



Standard Operating Procedures

Approved June 4, 2025

Article I - Membership and Meetings

- I. The ISCEE shall have four categories of membership: Regular, Lifetime, Junior and Sustaining.
- II. Membership(s) will be considered inactive after not attending meetings in person or via electronic for three consecutive months with a limit of one meeting by proxy.
- III. Membership Fees - The fee for regular/junior/sustaining Court membership shall be paid on a prorated schedule contingent upon when a person joins the ISCEE. The fees will be as follows based on the first meeting following Coronation:

Regular/Sustaining Members

- a. Join in September - November: \$ 12.00
- b. Join in December - February: \$ 9.00
- c. Join in March - May: \$ 6.00
- d. Join in June - August: \$ N/C

Junior Members/ Past Monarchs

- a. Join in September - November: \$ 6.00
- b. Join in December – May: \$ 3.00
- d. Join in June - August: \$ N/C

- IV. Membership fees may be paid at the beginning of any official meeting of the organization. Once accepted, no membership fee shall be refunded for any reason, including cases of resignation or expulsion.
- V. Scholarships may be available based on funds available and decided by the board of Directors as to priority.
- VI. Resignation of Membership, Leaves of Absence, and Reinstatement of Membership
 - A. Resignation of regular/junior/sustaining membership or lifetime membership shall be:
 - Made in writing,
 - Addressed to the President, and,
 - Specify the effective date of the resignation.
 - The general membership should be informed at the next regular meeting that the person has resigned.
 - The Secretary shall amend the list of members to show that the person has resigned.
 - B. Leaves of absence by a regular/junior/sustaining Court member must be:
 - Requested in writing,
 - Include the effective dates, reason for the request, and addressed to the President.
 - C. Leaves of absence shall be automatically granted to members in good standing who do not hold an elected, Privy-approved or adjudicated title.

- D. Leaves of absence shall be granted to members in good standing who currently hold an elected, Privy-approved or adjudicated title ONLY upon a two-thirds affirmative vote by the Privy Council. Followed by a discussion by privy if temporary replacement is necessary.
- E. The general membership shall be informed at the next regular meeting as to whether or not that person has been granted a leave of absence, and if so, the duration of the leave.
- F. The Secretary shall amend the list of members to show that a person is on leave, and the date that the person will return to active membership.
- G. Inactive members who wish to be reinstated to the role of Active Membership shall request reinstatement in writing to the board of directors

VII. Meetings:

- A. Meetings shall be defined as any gathering in person or via electronic where minutes are taken and members sign-in.
- B. Membership Meetings
 - a. General membership meetings are held once a month; exceptions may be applied for holidays and special events with 30 days advanced notice (electronically or via USPS).
 - b. Emergency cancellations will be broadcast over all approved methods of communication (i.e. emails, social media, etc).
 - c. Meeting dates are generally set the first meeting following coronation.
 - d. New business items should be submitted to the president at least 24 hours prior to the meeting start. President may then request more information to be included in the agenda.
- C. Board of Directors Meetings:
 - a. Held prior to general meeting once a month.
 - b. Meetings are open to the public unless called closed, a minimum of 24 hours notification if possible.
- D. College of Monarchs Meeting
 - a. To be held after Coronation and before the new Board of Directors is seated in September to appoint the college of monarchs representative.
 - b. Meeting is closed to all except members of the College of Monarchs.
- E. Privy Council Meeting
 - a. Convene for screening in July.
 - b. Can convene as needed with 7 days advance notice to handle matters of code of ethics violations.
 - c. A special College meeting may be called by a minimum of 3 monarchs if an issue needs to be resolved. Request is sent to the president.
- F. Approved Communication Methods
 - a. Each Board Member will be issued a Gmail/@iscee.org login
 - b. Login will also provide access to the shared cloud (The Drive), The Court Calendar.
 - c. Official outgoing messages must be sent via email accounts. i.e.:
 - iscee.president@gmail.com
 - iscee.secretary@gmail.com
 - iscee.treasurer@gmail.com
 - iscee.vp@gmail.com
 - d. Personal email accounts
 - A Board Member may use a personal email to receive

- correspondence but must use Court issued account for sending.
- A mailing list will be maintained for correspondence to all Court Members.
- e. Facebook
 - a. Public Facebook Page: All announcements will be posted to the Page.
 - b. Events will be created and promoted through the page
 - c. The page will be moderated by the page admins.
 - d. Closed Board Group.
 - e. Day to day business that does not require a meeting, notifications within the Board, and general discussion will be via the Group.
 - f. The Group will be moderated by the President
- f. Website:
 - a. The Website (www.iscee.org) should be static representation of the Court, only requiring updates as title holders change.
 - b. The Website will be moderated/updated by a designee

VIII. Proxies

- A. Only Board members can accept a proxy from another board member.
- B. General members must submit proxies to the secretary.
- C. Valid proxy must be submitted in writing (hand or electronic printed copy) to the secretary prior to the start of meeting.
- D. Valid proxy must include date of meeting, person authorized to use, and how it is being used (such as voting or attendance only)
- E. Proxy not specifying the above will be considered as attendance only.

Article II – Titles

I. Monarch (Emperor/Empress/Emprex)

A. Qualifications

- a. Must be a resident of and residing in the realm of the ISCEE, Oregon, (unless prior approval by the board of directors).
- b. At least 21 years old
- c. Been an active member of the ISCEE for at least the entire previous Reign
- d. Have attended at least 10 Court Meetings in the last year, no more than 2 by Proxy
- e. Have successfully completed at least TWO of the following elected or adjudicated titles or its equivalent: Monarch, Crowned Prince/Princess/Princex, Mr/Miss/Mx Gay Eugene/Emerald Empire, Emerald Knight/Debutante/Champion, Mr/Ms/Mx Eugene Leather, Mr/Miss/Mx Heart of Oregon.

B. Duties of the Monarchs

- a. Must attend as many ISCEE events as possible.
- b. Must physically attend Eugene Coronation.
- c. Must attend Salem and Portland Coronation and at least four (4) additional out of town Coronations unless excused by the board of directors for reasonable circumstances and to be made up per board discussion.
- d. Elected titles of the ISCEE shall be held for one year and court events should take precedence.
- e. Must remain an active member of the ISCEE.
- f. May appoint representatives for out of town functions they are unable to attend.
- g. Must be responsible for planning, executing and attending their own step down in accordance with the ISCEE SOP's and the board.
- ~~h.~~ Hold Investitures at the time set by the board.
- i. Hold at least one major function for the benefit of the ISCEE.
- j. May propose a Proclamation near the end of Reign.
- k. Appoint a Minister of Protocol for all titles past and present and maintain their list of investments.
- l. Must be responsible for the care of the symbols of office. Upon successful completion of title, the Crowns/Medallions will become property of the titleholder to keep for all time. State Symbols must not be altered without Board approval.
- m. If for any reason the titleholder cannot complete the reign, all symbols of office will be returned in like condition that they were received.

