation.
3. Any Declaration found in conflict with the Organization's By-Laws and/or Operating Guidelines can be voted null and void by the Board by a 2/3 approval vote and subsequently approved by a majority vote of the members in good standing at the next general Court meeting.

J. COURT MEMBERSHIP PINS:

1. It will be the duty of the Treasurer to order the Court Membership Pins in time for presentation to the membership at the first membership meeting in March.
2. It will also be the duty of the Treasurer to order all yearly regalia needed for all Court Titles.
3. It will be the responsibility of the Board to decide the various colors and finishes for each year. When possible, the candidates for Rainier and Olympia will be consulted for their input. The final decision will remain with the Board.
4. The pins will remain with the Treasurer to be handed out upon receipt of a member's yearly dues (renewal or new).
5. 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.

6. Citizens and Members for Life may request a pin for the current year from the Treasurer.

SECTION IV – VOTING FOR THE BOARD OF DIRECTORS

A. ELECTION COMMITTEE

1. The Board of Directors shall no later than November 15th call to order an election committee. This committee will include no less than 1 (one) member of the board to act as chair of the election committee, unless another person is appointed as chair by the election committee, and may consist of persons who are not members of the board (but who are members of the corporation)
2. Members of the election committee will be ineligible for nomination to the board of directors
3. The Election committee will be responsible for collecting information for, compiling, and distributing ballots for an election of the board.
4. The election committee chair will be responsible for reporting the results of the election to the board and membership

B. NOMINATIONS

1. All members in good standing by December 1st are eligible voters and may nominate any eligible member of the community for an at-large board position on the Board of Directors.
2. Any person eligible to serve on the board of directors per Section 1 § C of these operating guidelines by December first may be nominated for an at-large board position on the Board of Directors.
3. The Board of Directors shall, no later than December 1st, provide the election committee with a complete list of eligible voters within the corporation that includes names and email addresses
4. The election committee shall, via email, send a digital nomination ballot to all eligible voters and collect responses.
5. Any number of nominees may be submitted by any eligible voter.

C. ACCEPTANCE OF NOMINATIONS

1. All eligible members who have received a nomination will be contacted by the election committee to either accept or decline their nomination
2. Acceptance shall include a photo and short bio of the nominee to be included on the election ballot.

3. Acceptance of a nomination must be provided by January 20th. Any nominee who does not accept their nomination by January 20th will be considered as declining their nomination.

D. ELECTIONS

1. All members in good standing by February 1st are eligible voters and may cast a ballot during the elections for a-large members of Board of Directors.
2. The Board of Directors shall no later than February 1st provide the election committee with a complete list of eligible voters within the corporation that includes names and email addresses
3. The election committee shall place upon a ballot all nominees who have accepted their nomination and, via email, distribute a digital ballot to eligible voters on February 1st
4. Voters will select their choice for at-large members of the board of directors and may vote for as many nominees as there are positions on the board available for election.
5. The election will close on February 28th
6. The chair of the election committee will report the final results of the election to the board for acceptance and ratification at the first board meeting of the Corporation's calendar year.
7. Immediately upon acceptance and ratification of the election, newly elected board members will assume their position on the board.

SECTION V – VOTING DURING MEETINGS

A. APPROVAL FROM VOTING: Voting at all court meetings, be the Board or General Membership, will be only by members who are in good standing. All votes, unless otherwise directed by the Operating Guidelines and/or By-Laws, will require a 50% + 1 of the membership in good standing present at the meeting for approval.

B. VOTING BY CHAIRPERSON: Unless otherwise noted in the Operating Guidelines and/or By-Laws, the presiding officer at any meeting shall vote only in case of a tie.

SECTION VI - VOTING FOR IMPERIAL FAMILY POSITIONS

A. VOTING FOR MONARCHS

1. 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.

2. All residents of the Empire, as defined in the Membership Section (Section II) of the Operating Guidelines, members of the College of Monarchs, members of the Council of Imperial Prince and Princesses and Citizens for Life to the Empire and members in good standing may cast ballots
3. Preprinted ballots will be used and write-in candidates shall not be allowed at any time for any reason. 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.
4. An independent accounting and/or law firm as designated by the Board will tabulate ballots cast for the position of Rainier and Olympia.
5. Prior to election for Rainier and Olympia, 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.
6. All persons counting the ballots must maintain confidentiality and shall not disclose the results before they are publicly announced at the conclusion of Coronation Ball.

B. VOTING FOR THE GAY SEATTLES SEAS AND HEARTS

1. 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.
2. There shall be no write-in candidates permitted for positions that have a candidate.
3. 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.
4. Voting for these positions will take place at the location of the appropriate function between the hours designated by the Board.
5. Voting will be open to anyone in attendance, with paid admission.
6. Tabulation of the ballots will be the responsibility of the Board President and the Board. The ballots must be counted and verified by a minimum of three Board members.
7. Anyone counting the ballots must maintain confidentiality and not disclose the results before they are publicly announced.

