



THE IMPERIAL COURT OF NEW YORK
Policies, Procedures,
and
“General Things You Should Know”
Manual

Table of Contents

- A Brief History of the Imperial Court

- 1. By-Laws
- 2. New Members
- 3. Membership: Titles and Elevations
- 4. Inappropriate Behavior/Code of Conduct/Social Media
 - a. Do's and Don'ts for Social Media
 - b. ICNY Social Media Policy
- 5. Code of Conduct
- 6. Use and Privilege of Roster
- 7. Information: Newsletter
- 8. Fundraising
- 9. Signing Up For Events/Fundraisers
- 10. Producing Events
- 11. Event: Hearts & Voices
- 12. Event: The Heritage Of Pride Parade And Float
- 13. Protocol/Minister of Protocol
- 14. Events: Out of Town
- 15. Membership: Voting
- 16. Running For An Elected Officer Position
- 17. Running For Position of Emperor or Empress
- 18. Ladies In Waiting and Aide-de-Camps
- 19. Societies and Family Titles
- 20. Night of a Thousand Gowns
- 21. Dowagers and College of Monarchs
- 22. Financial Obligations

HISTORY OF THE COURT

In 1964, singer/performer/female impersonator/social and political activist, Jose Sarria was invited to attend The Tavern Guild's Ball – a social and fundraising event in San Francisco. After being declared “Queen of the Ball” at this event, Jose decided “they couldn't make me queen; I was always the queen, so I declared myself Empress Jose the First!” Thus, the Royal Court System has begun; evenings of fundraising that would include fabulous gowns, big hair, jewelry, elaborate make-up, and titles. This system raises money for various causes and charities through drag performances and events. As the Court System grew to what it is today – 70 chapters and growing throughout the United States, Canada, and Mexico – so has the line of succession and the heirs apparent to the throne. The Imperial Court of New York, Inc. (ICNY) was formed in 1986, recently celebrating its 29th Anniversary. The ICNY has a number of Brother and Sister Courts that we “watch over” and assist. You can find out more about the beginning of the Court System by reading *The Empress Is a Man, Stories from the Life of Jose Sarria* by Michael R. Gorman, BA, MA. You can also visit the ICNY website at <http://www.icny.org/> - where you will find information on what is happening with the Imperial Court of New York – as well as links to the other Courts in the system and their websites. The ICNY, a 501 c (3), has raised over a million dollars for its beneficiaries; we invite you to join us in this endeavor. After 43 years as leader and founder of the Court System, The Widow Norton, Empress I Jose, stepped down and transferred her powers and responsibilities to Queen Mother of the Americas – Empress Nicole the Great – Executive Director and International Spokesperson of the International Court System. In August of 2013, The Widow Norton, Empress I Jose passed away at the age of 91, but through us, her legacy lives on.

1. By Laws

- A. The By-Laws are the official rules and regulations that govern the Imperial Court of New York. Created for and amended by the voting membership. In the by-laws, you will find information on the Board of Directors and Offices positions held and their requirements for fulfillment. Also, other laws and requirements you need to know to be a member in good standing, such as, member's rights and responsibilities.

2. New Members

- A. You must be 18 years or older to join the Imperial Court of New York. Upon joining the ICNY, a membership fee will need to be paid – if joining at the September meeting, this charge will be \$60.00 for 12 months of membership. If joining in any other month, a prorated fee will be charged based on \$5.00 per month from date joining through the next annual September meeting where all members pay a \$50.00 annual membership due.
- B. When you join for the first time, you will be given a Welcome Package by the Vice President. In this package you will find: an ICNY Roster, the By-Laws, this Policy and Procedure Manual, a tri-fold Ball Journal Brochure, and a copy of the Herald Report; or an online version of all of the above. As new members, you will be expected to attend the monthly membership meetings that are currently held the first Wednesday of the month at 7:30 PM. At your first meeting, you will be expected to pick a gender and a name that you will like to be addressed by. You will automatically be given the title of Lord or Lady in accordance to your chosen gender. As a member of the Imperial Court family, you will be expected to represent and participate in ICNY fundraisers and sponsored community events. You will be expected to solicit – by participation in – fundraising gifts for our events and obtaining sponsors for our benefits. Most importantly, as a member, you will be expected to help produce, participate in, and attend the ICNY's largest fundraiser – Night of a Thousand Gowns; more on this event later.

