



Imperial Sovereign Court of the Wild Rose

# By-Laws, Rules of Order and Procedures

As approved July 19th, 2011

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## **P R E A M B L E – Mission Statement/ Aims and Objectives**

The mission of the Imperial Sovereign Court of the Wild Rose Social Association is to foster and promote acceptance of positive attitudes within the greater LGBTQ community.

In addition to some of the other positive aspects of the Court System, perhaps the best is that our organization is open to everyone. Our membership is made up of every aspect of society; lesbian, gay, bisexual, transgendered, queer and heterosexual. A person's gender, lifestyle or mode of dress has no bearing on being a member of the court "family."

### **SECTION 1 - NAME**

The name of this chapter of the Imperial Court System shall be known as The Imperial Sovereign Court of the Wild Rose (ISCWR).

### **SECTION 2 - OBJECTIVES**

The objectives of the ISCWR are to:

1. to provide funds to the John M. Kerr Memorial Bursary fund
2. provide a forum for education, support and acceptance of all sexual orientations and lifestyles
3. to further relationships with businesses and organizations within our local communities
4. to hold functions and fundraisers to benefit the communities
5. to help those in the community who are in need of our assistance.

### **SECTION 3 - INTERPRETATION and DEFINITIONS**

Masculine pronouns shall be understood to include the feminine gender.

### **SECTION 4 - MEMBERSHIP MEETINGS - Regular and Special**

1. Regular membership meetings shall be held each month. If a statutory holiday intervenes the Executive Board shall provide notice of any change in the date of the regular meeting.
2. Special membership meetings may be ordered by the Executive Board or requested in writing by no fewer than 10 members. The President shall immediately call a special meeting when so ordered or requested and shall see that all members receive at least twenty-four (24) hours notice at their contact information on file of the special meeting and the subject(s) to be discussed. No business shall be transacted at the special meeting other than that for which the meeting is called and notice given. A quorum for the transaction of business at any regular or special meeting shall be 10 members, including at least 50% of the Executive Board.
3. Members shall be considered in good standing and eligible to vote on all motions if they have attended 50% of the meetings held to date since the Annual General Membership meeting. This requirement may be waived with good and sufficient cause by the President of the Board.

4. The order of business at regular membership meetings is as follows:
  - a. Roll call of Officers
  - b. Voting on new members and Initiation
  - c. Reading of Minutes (this may be waived in lieu of email to members and website posting)
  - d. Matters arising
  - e. Treasurer's report
  - f. Communications and bills
  - g. Executive Committee report
  - h. Reports of committees and delegates:
    - i. ANNUAL CHARITY BALL AND CORONATION COMMITTEE
    - ii. BYLAWS REVIEW COMMITTEE
    - iii. ACTIVITIES OF THE UPPER HOUSE
  - i. Nominations, Elections, or Installations
  - j. Unfinished business
  - k. New business
  - l. Good of the Court
  - m. Adjournment

#### **SECTION 5 - VOTING OF FUNDS**

1. Except for ordinary expenses and bills as approved at membership meetings, no sum over fifty dollars shall be voted for the purpose of a grant or contribution to a member or any cause outside ISCWR, except by a motion.
2. The funds of the Association, given for donation, shall require a two-thirds (2/3) majority vote of the general members, eligible to vote, who are present.
3. All properly authorized expenses incurred by the Association will be paid by cheque by the Treasurer.

#### **SECTION 6 - OFFICERS**

The officers of the Local shall be the President, Vice-President, Secretary-Treasurer, Recording Secretary, one (1) member of the College of Monarchs, one (1) communications director, two (2) members at large and two (2) Trustees. All officers shall be elected by the membership at the Annual General Membership meeting.



## **SECTION 7 - EXECUTIVE BOARD**

1. The Executive Board shall comprise all officers. All members of the Executive Board are entitled to voice and one vote.
2. The Executive Committee shall be comprised of the President, Vice-President, Secretary-Treasurer and Recording Secretary and will deal with emergent matters when the Executive Board is not available.
3. The Board shall meet at least once every month, in addition to the general membership meeting, at a date and time determined by the Board. General members may be in attendance and will have voice but no vote at the Board meetings.
4. A majority of the Board 50% including one signing officer, constitutes a quorum.
5. The Executive officers shall hold title to any real estate of the chapter as trustees for the chapter. They shall have no right to sell, convey, or encumber any real estate without first giving notice and then submitting the proposition to a membership meeting and having it approved.
6. The Board shall do the work delegated to it by the membership and shall be held responsible for the proper and effective functioning of all committees.
7. All charges against members or officers must be made in writing and dealt with in accordance with the provisions of the Bylaws.
8. Should any Board member fail to answer the roll call for 50% of regular membership meetings and 50% of regular Board meetings since assuming office without having submitted good reasons for those failures, his office shall be declared vacant and shall be filled by an election at the following membership meeting.
9. At least one (1) board member shall be in attendance at all approved Court shows.