C. Voting for Monarchs

- a. A ballot may be cast by any person who physically resides in the realm of the ISCEE or is a Board-approved Lifetime member, and is at least 18 years old.
- b. Voting shall be done in established location(s). Said location shall be chosen by the Privy Council at "Screening of Candidates" and the Court

shall reimburse any expenses incurred in securing a location (e.g., the cost of venue).

- c. Ballots shall contain Screening approved candidates to select from. There are no write-ins for monarchs. Any alteration of a ballot shall be deemed to be void.

D. Crowning Ceremony for Monarchs

- a. To be Crowned at Coronation by
 - any past Monarchs in attendance
 - any lifetime members in attendance
 - any ICC members in attendance
 - the Board of Directors & the Stepping Down Monarchs.

E. Monarchs Awards and Invested Titles

- a. The Monarchs may give out awards listed under **Article V Organization, Property & Records**, at the expense of the ISCEE, for special recognition as they see fit
- b. The Monarch(s) will be responsible for any additional Monarch to Monarch gifts/awards.
- c. The Monarchs may give the following titles only once during their Reign: Prince/Princess/Princex of the Realm; Prince/Princess/Princex Consort to the Monarchs; Prince/Princess/ Princex Consort to the Crown Prince/Princess/Princex (selected by the Prince/Princess/Princex); King/Queen; Czar/Czarina; Archduke/Archduchess; Grand Duke/Grand Duchess; Duke/Duchess; Marquis/Marquise; or other “ruler” of a particular geographical area.
- d. The Monarchs will have complete discretion in awarding such titles as Count/Countess; Viscount/Viscountess; Baron/Baroness; Knight/Lady; Minister of Protocol; Prime Minister; Ambassador; Court Jester; First Lady to the Empress; Lady in Waiting to the Empress; First Gentleman to the Emperor; First Advisor to the Empress; First Advisor to the Emperor; and Member of the Cabinet
- e. Ordinarily, invested titles are awarded at Investitures. Titles that may be given at the discretion of the Monarchs may also be awarded at any business meeting or Court function
- f. Monarchs may choose to select non-binary versions of the above.

II. Imperial Crowned Prince/Princess/Princex

A. Qualifications

- a. Must be a resident of and residing in the realm of the ISCEE, Oregon, (unless prior approval by the board of directors).
- b. At least 21 years old
- c. Been an active member of the ISCEE for at least the entire previous reign

- d. Have attended at least 10 Court Meetings in the last year, no more than 2 by Proxy
 - e. Have successfully completed at least one of the following elected or adjudicated titles or its equivalent: Monarchs, Crowned Prince/Princess/Princex, Mr/Miss/Mx. Eugene/Gay Emerald Empire, Emerald Knight/Debutante/Champion, Mr/Ms/Mx Eugene Leather, Mr/Miss/Mx Heart of Oregon.
- B. Appointment of Crowned Prince/Princess/Princex
- a. Monarchs submit a list of prospective eligible candidates to Privy Council following the first business meeting of the new reign. This includes any selection of Junior Prince/Princess/Princex
 - b. Monarchs select their choices from the Privy Council approved list. Not to exceed 3 appointments.
- C. Duties of the Crowned Prince/Princess/Princex
- a. Must attend as many ISCEE events as possible
 - b. Shall be held for one year
 - c. Must maintain active membership per bylaws and SOP's for the entire reign
 - d. Must attend ISCEE Coronation
 - e. Must attend Salem and Portland Coronation or Prince and Princess Balls (Portland Investitures) and two additional out of state Coronations or Prince/Princess/Princex Balls
 - f. Must hold at least one major function-for the benefit of the ISCEE
 - g. Must be responsible for planning and attending own step down in accordance with the ISCEE SOP's.
 - h. Must be responsible for the care of Symbols of Office and understand they are the property of the ISCEE upon successful completion of title at which time they return state symbols and receive their permanent symbols. State Symbols must not be altered without Board approval.
- D. Crowning Ceremony for Prince/Princess/Princex
- a. To be Crowned at Investitures by:
 - The Monarchs,
 - The Board of Directors & ,
 - All previous reigns Prince/Princess/Princex's.
- E. Prince/Princess/Princex Awards
- a. The ISCEE will pay for the following awards ~~to~~ that may be given out at Coronation during the Prince/Princess/Princex set:
 - Prince to Prince
 - Prince to Princess
 - Princess to Prince
 - Princess to Princess
 - Princex to Princex, etc.
 - b. May give out additional awards at their discretion however these awards are at the expense of the Prince/Princess/Princex.

III. Junior Imperial Crowned Prince/Princess/Princex

A. Qualifications

- a. Must be a resident of and residing in the Realm of the ISCEE, Oregon, (unless prior approval by the board of directors)

- b. At least 18-20 years old
- c. Been an active member of the ISCEE for at least the entire previous Reign,
- B. Responsibilities (same as Imperial Prince/Princess/Princex)
 - a. Required to attend a minimum of three (3) out of town major functions (Such as Prince & Princess Balls, Coronations, Rosebud & Thorn). This is provided the event is “all ages”. If no all ages venue available, the Privy Council can approve a replacement requirement to be agreed upon by the titleholder(s).
 - b. Junior Imperial Crowned will be known as Diamond Princess; Sapphire Prince; Emerald Princex.

IV. Emerald Knight/Debutante/Emerald Champion

- A. Qualifications
 - a. Must be a resident of and residing in the Realm of the ISCEE, Oregon
 - b. Must be at least 21 years of age.
- B. Duties of the Emerald Knight/Debutante/Emerald Champion
 - a. Must join the ISCEE no later than the next Court meeting following adjudication
 - b. Title shall be held for one (1) year
 - c. Must maintain active membership as outlined in the Bylaws and SOP’s.
 - d. Must attend ISCEE Coronation.
 - e. Must attend Portland and Salem Knight/Debutante/Paladin (or equivalent) Ball
 - f. Must be responsible for planning and attending Emerald Knight/Debutante/Emerald Champion in accordance with the SOP’s typically held in January.
 - g. Traditionally Emerald Knight wears at least 50% green and Debutante wears at least 50% white. Emerald Champion can choose either, unless they are representing in theme.
 - h. Hold a fundraising event, community engagement, or service project event either jointly or separately, to benefit the charities of the reign of the ISCEE.
 - i. Must be responsible for the care of symbols of office, understanding that the symbols of office are the property of the ISCEE until successful completion of title. State symbols must not be altered without Board approval.
 - j. If for any reason they cannot complete the title, all symbols are to be returned in like condition as received.
- C. Selection of Emerald Knight/Debutante/Emerald Champion
 - a. Judged by a panel of 3-5 judges selected by the Board of Directors at the pageant
 - b. Judging based on a scale of 1-10 for each candidate on the following criteria:
 - Casual look
 - Formal look
 - Performance
 - Audience appeal
 - c. Candidate for each position with the highest overall score will receive

- the title.
- d. Candidates are not allowed to accept tips during their performance.
- D. Crowning Ceremony Emerald Knight/Debutante/Emerald Champion
 - a. The new title holders will be Crowned by
 - Board of Directors
 - reigning monarchs
 - Any past Emerald Knights and Debutantes of the ISCEE in attendance.
- E. Emerald Knight/Debutante/Emerald Champion Awards
 - a. Any awards given are at the discretion of titleholders and are at their own expense.