3. Membership – Titles and Elevations

Within the membership of the Imperial Court of New York, the titles in order are:

- A. Lord and Lady: Automatic when you join
- B. Baron and Baroness: Automatic elevation after one year as a member in good standing
- C. Viscount and Viscountess
- D. Count and Countess
- E. Marquis and Marchioness
- F. (H.G) His Grace Duke and Her Grace Duchess
- G. (H.G) His Grace Grand Duke and Her Grace Grand Duchess
- H. (H.H) His Highness Prince and Her Highness Princess
- I. (H.R.H) His Royal Highness Prince Royal and Her Royal Highness Princess Royale
- J. (I.C.P.R) Imperial Crown Prince and Princess Royale: Elected incoming monarchs
- K. (T/H.M.I.S.M) Their/His/Her Most Imperial Sovereign Majesties/Majesty Emperor and Empress: Elected/Reigning Monarchs
- L. (H.I.M) His /Her Imperial Majesty Emperor and Empress: Past Monarchs

After one year of service, all members (Lords and Ladies) in good standing are automatically elevated to the ranks of Baron and Baroness; all other elevations are earned by the membership through their volunteer efforts except for the elected titles of Emperor and Empress. All elevations are bestowed by the Reigning Monarchs except for the elected titles. All elevations must be approved by the Board of Directors. Elevations are usually bestowed at the Holiday Party, Investitures, Meet the Candidates Event, and the Wednesday general membership meetings (if member is absent from other events). Elevations are a privilege and need to be earned by committed members and should be given at a formal event.

Honorary titles of Knighthood and Damehoods are bestowed by the Reigning Monarchs to non-court members and must also be approved by the Board of Directors. Noblesse de Robes titles may be acquired by non-court members at NOATG for a fee; guests that have purchased titles are not considered members of the Court. Official name tags with your court name and title can be purchased from the Vice President. *NOTE: Court names and gender can only be changed once a year – at the September meeting only.*

4. Inappropriate Behavior

The Imperial Court of New York is above all a volunteer social and fundraising organization. These are all considered inappropriate behavior and will be reviewed by the Board of Directors and may result in a reprimand, suspension, removal, and/or revocation of your membership.

- A. Public slander(verbal) or libel(written) against any member of the Imperial Court System
- B. Posting confidential or inappropriate information about ICNY or the ICS on social media sites
- C. Disorderly conduct at Imperial Court functions
- D. Stealing
- E. Writing bad checks/impropriation of funds
- F. Being a continual no show/no call at events
- G. Verbal, physical, public, and/or via social media fighting/abuse/bullying
- H. Displays of intoxication or substance abuse at public or private event
- I. Representing the ICNY without permission (such as to the press)
- J. Using your ICNY name to promote yourself at Court and Non-Court events for personal financial gain or promotion within your employment

4a.

DO'S and DON'TS OF SOCIAL MEDIA

DO's

DO “like” ICNY on all of our social media platforms and feel free to share content from our pages with your own social networks – it’s the only way our message will go viral!

DO think of how social media can be integrated into your efforts for the Court and can help with your events

DO be transparent when you are discussing ICNY sponsors, beneficiaries, or fellow members online.

Please disclose your connection to ICNY and please state clearly that you are commenting as an individual, not on behalf of ICNY – we recommend using this language – “The views expressed are my own and not on behalf of ICNY.”

DO abide by all copyright and fair use laws.

DO keep in mind that content published on line is available publicly for a long time, if not forever. If you post it – understand that you are accountable for it and anything posted online can be shared or sent around via email.

DO think before you post. Be smart and always think of possible consequences of posts and comments

DO show proper consideration for the privacy of others and avoid inflammatory or objectionable topics. Exercise common sense when engaging online.

DO correct mistakes if you make them. Treat anything you post online as a journalist would. Provide support for your arguments and back them up with information when you can. If you make a mistake – own up to it and apologize.

DO take your personal discussions to private message areas or off social media sites entirely. Remember that our beneficiaries, sponsors, and other members are reading our site too. Your private argument conducted in public will reflect badly on the organization.

DON'Ts

DO NOT violate confidentiality rules and never discuss the business of the ICNY and its membership under any circumstances. If you are not sure if information is confidential, please consult with the President. Violation of confidentiality is serious and could be grounds for revoking your membership

DO NOT violate copyright and fair use laws. In case you have questions, copyright is explained at <http://en.wikipedia.org/wiki/copyright> and fair use at http://en.wikipedia/wiki/fair_use

DO NOT use ethnic slurs, personal insults, or profanity online. We’ve all seen the coverage in the papers of people who get in trouble for things they have tweeted or put on Facebook – **DO NOT BE THAT PERSON**. Do not engage in any conduct that would not be acceptable in the course of your interaction with the members of the ICNY, its sponsors and beneficiaries

DO NOT pick fights with others online. The same standards of conduct that exist for ICNY members at events and meetings exist for you online.

DO NOT TROLL> Trolling is defined by Wikipedia as “posting inflammatory, extraneous or off-topic messages in an online community, such as a forum, chat room, or blog, with the primary intent of provoking readers into an emotional response or of otherwise disrupting normal on-topic discussion.”

DO NOT create an ICNY site, page or profile on any platform without authorization. Please speak with the President and work with them to create any presence for ICNY online. ICNY needs to be aware of, and monitor any and all ICNY pages and profiles on social media sites across the internet. If you have any sites up already, please let the President know.