## **SECTION 8 - DUTIES OF OFFICERS**

1. The President shall:
  - a. enforce these bylaws;
  - b. preside at all membership and Executive Board meetings and preserve order;
  - c. decide all points of order and procedure (subject always to appeal to the membership);
  - d. have a vote on all matters (except appeals against his rulings) and in case of a tie vote in any matter, including elections, have the right to cast an additional vote to break the tie;
  - e. ensure that all officers perform their assigned duties;
  - f. fill committee vacancies where elections are not provided for;
  - g. introduce new members and conduct them through the initiation ceremony;



- h. be one of three (3) signing authorities and ensure that the Local's funds are used only as authorized or directed by the Constitution, bylaws, or vote of the membership;
  - i. be an ex-officio member of all committees
2. The Vice-President shall:
- a. if the President is absent or incapacitated, perform all duties of the President;
  - b. if the office of President falls vacant, be Acting President until a new President is elected;
  - c. act as the Board liaison to the Ball Coordinator and the Ball Coordinating Committee
  - d. render assistance to any member of the Board as directed by the Board.
  - e. be one of three (3) signing authorities and ensure that the Local's funds are used only as authorized or directed by the Constitution, bylaws, or vote of the membership
  - f. be responsible for the sponsorship program / grants and applications
3. The Recording Secretary shall:
- a. keep full, accurate and impartial account of the proceedings of all regular or special membership and Board meetings, including record of attendance, ensuring that these records include a copy of the full financial report presented by the Secretary-Treasurer;
  - b. record all alterations in the bylaws;
  - c. notify the local, National and International community of the Annual Charity Ball.
  - d. answer correspondence and fulfill other secretarial duties as directed by the Board;
  - e. file a copy of all letters sent out and keep on file all communications;
  - f. prepare and distribute all circulars and notices to members;
  - g. have all records ready on reasonable notice for auditors and Trustees;
  - h. preside over membership and Board meetings in the absence of both the President and the Vice-President;
  - i. be empowered, with the approval of the membership, to employ necessary stenographic or other assistance to be paid for out of the Chapter funds;
  - j. on termination of office, surrender all books, seals and other properties of the Local to his successor.



4. The Secretary-Treasurer shall:
  - a. be one of three (3) signing authorities and ensure that the Local's funds are used only as authorized or directed by the Constitution, bylaws, or vote of the membership;
  - b. receive all revenue, initiation fees, dues, and assessments, keeping a record of each member's payments, and deposit promptly all money with a bank or credit union;
  - c. throughout his/her term, and on behalf of the Local Chapter membership, be responsible for maintaining, organizing, safeguarding and keeping on file all supporting documents, authorizations, invoices and/or vouchers for every disbursement made, receipts for all money sent, as well as records and supporting documents for all income received by the Local Chapter
  - d. record all financial transactions in a manner acceptable to the Board and in accordance with good accounting practices;
  - e. make a full financial report to meetings of the Chapter's Executive Board, as well as a written financial report to each regular membership meeting, detailing all income and expenditures for the period;
  - f. pay no money unless supported by a voucher/receipt duly signed by any two members of the Board,
  - g. make all books available for inspection by the auditors and/or Trustee on reasonable notice, and have the books audited at least once each calendar year and within a reasonable time, respond in writing to any recommendations and concerns raised by the Trustees;
  - h. provide the Trustees with any information they may need to complete the audit report
  - i. be empowered, with the approval of the membership, to employ necessary clerical assistance to be paid for out of the Chapter's funds;
  - j. on termination of office, surrender all books, records and other properties of the Local to his successor.
5. The Communications Director shall:
  - a. Be responsible for publications and print media and newsletter, either directly or by supervision
  - b. Message and oversee electronic media, advertising and communication including social media and webpage
6. The Trustees shall:
  - a. act as an auditing committee on behalf of the members and audit the books and accounts of the Secretary-Treasurer, the Recording Secretary and the Standing Committees at least once every calendar year;
  - b. make a written report of their findings to the first membership meeting following the completion of each audit;



- c. submit in writing to the President and Secretary-Treasurer any recommendations and/or concerns they feel should be reviewed in order to ensure that the Chapter's funds, records, and accounts are being maintained by the Secretary-Treasurer in an organized, correct and proper manner;
  - d. be responsible to ensure that monies are not paid out without proper constitutional or membership authorization;
  - e. ensure that proper financial reports are made to the membership;
  - f. audit the record of attendance;
  - g. inspect at least once a year any stocks, bonds, securities, office furniture and equipment, and titles or deeds to property that may at any time be owned by the Local, and report their findings to the membership
7. Members at Large:
- a. Voting members of the executive

**SECTION 9 - OUT-OF-POCKET EXPENSES**

- 1. Any expenses for approved functions sponsored by the ISCWR and properly handed in with receipts shall be paid by the treasurer.
- 2. Any title holders owing money to the ISCWR for any reason shall immediately have their title suspended until all money is paid to the court.
- 3. Any title holder failing to pay monies to the court within a reasonable time, as set by the Board of Directors, shall first be given the opportunity to abdicate and failing this will have their title removed.

**SECTION 10 - FEES, DUES, and ASSESSMENTS**

- 1. Each application for membership in the ISCWR shall be directed to the Secretary-Treasurer and shall be accompanied by a membership fee of five dollars (\$5.00).
- 2. Membership fee shall be waived for monarchs who are members of the college with 10 years standing or more.
- 3. The Secretary-Treasurer or designate shall issue a receipt. If the application is rejected the fee shall be returned.
- 4. Membership purchased within 3 months of the expiry date of the next AGM will automatically be extended to the following AGM.