SECTION VII – GENERAL COMMITTEES

In Addition to Standing Committees designated by the By-laws(Article 5, Section 2), the following committees shall also exist:

A. ADVERTISING AND MARKETING COMMITTEE:

The committee shall consist of at least (1) one Board member, serving as Chairperson, and should not exceed (4) four members as designated by the Board President.

1. This committee shall coordinate and approve all advertising and marketing materials for the organization and its functions. Additionally, the President and/or Vice President may approve any marketing materials.
2. Coordinate and manage the court website and all social media
3. As a general rule, all marketing and campaign materials should include the following:

Court Logo
Web Address
501© 3 indicator
Social Media Address

B. SCHOLARSHIP COMMITTEE:

This committee is chaired by the Vice-President of the Board and shall consist of three (3) Board members and should not exceed more than five (5) members.

1. The scholarship committee is responsible for review of scholarship applications, and making recommendations regarding scholarship awards.

C. OPERATING GUIDELINE & BY-LAW REVIEW COMMITTEE:

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

1. The committee will be chaired by the Vice-President, unless otherwise designated by the President.
2. The committee will consist of no more than (7) seven members as drawn from the Board and the general membership.
3. The committee shall recommend to the Board, at any Board meeting, any changes that they deem necessary.

4. Any member of the Board can make a motion to change the Operating Guidelines and By-Laws.
5. Any member of the general membership can make a motion to change the Operating Guidelines and By-Laws by submitting the appropriate form (See Membership Section), available on the Court Website
6. The Board shall vote on the recommendations with a simple majority (50% + 1) approval vote needed for passing.
7. So that the Officers and Board members have the most recent documentation of the Operating Guidelines and By-Laws, the Vice-President or designee shall present the written changes to the necessary documents, to all Board members present, at the first Board meeting after they are approved.
8. The Moderator(s) of the Court's Website will be responsible for posting the required changes within 30 days of their approval.
9. The chairperson of the committee will make reports to the general membership at the appropriate court membership meeting as needed.
 - a. With the exception of Financial and Business decisions of the Board, the membership will be able to reject any changes that have been made.
 - b. Per the Operating Guidelines, the general membership can overturn any non-financial/business decision of the Board by a 2/3 majority vote of the membership in good standing present at that meeting.

D. MEDIATION:

This committee will be formed to provide a resource for the membership in problem solving. The committee must be formed no later than 30 days from date of the alleged incident.

1. The committee shall consist of five (5) members of the organization, including the Board President, Dean of the College, two (2) Court members in good standing (to be appointed by the reigning monarchs), and one (1) Board member (to be appointed by the President or presiding officer).
2. This committee will have the responsibility of resolving issues requiring mediation that may arise within the organization, assisting in finding quick and reasonable solutions while providing an unbiased viewpoint.
3. The committee will use the By-Laws and Operating Guidelines to help in their decision-making process.
4. In a case where the committee feels that disciplinary action needs to be taken, the matter will be referred to the Board.

5. This committee will meet only as directed by the President of the Board or two Board Members.
6. Notification/request must be in the form of a written letter; either hand delivered, via email or sent USPS to a person who is allowed to call for the formation of the Mediation Committee.

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

E. FUNDRAISING AND PRODUCTION COMMITTEE

The committee shall consist of the Reigning Monarchs serving as Co-Chairs, and should not exceed (6) six members as designated by the Board President.

1. This committee shall be responsible for overseeing, producing and/or assisting the production of fundraising events (non-pageants, ball) throughout the year.
2. The committee shall manage, maintain and coordinate inventory of all property located in Court Storage with the exception of Liquor supplies and Court Records.
3. Coordinate with the Board of Directors and the reigning Monarchs the Court Calendar.

F. AUDIT COMMITTEE:

1. This committee shall review as necessary and make recommendations about the overall financial outlook for the Court of Seattle.
2. This committee shall be chaired by the President of the Board and to include at least two (2) other members of the Board.
3. The Treasurer shall be allowed on this committee only as a non-voting member of the committee.

SECTION VIII – TITLES

The titles of Rainier and Olympia of the Imperial Sovereign Court of Seattle and the Olympic & Rainier Empire shall be under the exclusive control of the Board and may not be awarded or used by any other region inside or outside of the Empire. Any other realm in the International Court System shall not use the names “Olympia” and “Rainier” for Monarchs. All other titles noted in the operation guidelines shall also be under the exclusive control of the Board.

The titles of Emperor, Empress, and Emprex are reserved for use within the monikers of Rainier and Olympia. The title of Rainier may use Emperor or Emprex within their moniker. The title of Olympia may use Empress or Emprex within their moniker.