DO NOT use ICNY outreach profiles for personal use (i.e. hooking up)

ICNY Social Media Policy

The Imperial Court of New York recognizes that many members regularly use social networking sites (including, but not limited to - Facebook, Twitter, Pinterest, LinkedIn, and YouTube) and online Web logs (Blogs) in their personal and professional lives. Social media includes all of these platforms, as well as, commenting in online forums or in comment threads in articles posted online. This policy sets forth expectations on how ICNY members and volunteers should behave online.

Please note that ICNY actively utilizes social media channels to communicate with the general public and our supporters to engage them in supporting our mission and spreading our messages. Social media allows our members, volunteers and clients, to raise awareness of our work, our mission, and facilitate interactions with colleagues, event participants, sponsors, beneficiaries, and the general public. We welcome you to help in promoting the ICNY online. This policy establishes both rules and guidelines to ensure our online communication remains respectful, responsible, credible and authentic - without crushing creativity or stifling the open exchange of ideas. ICNY welcomes member, volunteer, sponsor, and beneficiary engagement with our communications outreach. Our messages are spread most effectively with widespread involvement and participation. Members and volunteers are expected to follow these guidelines using their very best personal and professional judgment. Please know and follow ICNY communications policies. Your active involvement in ICNY communications will make a big impact and help tell people about the great work being done by you and your fellow Courtiers.

Please also keep in mind that anything you do online can be requested by government authorities as part of legal actions, or in court cases, so please exercise good judgment and think before you post. What you do online is your business, though it can have an impact on your reputation.

ICNY encourages members to become conversant with social media and find ways to integrate it into their support of the ICNY. As with any form of communication, use your judgment - do personal postings on your own pages and find ways to engage your networks to support the work that nourishes all of us - raising money and uplifting the lives of all affected.

If you have any questions about any of these rules, please speak with the President.

Violations of this policy may lead to disciplinary action up to and including termination of membership.

- 1. ICNY abides by all copyright and fair use laws and you should as well. Do not post anything that would violate copyright.**
- 2. Unless commenting in an official capacity (in collaboration with the Board of Directors) please do identify your ICNY affiliation and also note that the views expressed are in your own individual capacity and do not represent the views of ICNY. Use this language when commenting on your own - "The views expressed are my own, and are not on behalf of ICNY."**
- 3. Be very mindful of confidentiality rules and never discuss the business of ICNY membership under any circumstances. If you are not sure if information is or is not confidential, please consult with the President. Violation of confidentiality is serious and could be grounds for termination of membership.**

4. Please keep in mind that content published online is available publicly for a long time, if not forever. Do not say anything online that you are not willing to account for fully and remember, anything posted online can be shared and sent around via email.
5. Please be smart and always think of possible consequences of your posts and comments.
6. **DO NOT** create an ICNY page on any site without authorization - speak with the President and work through them to create the site. ICNY needs to be aware of any and all ICNY pages and profiles on all social media sites across the Internet. If you have a site or profile for ICNY - please let the President know immediately.
7. Refrain from political endorsements or commentary on using ICNY credentials, i.e. do not make political statements, post about your political beliefs, or endorse candidates for office in your capacity as a member of ICNY. Keep in mind ICNY is a 501 c (3) non-profit and does not (and cannot) make endorsements. Avoid any appearance of impropriety and use good judgement.
8. ICNY members and volunteers are encouraged to “like” ICNY on Facebook, follow us on Twitter, subscribe to our YouTube channel, follow our boards on Pinterest and participate in our online community at Instagram. Your participation and engagement help magnify our message and ensure the diversity and dynamism of our great organization is reflected online. We encourage you to suggest your friends follow and like ICNY and help us tell our story to a larger audience.
9. ICNY encourages all committees and event planners to think about how social media might be integrated into your planning and help you with your efforts. Members and volunteers are encouraged to personally sign up for and start using social media sites.
10. Periodically, requests will be made to members of the ICNY family to share calls to action and information via social media. Your help is greatly appreciated - please use your own personal social media networks to help us get the ICNY call to action out and spread the word.
11. Be transparent when discussing ICNY or any issues in which we are involved on social media sites, please disclose your connection to ICNY, keep our messaging guidelines in mind when commenting, and also please state clearly and conspicuously that you are posting in your individual capacity and that the views posted do not represent the views of ICNY

Copyright is explained in greater detail at <http://en.wikipedia.org/wiki/Copyright>

Fair Use is explained in greater detail at http://en.wikipedia.org/wiki/Fair_use

12. Participate in conversations and write on topics online on which you are knowledgeable - engage your audience with questions and discussion topics. Part of our missions at ICNY is to educate people about our beneficiaries and their work. Your discussion of these important topics reflects on ICNY and the work we do. If people ask questions, respond promptly and politely.
13. Please respect your audience and do not behave in inappropriate ways. Do not use ethnic slurs, personal insults or profanity. Do not engage in any conduct that would not be acceptable at ICNY meetings and events. Please show proper consideration for the privacy of others and avoid inflammatory or objectionable topics.
14. Correct your own mistakes if you make them. Treat anything you post online as a journalist would and provide support for your argument and own up if you make a mistake and apologize.