IV. Mr., Miss and Mx. Gay Emerald Empire (Formerly Gay Eugene)

- A. Qualifications:
 - a. Must be a resident of and residing in the realm of the ISCEE, Oregon
 - b. Must be at least 21 years of age
- B. Duties of Gay Emerald Empire
 - a. Must join the ISCEE no later than the next Court meeting following adjudication.
 - b. Title shall be held for one (1) year.
 - c. Must maintain active membership as outlined in the Bylaws and SOP's.
 - d. Must attend ISCEE Coronation.
 - e. Must attend Portland and Salem Gay Pageants.
 - f. Must be responsible for planning and attending Gay Emerald Empire Pageant in accordance with SOP's.
 - g. Typically held in May
 - h. Hold a fundraising event, community engagement, or service project event either jointly or separately, to benefit the charities of the reign of the ISCEE.
 - i. must be responsible for the care of symbols of office, understanding that the symbols are the property of the ISCEE until successful completion of title. State symbols must not be altered without Board approval.
 - j. If for any reason they cannot complete the title, all symbols are to be returned in like condition as received.
- C. Selection of Gay Emerald Empire
 - a. Judged by a panel of 3-5 judges selected by the Board of Directors at the pageant.
 - b. Judging based on a scale of 1-10 for each candidate on the following criteria:
 - Casual look
 - Formal look
 - Performance
 - Audience appeal
 - c. Candidate for each position with the highest overall score will receive the title.
 - d. Candidates are not allowed to accept tips during their performance.

- D. Crowning Ceremony Gay Emerald Empire
 - a. The new title holders will be Crowned by:
 - Board of Directors & Monarchs
 - Any past Gay Eugene or Gay Emerald Empire titleholders of the ISCEE in attendance.
- E. Gay Emerald Empire Awards
 - a. Any awards given are at the discretion of the titleholders and are at their own expense.

V. Mr., Miss and Mx. Heart of Oregon (currently inactive)

- A. Qualifications
 - a. This state title is open to all residents 21 and older living in the State of Oregon and is recognized by the year adjudicated.
 - b. Applicants not living in the realm of the ISCEE, if adjudicated, would be a Sustaining member of the ISCEE as per the membership guidelines of the Bylaws and SOP's.
- B. Duties
 - a. Must be a member of an Oregon Court (Regular or Sustaining) no later than the next scheduled Court meeting following adjudication.
 - b. Adjudicated titles shall be held for one year.
 - c. Must remain an active member of an Oregon Court for the entire year of adjudication.
 - d. Must attend ISCEE Coronation.
 - e. Must attend as many functions as possible in & out of State,
 - f. including Gay Oregon Pageant.
 - g. Hold a fundraising event, community engagement, or service project event either jointly or separately, to benefit the charities of the reign of the ISCEE and Court of residency
 - h. Be responsible for planning and attending own step down in
 - i. accordance with the SOP's of the ISCEE.
 - j. Typically held in February
 - k. Must be responsible for the care of symbols of office, understanding that the symbols are the property of the ISCEE until successful completion of title. State symbols must not be altered without Board approval.
 - l. If for any reason they cannot complete the title, all symbols are to be returned in like condition as received.
- C. Selection
 - a. Judged by a panel of 3-5 judges selected by the Board of Directors at the pageant.
 - b. Judging based on a scale of 1-10 for each candidate based on the following criteria:
 - Casual look
 - Formal look
 - Performance
 - Audience appeal
 - c. Candidate for each position with the highest overall score will receive the title.
 - d. Candidates are not allowed to accept tips during their performance.

D. Crowning

- Board of Directors,
- Reigning Monarchs,
- Reigning Prince/Princess/Princex,
- Stepping down titleholders &
- Reigning Gay Oregon titleholders if present

VI. Mr., Miss, and Mx. Eugene Leather (Currently Inactive)

A. Qualifications

- a. This state title is open to all residents 21 and older living in the State of Oregon and is recognized by the year adjudicated.
- b. Applicants not living in the realm of the ISCEE, if adjudicated, would be a Sustaining member of the ISCEE as per the membership guidelines of the Bylaws and SOP's.

B. Duties

- a. Must be a member of an Oregon Court (Regular or Sustaining) no later than the next scheduled Court meeting following adjudication.
- b. Adjudicated titles shall be held for one year.
- c. Must remain an active member of an Oregon Court for the entire year of adjudication.
- d. Must attend Eugene Coronation.
- e. Must attend as many functions as possible in & out of State, including Oregon Leather and Portland Leather Contests.
- f. Hold a fundraising event, community engagement, or service project event either jointly or separately, to benefit the charities of the reign of the ISCEE and Court of residency.
- g. Be responsible for planning and attending own step down in accordance with the SOP's of the ISCEE, typically held in October
- h. Must be responsible for the care of symbols of office, understanding that the symbols are the property of the ISCEE until successful completion of title. State symbols must not be altered without Board approval.
- i. If for any reason they cannot complete the title, all symbols are to be returned in like condition as received.

C. Selection

- a. Leather Pageant to be held once a year.
- b. Judged by a panel of 3-5 judges selected by the Board of Directors at the pageant.
- c. Judging based on a scale of 1-10 for each candidate, the following criteria:
 - Casual look
 - Formal look
 - Performance
 - Audience appeal
- d. Candidate for each position with the highest overall score will receive the title.
- e. Candidates are not allowed to accept tips during their performance.