Rainier

Olympia

Imperial Prince

Imperial Princess

Mr. Gay Seattle

Miss Gay Seattle

Ms. Gay Seattle

Mx. Gay Seattle

King of the Seas

Queen of the Seas

Supreme of the Seas

King of Hearts

Queen of Hearts

Supreme of Hearts

Duke of Puget Sound

Duchess of Puget Sound

Czar of Capital Hill

Czarina of Capital Hill

Marquise of Magnolia Bluff

Marquesa of Magnolia Bluff

Count of Queen Anne

Countess of Queen Anne

Closet Queen

Closet King

Closet Supreme

A. TITLE REQUIREMENTS:

1. MONARCHS

A. QUALIFICATION

1. Must be at least 21 years of age. Must have been a resident of the Olympic and Rainier Empire as defined in the Pageantry and Membership Sections of the Operating Guidelines for at least the past two (2) years and have been a member of this court for one (1) year prior to filing.
2. Be a Member in Good Standing
3. Not be a reigning titleholder in this or any other Empire
4. Must be a U.S. Citizen or have proof of legal resident status

5. Provide documentation as necessary to substantiate eligibility and qualifications as set forth in this section

B. APPLICATION REQUIREMENTS FOR MONARCHS

1. Pay a non-refundable filing fee, as determined by the Board of Directors.
2. Complete an application and submit a Letter of Intent. Additionally, if possible, provide the Letter of Intent in electronic format.
3. Submit a photograph appropriately attired in the fashion applicable to the office sought - with the full knowledge that such photograph may be published in the media prior to election. Additionally, if possible, provide a copy of the photo in an electronic format.
4. Interview with the Board, including any past Monarchs, and receive their approval. **The Board may deny any person approval to run for any reason.** This denial is not subject to review by the general membership.
 - a). the interviews shall not be open to the general membership.

However, if the candidate so requests, they may have one person sit in on the interview. That person will not be allowed to speak or take notes unless directed by the Board.
5. The candidate shall acknowledge that: I have received and read the current operating guidelines governing the office I am applying for, and do hereby agree to follow said rules and regulations during the campaign. I further understand that any and all actions that are detrimental to this organization or the other candidates will be just cause for removal, whether discovered before or after the campaign begins, and will result in immediate disqualification by the Board.
6. Shall be willing to provide the Board the information as to how they will pay for the expenses incurred during their reign.

C. CAMPAIGNING

1. Campaigning prior to the official campaign period is grounds for immediate disqualification from any race, (disqualification shall be by majority Board vote).
2. Committee formation, planning, preparations, discussions, verbal announcement of candidacy and requests for support shall not be construed to be "campaigning" for the purposes of this section.

3. Any verbal solicitation of a vote will be construed as campaigning.
4. No buttons, pins, pens, key-chains, T-shirts, hats, posters, flyers, or any other advertising gimmick or media shall be permitted until the beginning of the official campaign period, as determined by the Board and specified on the application form.
5. Evidence of proper authorization of use of business or company logos and or written endorsements will be required if used on campaign materials. Said authorization(s) will be given to the Secretary of the Board.
6. Any candidate, due to conflict of interest, cannot use any official court sponsors.
7. In a contested race, Board Members and members of the Imperial Family, as defined in these Guidelines, are required to remain neutral.
8. Campaigning shall be at least two (2) weeks, but no longer than four (4) weeks in length, prior to Coronation.
9. Each candidate shall have a minimum one (1) official fundraiser.
10. Approval of posters and material used during the campaign must meet the approval of the Chairman of the Advertising and Marketing Committee, prior to distribution.
11. The Board will set exact dates for the beginning and ending dates of the campaign.
12. No negative campaigning of any sort/type will be allowed. Confirmation of such style of campaigning will result in immediate disqualification of said candidacy.

D. ATTENDANCE REQUIREMENTS

Members must attend all Court and Board meetings and maintain good standing in the court.

1. The Reigning Monarchs, and Imperial Prince and Princess are required to attend the below mentioned events.
2. All official Coronation and Prince and Princess Ball related events, including the announcement of candidates.
3. Turnabout
4. Empress Express

5. All instate events relating to their titles.
6. With regards to the Monarchs, 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

E. FUNCTIONS TO PRODUCE

1. It is required, that each of the Monarchs host and plan at least two fundraisers during their year for which 40% of the proceeds will be designated as follows:
 - 30% for the Court General Fund
 - 5% designated for the Court Scholarship Fund
 - 5% designated for the Court Endowment Fund

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.

F. GENERAL HOUSEKEEPING

1. Coordination of the Court Calendar for the year as Co-Chairs of the Fundraising and Production Committee and the Board.
2. Hold regular Imperial Family meetings at least quarterly.

2. THE IMPERIAL PRINCE AND IMPERIAL PRINCESS

A. QUALIFICATION

1. Those being considered for the position of Imperial Prince and Imperial Princess must be: at least 21 years of age and a

resident of the Empire as defined in the Pageantry and Membership Sections of the Operating Guidelines, financially, morally and socially responsible. It is recommended that membership of the ISCSORE for one (1) year prior to their consideration and a member in good standing.

B. APPLICATION

2. There is no application process for the titles of Imperial Prince and Imperial Princess but all candidates being considered must be approved by the Board of Directors.

C. SELECTION PROCESS

1. The reigning Monarchs will submit a list of names (3 maximum for each title) of those being considered for the position of Imperial Prince and Imperial Princess at the March Board of Directors meeting.
2. The Board of Directors will review the list of potential appointees and approve or disapprove each individual being considered.
3. The Monarchs then may choose their Imperial Prince or Imperial Princess from the approved list.
4. The announcement of the Imperial Prince and Imperial Princess shall take place at the Investitures/Imperial Prince and Princess Ball in late March/early April.

