



Protocol  
The Policies and Procedures  
of the  
Imperial Windy City Court  
of the  
Prairie State Empire Inc., NFP  
d.b.a.  
The Windy City Empire

With Revisions as of June 23, 2014

## **LIST OF ARTICLES**

The following list of articles shall comprise Protocol, the Policies and Procedures Manual of the Imperial Windy City Court of the Prairie State Empire Inc., NFP, effective as of June 23, 2014.

Article One (1): ORGANIZATION NAME

Article Two (2): DEFINITIONS

Article Three (3): MEMBERS

Article Four (4): BOARD OF DIRECTORS

Article Five (5): COLLEGE OF MONARCHS

Article Six (6): MONARCH CANDIDATE RULES

Article Seven (7): MONARCH CAMPAIGN AND ELECTION RULES

Article Eight (8): MONARCH ELECTION PROCEDURE

Article Nine (9): IMPERIAL. FAMILY

Article Ten (10): REGENT MONARCHS

Article Eleven (11): CORONATION

Article Twelve (12): INVESTITURE

Article Thirteen (13): DRESS CODE / CROWNS / GREETINGS / CONDUCT

Article Fourteen (14): PROCLAMATIONS

Article Fifteen (15): TITLES

Article Sixteen (16): OUT OF TOWN FUNCTIONS

Article Seventeen (17) MINISTER OF PROTOCOL

Article Eighteen (18): DUTIES OF DOWAGER MONARCHS

Article Nineteen (19): AMENDMENTS

## **ARTICLE ONE (1)**

### **Organization Name**

The name of the organization shall be the Imperial Windy City Court of the Prairie State Empire Inc., NFP, d.b.a. the Windy City Empire.

## **ARTICLE TWO (2)**

### **Definitions**

The following is a list of commonly used words and their definitions:

**Board of Directors:** Comprised no less than three (3) and up to seven (7) members elected by the membership.

**Citation:** The bestowing of titles upon members of a Barony or Ducal Court.

**Organization:** Imperial Windy City Court of the Prairie State Empire Inc., NFP.

**College of Monarchs:** Past reigning monarchs residing in the realm of the Imperial Windy City Court of the Prairie State Empire Inc., NFP, who have successfully completed their reign.

**Contest or Pageant:** A fundraising event at which the Windy City Empire bestows a year-long title to the winner.

**Coronation:** Crowning of the newly elected or appointed Emperor and Empress of an Empire Court

**Court Address:** PO Box 804545 Chicago, IL 60680-4017.

**Dowager Monarchs:** The immediately past reigning Emperor and Empress

**Empire:** Imperial Windy City Court of the Prairie State Empire Inc., NFP.

**Courtiers:** Title of address to all members of the Imperial Windy City Court of the Prairie State Empire Inc., NFP

**Elected Positions:** Board of Directors and Monarchs, and the Dean of the College of Monarchs who is elected solely by the members of the College of Monarchs.

**Email Address:** empireofchicago@yahoo.com,

**Emperor and Empress:** Titles given the member elected or appointed by the membership and crowned at Coronation.

**Fundraiser:** Any event officially approved by the Board of Directors to raise funds from the public.

**Imperial Crown Prince and Imperial Crown Princess:** Titles given to the member appointed by the Emperor or Empress to serve at the discretion of the Monarchs

**Imperial Family:** The Emperor, Empress, Imperial Crown Prince, Imperial Crown Princess, Crown Prince, Crown Princess, Prince Royale, Princess Royale, Prince, Princess, Duke and Duchess, Grand Marquis and Grand Marquise, Marquis and Marquise, Count and Countess, Viscount and Contessa.

**Investiture:** The fundraising event celebrating the bestowing of titles upon court members and other attendees.

**Lady:** All female members of the Imperial Windy City Court of the Prairie State Empire Inc., NFP

**Lord:** All male members of the Imperial Windy City Court of the Prairie State Empire Inc., NFP

**Majority:** Is determined to be a number of (count) greater than 50%

**Member:** Any person who pays dues and meets the requirements of membership.

Monarchs: Past and reigning elected or appointed member, designated by the title of Baron or Baroness, Emperor or Empress.

Out of Town Function: Any function conducted by a realm out of the jurisdiction of the Imperial Windy City Court of the Prairie State Empire Inc., NFP.

Regent Monarch: A monarch who is appointed to the position of Emperor or Emperor when that position becomes vacant.

Standing Committee: A committee that remains functioning throughout the year.

State Function: An event produced by the Imperial Windy City Court of the Prairie State Empire Inc., NFP or the College of Monarchs, or the Imperial Windy City Court of the Prairie State Empire Inc., NFP in conjunction with another organization.

Web Address: [www.windycityempire.org](http://www.windycityempire.org).

### **ARTICLE THREE (3)**

#### **Members**

Section 1: A member must be at least twenty-one (21) years of age and a legal resident of the State of Illinois or of the five (5) Indiana border counties identified in the By-Laws.

Section 2: A member may be considered for only one elected position per year.

Section 3: Member In Good Standing:

- A. A member must have an awareness and working knowledge of the By-Laws of the Imperial Windy City Court of the Prairie State Empire Inc., NFP and of this Policies and Procedures Manual.
- B. Members are expected to actively participate within the organization, including participation on one fundraising event committee and on one Coronation committee each year.
  - 1. Leave Of Absence: Any member may request a leave of absence by submitting it in writing to the Board of Directors. The leave of absence may be extended by another written request. Both requests must be made prior to the leave of absence taking place.
- C. Members in Good Standing are also defined as having all membership fees being paid within one year of each previous payment as well as any expenditure incurred on behalf of the meememberhaving been paid in period not to exceed ninety days.