D. Crowning

- Board of Directors,
- Reigning Monarchs,

- Stepping down titleholders &
- Reigning visiting Leather titleholders present

VII. Closet Ball

- A. This camp title is open to any attending participant, including those under 21 if at an all ages venue. This is not an official “Imperial” title and is purely for fun.
- B. Closet Ball to be held once a year.
- C. Prospective candidates should have a sponsor pre-selected or can be selected at the show.
- D. Contestants are secluded with their sponsors for one hour for completion of the transformation. If, during the hour, the sponsor is called to entertain, they must drop what they are doing and run to perform. Then return to finish with their contestant.
- E. Once time limit has been reached, contestants are presented to the audience and given the opportunity to entertain.
- F. Winner will be selected by audience response; the person receiving the loudest response shall be deemed “Mr/Miss/Mx Closet Ball (year)”

VIII. Rights and Responsibilities of all titleholders

- A. Selection of the venue is at the discretion of the titleholder organizing the event and may be held anywhere within the realm, subject to board approval.
- B. Titles may be suspended if left vacant at the discretion of the Board.
- C. The Board will be responsible for any decision to cancel or postpone any event in case of an emergency or inclement weather.
- D. All shows (with the exception of Coronation) shall be open for anyone to perform, as time allows. Show priority shall be:
 - MC’s
 - Reigning Monarchs, Prince/Princess/Princex
 - Reigning titleholders for that show/pageant
 - Special requests/commands to be given priority as needed
 - Visiting corresponding titleholders
 - Visiting Monarchs
 - Past titleholders for that pageant
 - Current Court members without titles and friends of the court.

IX. Member Reimbursement

- A. Members of the Privy Council may not be compensated for assuming responsibilities outlined in these Bylaws. They may, however, be reimbursed for expenses incurred in the performance of their duties. Receipts for such expenses must be presented at the next regularly scheduled court meeting and the treasurer must arrange reimbursement within 14 additional days, bank account pending.
- B. The reigning Monarchs are to be reimbursed for their tickets to out of town Coronations (of which six are required and are automatically reimbursed), bank account pending by vote of the Privy Council. The reimbursement for any one ticket shall not exceed \$75.00.
- C. The reigning Imperial Crown Prince/Princess/Princex are to be reimbursed for

their tickets to either Out-of-Town Coronations or Prince/Princess/Princex Balls for a total of six each for their Reign (of which four are required and automatically reimbursed), bank account pending by vote of the Privy Council. The reimbursement for any one ticket shall not exceed \$75.00.

- D. The Reigning Junior Crowned Prince/Princess/Princex are to be reimbursed for their tickets to either out-of-town Coronations or Prince/Princess/Princex Balls for a total of six each for their Reign (of which three are required), bank account pending. The reimbursement for any one ticket shall not exceed \$75.00
- E. Reimbursements may be requested after attending the event by sending an email with copy of ticket, receipt or screen shot of other proof of purchase to the treasurer. Payments shall be made (electronic or check) by the next business meeting and reflected on the monthly report.

X. Monarchs Pins and Symbols of Office

- A. The Reigning Monarchs are to receive an allowance not to exceed \$500.00 for their joint stepping down pins. In the event that the Monarchs decide not to have a joint stepping-down pin, they shall receive no money for their individual pins from the ISCEE.
- B. The newly elected Monarchs shall each receive an allowance of \$275.00 each to be spent towards their Symbol of Office (e.g. Head Crowns, Shoulder Crowns, Crown Pins, Medallions, and Scepters) that is approved by the Privy Council.
- C. Upon successful completion of a year as Monarch(s) the symbols of office become the property of the stepping down Monarch(s) to keep for all time. The -symbols of office are property of the ISCEE during the year and shall be returned upon resignation or removal from office. Symbols of office must be returned in like condition. Failure to return symbols of office under these circumstances will be considered theft of court property and will be addressed in accordance with Article III, Section VII of the SOPs of the ISCEE.
- D. Upon successful completion of a year as Prince/Princess/Princex the symbols of office become the property of the stepping down Prince/Princess/Princex to keep for all time. The symbols of office are property of the ISCEE during the year and shall be returned upon resignation or removal from office. Symbols of office must be returned in like condition. Failure to return symbols of office under these circumstances will be considered theft of court property and will be addressed in accordance with Article III, Section VII of the SOPs of the ISCEE.
- E. Perpetual symbols will be exchanged for personalized symbols (i.e. medallions) upon completion of title. This applies to all titles with perpetual symbols.

Article III - Organization Authority

I. Board of Directors

A. Composition of the Board of Directors

- a. The Board of Directors shall be comprised of at least seven (7) members
- b. Four of these positions shall be the offices of:
 - President
 - Vice President
 - Secretary
 - Treasurer
- c. A fifth position shall be the chairperson of the College of Monarchs
- d. The Monarchs shall automatically hold positions. If only one Monarch is elected or appointed, the remaining position(s) shall be filled with Member(s)-at-Large
- e. In the event that Board Members become title holders, The Prince, Princess or Princex, or additional Member(s)-at-large positions can be created to keep a balance between current title holders and general members.

B. Board of Directors Qualifications

- a. Must have been a paid member for the previous 12 months of the ISCEE.

C. Duties of the Board of Directors

- a. Review of Financial Reports
- b. Approve all expenditures of money,
- c. Appoint a committee as needed to review Bylaws and SOP's
- d. Schedule investitures before Coronation so the information can be announced at Coronation,
- e. Coordinating functions for elected and appointed titles,
- f. Schedule all court shows and assign admission fees.
- g. Approve budgets for Court shows,
- h. Enforcement of disciplinary procedures as advised by the Privy Council.

D. Duties of the President

- a. Prepare an agenda
- b. Preside at all general business meetings, general membership meetings and any specially called meetings of the Board of Directors conducted electronically or in person,
- c. Ensure that all business is conducted in accordance with all applicable Federal, Oregon state and local laws, and regulations; ISCEE Bylaws, SOPs.
- d. Bring a copy of Bylaws and SOPs to each meeting,
- e. Arrange for recounting of the ballots of an election, if the election is challenged. The recount should be scheduled within 14 days of the challenge. The challenge is to be within 30 days of election.
- f. Notify the Vice-President at least 24 hours in advance if unable to attend any business, Privy Council or general membership meeting, barring emergency
- g. Must review all contracts and publications involving the ISCEE,
- h. Approve official electronic communications including but not limited to email announcements, social networks, and websites.
- i. Maintain possession of copies of all ISCEE keys (i.e. keys to post office

- box and storage),
- j. May appoint webmaster to ensure that the website is up to date with all presidential approved changes, including but not limited to, current minutes, calendar of events and fliers,

E. Duties of the Vice President

- a. Assist the President and preside at meetings in their absence,
- b. Insure that all business is conducted in accordance with all applicable Federal, Oregon state and local laws, and regulations; ISCEE Bylaws, SOP's; and Robert's Rules of Order,
- c. Bring a copy of (approved document), which the ISCEE will provide, to each meeting,
- d. Minister of Protocol duties are laid out below and will fall to the VP if one is not appointed.
- e. Maintain accurate lists of past all titleholders of the ISCEE, including the Serenes,
- f. Compile list of attendees for Court walks for upcoming coronations/ICP balls and make sure list is given to attending Monarch or emailed to appropriate receiving city,
- g. Organize court walk and crowning ceremony for ISCEE coronation.