D. CAMPAIGN

1. There is no campaign process.

E. DUTIES AND RESPONSIBILITIES

1. Represent the ISCSORE at local and out of town functions.
2. Support all worthwhile efforts by community organizations and individuals, which are consistent with the purpose of the ISCSORE as set out in the Bylaws and Operating Guidelines.
3. Be public relation agents of the ISCSORE, always maintaining the best possible public image.
4. At all times, attempt to nurture and maintain the unity of the community which the ISCSORE represents.

5. The Imperial Prince and Imperial Princess must maintain continuous membership in good standing and residency in the Empire during the length of their term of office.
6. Be an active participant at the functions within the ISCSORE.
7. The Imperial Prince and Imperial Princess are required to attend the following;
 - a). The President's Ball (Seattle Coronation)
 - b). Investitures/Imperial Prince and Princess Ball
 - c). Gay Seattle Pageant
 - d). Attend all Court Meetings (non-consecutive excused absences only)

F. ASSUMPTION OF OFFICE, REMOVAL AND VACANCY

1. The Imperial Prince and Princess take office upon elevation at the annual Investiture/Imperial Prince and Princess Ball and shall serve until the succeeding annual Investitures/Imperial Prince and Princess Ball, unless removed from office.
2. The Imperial Prince and Princess who fails to fulfill his/her responsibilities as outlined in this section of the Operating Guidelines or whose conduct seriously damages the image of the ISCSORE, shall be subject to removal by a majority vote of the Board of Directors at the duly convened meeting.
3. In the event of death, removal or resignation of the Imperial Prince or Princess, the Monarchs may nominate a successor who may be chosen as setout above, and who shall take office immediately upon approval by the Board of Directors.

G. INVESTITURES/IMPERIAL PRINCE AND PRINCESS BALL

1. The Imperial Prince and Princess shall work jointly with the newly elected Monarchs in the coordination of the joint Investitures/Imperial Prince and Princess Ball to be held in early April.
2. The Imperial Prince and Princess shall be limited to:
 - a). Limited to a maximum of three (3) requested performances each
 - b). One (1) joint requested performance

- c). Last walk performance to not exceed fifteen (15) minutes
3. The Imperial Prince and Princess shall be inducted into the Imperial Prince and Princess Council at the Prince and Princess Ball.

H. OTHER

1. Since the Imperial Prince and Princess are no longer elected, they shall not automatically receive a seat on the Board of Directors. They may be elected to an available Board Seat via the Board election process.

3. THE GAY SEATTLES/SEAS AND HEARTS

A. QUALIFICATIONS TO RUN

1. Be eligible for membership in the Court
2. Not be a reigning titleholder in this or any other Empire upon election.
3. Provide such documentation as necessary to substantiate eligibility and qualifications as set forth in this section
4. Must join the Court within 30 days of ascension to the title

B. APPLICATION REQUIREMENTS

1. Complete an application for the position of the Gay Seattle's, Seas or Hearts and be a resident of the Empire.
2. Pay a non-refundable filing fee, as determined by the Board of Directors

C. ATTENDANCE

1. Attend all Court Meetings and maintain membership in good standing in the court.
2. Represent the Organization at all official Court-sponsored, Court-sanctioned, and Court-endorsed functions

D. FUNCTIONS TO PRODUCE

E.

These titles shall be responsible for assisting in the planning, execution, and success of those Court functions as requested by the Monarchs. It is required that they host and plan at least two fundraisers during their year. It is required that 40% of the revenue for these fundraisers be designated as follows:

- 30% for the Court General Fund
- 5% designated for the Court Scholarship Fund
- 5% designated for the Court Endowment Fund

F. REGALIA

Crown(s), medallion(s) and sashes will be provided by the ISCSORE. If damaged or lost during the reign the titleholder will be responsible for repair or replacement of said regalia. All sashes are passed down regalia and cleaning of these sashes will be the responsibility of the titleholder.

One month (30 days) prior to stepdown, the titleholders will meet with the Board of Directors and discuss the reign and its successes and challenges faced. This will allow the Board to examine areas of mentorship and clarification. In addition, the Board will examine the passed down regalia for any cleaning or repair.

4. APPOINTED TITLES

A. PERPETUAL REGALIA - SASHES

Sashes will be provided by the ISCSORE for all appointed titles. If damaged or lost during the reign, the titleholder will be responsible for repair or replacement of said regalia. All sashes are passed down and cleaning of sashes will be the responsibility of the titleholder.