Section 4: New Members - Fees and Dues:

- A. New members may join at any general meeting or event by giving dues to a member of the Executive Committee or by mailing membership application and dues to the Windy City Empire, P.O. Box 804545, Chicago, IL 60680-4107. In the case of mailed applications, membership will start as of the postmarked date of the envelope. All others will start as of the submission date to the member of the Executive Committee.
- B. New members are eligible to vote for Monarchs and Board of Directors candidates after sixty [60] days of paid membership.
- C. Fees and Dues

1. Membership dues are fifteen dollars [\$15.00] annually and are due the first day of November.
  2. Any member delinquent in their membership dues for a period of three (3) months will have their voting privileges revoked until such time as the dues are paid. The Board of Directors, will consider extreme financial circumstances only with proper notification to the Treasurer, in writing by the member, prior to the end of the three-month period.
  3. All members in arrears for six (6) months will be removed from the Membership Roster.
- D. Any member who became inactive for delinquent dues may rejoin with new member status (i.e., Art.3, sec5, A). Members who became inactive for delinquent dues may not retain their elected position.
- E. Membership dues are for the exclusive use of the Board of Directors to fund expenditures incurred by the organization as necessary to run the daily operation of the corporation.
- F. Membership dues are collected based on the fiscal year of the corporation and are held in escrow until the new Board of Directors is seated following the annual membership meeting as prescribed in the By-Laws of the corporation.

Section 5: Member Conduct:

- A. All members are subject to the following rules and regulations of conduct.
- B. A member in violation of Robert's Rules of Order at a General Membership Meeting shall be expelled from said meeting.
- C. All members are expected to show respect to reigning and past Monarchs and members from other courts. Any member who violates Protocol may be subject to removal or reprimanded by the Imperial Windy City Court of the Prairie State Empire Inc., NFP.
- D. A member whose behavior is deemed harmful to the Imperial Windy City Court of the Prairie State Empire Inc., NFP shall be subject to removal from the organization. Member removal may be based on the following guidelines:
1. A formal complaint must be submitted to the Dean of the College of Monarchs, President of the Board of Directors, and the Membership Chair within thirty(30) days based upon the events that occurred for which the complaint is being made. A copy of the complaint must be postmarked within seven (7) days of receipt or scanned and electronically mailed to member(s) addressed in the complaint by the Dean of the College.
  2. Complaints filed after thirty [30] days of the alleged violation will not be considered by the College of Monarchs.
  3. Complaints and charges shall be sent to the Dean of the College, President of the Board, and Membership Chair. The President of the Board and the Dean of the College may then seek to arbitrate the complaint to the satisfaction of the complainant. If this is not possible, the Dean shall present the complaint to the College in regular or called session for their hearing. Both the person(s) making the complaint and the person(s) about whom the complaint is made are asked to be present for the meeting or notified that no arbitration is deemed necessary. Absence of either of both parties shall not negate the College from hearing and deciding the complaint. This meeting must take place within thirty days.
  4. Only signed complaints will be accepted for consideration.
  5. Upon hearing both sides (if both choose to present such information), the College shall decide the result of the hearing. They may vacate the complaint; set specific remedies for the complaint (letters of apology, suspension or removal from office held, probation of membership, and suspension of membership for specified time or removal from membership. Removal from membership requires consent of the Board of Directors. Recommendations for other remedial

actions may be made, such as counseling, anger management classes, etc. Notification of the College decision must be delivered to the Membership Chair.

6. No person on probation or suspension of membership shall be allowed to be a candidate for elected office until such probation or suspension is satisfied.
  7. Complaints which are found to be baseless or false may be refused. The person(s) making the complaint may themselves have a complaint filed against them and be subject to the usual procedures of this body. However, all complaints must be presented to said persons as addressed in Article 3, Section 6, Paragraph 1, Sub Paragraph D.
- E. The Dean of the College of Monarchs will submit within ten [10] days of their review the findings and recommendations of the College of Monarchs to the Board of Directors.

PLEASE NOTE:

**All members should be advised that their behavior will reflect on their court, their community, their city and themselves.**

#### ARTICLE FOUR (4)

##### **Board of Directors**

[PLEASE NOTE: The duties and responsibilities of the Board of Directors can also be found in the By-Laws.]

- Section 1: If a Board of Directors member is also a member of the College of Monarchs, their deciding vote shall be with the Board of Directors, except where the College of Monarchs has exclusive jurisdiction.
- Section 2: The Board of Directors shall meet no less than once monthly to transact the business of the corporation. Board meeting shall be open to members of the organization to attend. Members in attendance may not address the Board until all matters have been discussed and the Board opens the meeting to Additional Items from the floor. The Board may go into executive session requesting that non-Board members be excused to discuss private and/or confidential matters.
- Section 3: Upon termination, resignation or completion of term, all Board of Directors members shall relinquish all court property and records to the succeeding Board of Directors, or Imperial Windy City Court of the Prairie State Empire Inc., NFP, d.b.a. the Windy City Empire.
- Section 4: Nominations to the Board of Directors are held at the August General Membership Meeting. Candidate speeches and voting takes place at the September General Membership Meeting, which is also the Annual Membership Meeting. Newly elected officers assume all duties at the October General Membership Meeting.
- Section 5: Individuals who are nominated for a board position must be present at the August General Membership Meeting to accept the nomination.
- Section 6: All candidates pursuing a board position must be present at the September Annual Membership Meeting. Each candidate has the option of presenting a candidate speech of no longer than five (5) minutes. All candidates are subject to a question and answer period. The moderator for the question and answer period will be the Dean of the College of Monarchs, or their designated representative.
- Section 7: Expenditures of less than one-hundred dollars [\$100] may be made by officers of the Board of Directors which have been previously approved within the budget submitted by the Budget Committee and approved by the Board of Directors. No re-imbursement shall be made without approval of the Board of Directors.