**SECTION 11 - NOMINATION, ELECTION, INSTALLATION AND BY-ELECTION OF OFFICERS**

**1. Nomination**

- a. Nominations shall be received at the Annual General Membership meeting. To be eligible for nomination a member shall have attended at least fifty percent of the membership meetings held in the previous twelve months, unless a valid reason, acceptable to the ISCWR, is given for non-attendance. No nomination shall be accepted unless the member is in attendance at the meeting or has allowed to be filed at the meeting his consent in writing, duly witnessed by another member.



## 2. Election

- a. At a membership meeting the President shall, subject to the approval of the members present, appoint an Elections Committee consisting of a Returning Officer and assistant(s). The committee shall include members of the Chapter who are neither officers nor candidates for office. It shall have full responsibility for voting arrangements and shall treat information submitted to it in connection with its responsibilities as confidential.
- b. The Executive Board shall determine the form of the ballot and ensure that sufficient quantities are made available in good time to the Returning Officer.
- c. The Returning Officer shall be responsible for issuing, collecting, and counting ballots. He must be fair and impartial and see that all arrangements are unquestionably democratic.
- d. The voting shall take place at the Annual General Membership meeting. The vote shall be by secret ballot.
- e. Voting to fill one office shall be conducted and completed, and recounts dealt with, before balloting may begin to fill another office.
- f. A majority of votes cast shall be required before any candidate can be declared elected, and second and subsequent ballots shall be taken, if necessary, to obtain a majority. On the second and subsequent ballots the candidate receiving the lowest number of votes in the previous ballot shall be dropped.
- g. When two or more nominees are to be elected to any office by ballot, each member voting shall be required to vote for at least one candidate to be elected or the member's ballot will be declared spoiled.
- h. Any member may request a recount of the votes for any election and a recount shall be conducted if the request is supported, in a vote, by at least the number of members equal to the quorum for a membership meeting.

## 3. Installation

- a. The terms of office for President, Recording Secretary, the College of Monarchs' member and One Member at Large and one Trustee shall be elected in odd numbered years.
- b. The terms of office for Vice President, Secretary Treasurer, Communications Director and one member at large and one Trustee shall be elected in even numbered years.
- c. All duly elected officers shall be installed at the meeting at which elections are held and shall continue in office for 2 years or until a successor has been elected and installed.

## 4. By-Election

- a. Should an office fall vacant pursuant to Section 7.8 of these bylaws or for any other reason, the resulting by-election should be conducted as closely as possible in conformity with this Section.



## **SECTION 12 - COMMITTEES**

The Board of Directors may at any time appoint Committees, members of which may be Board members of the Association and/or, persons from the community-at-large. These committees shall report directly to the Board.

### **1. Special Committees**

- a. A special ad hoc committee may be established for a specified purpose and period by the membership at a meeting. The members shall be elected at the same or another membership meeting or may, by specific authorization of the membership, be appointed by the President or the Executive Board. Two members of the Board may sit on any special committee as ex-officio members.

### **2. Standing Committees**

- a. Standing Committees are established to carry out functions related to the Aims and Objectives of the Association and continue to function from year to year, though the membership may change from time to time.
- b. The Chairperson of each standing committee shall be elected by the members at a membership meeting. The Chairperson and the Executive Board may, with the concurrence of the membership, jointly appoint other members to serve on a committee. The President shall be a member, ex-officio, of each committee.
- c. The Board of Directors, at their first regular meeting after installation, shall review the purposes of each Standing Committee, the membership and budget requirements of each Committee.
- d. The Standing Committees shall be:
  - i. **ANNUAL CHARITY BALL AND CORONATION COMMITTEE**
  - ii. **BYLAWS REVIEW COMMITTEE**

## **SECTION 13 - RULES OF ORDER**

1. All meetings of the ISCWR shall be conducted in accordance with the basic principles of Canadian parliamentary procedure. Some of the more important rules to ensure free and fair debate are appended to these bylaws as Appendix "A". These rules shall be considered as an integral part of the bylaws and may be amended only by the same procedure used to amend the bylaws.
2. In situations not covered by Appendix "A", Bourinot's Rules of Order shall be consulted and applied.

## **SECTION 14 - PROCEDURES OF THE COURT**

Some of the more important procedures to ensure free and fair functioning of the ISCWR are appended to these bylaws as Appendix "B". These procedures shall be considered as an integral part of the bylaws and may be amended only by the same procedure used to amend the bylaws.

## **SECTION 15 - AMENDMENT**

These bylaws shall not be amended, added to, or suspended except upon a 2/3 majority vote of those present and voting at a regular or special membership meeting following seven days' notice at a previous meeting or at least thirty (30) days written notice.