Duke/Duchess of Puget Sound: Appointed by the Monarchs; Approved by the Board of Directors

Responsibilities: Produce King/Queen of the Seas

These titles shall be responsible for the production of the King/Queen of the Seas pageant and one (1) additional fundraiser for charity. They may also assist in the planning, execution, and success of those Court functions as requested by the Monarchs. It is required that 40% of the revenue for these fundraisers be designated as follows:

- 30% for the Court General Fund
- 5% designated for the Court Scholarship Fund
- 5% designated for the Court Endowment Fund

Eligibility – proven ability to produce pageant(s)

Final performance at In-Town Show

Czar/Czarina of Capital Hill: Appointed by the Monarchs; Approved by the Board of Directors

Responsibilities: Produce King/Queen of Hearts

These titles shall be responsible for the production of the King/Queen of the Hearts pageant and one (1) additional fundraiser for charity. They may also assist in the planning, execution, and success of those Court functions as requested by the Monarchs. It is required that 40% of the revenue for these fundraisers be designated as follows:

- 30% for the Court General Fund
- 5% designated for the Court Scholarship Fund
- 5% designated for the Court Endowment Fund

Eligibility – proven ability to produce pageant(s)

Final performance at In-Town Show

Marquis/Marquise of Magnolia Bluff: Appointed by the Monarchs; Not approved by the Board of Directors

Responsibilities: produce two (2) successful fundraisers during the year

Eligibility – Prior line title holder (or Hearts/Seas).

Final performance at Announcement of Candidates

Count/Countess of Queen Anne: Appointed by the Monarchs; Not approved by the Board of Directors

Responsibilities: produce two (2) successful fundraisers during the year; one (1) to benefit the JC Lady Graytop Scholarship Fund; one (1) to benefit a charity of choice.

Final performance at Announcement of Candidates

4. CLOSET QUEEN, KING AND SUPREME

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

A. QUALIFICATIONS TO RUN

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

B. APPLICATION REQUIREMENTS

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

C. ATTENDANCE

Be present the following year for step down

D. FUNCTIONS TO PRODUCE – none at this time

- E.** Sashes will be provided by ISCSORE for Closet King and Queen. If damaged or lost during the reign, the titleholder will be responsible for repair or replacement of said regalia.

SECTION IX – BOARD REQUIRED EVENTS

A. OFFICIAL COURT SPONSORED FUNCTIONS

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 forty percent (40%) of net proceeds from the listed official Court-sponsored functions will be designated as such unless agreed by the Board to be designated to another charity or the general fund:
 - 30% for the Court General Fund
 - 5% designated for the Court Scholarship Fund
 - 5% designated for the Court Endowment Fund
4. The Board will ensure that all enumerated functions are planned and executed properly.
5. The following events are the major revenue earners for which the Board has direct responsibility.
6. The Board may suspend or combine any of the following functions, as they see fit

April	Investitures/IPP Ball.
May	Closet Ball
July/August	Gay Day at Wild Waves
July	King and Queen of the Seas Pageant - held the last weekend of July or the first weekend of August
September	King and Queen of Hearts Pageant
November	The Gay Seattle Pageant
December	Court Christmas Show (College of Monarchs)
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.

B. ADDITIONAL COURT FUNCTIONS

1. The Emperor's Birthday Celebration shall be held as close to the birthday of the Emperor as possible, and it shall be entitled "Turn-About" This function shall be done at the discretion of the Emperor.
2. Empress Express may be held anytime at the discretion of the Empress.

See Pageantry section for other events

SECTION VIII - DISCIPLINARY PROCEDURES

A. FINANCIAL REASONS

1. BOUNCED CHECK

- a. Within three days of the Treasurer receiving the bank's notification of a check deposited without sufficient funds to cover it, the Treasurer shall inform the member in writing (Certified Letter) of the situation, the total amount due, any penalties associated with the bounced check and loss of membership standing.
- b. The Treasurer shall also copy the Board President and Secretary of said letter.
- c. The letter shall be entered into the minutes at the next Board meeting.
- d. The member shall have up to thirty days from the date of the letter informing them of said check owed to repay the check amount and penalties by means of a cashier's check or cash to the treasurer.
- e. Upon payment within the thirty days, the member shall regain membership standing.
- f. Failure to repay by day thirty-one from the treasurers dated letter means that the member tenders their resignation from the organization and relinquishes/ resigns any and all reigning court titles and/or board membership.
- 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.
- e. The letter shall be entered into the minutes at the next Board meeting.
- f. The member shall become in arrears upon receipt of said letter. The member shall have thirty days, from the date of the letter, to personally pay the debt.
- g. Upon payment within the thirty days, member shall regain membership standing.
- h. Failure to repay by day thirty-one from the treasurers dated letter means that the member tenders their resignation from the organization and relinquishes/resigns any and all reigning court titles and/or board membership.
- i. 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.
- j. The board shall be required to approve such resignation.

- k. Resignation from the organization shall not relinquish the requirement of the person to repay the organization the money owed.