Section 8: Voting Procedures for the Board of Directors

- A. Voting takes place after the adjournment of the September General Meeting and a short break is taken.
- B. The Dean of the College of Monarchs or their designated representative shall oversee the voting process. The College will supply voting ballots and pens. An eligible voter signature registry is supplied to the Dean of the College by the current Treasurer.
- C. Eligible voters are those Court members in good standing, as per Article 3: Section 4, who have been members for three (3) months or more prior to the Election Day.
- D. Voter eligibility is determined prior to the Election Day by the Vice-President and Treasurer of the Board of Directors. Written notification from the Secretary or their designated representative will be sent and postmarked, or emailed with a returned, responding message, to all eligible voters a minimum of seven (7) days prior to election day.
- E. All candidates for board positions must satisfy the following requirements:
  - 1. A board candidate must have been a legal resident of the realm governed by the Imperial Windy City Court of the Prairie State Empire Inc., NFP no less than one (1) year prior to the date of nomination.
  - 2. A candidate must be a legal resident of the United States.
  - 3. While convicted felons are discouraged from running for the board, If a convicted felon wishes to be on the Board of Directors they may hold one of the Members-at-Large positions but are prevented from holding the position of President, Vice-president, Secretary, and Treasurer.
  - 4. A board candidate must have an awareness and working knowledge of the Court system. A candidate must be an active Imperial Windy City Court of the Prairie State Empire Inc., NFP member in good standing for the six (6) months prior to nomination.
- F. After all candidates have completed their speeches and question and answer period, the voting process will begin. The first round of voting is for membership to the Board of Directors.
- G. All eligible voters will sign their name to the Election Signature Registry prior to receiving an election ballot. The voter places an X next to the name of the candidate they wish to vote for. A voter can choose from one (1) to seven (7) candidates. Write in votes are not allowed and will invalidate the ballot. A voter must be present to vote, no absentee ballots are allowed. Legal names must be used; nicknames and stage names are not allowed and will invalidate a ballot.
- H. When all ballots are turned in, they are tabulated by the Dean of the College of Monarchs or their designated representative, a member of the College of Monarchs and a member of the organization at large. These three (3) people cannot be seeking a position on the Board of Directors.
- I. A candidate must receive a majority of votes cast to be elected to the Board of Directors.
- J. From these newly elected Board Members, nominations are accepted for the Board Officers; President, Vice-President, Secretary and Treasurer. Any member who is not elected as a Board Officer will be known as a Board Member at Large.
- K. A second round of voting is held after nominations. The voter writes in the name of the nominated Board Member after the office they wish to elect them to. Legal names must be used; nicknames and stage names are not allowed and will invalidate a ballot.
- L. When all ballots are turned in, they are tabulated as per Sub-Sections G and H. A Board Member must receive a majority of votes cast to be elected to an office.

M. In the event that a majority election is not achieved, a run off election of the top two (2) candidates will be conducted to fill the office.

Section 9 The Board of Directors shall appoint a Sergeant-at-Arms for the purpose of maintaining order at all meetings of the general membership.

Section 10: Duties of the Members of the Board of Directors.

A. The President shall preside at all meetings of the Board of Directors and may call special meetings of the Board of Directors. The president of the Board is an ex-officio member of all standing committees.

B. The Vice-President shall preside at all meetings of the Board of Directors in the absence of the President, or in matters pertaining to necessary obligations of the President. The Vice-President of the Board is the chairperson of the Membership Committee and shall maintain the membership roster.

C. The Secretary shall keep all required documentation and records necessary as prescribed by the State of Illinois, Counties within the realm, and municipal governments. The Secretary shall also be the keeper of the Seal of the Corporation and keep accurate minutes of all Board meetings. The Secretary shall post all necessary communications to the International Court System and the membership of the organization. The Empires records are located in the residence of the Secretary. Vital Records and Information are located in a Safety Deposit Box. The organizations Past Record and Documents that are Archived Records shall be stored in accordance to Local, State and Federal requirements. The Archived Records shall be kept in the storage unit.

D. The duties of the Treasurer are:

1. The Treasurer shall keep all necessary financial records and documents as prescribed by the federal government, the State of Illinois, Counties within the realm, and municipal governments.

2. The Treasurer shall provide monthly financial reports to the Board of Directors containing all assets and liabilities of the corporation in the Board's approved format and file all necessary documents as prescribed within the By-Laws.

3. The Treasurer shall maintain the following accounts which are held at noted financial institutions:

- |    |                                      |                  |
|----|--------------------------------------|------------------|
| A) | General Fund                         | Checking Account |
| B) | Promotional Fund                     | Checking Account |
| C) | Safety Deposit Box                   |                  |
| D) | Windy City Memorial Scholarship Fund | Checking Account |
| E) | Company Credit Card                  |                  |

4. The Treasurer must be present at known events for the collection and counting of deposits. Should the Treasurer not be available, a Board member shall be appointed no less than five [5] days prior to the event to act in the Treasurer's behalf.