F. Duties of the Secretary

- a. Maintain an accurate and complete record of all meetings listed, to be approved by the board of directors at the next scheduled meeting
 - Board of Directors Meetings
 - Privy Council Meetings
 - College of Monarchs Meetings
 - General Membership Meetings
- b. Maintain a record of all proposed and ratified amendments to the Bylaws and SOPs,
- c. Maintain a roster of all voting members and attendance at all meetings,
- d. Provide written or electronic notices of all meetings as necessary,
- e. Provide in person or by proxy a Secretary's report at every scheduled business meeting,
- f. Maintain, and have accessible at each meeting, the current year's minutes, monthly financial statements, copies of all governing documents and relevant State laws, and the roster of membership and attendance records, and proxies,
- g. Provide the Treasurer with copies of the minutes of all meetings,
- h. In the event of the secretary's absence at a general or Privy Council meeting, the presiding Privy Council member shall appoint a designee to take minutes.
- i. Maintain a copy of all valid proxies,
- j. Moderate Facebook page as necessary.

G. Duties of the Treasurer

- a. Maintain accurate and complete records of all financial transactions and produce a financial statement at least once per month either in person or by proxy, providing the secretary with a copy.
- b. Produce an annual report by first meeting of October for State and Federal purposes as required to maintain the Organization's Non-Profit status,
- c. Make a deposit of all counted monies immediately following each

- fundraiser or meeting (if possible) in which they are collected;
witnessed by at least one other member of the Privy Council,
- d. Create and maintain an inventory list of assets and the fair market value of major items, and provide an updated copy to the Secretary and the President upon completion,
- e. Maintain and bring to each meeting, a notebook that includes the current year's minutes, monthly financial statements, copies of all governing documents and relevant State laws, and all other financial records including but not limited to the check book and bank statements, and a list of current account signers,
- f. Sole keeper of the debit card.
- g. The debit card should be used for all Court related expenses when possible.
- H. Duties of the College of Monarch Representative
 - a. Act as a voice of past Monarchs, representing that voice at business meetings and report back to the college of any pertinent issues,
 - b. Preside over Privy Council meeting(s) as necessary for disciplinary actions,
 - c. Act as a mentor to all reigning titleholders, making sure each titleholder is fulfilling their requirements and provide assistance as needed.
 - d. Organize an initiation for new members to go over Bylaws, SOPs, and any further questions.
- I. Voting body consists of all Regular, Lifetime, Junior members of the ISCEE.

II. Privy Council

- A. Composition of the Privy Council
 - Board of Directors
 - Active College of Monarchs
 - Inactive College are welcome to provide input but don't have a vote
- B. Duties of the Privy Council is to act as Screening Committee for the positions of Monarch.

III. Filling of Positions

- A. Board of Directors
 - a. Process to be performed by general membership at first meeting of the New Reign.
 - b. Should a position become vacant through resignation or removal, a special election will be held to fill the vacated position.
 - c. This election must be announced by email or in writing to all voting members at least two weeks before the scheduled election.
 - d. Voting for Board of Directors will be by secret ballot.

IV. Appointment of Regent(s)

- A. In the event that the Screening Committee determines that there is no candidate for an elected position (monarchs), or in the event that a the monarch position becomes vacant, the position MAY, at the discretion of the Privy Council, be filled by a Regent chosen from past title holders as defined below who are active members. Active member(s) are defined in Bylaw Article VI.A Membership and are not bound by Candidacy requirement in order to be regents. The line of succession shall be as follows:

- B. For the position of Reigning Monarch. The most recent reign, although not the stepping-down in the case of having no candidate for election. If this person is not willing and/or able to serve as Regent, the succession shall pass in descending reign order.
- C. In order to serve as a Regent, a person must agree to fulfill the requirements for that position and must meet the requirements for active membership.
- D. No person holding a current title in the Court shall be eligible for regency (i.e. Gay Emerald, Debutante, Knight, Champion, Gay Oregon, etc).
- E. No person who has a letter of reprimand in effect may serve as Regent.
- F. A person who is serving in an elected position as Regent shall include the word "Regent" in their protocol during their term in that position.
- G. The word Regent can be removed with BOD approval

V. Removal/Resignation of Titles

- A. The BOD may review formal and/or legal convictions, on public record, against a titleholder/member and, by a 3/4 majority vote, decide if removal is warranted in order to protect the organization in accordance with ICS guidelines.
- B. Voluntary Resignation of titles must be:
 - a. Made in writing,
 - b. Addressed to the President, and
 - c. Specify the effective date of the resignation.
 - d. The general membership shall be informed at the next regular meeting that the person has resigned.
 - e. The Secretary shall amend the list of members to show that the person has resigned.

VI. Code of Conduct and Discipline

- A. The Code of Conduct to be signed annually and when submitting application for membership. All members are to refrain from any behaviors which:
 - a. Violate the Constitutions or Bylaws,
 - b. Are serious enough to disrupt the functioning of the organization, or which in any way bring the Organization or its members discredit, or,
 - c. Bring dishonor to themselves, their title, or the ISCEE as per the signed Code document
- B. Violations
 - a. Alleged violations of the Code of Ethics and Conduct are to be reported to the President within 45 days of the occurrence. The President shall review the complaint with the College Representative and determine if said complaint is valid and worthy of notifying the BOD. The BOD, once notified of a valid complaint, must act on the complaint within 15 days by calling a BOD meeting that shall be closed except to the parties involved and board members. The meeting shall be scheduled within 30 days after action. The President shall notify the accused party that a complaint has been received, and shall notify the accused party and the person making the accusation of the time and date set for the BOD meeting. The person making the accusation must either be present when the board meets to consider the complaint or the complaint must be in writing.
 - b. If the accused party, having received appropriate notice, does not appear or send a representative, the complaint may be heard without

- the accused party being present.
- c. The findings of the board are final and shall be sent by registered letter via the U.S. Postal service to the accused party.
- d. The board shall determine by the severity of the complaint, whether the membership, including the accuser, need to be informed of the outcome.