4. IMPROPER EXPENDITURE OF FUNDS

- a. From time to time, members may be given money to expend on varying activities within and on behalf of the organization.
- b. The member given the money shall provide receipts for any and all funds expended and return any unused money to the treasurer.
- c. The funds may only be spent for the items that have been approved by the Board and/or in the budget if appropriate.
- d. Receipts and unused money must be turned in within 30 days of receipt of funds as documented by the Treasurer. Failure to turn in by day thirty-one will result in member being in arrears.
- e. The Treasurer shall on day thirty-one notify the member in a certified letter that they have fifteen days to turn in receipts and unused money and that they have lost their membership standing.
- f. The Treasurer shall also copy the Board President and Secretary of said letter.
- g. The letter shall be entered into the minutes at the next Board meeting.
- i. Upon return of receipts and unused money totaling the amount given to the member by the treasurer by said date, the member shall regain their membership standing.
- j. Failure to repay by day fifteen from the treasurer's dated letter means that the member tenders their resignation from the organization and relinquishes/resigns any and all reigning court titles and/or board membership.
- k. 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.
- l. The Board shall be required to approve such resignation.
- j. Resignation from the organization shall not relinquish the requirement of the person to repay the organization the money owed.

5. APPEAL PROCESS

Decisions regarding disciplinary action for financial reasons may be appealed for review to the general Membership. An appeal puts the disciplinary action in question

on hold. Any action taken by or on behalf of the Board will be also be put on hold until resolved by the General Membership.

- a. The member being disciplined has 15 days, from receipt of the above Certified Letter, to inform the Board President 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 Meeting which shall meet the following criteria:
 1. The meeting must not fall within 10 days from receipt of notice to appeal.
 2. and shall not exceed 60 days from the notice to appeal.
- c. At the General Membership meeting, the President or designated representative will address the issue with the General Membership. All pertinent testimony will be read aloud or provided in writing by the Board Secretary to the General Membership. An open discussion will follow utilizing the following format:
 1. The individual making the appeal may speak for up to fifteen minutes.
 2. Each member in good standing will be allowed to address the membership for no more than three minutes, unless a longer time is set at the discretion of the presiding officer.
 3. Should Board members so desire, they will be allowed to speak or question general members only for input for no more than 3 minutes each, unless a longer time is set at the discretion of the presiding officer.
 4. At the close of discussion, the General Membership, including the Board, will vote by secret Ballot.
 5. Only in the event of a tie will the presiding authority be allowed to vote on any appeal before the general membership.
 6. A majority of the present members in good standing (50% + 1) must decide to accept the appeal. The vote counts will be entered into the next minutes of the Board.
 7. If the appeal is declined, disciplinary action shall continue as previously started. If the General Membership accepts the appeal, the member will regain his good standing, any court titles and/or Board membership.

8. A decision of the General Membership to accept the appeal will not be implemented until such time as the monies have been repaid.

B. NON-FINANCIAL REASONS

1. STARTING A DISCIPLINARY ACTION

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

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

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

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

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

- c. The Officers must review letter and make determination if a problem exists.
- d. E-mails and electronic transfer of the information are not allowed and will not be accepted.

2. If the Officers agree that a problem exists and before any individual can be disciplined the following must occur

- a. The complaint information must be presented to the Board and the Board must agree by a majority vote that this complaint is valid and acted upon.
- b. A written letter from the Board will be sent by the Secretary via registered mail – return receipt requested to the individual outlining the actions for which the individual may be subject to discipline.
- c. The letter will contain the alleged misconduct and the date, time and place for the special fact-finding meeting

3. A special Board fact-finding meeting shall be called.
 - a. This meeting shall be held at/on the date, time and place noted in the above letter.
 - b. This meeting shall be chaired by the President.
 1. If the President is involved with the disciplinary action or is a witness, then the Vice-President will chair the meeting.
 - c. The Board will request the presence of any and all pertinent witnesses to the action allegation(s).
 1. Each witness will be expected to provide a detailed written account of the allegations.
 2. This account will be read by the writer (or the Board Secretary, should the writer not be able to attend the meeting) and a copy will be presented to the Secretary of the Board for recording in the minutes.
 3. The witness may make a brief concise statement.
 4. The person(s) whom the allegations have been made may make a brief, concise rebuttal of allegations.
 5. The president will then ask for questions.
 6. At the conclusion of the special meeting, the board will review testimony and decide, by vote, if allegations are justified. (Only Board members not involved or a witness to the incident will be allowed to vote on allegations).
 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,

C. FORMS OF DISCIPLINE FOR NON-FINANCIAL REASONS

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

1. **REPRIMAND:** A verbal or written statement/warning as to the inappropriate behavior and a specific course of action.
 - a. The person who chaired the Board meeting in which the reprimand was decided should deliver the reprimand in private.
 - b. Reprimands do not require a formal disciplinary process, and may be delivered as a result of a Board decision.
 - c. Reprimands may fall outside of the standard disciplinary process.
 - d. A verbal reprimand will be documented in writing and kept as part of the Court Records.

2. **CENSURE:** A written reprimand for actions not befitting a member of our Court.
 - a. will result in immediate loss of Membership in Good Standing.
 - b. Good standing may be re-earned as stated in the letter of censure
 - c. A letter of censure will be sent by the Secretary via registered mail – return receipt requested or hand delivered to the individual(s).
 - d. It will be read aloud by the Court Secretary at the next regular court meeting, only after 10 business days after posting of registered letter or receipt of return receipt or verification of hand delivery

3. **SUSPENSION OF TITLE – TEMPORARY:** If inappropriate behavior continues after a reprimand and/or censure, or if an incident is in itself serious enough, it may become necessary to temporarily suspend any position or awarded title.
 - a. Should this be the decision of the Board, they will determine an appropriate time period for the prescribed penalty, but shall not exceed one year.
 - b. The person being disciplined will be notified either by the Secretary via hand delivery or registered mail, return receipt requested.
 - c. During the period of time that the individual is suspended, they will not be considered a member in good standing.
 - d. If they are Board members, voting rights for that body will also be suspended.