15. Do not pick fights online.
16. Treat others with respect. The same standards of conduct that exist for ICNY members at events and meetings, exist for you online.
17. Do not troll - Trolling is defined by Wikipedia as “posting inflammatory, extraneous, or off-topic messages in an online community, such as a forum, chat room, or blog, with the primary intent of provoking readers into an emotional response or to otherwise disrupting normal on-topic discussion.”
18. Also use your best judgement when posting online, i.e. do not publish attacks on fellow or former members. Be professional. Remember, anything you do online can be seen by anyone looking for it.
19. Finally - keep in mind that in using social media you have three areas = at work, for the ICNY and personal. Personally, we encourage you to exercise good judgment, but you are free to state your opinions and talk about anything you want. On our sites and without ID’s, ICNY asks that you focus on topics related to ICNY, and our missions, though, as with any communication, some personal matters will creep in. Just exercise good judgment and talk with the President if you have any questions.

One additional area where ICNY utilizes social media is for event promotion and for fundraising. Utilize the hashtags #ICNY and #NOATG when promoting the ICNY and our events.

ICNY Social Media For Events Policy

ICNY is funded by the many events that we host. As our organization relies heavily on corporate and private sponsors, individual donors, and guests at such events, it is important to strategically and effectively utilize social media outlets in engaging the ICNY community regarding fundraisers. Building an active social media audience around ICNY is crucial in creating long-term relationships with future event funders and pushing our mission forward.

Various social media outlets can be utilized differently during event promotion. While the goals of individual events vary, they all revolve around the mission of securing resources to grow ICNY and raise money for our beneficiaries.

Goals of Social Media Before, During, & After Event Promotion:

- Build active online audiences around ICNY events
- Through event engagement, turn “fans” and “followers” into event guests and funders
- Involve corporate sponsors in promoting ICNY events by allocating specific, promotional social media posts engaging them.
- Spread information on ICNY’s mission and outreach through event promotion
- Create and maintain long-term relationships with online donors and potential donors - especially younger generations.

05. Code of Conduct

- A. As a member of the Imperial Court of New York, you represent all of us and are expected to conduct yourself in a dignified manner regardless of title. Here are a few points to follow:
- a. Appropriate attire for the event that you are attending.
 - i. Female Line Members - Tiaras may be worn by any level of the Female Line. Full circle crowns may only be worn by Empresses.
 - ii. Male Line Members - Head adornments may only be worn by the Imperial Crown Prince Royale and Emperors. Full circle crowns may only be worn by Emperors.
 1. Head adornments include - Coronets, laurel leaves, circle headbands, Hair/Head Jewelry.
 2. Exception - hats with no reference or adornments of a crown symbol
 - b. On time for events that are attended
 - c. Attending required or committed events
 - d. If performing at an event, appropriate performance material for the event
 - e. No use of vulgar or offensive language or displays when on a microphone or stage - especially at coronation balls
 - f. Cordial attitude especially at public events or meet and greets
 - g. Public speaking and promotion is what we are all about - please know your facts and/or the history when speaking about the ICNY or ICS
 - h. Use discretion at public and private events with alcohol or intentional controlled substances. No photos with drinks in hand should be taken

06. Use and Privilege of Roster

The use of the ICNY roster is for members to be able to contact each other for social gatherings and event planning. When contacting another member at their home and office, do so in a professional and businesslike manner. The use of the roster and email list may not be used for personal gain. Any "mass mailing" to the ICNY membership must first be approved by the President, who will then submit it to the Secretary, who will send the mailing out to the membership.

7. Information: Newsletter

The ICNY newsletter is called The Herald Report. In it you will find articles about past events and happenings regarding the Imperial Court Systems. The newsletter is produced quarterly (January, April, July, and October). Special editions may be put out as needed throughout the year. It can be read and downloaded from the ICNY website. If you would like to submit articles or pictures, speak with the Editor of the Herald. He or she can inform you about due dates, the article length needed, and the format and sizes required for pictures submitted.

8. Fundraising

Fundraising is what we do - fundraisers are who we are - fundraising is how we support our beneficiaries. If you have a fundraising idea you would like to produce, an Event Form can be obtained from and must be completed and handed to the Events Liaison to be submitted for Board approval. Event Forms are strongly encouraged to be submitted at least 60-90 days in advance due to the amount of events added throughout the year. You will be responsible for creating a budget, choosing a beneficiary, choosing a co-host (if necessary), finding and securing a venue where the event will be held, enlisting entertainment, arranging for food and refreshments, amassing a group of volunteers, and promoting the event to the membership and to non-members. Monarchs, the President, the Vice President, and the Events Liaison of the ICNY can give you advice on getting your fundraiser off the ground.