C. Letters of Reprimand

- a. If the BOD, by majority vote, determines that a violation has occurred, it shall issue a letter of reprimand. The letter must be dated, include a clear statement of the complaint, the result of the board's deliberations, and must be signed by all board members voting for its issuance.
- b. The letter shall be a public document and shall be kept in the files of the Organization for a period of one year after the expiration of issued letter.
- c. Any person receiving a letter of reprimand may not run/apply for any title if the letter is in force at the time.
- d. Any person receiving three letters of reprimand within a one year period may permanently lose their membership and/or current title in the ISCEE.
- e. Any response to the letter of reprimand must be made in writing within 30 days of notification of the letter of reprimand. The board shall hear the response, make a decision on the response, and if the decision is that the letter of reprimand stands, shall make the letter of reprimand permanent and valid for the time frame agreed upon.

D. Loss of Membership

- a. Loss of membership shall result in the immediate and permanent suspension of all membership rights, including the loss of all titles and offices held. A response concerning the loss of membership must be made within 30 days of notification of the loss of membership. The Privy Council shall hear the response, make a decision on the response, and if the decision is that the loss of membership stands shall make a recommendation to the general membership which shall vote on the matter at the next regularly scheduled business meeting. The board's decision shall stand unless overridden by a two-thirds vote of the general membership.

VII. Theft by Court Members

- A. Theft is defined as appropriating Court funds or property for purposes other than those approved by the Board or voting membership, or writing a bad check to the ISCEE.
- B. At the time the theft is verified, the following procedure will be invoked:
 - a. The President contacts the individual and requests return of the property, payment for the value of the property, or repayment of funds within 48 hours and the board issues a letter of reprimand.
 - b. If the member does not comply within 48 hours of request, the board shall send a communication demanding repayment/restitution within a reasonable time frame and issues a second letter of reprimand.
 - c. If repayment/restitution is not made within time frame allotted, the board shall notify the individual that legal action may be taken (depending on value). All membership rights and titles may be revoked and member banned.

Article IV Guidelines for Fundraising & Events

I. Complimentary tickets and working passes for Coronation

- A. Discretionary 50% Ball tickets may be made available to members who assist in the setup and teardown of Coronation ballroom. To be determined by the ball chair and Coronation committee.
- B. Additional complimentary passes shall be made available at the discretion of the Board for representatives of charities of the reign (Max. 2 each) and support persons for people with disabilities.
- C. Complimentary tickets will be issued to:
 - MC's (max 2 unless approved by board)
 - Ball Chairs
 - Monarchs (max 2)
 - Prince/Princess/Princex (max 2)
 - Door workers
 - Sound workers
 - Spotlight operator
 - Hospitality
 - Hosp. Bartender
- D. 50% discount tickets will be issued to:
 - Monarchs' plus 1
 - Prince/Princess/Princex' plus 1

II. Complimentary passes for in-town functions (including Out-of-Town Show).

- A. Passes for in-town functions shall be issued as follows:
 - MC's (max 2)
 - Sound (1)
 - Music (1)
 - Door
 - Spotlight (if needed)
 - Designated raffle(s)
 - Monarchs plus 1
 - Prince/Princess/Princex plus 1 (max 2)
 - Support person(s) who make it possible for people living with disabilities to attend ISCEE events.

III. Submitting a budget

- A. A budget submission must be presented to the Board no later than two meetings prior to the event. Monies shall be reimbursed upon presentation of receipts. Any monies to be distributed beforehand shall be by the approval of the Board.

IV. Advertising

- A. Event advertising is the responsibility of the show's hosts and should be allotted for in the budget.
- B. Acceptable forms of advertising will consist of:
 - Electronic (Social Media, Radio, Video),

- Print Media
- Posters, & handbills
- C. Reimbursement for money spent in excess of budget must be approved by Board of Directors, prior to spending.
- D. All advertising media must have the following items:
 - Title,
 - Date, time, location,
 - Cost,
 - Age Range,
 - Benefit (if applicable),
 - Official ISCEE Crest, & ISCEE website. All advertising must be approved by a simple majority of the Board of Directors.
- E. Advertising on the ISCEE social media must be coordinated with the page admins and discretion of the board. All other advertising is optional, but highly recommended.
- F. Paid advertising is optional.

V. Event proceeds additional allotment

- A. 10% of ISCEE event proceeds shall be allocated to aid in covering the cost of a venue for future events. Proceeds are defined as the total after items such as 50/50 and specialized raffle items have been deducted. This excludes events that are designated at 100% Charity events (e.g. Christmas Show).

VI. Court's Traditional Shows

- A. Investitures is a ceremony that shall be held within 45 days of Coronation. The Board shall set a date, time, theme, and location for Investitures in time for this information to be included in the Coronation program and so that this information can be announced at Coronation. Traditionally, the date is picked when the previous reign sets the calendar for the year. This event is designed to present funds raised over the year to the respective charities. Also an opportunity for the new Monarchs to award special titles, including the new Prince/Princess/Princex. Funds raised from this event go to the Monarch's Travel Fund.
- B. The Monarch Show is coordinated by the College of Monarchs' representative and is an opportunity to gather past Monarchs. Funds raised from this event go to the General Fund.
- C. Announcement of Candidates, sometimes known as "Christmas in July," is coordinated by the Reigning Monarch(s). This event officially announces an individual's candidacy for Monarchs. Funds raised from this event are for purchasing holiday gifts for Plaza de Nuestra Comunidad (formerly Centro Latino Americano).
- D. Turnabout is a show coordinated by the Reigning Monarch(s). During this event, those who generally appear in drag, switch roles and those who generally don't do drag, don a character for one night. Funds raised from this event go to the General Fund.
- E. Christmas Show is coordinated currently by Daphne Storm (aka Bill Sullivan) and is held in the beginning of December. Funds raised from this event are for purchasing holiday gifts for Plaza de Nuestra Comunidad (formerly Centro Latino Americano).

Article V – Organization, Property & Records

I. Court Property

- A. A request for the use of court equipment/property should be submitted to the board, no later than the meeting prior to the event. Exceptions can be made at the discretion of the board. The equipment is to be returned in like condition.

II. Symbols of Office

A. Court symbols consist of:

- Scepter(s)
- State Crown
- Orb
- Sword (large stone donated by Emperor 12 Uncle Bob),
- Medallions
- Crowning Robes
- Crowning bench
- Crowning book.
- Additional symbols also consist of Crowns, Tiaras and Medallions for all other appointed and adjudicated titles.

III. Records

A. Organization Record Retention

- a. Records will be kept digitally online (cloud) and on a hard drive kept by the President or Secretary.
- b. Physical records shall be kept for the previous 3 reigns and must be produced no later than the next meeting after a request.
- c. All current Reign records must be brought to every meeting.
- d. Google services will be used for cloud storage and to host the emails used by the board.

IV. Discretionary Funds

A. Monarchs Discretionary Travel Fund

- a. Investitures is the primary source of income for the travel fund.
- b. Additional fundraisers may be designated as needed. For example, water parties, sober parties, jello shots, etc.