- e. A past or present titleholder will not be able to “walk” with their Court of Seattle title(s) for the duration of the time in question.
- f. They will not be allowed to represent the Court of Seattle during that time for any reason whatsoever.

4. REMOVAL OF RIGHTS AND PRIVILEGES OF ELECTED TITLES AND POSITIONS

A. FORFEITURE OF TITLE OF BOARD POSITION

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

B. TERMINATION OF MEMBERSHIP

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

5. APPEAL OF DISCIPLINARY ACTION – NON-FINANCIAL

Board decision regarding disciplinary action may be appealed for review to the general membership.

- 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.

A. 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 reinstatement.
 - a). Voting will be by secret ballot.
 - b). only in the event of a tie will the presiding authority be allowed a vote on any disciplinary action.
 - c). A majority of the present members in good standing (50% + 1) must decide to accept or reject the appeal.

5. The vote counts will be entered into the minutes at the next Board meeting.
6. If the appeal is declined, disciplinary action shall continue as previously started. If the General Membership accepts the appeal, the member will regain his good standing, any court titles and/or Board membership.

D. SPECIAL PROVISION FOR ALL DISCIPLINARY ACTIONS

1. No disciplinary action of any elected past titleholder (one who has successfully completed their year and stepped down), will permanently remove their title or number, with the exception of a convicted crime against this organization.
2. Additionally, lifetime membership shall not be permanently removed if given within these guidelines with the exception of a convicted crime against this organization.
3. Termination of membership, titles and positions and all rights and privileges of any titles from the organization shall be automatic with a conviction of a misdemeanor or felony crime against this organization.
4. This statement will remain true regardless of rank or position, and shall include all current general court members, the Board, reigning and past title holders, lifetime title holders and citizens for life.

F. Non-Discrimination/Anti-Harassment Policy and Complaint Procedure

The Imperial Court of Seattle (ISCSORE, Inc.) is a not-for-profit 501(c)(3) Public Benefit Corporation in the State of Washington that hosts and participates in a variety of entertainment and educational events, and activities to raise monies, which support the causes of other diverse community-based charitable organizations that do not discriminate based upon race, age, gender, sexual orientation, religion or ethnic background. Our purpose is to collect charitable contributions from individuals and organizations, to distribute those contributions to other not-for-profit 501(c)(3) public benefit charitable organizations, and to have fun while doing it. Our intent is to allow membership to any individual or organization. Though our primary membership is drawn from the LGBT culture we believe everyone has the right of inclusion and the desire to help their community.

The ISCSORE, Inc. is committed to a friendly, social, collaborative, charitable environment in which all individuals are treated with respect and dignity. Each individual, all ISCSORE, Inc. members, monarchs, titleholders, imperial family members, contractors, and designated representatives has the right to participate in a professional atmosphere that promotes equal opportunities and prohibits unlawful discriminatory practices, including harassment with any ISCSORE, Inc. sponsored events or event affiliated with ISCSORE, Inc. Therefore, The Imperial Court of Seattle, Inc. (ISCSORE, Inc.) expects that all relationships among persons in the organizations will be highly respectful and free of bias, prejudice and harassment.

Non-Discrimination & Equal Opportunity

It is the policy of The Imperial Court of Seattle, Inc. (ISCSORE, Inc.) to ensure equal opportunity without discrimination or harassment on the basis of race, color, religion, creed, national origin, ancestry, disability, gender, sexual orientation, transgender, gender identity, age, social economic status, marital status, disability, veteran or draft status; or any other characteristic protected by federal, state or local laws. The Imperial Court of Seattle, Inc. (ISCSORE, Inc.) prohibits any such discrimination or harassment. Retaliation is also prohibited. The Imperial Court of Seattle, Inc. (ISCSORE, Inc.) encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of The Imperial Court of Seattle, Inc. (ISCSORE, Inc.) to promptly and thoroughly investigate such reports. The Imperial Court of Seattle, Inc. (ISCSORE, Inc.) prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.