9. Signing Up for Events/Fundraisers

At each monthly general membership meeting, sign-up sheets are passed around regarding upcoming events. These sheets should list the date, time, location, cost, and needs for a particular event. Flyer and invitation cards may be passed around as well with more information on the event. In most cases, the coordinator of the event or a representative will speak and give more information. If you sign up for an event, it is your responsibility to find out what is required of your volunteering. Also, if you sign up for an event and can't make it, it is your responsibility to contact the coordinator of the event ASAP! Please note that all members must pay a donation to receive credit for the event.

Some of our major events and fundraisers you can participate in are:

- A. 12 Drags of Christmas
- B. The ICNY Holiday Party
- C. Tough Drag
- D. Hearts and Voices
- E. Latin Explosion
- F. AIDS Walk New York
- G. Easter Parade
- H. Gay Men's Chorus
- I. Prom Night
- J. Christmas in July
- K. Heritage of Pride Parade
- L. Drag Tag Sale
- M. Broadway Flea Market for Broadway Cares/Equity Fights AIDS
- N. Thanksgiving and Christmas Eve at God's Love We Deliver
- O. Out of Town Coronation
- P. In Town Awards
- Q. Prince and Princess Show
- R. Investitures
- S. Night of a Thousand Gowns

10. Producing Events

As a member of the ICNY, you may find yourself producing an event or fundraiser in the name of the Court with a need to purchase items to support the event. All budgets must be submitted to the Board for approval before any purchases are made. When you purchase an item on behalf of the Court, a Tax Exempt form must be used. These forms can be obtained from the ICNY Treasurer. Any purchase amount over the approved budget will not be covered by the ICNY. Receipts must be turned in to the Treasurer ASAP after the event. Attendance Forms MUST be handed in to receive credit for the event. If the producer of the event fails to do so, then no credit will be given to our members for attending the event or for you as a producer. *Please note - no credit cards will be accepted for any progressive auctions held at events. Bids must be cash in hand. The auction facilitator must make this clear prior to starting the auction.*

- A. When incorporating any auction (silent, raffle, live) in an event, please use all donations provided appropriately. Example - a necklace valued at \$500.00 should be used in a live or silent auction, not put on a raffle table. Discuss with donors any reserves or stipulations they may have. Example 'if a piece does not make x-amount of money, do not auction off.' It is up to the producer of an event to make the judgment as to whether to use an item in an event. The fewer people there are, the less likely it is to auction an item for a high value. Look at the crowd at the beginning of the event to see if it is worth using higher value items; if you have any reservations about if an item, speak to your co-producers, the events liaison, or any Board members who are present. Note: If you will be conducting a silent auction and would like to use the ICNY square - please contact the Board Treasurer or President PRIOR to the event date. Credit/Debit cards are not accepted for progressive auctions - refer attendees to on site ATMs.

11. Events: Hearts and Voices

“Hearts and Voices” in conjunction with LifeBeat Music Fights AIDS, makes visits to AIDS facilities around New York City. The ICNY is one of the many “talents” that LifeBeat books to make these visits. When we go to the appointed facility, we set up the room, greet the guests, and put on a show! You may be asked to pick music befitting the theme, otherwise musically speaking...anything goes as long as it is appropriate to the venue and clients. At the monthly meeting, a signup sheet will be passed around the room with the date, location, and time of the next Hearts and Voices. You will be asked to sign up as either a greeter or performer. A word of advice to performers - have a backup song on CD handy in case there is a problem with the original number. The months we perform are - February, April, July, September, November, and December, with additional visits as opportunities arise.

In December, we also have the “Philip Williams Teddy Bear Project,” where the membership of the ICNY is asked to donate teddy bears - hopefully decorated in Courtly finery - to be given out to the residents of our December visit. If you need more information, you can contact the Hearts and Voices coordinators.

12. Events: The Heritage of Pride Parade and Float

Those of you in the membership wishing to show your Lesbian, Gay, Bi, Transgendered, Queer, and Ally Pride may join the ICNY contingency at the Heritage of Pride Parade on the last Sunday in June. The theme for the float and outfits will be announced at the general membership meeting by the reigning

monarchs. Riding on the float is determined according to title and space availability. Any questions you have may be addressed to the reigning monarchs. Those who can't be accommodated on the float itself are invited to walk the route next to the float.