B. Optional Prince/Princess/Princex Discretionary Travel fund.

- a. On approval by the Board an additional fundraiser/event could be held by the Prince/Princess/Princex to raise monies for this fund.
- b. This is not automatic funding, but one to be addressed and approved each fiscal year, within three months of appointment.

C. Travel fund(s) are not meant to be the sole source of income for funding expenses. It is a subsidy, not the entire source.

D. Funding requests are to be made via email to the treasurer no later than one week prior to travel.

V. Awards and Recognition

A. Court awards that may be given annually traditionally consist of the following and are paid for by the ISCEE general funds:

- a. President's Award (given to someone that may have stood out

- throughout the reign and not fall into the other categories)
 - b. Entertainer of the Year (can be given to someone who has stood out as a continuously outstanding entertainer through the reign)
 - c. Court Member of the Year (can be given to an existing member who has performed above and beyond throughout the reign)
 - d. New Court Member of the Year (can be given to a newer member within the last few months who has shown possibility of growing in the organization)
 - e. Community Member (can be awarded to those in the community, non-court members, that has shown continuous support of the ISCEE during the reign.
- B. Additional awards that can be given are:
- a. Citizen for Life – Awarded to an individual of another realm of the ICS that has shown years of support and continues to support the ISCEE. This grants the person voting rights for Monarchs in August.
 - b. Order of the Emerald (Given to someone outside the realm by special recognition from the monarchs or by request of Emperor & Empress 9 Wes and Daphne. Currently the only “Order” that can be awarded. This also grants the person voting rights for Monarchs in August.
 - c. These must be board approved as they include voting rights. These are not required to be re-affirmed by the next reign.

VI. Protocol

- A. Appropriate introductions for present and past holders of elected titles are:
- Reigning Monarchs: His/Her/Their Most Imperial Sovereign Majesty Emerald Emperor/Empress/Emprex # (name)
 - Reigning Imperial Crown Prince/Princess/Prince: His/Her/Their Most Imperial Sovereign Highness Prince/Princess/Prince # (name)
 - Past Monarchs: His/Her/Their Imperial Sovereign Majesty, Emerald Emperor/Empress/Emprex # (Name)
 - Past Imperial Crowned Prince/Princess/Prince: His/Her/Their Imperial Sovereign Highness, Crown Prince/Princess/Prince # (name)
 - Monarchs Emeritus: His/Her/Their Imperial Majesty Emperor/Empress/Emprex Emeritus # (name)
 - Half Emperor/Empress/Emprex: His/Her/Their Imperial Majesty, Emperor/Empress/Emprex # ½ (Name)
 - Prince/Princess/Prince Emeritus: His/Her/Their Imperial Sovereign Highness, Crown Prince/Princess/Prince Emeritus # (name).
 - Prince/Princess/Prince Royale: His/Her/Their Imperial Sovereign Highness Prince/Princess/Prince Royale # (name).
 - Serene (Deceased) Monarchs: His/Her/Their Serene Imperial Sovereign Majesty, Emerald Emperor/Empress/Emprex # (Name)
 - Serene (Deceased) Imperial Sovereign Crowned Prince/Princess/Prince: His/Her/Their Serene Imperial Sovereign Highness # (name)
 - Serene's will not be announced for the Court walk or crowning ceremony by proclamation, but shall be honored at one point during coronation as a show of respect, either verbal or written.
 - Reigning Debutante/Emerald Knight/Emerald Champion shall contain His/Her/Their Most Imperial Sovereign Grace (title #) (name)

- Past Debutante/Emerald Knight/Emerald Champion shall contain His/Her/Their Imperial Sovereign Grace (title #) (name)
- Reigning Gay Emerald Empire shall contain His/Her/Their Most Imperial Sovereign Grace (title & year) (name)
- Past Gay Eugene/Gay Emerald Empire shall contain His/Her/Their Imperial Sovereign Grace (title & year) (name)
- Proper introductions of a Prince/Princess/Princex of the Realm and Prince/Princess/Princex Consort to the Monarchs or Prince/Princess/Princex Consort to Crowned Prince/Princess/Princex shall include His/Her/their Imperial Highness.
- Proper introductions of holders of the titles King/Queen, Czar/Czarina, Archduke/Duchess, Grand Duke/Duchess, Duke/Duchess, Marquis/Marquise, or other ruler of the geographical area shall include His/Her/Their Imperial Grace.

VII. Protocol Order

- A. All voting members and holders of titles are entitled to enter with the ISCEE if they:
 - Are dressed appropriately,
 - Are capable of exhibiting a dignified bearing,
 - Give notice prior to entrance of the intention to enter with the Court, and are present in time to participate in the entrance.
 - Individuals in violation of any of the above may be in violation of the code of ethics in addition to being removed from the Court walk.
- B. All matters pertaining to entrances Out-of-Town are determined at the discretion of the holder of the highest ranking title who is present.
- C. Protocol order for in-town and Out-of-Town Court introductions shall begin with non-titled Court members and proceed in ascending rank to the Reigning Monarchs in the following order:
 - a. Non-Court members without titles, announced as “Friend of the Court”
 - b. Court members without titles who are not members of the board of directors, announced as “Member of the Court”
 - c. Non-Court members with invested titles announced by title.
 - d. Court members without titles who are members of the board, announced by position
 - e. Court members with invested titles of Count/Countess, Viscount/Viscountess, Baron/Baroness, Knight/Lady,
 - f. Members of the Cabinet, First Advisor to the Emperor/Empress/Emprex,
 - g. Lady in Waiting to the Empress, First Lady to the Empress, Court Jester, Ambassador, Prime Minister, and Minister of Protocol, announced by title;
 - h. Court members with invested titles of Marquis/Marquise, Duke/Duchess, Grand Duke/Duchess, Archduke/Archduchess, Czar/Czarina, King/Queen, or other “ruler” of a particular geographical area, announced by title;
 - i. Court members with invested titles of Prince/Princess/Princex of the Realm, Prince/Princess/Princex Consort to the Crowned Prince/Princess/Princex, and Prince/Princess/Princex Consort to the Monarchs, announced by title;