## **APPENDIX "A"**

### **To the Bylaws of the Imperial Sovereign Court of the Wild Rose**

#### **RULES OF ORDER**

1. The President or, in his absence, the Vice-President, shall take the chair at all membership meetings. In the absence of both the President and Vice-President, the Recording Secretary shall act as President, and in his absence a President pro-tem shall be chosen by the Chapter.
2. No member, except the Chairperson of a committee making a report or the mover of a resolution, shall speak more than five minutes, or more than once on the same question without the consent of the meeting or until all who wish to speak have had an opportunity. Chairpersons and movers of a resolution shall be limited to fifteen minutes, except with the consent of the meeting.
3. The President shall state every question coming before the Chapter, and before allowing debate thereon, and again immediately before putting it to a vote, shall ask: "Is the Chapter ready for the question?" Should no member rise to speak, the question shall then be put.
4. A motion to be entertained by the presiding officer must be moved and seconded; both mover and seconder must rise and be recognized by the chair.
5. A motion to amend, or to amend an amendment, shall be in order, but no motion to amend an amendment to an amendment shall be permitted. No amendment, or amendment to an amendment, which is a direct negative of the resolution shall be in order.
6. On motion, the regular order of business may be suspended by a two-thirds vote of those present, to deal with any urgent business.
7. All resolutions and motions other than those named in Rule 17, or those to accept or adopt the report of a committee, shall, if requested by the presiding officer, be presented in writing before being put to the Chapter.
8. At the request of any member, and upon a majority vote of those present, a question may be divided when the sense will admit of it.
9. Any member having made a motion can withdraw it with the consent of the seconder, except that any motion, once debated, cannot be withdrawn except by a majority vote of those present.
10. When a member wishes to speak on a question or to make a motion, he shall rise in his place or raise his hand and respectfully address the presiding officer, but, except to state that he rises to a point of order or on a question of privilege, he shall not proceed further until recognized by the chair.
11. When two or more members rise to speak at the same time, the presiding officer shall decide which one is entitled to the floor.
12. Every member, while speaking, shall adhere to the question under debate and avoid all personal, indecorous, or offensive language, as well as any poor reflection on the Chapter or member thereof.
13. If a member, while speaking, is called to order, he shall cease speaking until the point is determined; if it is decided he is in order, he may again proceed.



14. No religious discussion shall be permitted.
15. The President shall take no part in debate while presiding, but may yield the chair to the Vice-President in order to speak on any question before the chapter, or to introduce a new question. He may not regain the chair until debate on the subject is finished.
16. The presiding officer shall have the same rights as other members to vote on any question. In case of a tie, he may in addition give a casting vote, or, if he chooses, refrain from breaking the tie, in which case the motion is lost.
17. When a motion is before the chapter, no other motion shall be in order except (1) to adjourn (2) to put the previous question (3) to lay on the table (4) to postpone for a definite time (5) to refer (6) to divide or amend, which motions shall have precedence in the order named. The first three of these shall be decided without debate.
18. A motion for the previous question, when regularly moved and seconded, shall be put in this form: "Shall the main question be now put?" If it is adopted, the President shall proceed to take the vote on the resolution and amendments thereto (if any) according to their priority. If an amendment or an amendment to an amendment is adopted, the original resolution, as amended, shall be put to the chapter.
19. A motion to adjourn is in order except (1) when a member has the floor, and (2) when members are voting.
20. A motion to adjourn, having been put and lost, shall not be in order again, if there is further business before the chapter, until fifteen minutes have elapsed.
21. After the presiding officer declares the vote on a question, and before the chapter proceeds to another order of business, any member may ask for a division. A standing vote shall then be taken and the Secretary shall count same.
22. If any member wishes to challenge (appeal) a decision of the chair, he must do so at the time the decision is made. If the challenge is seconded, the member shall be asked to state briefly the basis for his challenge. The Chairperson may then state briefly the basis for his decision, following which the Chairperson shall immediately and without debate put the question: "Shall the decision of the chair be sustained?" A majority vote shall decide except that in the event of a tie the chair is sustained.
23. After a question has been decided, any two members who have voted in the majority may, at the same or next meeting, move reconsideration thereof.
24. No member shall enter or leave a meeting during the taking of a vote.



## **APPENDIX "B"**

### **To the Bylaws of the Imperial Sovereign Court of the Wild Rose**

#### **PROCEDURES OF THE COURT**

##### **1. DUES AND FEES**

- a. The refundable application fee for the Emperor and Empress shall be one hundred fifty dollars (\$150.00) each. Included in that fee are the Candidate's Coronation ticket and a candidate photo in the ball program. Upon application a copy of the Association's Bylaws and Regulations will be provided to each applicant.
- b. Additionally each candidate for the position of Emperor or Empress will have raised a minimum of (\$250.00) two hundred fifty dollars in the previous 12 months.

##### **2. APPLICATION FOR EMPEROR AND EMPRESS**

- a. Applications for the positions of Emperor and Empress for the next term shall be available by the Recording Secretary at specified locations and online no less than four (4) months prior to the Annual Charity Ball.
- b. Applications for the positions of Emperor and Empress shall be received by the President of the College, or such other persons as appointed by the Board, no less than two months prior to the annual Charity Ball. This date will be on each application package.
- c. All applications for the Emperor and Empress shall be forwarded to the College of Monarchs, which shall investigate and interview each applicant and make a recommendation and report on each applicant at a Special meeting of the College.
- d. Present at such meeting, The Board of Directors, after hearing the reports of the College of Monarchs and recommendations contained therein, shall vote on the acceptance of each applicant for the positions of Emperor and Empress.
- e. Each applicant shall be voted upon separately with a (75%) seventy-five percent majority deciding the vote.
- f. Should there only be one (1) favourable applicant for one or more of the positions, that candidate's name will appear on the ballot. No candidate may achieve the position of Emperor or Empress by Acclamation. This case will be known as a "Yes/No" vote, with the words "YES" and "NO" being placed after the candidate's name. The voters shall cast their votes according to their choice and a simple majority of the ballots cast will be decisive.
- g. In the event that there is no candidate for either the emperor or empress, the respective line of succession shall be followed in reverse numerical order (skipping the previous reign).
- h. No other reigning title holder from another organization may hold one of the Emperor or Empress titles in this organization until they have stepped down, and relinquished the responsibilities of the title which they are currently in possession of.