13. Protocol/Minister of Protocol

As with any organization, there are rules and regulations to govern behavior and procedures (protocol) at all Imperial Court functions - especially at coronations. Within the Imperial Court System, protocol also refers to a list of those who will be presented at an affair by order of rank. In order to be presented at any Court function or coronation, a protocol list is presented by the Minister of Protocol, which is read by the announcers for the event. This list includes your Court name and title in order of rank and greeting of salutations to the host - which may include announcements of upcoming Coronation dates. When attending Coronations, it is the job of the Minister of Protocol to make sure everyone is appropriately dressed for presentation. It is suggested gloves be worn when there is protocol and when you are being presented - that means white gloves for both men and women. There are some slight variations to the "white glove rule" and the Minister of Protocol will let you know what those variations are, as well as, what is considered appropriate Court attire for such events. In the absence of the Minister of Protocol at a coronation, the Reigning Monarchs or attending Monarchs, are in charge of all protocol needs.

At some point before an event, the Minister of Protocol will also explain proper Court etiquette. This includes, but is not limited to:

- A. How to recognize and address Monarchs and Dignitaries
- B. Proper bowing and curtseying
- C. The wearing of name tags, reign pins, and jewelry
- D. Rules regarding tiaras and crowns
- E. Proper dress attire for presentations
- F. Walking in pairs (NYC)

14. Events: Out of Towns

It is the responsibility of each member to arrange to pay for their hotel and all coronation event tickets (Gala, Out of Town, Bar Crawl, Victory Brunch, etc.). There will be no presale set-up during ICNY membership meetings. You must make sure that the ICNY Minister of Protocol knows that you are attending that a proper protocol list can be submitted. You may not walk at Out of Town coronations without proper protocol having been submitted. Also, if you attend Out of Town fundraisers (which are not coronations) you are still responsible for making sure whether or not a protocol list is required and contacting the Minister of Protocol.

15. Membership: Voting

To be eligible to vote in an ICNY election, it is a requirement that you be a member in good standing: this means attendance of at least 50% of the General Membership Meetings in the current fiscal year and attendance or volunteering at two (2) or more court related functions in the current fiscal year (See

ByLaws Section 2.02.4 for more information on Members in Good Standing) Voting generally takes place at the September membership meeting. All members in good standing who fulfilled the requirements will be eligible to vote. If you can't attend the September meeting and you are eligible to vote, you can obtain an Absentee Ballot from the ICNY Secretary. These ballots must be returned to the Secretary prior to the September meeting.

16. Running for an Elected Officer Position

If you are a member in good standing and have been in the ICNY for one year at time of application, you may submit an application to run for an office position on the Board of Directors of the ICNY. Positions you may run for are:

- A. President (2 year term) - elected in even years
- B. Vice President (2 year term) - elected in odd years
- C. Treasurer (2 year term) - elected in odd years
- D. Secretary (2 year term) - elected in even years
- E. Member at Large (1 year term) - there are 9 seats available; 7 are voted in positions and the reigning Emperor and Empress automatically hold 2 seats during their reign
- F. The Imperial Crown Prince Royal and Imperial Crown Princess Royale serve a half, non-voting term prior to their coronation
- G. Minister of protocol (1 year non-board member term)

Imperial Court of New York Board Position Requirements

1. President (2 year term)

- a. Candidate must have served as a Board member for one full year term prior to application.
- b. Candidate must be a member in good standing for 2 combined years prior to election.
- c. Candidate must possess a background that provided them with leadership responsibilities, organizational and management experience, in other Non-Profit organizations, or work/job related exposure.
- d. Candidate must make themselves reasonably available by person, phone or email for any organizational business.
- e. Candidate must have excellent communication and platform skills, enabling them to address Members, Media and Public.
- f. Candidate shall have a working knowledge of Parliamentary Procedures based upon Roberts Rules of Order and a thorough understanding of the By-Laws and standing rules of the organization.
- g. Candidate must have access to a Computer and be capable to communication with the organization on any necessary announcements. They must also have access to email for necessary communications.
- h. Candidate should have a clear background, devoid of any criminal activities or misconduct, in order to be bonded as a duly authorized signatory of corporation's checks.
- i. Candidate must raise a minimum of \$300 during their term in office (DOES NOT INCLUDE BALL COMMITTEES).

2. Vice President (2 year term)

- a. Candidate must have served as a Board member for one full year term prior to application.
- b. Candidate must be a member in good standing for 2 combined years prior to election.