- j. Court members who HELD judged titles in the past of
 - Mr./Miss Ferry Street Bridge
 - Closet Ball King/Queen
 - Mr./Ms. Eugene Leather
 - Emerald Knight/Debutante/Emerald Champion
 - Mr./Ms./Miss/Mx Gay Eugene/Emerald Empire
 - Mr./Ms./Miss/Mx Heart of Oregon
 - k. Court members who HOLD judged titles of
 - Mr./Miss Ferry Street Bridge
 - Closet Ball King/Queen
 - Mr./Ms. Eugene Leather (*inactive*)
 - Emerald Knight/Debutante/Emerald Champion
 - Mr./Ms./Miss/Mx Gay Emerald Empire
 - Mr./Ms./Miss/Mx Heart of Oregon (*inactive*)
 - Mr./Miss/Mx Gay Oregon
 - l. Prince/Princess/Princex Emeritus
 - m. Past Crowned Prince/Princess/Princex in ascending numerical order
 - n. Monarchs Emeritus
 - o. Reigning ½ Monarch
 - p. Halves appointed “For Life” fall in order of Reign given prior to the monarch of that reign, ascending order.
 - q. Past Emperor/Empress/Emprex in ascending numerical order,
 - r. Reigning Imperial Crowned Prince/Princess/Princex
 - s. Reigning Monarchs.
- D. A Court member who holds more than one title, appointed, judged, or elected, shall be entitled to be introduced in position according to their highest ranking title. An exception example to this would be if a past Crowned Prince/Princess/Princex, or Monarch currently holds a judged statewide title such as “Ms. Heart of Oregon” or “Mr. Gay Oregon”. Such persons should walk to their current title as a representative of that title. Of course, that person’s other title(s) may also be announced in their protocol announcement.
- E. Monarchs will be introduced in protocol order whether or not they are in drag. Just as it is proper for an Empress to be introduced out of drag, it is equally appropriate for an Emperor to be announced in drag.

VIII. Revisions of the Bylaws

- A. In the event the Board of Directors feel that major revisions of the Bylaws are necessary, it may appoint a Committee at a business meeting to review and recommend revisions. That Committee shall bring copies of their written recommendations to a business meeting. The Secretary shall e-mail copies of the proposed revisions to active members not in attendance at that meeting. These copies shall be sent no less than two weeks before the meeting with the vote on the agenda so that members have the legally required time to consider the revisions. The proposed revisions shall be voted on at a regular business meeting.
- B. Amendments to the Bylaws shall be adopted upon receiving at least two-thirds of the votes of voting members present at the meeting at which amendments are considered. No proxies will be accepted for bylaw revisions.
- C. If any changes in the Bylaws as a result of this review are ratified by the

general membership, the secretary shall insure that a copy of the revised Bylaws is emailed or made available to each voting member within two weeks of ratification the new document will be provided to the Secretary of State in accordance with State and Federal law.

IX. Amendments to Standard Operating Procedures

- A. Any voting member may propose changes to the SOPs in the form of a written motion at any time. Such motions must be sent to all voting members at least two weeks before a regularly scheduled general meeting. The President shall include consideration of the motion on the meeting agenda.
- B. Such proposed amendments shall be adopted upon receiving at least two thirds of the votes of the voting members present at the meeting at which the amendment is considered.
- C. Amendments ratified at any meeting shall be distributed by email or standard mail to voting members as dated memoranda from the Secretary.

X. Amending the Articles of Incorporation (see Bylaw Appendix)

- A. Proposed amendments to the Article of Incorporation shall be submitted in writing to all voting members at least two weeks prior to a regularly scheduled business meeting. The proposed amendments shall be considered at the meeting, and shall be adopted upon receiving at least two-thirds of the votes of the voting members present at the meeting.
- B. Such amendments to the Articles of Incorporation shall be reported as required by State and Federal laws.

XI. Committees

- A. Can be formed for each show to encourage new and fresh ideas. The assigned coordinator will chair each committee and will be responsible for presenting the entire committee's proposal, including a proposed completion date. The committee can be responsible for designating a liaison to the titleholders.

Article VI Proclamations and Declarations

I. Proclamations

- A. At the end of each Reign, approximately 45 days prior to coronation, the Monarch(s) may propose ONE Proclamation, to be presented at Coronation.
- B. A Proclamation may pertain to any subject except that it may not be used to amend the Bylaws without a two-thirds vote of approval by the general membership. A Proclamation may only amend the Bylaws if it specifically states the section(s) that it shall alter.
- C. A Proclamation which proposes to amend the Bylaws or which the BOD determines is an amendment to the Bylaws must be brought to the general membership for a vote in written form in accordance with the bylaw procedures section.
- D. A Proclamation which does not propose to amend the Bylaws must be approved, in written form, by a majority vote of the board prior to the announcement of the Proclamation at Coronation. If approved, such a Proclamation shall have a life of one year.
- E. At the beginning of the next Reign, a Proclamation must receive a second approval to make it permanent.
- F. The Secretary shall keep a written record of the Proclamations and the results of the board or general membership vote on each Proclamation.

II. Declarations

- A. Declarations may be made by the monarch(s) and may pertain to drag issues only.
- B. A Declaration must be approved by a majority of the board at the next regularly scheduled meeting.
- C. A Declaration which is approved by the board shall remain in force for the remainder of that Reign.
- D. A Declaration which is not approved, is not in force and may not be proposed again during that Reign.

III. Permanent Proclamation Review:

- A. Proclamations may be reviewed at any time by the privy council/board of directors.
- B. Consideration can be made to the serene majesties who have permanent proclamations in place.
- C. Consideration can be made to the involvement of the proclaiming majesties.
- D. Consideration can be made to the involvement of the designated recipients.

IV. Permanent Proclamations:

- A. Proclaimed by Empress 1 Cherresse: All past monarchs have the option to perform at Coronation, intent must be made at least two weeks prior as well as music sent for review.
- B. Proclaimed by Emperor 28 Howie Doll: Creation of the Citizen for Life Title
- C. Proclaimed by Empress 29 Daphne Storm: The ISCEE Christmas show shall benefit Plaza de Nuestra Comunidad (formerly Centro Latino Americano).
- D. Proclaimed by Empress 31 Vanity Venom: A fundraiser benefiting Greenhill Humane Society shall be held each reign.
- E. Proclaimed by Emperor and Empress 33 Loadin and Crystal Legacy: Creation of the membership scholarship fund for those new/renewing members who need financial assistance for dues.

- F. Proclaimed by Emperor 34 Big Tom: Crowning ceremonies will include only those past monarchs in attendance. If they are not in attendance, they are not called at crowning.
- G. Proclaimed by Empress 35 Cherresse: Founding monarchs of the chapters of the ICS (Emperor 1, Empress 1, Emprex 1) are afforded comp tickets to Eugene Coronation. Intent to attend should be sent to ball chair in advance.
- H. Proclaimed by Emperor 35 Donny Doone: At least two all ages events should be held during the reign, dependent on all age venue availability.
- I. Proclaimed by Emperor and Empress 37 Donny Doone and Daphne Storm: Serene monarchs shall be honored during the evening of coronation either in writing or verbal/visual.
- J. Proclaimed by Emperor 38 Devon Kink: A fundraiser benefitting S.A.S.S. shall be held each reign.