- i. In order to run for the position of Emperor or Empress, the applicants must be members of the Association for a minimum of three (3) months prior to the close of applications for Emperor and Empress.

### **3. CANDIDATE'S CAMPAIGN**

- a. For the approved candidates for Emperor and Empress, the campaign will begin at least four (4) weeks prior to the Annual Charity Ball, beginning on a Friday night at 9:00 pm., and will continue throughout the Annual Charity Ball.
- b. There is no limit on the amount of money that can be spent on one's campaign, but all funds expended are the candidate's responsibility and in no way will any cost or responsibility for the same be borne by the Association.

### **4. ELECTIONS**

- a. The Association will hold an Annual Election at the Annual Charity Ball, to elect an Emperor and Empress to represent the Association locally, nationally and internationally during the year of their reign as goodwill ambassadors, to reign over their house in perpetuity, if they so desire.
- b. Voting for Emperor and Empress shall be restricted to residents living in Red Deer and North, in Alberta, which have attained the age of majority as established by the Province of Alberta.
- c. All voters must present a valid and acceptable form of picture identification or be known to the elections officer. Once the voter's eligibility has been established, the voter shall sign the Voter's Register, at which time the voter will receive one (1) ballot. No one may vote more than once for any elected position.
  - i. The voter shall then move to the voter's "booth" and mark the ballot. The ballot shall then be folded once by the voter and deposited into the ballot box in clear view of the person in charge of the ballot box.
  - ii. There shall not be any proxy votes allowed.

### **5. THE BALLOT BOX**

- a. At the conclusion of voting, the ballot box will be sealed by the Chief Electoral Officer in front of two (2) witnesses who shall affix their signatures to the seal on the ballot box and Witness form.

### **6. COUNTING OF THE BALLOTS**

- a. The ballot box shall be opened by the Chief Electoral Officer and the ballots counted in front of all witnesses and/or approved scrutineers.
- b. The results will be listed on the Results of Annual Election form which shall then be placed in the envelope provided. The envelope shall be sealed and the signature of the Chief Electoral Officer shall be affixed across the seal.
- c. The envelope shall then be placed in the hands of the Chief Electoral Officer for safekeeping until it is called for at the appropriate time during the Annual Charity Ball.

- d. Any candidate has the right to request a recount within forty-eight (48) hours from the announcement of results during the Annual Charity Ball.

## **7. THE ANNUAL CHARITY BALL**

- a. The Association shall hold an Annual Charity Ball each year to salute the outgoing Emperor, Empress, Imperial Crown Prince, Imperial Crown Princess, Imperial Grand Duke and Imperial Grand Duchess, announce the results of the Annual Election for Emperor and Empress of Edmonton, and, if possible, distribute funds raised, both to and for, various charities.
- b. It is the privilege of the reigning monarchs to choose the theme of the Ball and it is the responsibility of the reigning monarchs to promote the Ball.
- c. It is the responsibility of the Recording Secretary to notify the local, National and International community of this event.
- d. The Board of Directors, in consultation with the reigning monarchs, will choose the date and place of the Annual Ball and will assist with the preparation of the program and other Ball related activities.
- e. The following awards will be presented during the week of the Annual Ball:

### **i. THE JOHN DESMIT CITIZEN OF THE YEAR AWARD**

- Presented to any community member who has shown regard and / or demonstrated service to the LGBTQ community.
- The nominees for the Citizen of the Year Award shall be forwarded by the general membership, who will present their nominations to the members of the upper house, who will provide a short list of nominees to the Board of Directors. The Board of Directors will then approve the recipient.

### **ii. THE EMPRESS 1 MILLICENT AWARD**

- Presented to a member of the College of the ISCWR who has contributed 10 or more years of service to the Court.
- The nominees for the Empress I Millicent Award shall be identified and voted on by the Board of Directors with equal participation from the Millicent Award winner of the previous year. In the case of a tie, the president will cast the deciding vote.

### **iii. THE PRESIDENT'S AWARD**

- The President's Award is presented to the member of the Association, outside of the Upper House, who has made an outstanding contribution to the good of the association in the immediately preceding year.
- The Board of Directors will submit nominees to the President. The recipient is selected by the President.



iv. **MOTHER JEAN LAWSON AWARD**

- Presented each year to a self-identifying heterosexual member of the ISCWR whose service and dedication to the court has been outstanding
- The Mother Jean Lawson award will be chosen by the reigning monarchs.

v. **RISING STAR YOUTH AWARD**

- Presented annually to a first time member of the ISCWR who is between the ages of 18-25 years old. Selected by the current monarchs, the award recognizes an individual who they believe has "star" qualities and potential and upholds the integrity of the organization.