A) The Event organizer will obtain a envelope from the treasurer or designee prior to the scheduled event. The envelope will contain an Event Application, Attendance Roster, and a bank Deposit Slip. At the conclusion of the event, the event organizer in collaboration with a Director of the Board (or designee assigned by the President of the Board) will:

- 1) Count the money and agree on the total of money collected
- 2) Fill out the bank deposit slip
- 3) Seal the bank deposit slip and the money in the envelope
- 4) Both will sign their signatures across the sealed envelope flap



- 5) Envelope will not be opened until the deposit is made at the bank in the presence of the bank teller.
- 5. The Treasurer or approved agent shall make all deposits within five [5] calendar days following the event.
- 6. The Treasurer of the Board is an ex-officio member of the Budget Committee.
- E. The Members at Large of the Board of Directors shall each chair one [1] standing committee for their term.

Section 11: The Board of Directors shall maintain six [6] standing committees, three [3] to be co-chaired by one [1] member at large of the Board of Directors and consist of no less than three [3] members of the Corporation.

- A. The Membership Committee shall be responsible for the development of membership programs and drives to increase the membership of the organization. It shall also be responsible for the delivery of a monthly newsletter and timely communication with the membership of the organization.
- B. The Fundraising Committee shall determine suitable propositions for fundraisers and develop a calendar for such events. All events should be considered in two [2] categories; whether the funds raised are for the treasury or for donation to those charitable groups designated by the Reigning Monarchs. All fundraisers for charitable groups are to be determined as "proceeds to", with all expenses incurred by the Treasury of the Empire, to be reimbursed before the distribution of remaining funds
  - 1. Fundraisers determined by the Board of Directors and the Committee to be annual events shall have standing sub-committees. The chairperson of that sub-committee shall be an ex-officio member of the Fundraising Committee.
- C. The Coronation Committee will be co-chaired by the Reigning Monarchs and their appointed Ball Coordinator.
- D. The Budget Committee shall create a budget outline to include projected office expenditures, advertising budget, and event expenditures for the fiscal year
- E. The By-Laws Committee shall review and maintain the By-Laws of the Corporation and suggest revisions to the Board of Directors.
- F. The College of Monarchs shall review and maintain the Standard Operating Procedures of the Corporation and be responsible for the protection and maintenance of all State Regalia. The Dean of the College of Monarchs shall be the Chairperson of the Committee.

Section 12: The four [4] officers of the Board of Directors shall sit as members of the Candidate Review Board.

## ARTICLE FIVE (5)

### **College of Monarchs**

Section 1: The College of Monarchs shall consist of all past monarchs, who have successfully completed their reigns. College members, upon election as Emperor or Empress-Elect, shall not participate in the College until completion of their reign.

Section 2: The College of Monarchs shall handle all issues regarding Court Protocol, including the Protocol Manual.

- Section 3: The College of Monarchs shall select two [2] members to sit on the Monarch Candidate Review Board along with the Dean of the College.
- Section 4: The College of Monarchs shall meet when deemed necessary The College of Monarchs shall monitor activities and the conduct of the Reigning Monarchs and the Monarchs-Elect.
- Section 5: The College of Monarchs may extend an invitation, at the discretion of the College of Monarchs, to the reigning Monarchs, and other special guests, to attend College of Monarchs meetings.
- Section 6: Upon successful completion of their reign, the College of Monarchs may invite the reigning monarchs to sit on the College of Monarchs. A notification is sent to the step down monarch within thirty (30) days after Coronation, with announcement of acceptance onto the College to be publicly announced at Investiture.
- Section 7: Each member of the College of Monarchs is responsible to maintain their active participation in the organization as per Article 3 of this manual. Should a member of the College of Monarchs become inactive within the organization, the College of Monarchs will determine if that member is eligible for their Anniversary Walk.
- Section 8: Each past reign shall determine and fund one award for distinguished service to the community or the Imperial Windy City Court of the Prairie State Empire, Inc., NFP. These awards may be presented to one individual, couple, group of individuals, or an organization.
- A. The awards must be submitted in writing to the College of Monarchs and the Board of Directors for approval sixty [60] days prior to the Monarchs Ball. If not submitted in writing within sixty [60] days, the reign loses the opportunity to present an award. The College of Monarchs and the Board of Directors have final approval of the awards.
- B. Record of all awards shall become a part of the Archives of the Court and shall also appear annually in the Coronation Program.
- Section 9. The College of Monarchs shall be responsible for hosting Hospitality at Coronation [per Article 11, Section 3D].
- Section 10: The College of Monarchs shall be the custodian of the Imperial Windy City Court of the Prairie State Empire Inc., NFP property, including Crown Jewelry, Court Regalia and Ceremonial accessories.
- Section 11: The College of Monarchs shall elect from within the College, a Dean and a Secretary no later than sixty [60] days after Coronation. When elected, the Dean and Secretary shall not be a member of the Board of Directors. The College of Monarchs shall determine the responsibilities and duties of the Dean and Secretary. The Dean and Secretary shall report to the Board of Directors and the Imperial Windy City Court of the Prairie State Empire Inc., NFP.
- Section 12: The College of Monarchs shall serve as an advisory board to the Imperial Windy City Court of the Prairie State Empire Inc., NFP.
- Section 13: Should any member of the College of Monarchs submit an application for the position of Emperor or Empress, they shall forfeit their position in regards to topics involving the selection of Monarch candidates.
- Section 14: Removal of a member of the College of Monarchs.
- A. A College member may be removed from the College of Monarchs only by a majority vote of the College of Monarchs.
1. When a College of Monarchs member is in violation of Article 3: Section 6 or in violation of the provisions of Article 13, Sections 6 and 7, they are subject to removal.