- c. Candidate must possess a background that provided them with leadership responsibilities, organizational and management experience, in other Non-Profit organizations, or work/job related exposure.
 - d. Candidate must make themselves reasonably available by person, phone or email for any organizational business.
 - e. Candidate must have excellent communication and platform skills, enabling them to address Members, Media and Public.
 - f. Candidate must have access to a Computer and be capable to communicate with the organization on any necessary announcements. They must have Intermediate to advanced knowledge of Word, Adobe, and Excel to keep records such as membership rosters, phone listings and membership databases capable of being sorted by a variety of criteria as needed. Strong spelling and grammar skills are essential.
 - g. They must also have access to email for necessary communications.
 - h. Candidate should have a clear background, devoid of any criminal activities or misconduct, in order to be bonded as a duly authorized signatory of corporation's checks.
 - i. Candidate must raise a minimum of \$500 during their term in office (DOES NOT INCLUDE BALL COMMITTEES).
3. **Treasurer (2 year term)**
- a. Candidate must be a member in good standing for a combined total of 2 years prior to application.
 - b. Candidate must have a clean background devoid of any criminal activities and misconduct in order to be duly bonded as a signatory of corporation's checks.
 - c. Candidate should have previous knowledge of financial and accounting practices, in a business and or Non-profit organization.
 - d. Candidate should be familiar with financial matters dealing with Non-Profit and 501(c) 3 organizations and tax laws.
 - e. Candidate must have access to a computer and knowledgeable of any software needed for the purpose of balancing books and providing a monthly financial report to the Board of Directors and Membership.
 - f. Candidate must have the time to make themselves available to the Board of Directors and Membership on any financial inquiry.
 - g. Candidate must make themselves reasonably available by person, phone, or by email for any organizational related business.
 - h. Candidate must be willing to be bonded.
 - i. Candidate must raise a minimum of \$500 during their term in office. (DOES NOT INCLUDE BALL COMMITTEES).
4. **Secretary (2 year term)**
- a. Candidate must be a member in good standing for a combined total of 2 years prior to application.

- b. Candidate must have a clean background devoid of any criminal activities and misconduct in order to be duly bonded as a signatory of corporation's bank accounts.
 - c. Candidate should possess previous related board experience either with another Non-profit organization and or work-related experience.
 - d. Candidate should have previous administration experience in a business and or Non-profit organization.
 - e. Candidate should be familiar with administrative matters dealing with Non-Profit and 501(c)3 organizations
 - f. Candidate must have access to a computer and knowledgeable of any software needed for the purpose of producing correspondence and providing monthly minutes to the Board of Directors and Membership in a timely matter as designated by the Board of Directors.
 - g. Candidate must be able to collect corporation mail from the PO Box and Center address on a regular basis as designated by the Board of Directors.
 - h. Candidate must have the time to make themselves available to the Board of Directors and Membership on any administrative matters they may arise.
 - i. Candidate must make themselves reasonably available by person, phone, or by email for any organizational related business.
 - j. Candidate must raise a minimum of \$300 during their term in office. (DOES NOT INCLUDE BALL COMMITTEES).
5. **Board Members at Large (one year term)**
- a. Candidate must be a member in good standing for 1 year prior to the application.
 - b. Candidate should possess previous related board experience either with another Non-profit organization and or work-related experience.
 - c. Candidate must have access to a computer for any task that may be assigned and for informal communications.
 - d. Candidate must make themselves reasonably available by person, by phone, or by email for any organizational related business.
 - e. Candidate must have time to make monthly meetings and any special meetings that may be required.
 - f. Candidate must raise a minimum of \$500 during their term in office (DOES NOT INCLUDE BALL COMMITTEES).
6. **Minister of Protocol (one year term)**
- a. They shall provide the Reigning Monarchs with protocol for OOT coronations/functions upon request.
 - b. All protocol for NOATG
 - c. The Sign-in Sheets of members in good standing being presented, to indicate their presence.
 - d. The Protocol; the list of official titles in order of rank to be read out to the Sovereigns.
 - e. Properly edited Protocol for Out of Town Empires.
 - f. Title Sales for the "Noblesse de Robe".
 - g. He shall designate and supervise the New York Court Members who will staff the ICNY Sign-in desk, the Out of Town Protocol desk, and the Title Sales desk.

17. Running for Position of Emperor or Empress

Information and requirements for running for a Monarch position are listed in the ByLaws (Article IX - MONARCHS). If your application is accepted and approved by the President of the Board of Directors and you pass the Monarch Review Board, you should provide an informational candidate's package to the membership about your qualifications and your goals and you will be expected to give a speech. If you gather enough votes to win at the September meeting, you will automatically become His Royal Highness Imperial Crown Prince Royale or Her Royal Highness Imperial Crown Princess Royale until your coronation at Night of a Thousand Gowns. The duties and expectations of the Crown Prince and Crown Princess will be explained to you by the Board of the Imperial Court of New York and the College of Monarchs.