- f. Each year the Association will salute the past Emperor and Empress monarchs celebrating their 10th 20th 30th 40th 50th and so on anniversary of the step-down (The Decade Monarchs) by providing the opportunity for a walk/entrance length to be determined annually) during the evening's events plus a page in the ball program if they so wish.
- g. Each current year Imperial Crown Prince, Imperial Crown Princess, Imperial Grand Duke and Imperial Grand Duchess will be entitled to a courtesy walk whether or not they are running as candidates for the new reign. These walks must occur after voting for the new reign has concluded.
- h. At the appropriate time during the Annual Charity Ball, The Chief Electoral Officer will be called to present the envelope containing the Annual Election results to the President of the College who will open the envelope and show the results to the assembled members of the College Of Monarchs.
- i. The successful candidate(s) shall be escorted into the Ballroom in the order of Emperor, and then Empress by those members of the College previously designated to do so.
- j. The new Monarchs shall be introduced as they enter the Ballroom and take their places on the dais.

8. **DUTIES OF THE EMPEROR AND EMPRESS**

- a. The Emperor and Empress are to be goodwill ambassadors and answer to the membership through the Board of Directors.
- b. The Emperor and Empress are members of the Upper House and they are to lead their House.
- c. The Emperor and Empress will attend the meetings of the Board of Directors of the Association during the year of their reign. They have voice but no vote at Board meetings.
- d. The Emperor and Empress are to uphold and promote the Aims and Objectives of the Association to the community at large.



- e. In selecting candidates for consideration of upper house titles it is the responsibility of the Emperor and Empress to make sure said candidates are aware of and understand the by-laws and procedures.
- f. The Emperor and Empress shall establish a set of priorities, including the use of regalia for all title holders, to be presented to the Board of Directors for approval at the second scheduled board meeting of their Reign. These priorities will form the basis of their activities to be undertaken during their reign.
- g. The Emperor and Empress shall submit a plan for their Coronation Step down, no later than three months from the date of their Coronation. The plan will consider the following items: Promotion in and out of town, Media, Ball Theme, Coronation Week Events, and Budget for such. Failure to do so will forfeit their right of say in these proceedings
- h. The Emperor and Empress are to host a minimum of one (1) meeting during their reign open to the community at large to describe and explain their priorities, charities, and plans for the upcoming year. This meeting shall be held with the Annual General Meeting of the Association.
- i. The Emperor and Empress are to host, or delegate the duty of hosting for, the events of the Association known as INVESTITURES and the ANNUAL CHARITY BALL.
- j. The Emperor and Empress will, with the support of their house, undertake a minimum of one (1) function monthly to support the Aims and Objectives of the Association. This may be waived by the Board of Directors given sufficient cause by the Emperor or Empress.
- k. The Emperor and Empress will attend a minimum of four (4) out-of-town Coronation Balls. This may be waived by the Board of directors given sufficient cause by the Emperor or Empress. Failure to do so will forfeit their eligibility to enter the College of Monarchs.
- l. The Emperor and Empress will be known as the (insert proper number here) elected Emperor or Empress. Once they have successfully entered the College of Monarchs they will be referred to as Emperor or Empress (insert proper number here)

## 9. DUTIES OF THE IMPERIAL CROWN PRINCE AND PRINCESS

- a. Candidates for Imperial Crown Prince and Imperial Crown Princess shall be selected by the Emperor and Empress and announced at Victory Brunch. There must be a minimum of two (2) candidates announced for each position. Candidates will be approved by the Board at a meeting called for such purpose.
- b. Candidates are voted on by the people who have purchased the most recent ISCWR membership and live in Red Deer and north, in the Province of Alberta.
- c. The Imperial Crown Prince and Imperial Crown Princess are to be goodwill ambassadors.

- d. The Imperial Crown Prince and Imperial Crown Princess shall assist the Emperor and Empress in fulfilling their duties whenever requested to do so by the Emperor and Empress or the Board of Directors.
- e. The Imperial Crown Prince and Imperial Crown Princess shall be members of the Imperial Upper House for the term which they are chosen.
- f. The Imperial Crown Prince and Imperial Crown Princess shall be responsible for a minimum of 4 (four) functions to support the Aims and Objectives of the Association. This requirement may be waived by the Board given sufficient cause by the Imperial Crown Prince or Princess
- g. Imperial Crown Prince and Imperial Crown Princess will attend a minimum of one (1) out-of-town Coronation Ball. This may be waived by the Board of directors given sufficient cause by the Emperor or Empress. Failure to do so will forfeit their eligibility to enter the College of Monarchs.

#### **10. DUTIES OF THE IMPERIAL GRAND DUKE AND DUCHESS**

- a. The Imperial Grand Duke and Duchess shall be selected by the Emperor and Empress and appointed at the annual Investitures upon approval of the Board of Directors. I
- b. The Imperial Grand Duke and Duchess are to be goodwill ambassadors.
- c. The Imperial Grand Duke and Duchess shall assist the Emperor, Empress, Imperial Crown Prince and Imperial Crown Princess in fulfilling their duties whenever requested to do so by any of them or by the Board of Directors.
- d. The Imperial Grand Duke and Duchess shall be members of the Imperial Upper House for the term which they are chosen
- e. The Imperial Grand Duke and Duchess shall be responsible for a minimum of two (2) functions to support the Aims and Objectives of the Association. This may be waived by the Board of Directors given sufficient cause.