2. After one (1) year of non-active participation, there will be a movement to suspend membership and voting privileges in the College. After that year is over and there is a continued lack of support and involvement, the College member is formally removed from the College of Monarchs.
- B. Any College member may submit to the Dean of the College a written request defining the reasons for a member's suspension.
  - C. The motion will be reviewed by the College and the College member in question.
  - D. A vote will be taken upon the suspension. A majority of the College members must be in attendance.
  - E. Reinstatement:
    1. The suspended College member may petition the College for reinstatement
    2. The procedure for reinstatement is a written request defining their active participation within the Imperial Windy City Court of the Prairie State Empire Inc., NFP. This request should be sent to the Dean of the College. The final decision will be made by a majority of the College of Monarchs.

Section 15: All members of the College of Monarchs, including the Dean, shall have only one (1) vote, regardless of the number of reigns successfully completed. Tie votes by the members of the College shall indicate that the action[s] or matter[s] were not approved by the College.

Section 16: Proclamation of Baroness II Fabiola upon her step down in 2003. By proclamation of Baroness II, it is hereby decreed that The College of Monarchs shall each year select, fund, and present two [2] members of the Imperial Windy City Court of the Prairie State Empire, and one [1] member of the International Court System, to receive an award for meritorious and exemplary service to the organization. These awards will be determined no later than sixty [60] days prior to Coronation and presented at Victory Brunch following Coronation and from this day forward, shall be known as the "Fabby's". Three awards will additionally be given in the first year, 2003, as honorary "Fabby's" by the Reigning Baroness II Fabiola.

Section 17. Proclamation of Emperor 1 David James Archer upon his step down in 2005. By proclamation of His Most Imperial Sovereign Majesty Emperor 1 David James Archer, it is hereby decreed that from this day, October 15, 2005, that Aaron Bernette Byrd a.k.a. Empress Emeritus Sierra Montana shall be known as Guardian Angel of the Imperial Windy City Court of the Prairie State Empire; and In remembrance, The College of Monarchs shall each year select, fund, and present an award to be named The Guardian Angel which shall be awarded to a Court or individual of the International Court System outside the realm of The Prairie State Empire for outstanding service to the Imperial Windy City Court. This award will be determined no later than sixty [60] days prior to Coronation and presented at Victory Brunch following Coronation. So it is written. So it is said. So it shall be.

## ARTICLE SIX (6)

### **Monarch Candidate Rules**

Section 1: This shall be the guidelines and rules by which a Monarch Candidate is deemed acceptable to seek the Monarchy.

Section 2: A candidate shall be at least twenty-one (21) years of age.

Section 3: A candidate must have been a legal resident of the realm governed by the Imperial Windy City Court of the Prairie State Empire, Inc. NFP; and a member of the corporation in good standing from the date of the previous year's coronation to the submission of application.

Section 4: A candidate must be a legal resident of the United States.

Section 5: A candidate may be considered for only one office during a calendar year, either Emperor or Empress.

- Section 6: A candidate may not currently hold office within the organization.
- Section 7: A candidate must be gainfully employed or must establish financial independence and have an awareness of the financial burden of the campaign and reign.
- Section 8: The Candidate Review Board discourages convicted felons from filing an application for the office of Emperor or Empress. However, providing that an individual complies with all other rules for becoming a candidate for Emperor or Empress, applicants will be reviewed with consideration given to the nature of the felony and verification that the penalty for the felony has been satisfied.
- Section 9: A candidate must have an awareness and working knowledge of the Court system.
- Section 10: A candidate must have raised five-hundred [\$500] dollars at produced Board approved events and attend 2 court sanction, the court being recognized by the International Court System, out of town events, one being a Coronation or Adornment Ball that were verified by a member of the Board of Directors or the College of Monarchs during the twelve (12) month period prior to submission of application.
- Section 11: The Candidate Review Board reserves the right to determine the financial ability of an Emperor or Empress to fulfill their duty.
- Section 12: Acceptance or rejection of a candidate's application will be mailed via US mail, with return receipt to the Imperial Windy City Court of the Prairie State Empire Inc., NFP, to the applicant.
- Section 13: A candidate for Emperor or Empress must understand that they are expected to give first priority to the Imperial Windy City Court of the Prairie State Empire Inc., NFP, regardless of any other title or position held in any other organization(s). Candidates must not hold any title that will overlap with the reign of Emperor or Empress, excluding Court Pageant titles.
- Section 14: The Candidate Review Board will conduct interviews for acceptance of candidacy for the position of monarch. They will verify that the applicant has fulfilled all of the obligations and requirements for candidacy and will choose candidates based on their belief that the applicant will be able to successfully complete their reign. All decisions will be final.
- A. Interviews will include a question and answer period on their applications, a question exam of their knowledge of the history of the Court and the International Court System, and an oral response section to questions previously selected by the Committee.
- Section 15: Applications must be mailed by U.S. Mail to the Imperial Windy City Court of the Prairie State Empire, Inc. NFP mailing address postmarked no later than June 1<sup>st</sup>. All application received postmarked after June 1<sup>st</sup> will be considered void and returned to the sender. Applications are to be clearly marked on the envelope "APPLICATION ENCLOSED" to the attention of the Candidate Review Board. Applications will be available May 1<sup>st</sup>.
- Section 16: Dates will be announced at the May General Meeting for Candidate Interviews, Candidate Night, Campaign Kick-Off and Voting, as well as all other pertinent information.
- Section 17: All candidates must present a written speech of five (5) minutes or less on Candidate Night and will participate in a question and answer period after the speech. All speeches must be submitted to the Candidate Review Board for future reference.
- Section 18: All candidates will agree that upon election that they will sign and abide by the Oath of Office that will be delivered, signed and witnessed at Coronation. This oath will be given by the Dean of the College of Monarchs, or their designated representative.