Definitions of Harassment

1. Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, sexual harassment is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or
2. Physical conduct of a sexual nature when, for example: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's membership; (2) submission to or rejection of such conduct by an individual is used as the basis for making eligibility or a decision affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's participation in the organization or creating an intimidating, hostile or offensive working environment. Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; and other physical, verbal or visual conduct of an unwanted sexual nature.
3. Harassment on the basis of any other protected characteristic also is strictly prohibited. Under this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, creed, national origin, ancestry, disability, gender, sexual orientation, transgender, gender identity, age, social-economic status, ancestry, marital status, disability, veteran or draft status; or any other characteristic protected by federal, state or local laws or that of his/her relatives, friends or associates, and that: (i) has the purpose or effect of creating an intimidating, hostile or offensive professional and courteous environment; (ii) has the purpose or effect of unreasonably interfering with an individual's work and performance for the organization, or (iii) otherwise adversely affects an individual's ability to fully participate in the ISCSORE, Inc. organization. Individuals and Conduct Covered These policies apply to each individual, all ISCSORE,

Inc. members, monarchs, titleholders, imperial family members, contractors, and designated representatives, whether related to conduct engaged in by fellow ICSF Inc. members or by someone not directly connected to The Imperial Court of Seattle, Inc. (ISCSORE, Inc.) (e.g. an outside vendor, consultant or customer or community member). Conduct prohibited by these policies is unacceptable at any ISCSORE, Inc. sponsored event or any event affiliated with ISCSORE, Inc. including meeting locations, this also includes any event-related setting outside the organization, such as during road trips, business meetings, coronations, fundraising activities and other social events.

Reporting an Incident of Harassment, Discrimination or Retaliation

The Imperial Court of Seattle, Inc. (ISCSORE, Inc.) encourages reporting of all perceived incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position in the organization. Individuals who believe that they have been the victim of such conduct should discuss their concerns with The Imperial Court of Seattle, Inc. (ISCSORE, Inc.) Board of Directors and complete an incident report; a detailed accounting of the incident within forty-five (45) days. See the Complaint Procedure described in the next section. In addition, The Imperial Court of Seattle, Inc. (ISCSORE, Inc.) encourages individuals who believe they are being subjected to such conduct promptly to advise the offender that their behavior is unwelcome and request that it be discontinued immediately. Often this action alone will resolve the problem. The Imperial Court of Seattle, Inc. (ISCSORE, Inc.) recognizes, however, that an individual may prefer to pursue the matter through an ISCSORE, Inc. formal complaint procedure.

ISCSORE, Inc. shall adhere to the By-Laws and Codes of Conduct that describes the due process and procedure for such violations of the Non-Discrimination Harassment and Retaliation Policy.

Complaint Procedure

Individuals who believe they have been the victims of conduct prohibited by this policy statement or believe they have witnessed such conduct should discuss their concerns with the any Board Member. The Imperial Court of Seattle, Inc. (ISCSORE, Inc.) encourages the prompt reporting (within 45 days) of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. Therefore, the 45-day reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment and discrimination. Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action. Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed. Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately. Responsive action may include, for example, training, referral to counseling and/or disciplinary action such as warnings, reprimands, temporary or permanent withdrawal of titles, censure, member suspension or

termination of membership, as The Imperial Court of Seattle, Inc. (ISCSORE, Inc.) believes appropriate under the circumstances.

Notwithstanding, ISCSORE, Inc., independent due process to remedy violation(s) of the Non-Discrimination Policy or prevent any future violation(s) of the Non-Discrimination Policy, the complainant may also choose to exercise his/her rights under federal state, or local non-discrimination laws to resolve their reported complainant or alleged violation(s) of discrimination or harassment. False and malicious complaints of harassment, discrimination or retaliation (as opposed to complaints that, even if erroneous, are made in good faith) may be the subject of appropriate disciplinary action.

Conclusion

The Imperial Court of Seattle, Inc. (ISCSORE, Inc.) has developed this policy to ensure that each individual, all ISCSORE, Inc. members, monarchs, titleholders, imperial family members, contractors, and designated representatives can participate in an environment free from unlawful harassment, discrimination and retaliation. The Imperial Court of Seattle, Inc. (ISCSORE, Inc.) will make every reasonable effort to ensure that all concerned are familiar with these policies and aware that any complaint in violation of such policies will be investigated and resolved appropriately. Any member who has any questions or concerns about these policies should talk with any member of the Board of Directors of The Imperial Court of Seattle, Inc. (ISCSORE, Inc.)

Finally, these policies should not, and may not, be used as a basis for excluding or separating individuals of a particular race, color, religion, creed, national origin, ancestry, disability, gender, sexual orientation, transgender, gender identity, age, social-economic status, ancestry, marital status, disability, veteran or draft status; or any other characteristic protected by federal, state or local laws, from participating in business or work-related social activities or discussions. In other words, no one should make the mistake of engaging in discrimination or exclusion in order to avoid allegations of harassment. The law and the policies of The Imperial Court of Seattle, Inc. (ISCSORE, Inc.) prohibit disparate treatment on the basis of sex or any other protected characteristic, with regard to terms, conditions, privileges and prerequisites of membership. The prohibitions against harassment, discrimination and retaliation are intended to complement and further those policies, not to form the basis of an exception to them. Terms Claimant for the purpose of this policy only means that allegation of a violation of discrimination, harassment or retaliation. Respondent for the purpose of this policy only means that an allegation has been reported for a violation of discrimination, harassment and/or retaliation and an investigation has been opened.

RATIFICATION

The Business Section of the Operating Guidelines of the Imperial Sovereign Court of Seattle; the Olympic and Rainier Empire, Inc. were duly ratified by a majority vote of the General Membership meeting on January 9, 2019 at Pantages House, in the city of Seattle county of King, State of Washington.