#### **11. THE DUTIES OF THE MR / MS /MZ GAYS**

- a. Titleholders are the visible ambassadors of the LGBTQ Edmonton Community. Pageant Titleholders will begin work with the ISCWR Board immediately after the pageant.
- b. Titleholders are expected to be available during Pride.
- c. Titleholders are required to attend at least four major community events in full regalia during their title year.
- d. Attendance at one out of town Gay Pageant is expected.
- e. Attendance at Pride Parade and Gay Edmonton Pageant are all mandatory.

## 12. THE IMPERIAL HOUSE

- a. The reigning Emperor and Empress shall establish their House by announcing its name at Investitures or within thirty (30) days of their Coronation.
- b. Each House will have a distinct name and shall exist to support the reigning Emperor and Empress in fulfilling their roles within the Association.
- c. Members of the House will be appointed by the reigning Emperor and Empress from the members of the Association and/or, the community-at-large. There shall be no set number of members.
- d. Each member of the House shall have a title bestowed upon them at the time of their appointment to the House by the reigning Emperor and Empress. Title Holders will only hold one title in each Imperial House.
- e. The Imperial Upper House shall consist of the Emperor, Empress, one (1) only Imperial Crown Prince, one (1) only Imperial Crown Princess and one (1) only Imperial Grand Duke and one (1) only Imperial Grand Duchess.
- f. Imperial Upper House title holders must relinquish their title if they wish to run for another title during the same reign in which they hold their title.
- g. Dual title holders of lower/upper house are required to use their highest title unless they are stepping down from the lower house title.

## 13. THE COLLEGE OF MONARCHS

- a. Membership of the College of Monarchs is limited to past Emperors, Empresses, Imperial Crown Prince and Imperial Crown Princess who have successfully completed their Reign and have satisfied the college of their duties during said reign.
- b. At the Annual General Meeting the college shall meet and elect from among past emperors and empresses who are present, a person to act as head of the college of monarchs. Quorum for the election shall consist of those college members present but not less than 5. The Head of the College or their designate will also perform the coronation ceremony of the Emperor and Empress at the annual charity ball, and the Imperial Crown Prince and Princess and the Imperial Grand Duke and Duchess during Investitures.
- c. For extraordinary issues that may arise not covered by the association's bylaws, regulations or policies, the college shall decide all matters of ritual, ceremony and protocol following consultation with the Minister of Protocol, (as chosen by the current reigning monarchs), the reigning Monarchs and the general Membership.



#### 14. LINE OF SUCCESSION

- a. In the event that the Emperor is unable to complete his term for any reason, the members of the male line (skipping the previous reign) of the college of Emperors will be asked in reverse order to finish the term. Should there not be any acceptance then the members of the female line will be asked in reverse order to finish the term. If there is no acceptance then there will not be any regent for the remainder of the year.
- b. In the event that the Empress is unable to complete her term for any reason, the members of the female line (skipping the previous reign) of the college of Empresses will be asked in reverse order to finish the term. Should there not be any acceptance then the members of the male line will be asked in reverse order to finish the term. If there is no acceptance then there will not be any regent for the remainder of the year.
- c. If the Prince is unable to complete his term for any reason then The Monarchs will first be asked if they would like a Regent for the remainder of the reign. If they so choose then, the members of the male line (skipping the previous reign) of the college of Princes will be asked in reverse order to finish the term. If there is no acceptance then there will not be any regent for the remainder of the year
- d. If the Princess is unable to complete her term for any reason then The Monarchs will first be asked if they would like a Regent for the remainder of the reign. If they so choose then, the members of the female line (skipping the previous reign) of the college of Princesses will be asked in reverse order to finish the term. If there is no acceptance then there will not be any regent for the remainder of the year

#### 15. SPECIAL APPOINTMENTS

In recognizing the special nature of the Imperial Sovereign Court of the Wild Rose's functions and activities, the Board will, from time to time, find it necessary to make Special Appointments of Officers related to carrying out specific responsibilities, these Special Appointments will include, but are not limited to "CHIEF ELECTORAL OFFICER".

#### 16. TITLES

- a. The reigning Emperor and Empress shall create titles for members of their House, which should be members in good standing of the Court and if not, be encouraged to do so.
- b. The Board of Directors may, following consultation with and the agreement of both the Emperor and Empress, create titles.
- c. Titles created by the Emperor and/or Empress may exist for the year of their reign or may be taken away at any time, after consultation with the Board of Directors, by the Emperor and/or Empress who created them.



- d. The word "ULTIMA" following any other title may only be granted by the Board of Directors. There may only be one (1) Ultima of any particular title at any one time. Ultima titles shall be granted for life and may not be awarded again until the demise of the current holder.
- e. As a matter of courtesy, "Ultima" titles awarded by Affiliated Societies and, or, Associations in Alberta will be confirmed for the Society/Association by the Boards of Directors of all such organizations within the Province.