## ARTICLE SEVEN (7)

## **Campaign and Election Rules for Monarch Candidates**

- Section 1: A candidate may not be elected by a "write in" vote. Write in votes will nullify the ballot.
- Section 2: Empress candidates must appear at the Coronation Ball in female attire, clean-shaven, make up and with a female hairstyle.
- Section 3: Emperor candidates must appear at the Coronation Ball in male attire with a male hairstyle.
- Section 4: The Monarchs-Elect must give a staged presentation at the Coronation Ball. The presentation will be no longer than five (5) minutes in length and no shorter than two (2) minutes.
- Section 5: Each candidate must agree in writing, that if elected they will serve with their elected counterpart.
- Section 6: All elected candidates must sign an agreement to abide by all rules and regulations as set forth by the Imperial Windy City Court of the Prairie State Empire Inc., NFP.
- Section 7: There shall be no campaigning by a candidate or a member of a candidate's committee on Election Day. This is to include campaign literature or distribution of buttons or candidate advertising of any kind. Candidate buttons may be worn by voters.
- Section 8: Candidates may enter the polling place only once to vote.
- Section 9: Campaigning will officially begin sixty [60] days prior to Election Day. All approved candidates must adhere to a dollar campaign limit as determined by the Candidate Review Board, who will determine said limit no later than one-hundred-twenty [120] days prior to Coronation. This includes any donation such as newspaper ads, videos, TV, or radio ads, etc. All campaign materials used by candidates for their campaigns must be approved by a majority of the members of the Candidate Review Board before use by the candidate. Candidates and/or members of a candidate's committee may not give money, beverages or any other gifts to voters to secure votes.
- Section 10: Any violation of any of these rules, by a candidate or member of a candidate's committee will automatically disqualify the candidate and votes of that candidate will not be counted.
- Section 11: There is to be no campaigning by a candidate or their committee until Candidate Kick Off.
- Section 12: A Monarch Candidate must be actively involved with a Coronation Ball committee.
- Section 13: The Ball Coordinator, Reigning Monarchs or Candidate Review Board will assign all candidates to a Coronation Committee for which they are qualified.
- Section 14: Monarch-Elects not fulfilling the duties of monarch candidates as prescribed in Article 7 of the Standard Operating Procedures Manual and in accordance with the By-Laws of this corporation risk denial of ascension as determined by the College of Monarchs and the Board of Directors.

## ARTICLE EIGHT (8)

### **Monarch Election Procedures**

- Section 1: These are the procedures for the election to the positions of Emperor and Empress.
- Section 2: Voting shall take place two [2] months prior to the start of Coronation Week activities.
- Section 3: Eligible voters are those Court members in good standing, as per Article 3; Section 4, who have been a member for sixty [60] days or more of paid membership.

Section 4: The election ballot must have the legal name and stage name of all candidates who are running for the position of Emperor or Empress with a Yes/No/Abstain box for each candidate. If there are no candidates for one position, the ballot should state no candidates in lieu of listing names.

Section 5: Voting Procedures

- C. The Election Committee shall be comprised of the President, Vice-President, and Secretary of the Board of Directors, the Dean of the College of Monarchs who shall serve as Chair of the Committee, one designated member of the College of Monarchs, one [1] member-at-large designated by the College of Monarchs, and one [1] non-biased observer from an outside source from either another Court or another community organization,, designated by the College of Monarchs to be present during the ballot counting on election night. Should any officer designated or member of the College be a candidate, the appropriate body will select their replacement to supervise the election procedures. No individual shall serve in dual capacity.
- D. Voter eligibility is determined prior to the Election Day by the Vice-President and Treasurer of the Board of Directors. Written notification from the Secretary or their designated representative will be sent and postmarked to all eligible voters a minimum of twenty (20) days prior to Election Day.
- E. An eligible voter signature registry will be supplied by the Treasurer of the Board of Directors. The Election Committee shall supply all ballots and materials required.
- F. All eligible voters will sign their name to the Election Signature Registry prior to receiving an election ballot and envelope.
- G. All cast votes are to be placed in the designated ballot box under the supervision of a member of the Election Committee.
- H. Absentee ballots must be requested in writing fifteen [15] days prior to the day of balloting to the attention of the Secretary of the Board of Directors at the mailing address of the Imperial Windy City Court of the Prairie State Empire, Inc. NFP. All absentee ballots will be verified by the Election Committee and mailed to the individuals requesting ballots twelve [12] days prior to the date of election. All absentee ballots must be postmarked five [5] days prior to the day of election at the mailing address of the Imperial Windy City Court of the Prairie State Empire, Inc. NFP.
- I. The Imperial Windy City Court of the Prairie State Empire, Inc., NFP and its designated Election Committee assumes no responsibility for lost, stolen, misdirected, delayed or incomplete absentee ballots. Lost absentee ballots will not be replaced.
- J. Spoiled ballots must be re-cast in person at the designated polling place. No proxy votes will be accepted for the election of Monarchs.
- K. Once the allotted time for balloting has ended, the Election Committee will open and verify all absentee ballots. Write-in votes will nullify the ballot. All absentee ballots and ballots cast will be counted and verified by the entire Election Committee. A majority of the votes cast shall determine the Monarchs-Elect. In the event of a tie for Empress or Emperor all members of the Board of Directors shall vote to reconcile the tie. If all members of the Board of Directors are not present for this purpose, the President shall attempt to phone canvas all members of the Board. Those being reached shall cast their vote. Those who cannot be reached shall forfeit their vote without recourse. All members of the Election Committee will sign the final tabulation sheet, which shall become the official report of the Election Committee. The Election Committee will submit all election documents to the Secretary of the Board of Directors, to be retained for a period of one [1] year. Any member, upon written request to the President of the Board of Directors, shall be able to review the ballots and the tabulation of results in the presence of the Secretary of the Board of Directors.
- L. The Election Committee shall inform the Reigning Monarchs of the results. The reigning Monarchs shall inform the Monarchs-Elect and all other candidates of the election results. The membership and the Imperial Court System [through Impcourt and Impchat] shall be informed of the decision of the membership by the Secretary of the Board of Directors.