18. Ladies in Waiting & Aide De Camps

When Monarchs are reigning, they may choose their team of "helpers" who are known as Ladies in Waiting and Aide-de-Camps. They will assist the Monarchs at the ICNY meetings, events, and coronations. Their functions and responsibilities will be determined by the reigning Monarchs, according to the Monarch's needs. Their tasks can include but are not limited to:

- A. Dressing and preparing Monarchs for events
- B. Acting as girl/guy Fridays
- C. Calendar keepers
- D. Secretaries
- E. Assisting during Elevations and Events

19. Societies and Family Titles

The reigning Monarchs may create and bestow society titles upon chosen members who share in a common cause as the Monarchs. Family titles are given out to members who have been supportive of and close to the Monarchs. Royal societies are usually introduced at the Victory Brunch following coronation and/or Investitures and throughout the year. Also during their reign, each Monarch has the right to bestow one honorary title of Half Emperor and Half Empress (with Board approval) to an out of town Monarch who has been particularly close and supportive.

20. Night of a Thousand Gowns

This is without a doubt the biggest, glitziest, most important, and prestigious weekend for the ICNY. All eyes are upon us this weekend and we are the example many will try to follow. This is the Imperial Court of New York's major fundraiser and it can't be pulled off without the support, hard work, and attendance of the entire membership!

- A. Three (3) Executive Ball Chairs will be selected by the reigning Monarchs to head up this endeavor and Ball Committees will be formed.
- B. Preparation for this event starts a year in advance and is ongoing up to the day after the ball. Around September, Committees are formed and at the monthly meeting, a sign-up sheet will be passed around, as you will be asked to volunteer to serve on committees.
 - a. Committee Chairs and co-chairs will be given a chance to speak about their committees, what it is they seek to accomplish, and what they require from the volunteers. Each committee requires different levels of participation and teamwork
 - b. Please consider your personal skills and talents and how they might apply to each committee's needs
 - c. You can commit to more than one committee; we can use all the help we can get
- C. You will also have the opportunity to participate in the Court's, now famous, Broadway-caliber opening number.

- D. You should also keep in mind that we produce a professional, full-color ball journal in whatever form that may be, and it is given out to all guests at Night of a Thousand Gowns.
 - a. It is up to you, the membership, to make sure your journal photos are submitted on time and comply with the required specifications.
 - b. Journal ads are solicited throughout the year and must also be created within required specifications and paid for.
 - c. Your Imperial Court event photos are requested to be submitted by posted deadlines.

- E. The ball weekend is divided into three sections. At the Meetings you will get more detailed information on what will take place and what is needed during the Coronation weekend. Preparation for many parts of this weekend will start as soon as the Imperial Crown Heads are elected.
 - a. Section I - Friday - Out of Town Show/Hospitality/Bus Tour
 - i. Out of Town - Check-in, set up, music collection, and distribution, and take down for out of town show
 - ii. Hospitality - Retrieving items from storage, security, setting up hospitality suite
 - iii. Ticket sales, gift bag setups, collection of out-of-town protocol
 - b. Section II - Saturday - Night of a Thousand Gowns/Hospitality
 - i. Retrieving items from storage, security, ticket management, stage set-up, ballroom set-up and decoration, protocol check in
 - ii. Hospitality suite morning set up
 - iii. Rehearsals for opening number, ICNY Presentation, step down numbers and coronation walks, sounds checks, flags, welcoming committee, video team
 - iv. Silent auction set up, Noblesse De Robe
 - v. Overseeing the evening's entertainers and honorary co-chairs
 - vi. Hospitality evening set-up and after party
 - c. Section III - Sunday - Victory Brunch
 - i. Set up for victory brunch, security, takedown of entire event
 - ii. Returning items to storage
 - d. Note - In order to walk and be presented at Night of a Thousand Gowns, you must have attended at least 50% of the General Membership Meetings and attended or volunteered at least two or more events in the current fiscal year. All Monarchs may be presented, regardless of membership status.

21. Dowagers

Upon step down, the monarchs who have just successfully completed their reigns will for one year be known as His Imperial Majesty Dowager Emperor & Her Imperial Majesty Dowager Empress and will be inducted into the College of Monarchs; if approved by the College at Victory Brunch.

At the end of their one year anniversary of their step down, they will be known as His Imperial Majesty Emperor & Her Imperial Majesty Empress for their duration as a member of the ICNY.

21. College of Monarchs

The College of Monarchs consists of all active past ICNY Monarchs that are paid members in good standing. The College of Monarchs choose a College Chair as their representative for the college. The College of Monarchs serves as the review board for potential Emperor and Empress Candidates and is the foundation of all things ICNY. Working with the Board of Directors, the College of Monarchs deal with all Monarch relate issues and serve as instructions for future monarchs.

22. Financial Obligations

At the August Board meeting of each year (prior to the end of the fiscal year), the Board will review any members with unfulfilled financial obligations to the organization as of August 1st of that year. The Board will vote whether to revoke “member in good standing” status of the member being reviewed. This revocation will be effective August 31st if the obligation is not fulfilled by this date. Written notice will be provided to the affected member following the Board’s decision.

22. Acknowledgements

This is by no means the final draft. If you feel there is something missing or something that should be covered more extensively, please contact the President of the ICNY and it will be considered for the updated edition.