## 17. RECORD OF TITLES

- a. The Imperial Historian and Keeper of Titles and/or Minister of Protocol of the association shall be responsible for the maintaining a record of all titles.
- b. The records shall be maintained by the House and will be listed as Annual.
- c. Annual titles shall be certified by issuing House Certificates provided by the reigning Emperor and, or, Empress.
- d. "Ultima Titles" shall be certified by issuing a plaque provided by the Association.

## 18. ABDICATION

- a. If the Emperor, Empress, Imperial Crown Prince, Imperial Crown Princess, Imperial Grand Duke and/or Imperial Grand Duchess should decide not to fulfill their reign for any reason, the following procedure must be followed:
  - i. A letter of resignation from the position held must be filed with the secretary.
  - ii. The secretary must immediately inform the President of the receipt of these documents.
  - iii. The President shall then call a Special meeting of the Board of Directors for the purpose of confirmation and acceptance of the impending resignation(s) and/or abdications.
  - iv. The President shall also ask the Head of the College of Monarchs to attend the special board meeting.
  - v. It shall be the duty of the Head of the College of Monarchs to confer the following the accepted line of succession, choose a person(s) whose name(s) shall be suggested to the board of directors. If the Head of the College of Monarchs is not available then the duties will fall to the President of the Association.
  - vi. The new Regent Emperor/ Regent Empress, Regent Imperial Crown Prince/ Regent Imperial Crown Princess shall then, in front of the board of directors and the Head of the College of Monarchs, if available take the Oath of Office.

- vii. The President, on behalf of the board of directors, shall then confirm the acceptance of the Instrument(s) of Abdication, and further confirm the appointment of the Regent Emperor/ Regent Empress, Regent Imperial Crown Prince/ Regent Imperial Crown Princess, to the board (if applicable).

## 19. REMOVAL OF TITLES

- a. The titles of Emperor, Empress, Imperial Crown Prince and Imperial Crown Princess, Imperial Grand Duke, Imperial Grand Duchess may only be removed for serious infractions which by their actions have or may have caused harm to the organization known as the Imperial Sovereign Court of the Wild Rose.
- b. Any member of the court or general public may put their concern in writing to the President of the Board, who will within seven (7) days, call a special meeting of the membership to deal with the issue.
- c. The allegation(s) can also be presented by the person making the accusation to the next available membership meeting. The accused title holder will have an opportunity to respond.
- d. A vote will be taken of all the members in good standing present. The question will be asked, "Shall the title holder be removed from office?" two-thirds (2/3) of those members present must vote in the affirmative for any action to be taken.
- e. Once the vote is taken, the issue of removal will be decided by the Board of Directors. The Board will take into consideration the vote of the college, the membership and must have 75% support of the Board before any title holder will have their title removed.
- f. If the title holder has been removed from office, the recording secretary shall inform the Imperial Court System by letter of the action taken and that title holder shall not complete their reign or further represent the Imperial Sovereign Court of the Wild Rose.

## 20. REGALIA

- a. The Emperor and Empress will have a fund totalling \$500.00 provided to them as a courtesy from the reign immediately prior to the current reign for the purchase of their personal crowns. The monies will be divided equally between the reigning monarchs unless one monarch having purchased their crown does not use their entire portion of the fund. Any monies remaining may be used by the Monarch who has not purchased their crown. Each Monarch will have until 2 weeks prior to the date of their step-down to purchase their personal crown, and if they have not done so will forfeit this right. Under special circumstances this may be waived by the Board of Directors after having consulted with the general members.
- b. The Board of Directors on behalf of the association will purchase an adornment of office, to be used by each elected Empress during



her reign. This adornment will remain the property of the Association. Each Empress shall provide a damage deposit of \$100.00 for the use of the adornment, any damage other than regular wear and tear will be the responsibility of the reigning Empress.

- c. The Board of Directors on behalf of the association will Purchase an Emperor's –adornment of office, to be used by each elected Emperor during his reign. This adornment will remain the property of the Association. Each Emperor shall provide a damage deposit of \$100.00 for the use of the adornment, any damage other than regular wear and tear will be the responsibility of the reigning Emperor.
- d. The Board of Directors on behalf of the association will purchase and adornment of office, to be used by each elected Imperial Crown Princess during her reign. This adornment will remain the property of the Association. Each Imperial Crown Princess shall provide a damage deposit of \$75.00 for the use of the adornment, any damage other than regular wear and tear will be the responsibility of the reigning Imperial Crown Princess.
- e. The Board of Directors on behalf of the association will purchase an adornment of office to be used by each elected Imperial Crown Prince during his reign. This adornment will remain the property of the Association. Each Imperial Crown Prince shall provide a damage deposit of \$75.00 for the use of the adornment, any damage other than regular wear and tear will be the responsibility of the reigning Imperial Crown Prince.
- f. The Board of Directors will purchase an adornment of office, to be used by each Imperial Grand Princess during her reign. This adornment will remain the property of the Association. Each Imperial Grand Duchess shall provide a damage deposit of \$50.00 for the use of the adornment, any damage other than regular wear and tear will be the responsibility of the reigning Imperial Grand Duchess.
- g. The Board of Directors will Purchase an adornment of office, to be used by each Imperial Grand Duke during his reign. This adornment will remain the property of the Association. Each Imperial Grand Duke shall provide a damage deposit of \$50.00 for the use of the adornment any damage other than regular wear and tear will be the responsibility of the reigning Imperial Grand Duke.