- M. The College of Monarchs shall be responsible for producing an appropriately themed event to announce the newly elected Monarchs on the evening of election.

## ARTICLE NINE (9)

### **Imperial Family**

Section 1: The Imperial Family may be comprised of the following: the Reigning Emperor, the Reigning Empress, the Imperial Crown Prince, the Imperial Crown Princess, the Crown Prince, the Crown Princess, the Prince Royale, the Princess Royale, Prince and Princess. The Imperial Family shall also serve as representatives of the Imperial Windy City Court of the Prairie State Empire Inc., NFP.

- A. Step down requirements must be met and submitted to the College of Monarchs thirty [30] days prior to Coronation.

Section 2: The following are the duties and responsibilities of the Reigning Emperor and Empress. This section is a partial guideline to serve as the minimum qualifications to be received in the College of Monarchs.

- A. The Reigning Emperor and Empress shall each attend four (4) out of town Coronation Balls. At least one of the reigning monarchs must attend Coronation in Buffalo.
- B. They shall represent the Imperial Windy City Court of the Prairie State Empire Inc., NFP, the City of Chicago and the realm of the Imperial Windy City Court of the Prairie State Empire Inc., NFP at official functions and special events in and out of Chicago.
- C. They shall attend all Court functions or appoint an official representative in their absence. They shall maintain their individual Crowns, Jewelry and Regalia, befitting the rank and title of Emperor or Empress.
- D. They shall maintain the State Crown and Regalia in good condition and return all Court property to the Dean of the College of Monarchs in satisfactory condition on the evening of Coronation.
- E. During their reign the Emperor must appear in male attire and the Empress must appear in female attire appropriate to their title at all official functions as befitting the occasion.
- F. The Reigning Emperor and Empress shall maintain decorum and order of the court members. In addition, they are expected to diffuse any potential conflict between any members of this court and members of another court.
- G. The Reigning Emperor and Empress shall be the primary fundraisers for the Imperial Windy City Court of the Prairie State Empire Inc., NFP.
- H. The Reigning Emperor and Empress are responsible for producing the following annual event: Investiture.
- I. The Reigning Emperor and Empress shall produce at least six (6) joint functions or three (3) individual functions each during their reign.
- J. The Reigning Emperor and Empress shall raise the necessary funds to produce the succeeding annual Coronation.

- K. A Monarch's official escort, whether they are Reigning or Past, is their elected counterpart.
- L. A Regent Monarch's responsibilities shall be pro-rated as to the date of their appointment as determined by the College of Monarchs.
- M. The Reigning Emperor and Empress shall jointly appoint one current member to be the Minister of Protocol during their reign.

- Section 3: The following are the duties and responsibilities of the Imperial Crown Prince and the Imperial Crown Princess: They shall represent the Imperial Windy City Court of the Prairie State Empire Inc., NFP and their respective Monarch in their absence at events, in attire appropriate to the event by request of their respective Monarch.
- A. The Imperial Crown Prince and Imperial Crown Princess shall each attend two (2) out of town Coronation or Adornment Balls during their reign.
  - B. They shall perform any other duties as assigned by their respective Monarch.
  - C. The Imperial Crown Prince and Imperial Crown Princess shall be responsible for maintaining their Court regalia.
  - D. The Imperial Crown Prince and Imperial Crown Princess shall, upon termination of their reign, relinquish all court jewelry and court property to the Chair of the College of Monarchs.
  - E. The Imperial Crown Prince and Imperial Crown Princess must each attend at least eight (8) Court functions during their reign, excluding events scheduled during Coronation week. The Imperial Crown Prince and Imperial Crown Princess as required by proclamation must produce the ICP Ball and one (1) individual fund-raising events.
  - F. The Imperial Crown Prince and Imperial Crown Princess will agree upon crowning, that they will sign and abide by the oath of office that will be delivered, signed and witnessed at Investiture. The Dean of the College of Monarchs or their designated representative will give this oath.

- Section 3: All other members of the Imperial Family shall produce at least one [1] benefit during the year of their reign, shall attend at least one (1) out of town Coronation or Adornment Ball, and attend at least four (4) Court functions during the reign, excluding events scheduled during Coronation week.
- A. Step down requirements must be met and submitted to the College of Monarchs thirty [30] days prior to Coronation.
  - B. The titles of Duke and Duchess, Grand Marquis and Grand Marquise, Marquis and Marquise, Count and Countess, Viscount and Contessa, may also be given as honorary members of the Imperial Family. They shall also produce one [1] joint event during the year of their reign and each individual attend at least four [4] Court functions during the reign, excluding events scheduled during Coronation week.

- Section 4: Any member of the College of Monarchs shall be the official representative if no current member of the Imperial Family is in attendance.

- Section 5: The Monarchs' Travel Fund is for the explicit use of the reigning Monarchs and shall be used, as they deem appropriate for expenses incurred at state events and for expenses incurred for out of town events by members of the Imperial Family.



- A. Monies donated expressly for the Monarchs' Travel Fund, or monies collected at non-fund raising events (i.e. Membership Parties) shall be deposited in the travel fund by the Treasurer of the Board of Directors, who shall monitor the fund. The College of Monarchs shall approve all expenditures of the Travel Fund.
- B. The Monarchs' shall both request and approve in writing the amount requested and submit all subsequent bills and receipts to verify expenses as dictated by standard operating practices.
- C. The balance of funds remaining at the termination of the reign shall be relinquished to the newly elected monarchs or appointed regents.

## ARTICLE TEN (10)

### **Regent Monarchs**

Section 1: When a Monarch cannot fulfill their duty, a Regent Monarch will be appointed under the following circumstances:

- A. No applications for Monarch position were received.
- B. No qualified candidates for the Monarchy were accepted.
- C. The removal or resignation of a Reigning Monarch.
- D. There is no clear outcome at the election.
- E. A Reigning Monarch dies while in office.
- F. A Reigning Monarch is no longer capable of continuing the position.

Section 2: Selection Process for a Regent Monarch:

- A. He or she is selected from the past Monarchy by the College of Monarchs who may be eligible to be a Regent Monarch. This person cannot be one of the candidates for the position of Emperor or Empress.
- B. The College of Monarchs and the Board of Directors shall appoint a Regent.
- C. If only one position is filled (Emperor or Empress), that person may petition the College of Monarchs and Board of Directors to appoint an eligible individual.
- D. Should both positions become vacant, or if no eligible person is elected to the position of Emperor and Empress, within thirty (30) days of Coronation, the College of Monarchs and Board of Directors will meet and appoint an eligible individual to the positions of Emperor and Empress.
- E. Should either position become vacant, it is the discretion of the College of Monarchs and Board of Directors to replace the vacant position.

Section 3: After a Regent Monarch successfully completes their reign, they may petition the College of Monarchs and the Board of Directors to have the word "Regent" removed from the title and to become that Reign's Monarch and receive all the honors due such a position.

## ARTICLE ELEVEN (11)

### Coronation

- Section 1: Coronation is traditionally held in the month of October of each year.
- Section 2: Coronation Week Activities are: In Town Show, Out of Town Show, Coronation Ball, and Victory Brunch.
- Section 3: The Coronation Committee shall consist of a Ball Coordinator, who is appointed by the Reigning Monarchs and is a member in good standing of the Imperial Windy City Court of the Prairie State Empire Inc., NFP and approved by the Board of Directors, the Reigning Monarchs, and the Chairpersons of all Coronation sub-committees.
- A. The Ball Coordinator oversees the entire event in addition to establishing the hotel accommodations, location of the event and overseeing all committees and the production of the Coronation script. The Ball Coordinator shall give monthly reports to the Board of Directors and submit a written final report within ninety [90] days of the date of said Coronation. All activities are approved and monitored by the Board of Directors.
  - B. Coronation committees shall be appointed as needed.
  - C. Coronation Committees include, but are not limited to: Hospitality Suite, Decorations, Set Up and Clean Up, Ball Program, Advertising Sales, Ticket Sales, In Town Show, Out of Town Show, Victory Brunch, and Security. Other committees may be formed as deemed necessary.
  - D. The College of Monarchs shall be responsible for hosting Hospitality at Coronation. The Dowager Monarchs shall be co-chairpersons of the Hospitality [per Article 18, Section 1E] with the members of the College serving as members of said committee.
    - 1. Hospitality shall not only include preparations for food and beverage, but also entail a guest packet which includes maps, magazines, guides, discount coupons, etc., for our out of town guests.
- Section 4: The Minister of Protocol (see Article 17) is the sole individual in charge of Protocol duties.
- A. Collect all music and do show order for the In Town and Out of Town shows.
  - B. Collect protocol for all Out of Town Courts.
  - C. Prepare Protocol for Coronation walk of the Empire.
  - D. Introduce the Masters of Ceremonies for the In Town Show, Out of Town Show, and Coronation Ball and introduce the new monarchs at Victory Brunch.
- Section 5: Music and Guests to the Dais:
- A. All Coronation performances will be limited to five (5) minutes. If longer than five (5) minutes, it cannot exceed ten (10) minutes. This is only allowed with the approval of the Reigning Monarchs.
  - B. All music is to be turned in at the Hospitality Suite by the designated closing time of protocol.
  - C. All Command Performers, Masters of Ceremonies and Guests to the Dais are at the sole discretion of the Reigning Monarchs. No Court member shall have a guest sit on the dais without prior notification and approval from the Reigning Monarchs.
- Section 6: State Regalia at the Coronation Ball

- A. The newly elected Emperor and Empress shall be crowned at the Coronation Ball with the official State Crown and Crowning Regalia. They will be presented to the attendees of the Coronation Ball in said State Regalia.
- B. After the newly crowned Emperor and Empress have received all guests at Coronation, they have the option of wearing the State Regalia or their own personal appropriate regalia for the remainder of the evening.

Section 7: Crowning Ceremony

- A. The attendees on stage during the Coronation Crowning Ceremony are: the members of the College of Monarchs, invited guests (i.e., Heirs (Apparent to Jose), the Dean of the College and the outgoing Monarchs of the Imperial Windy City Court of the Prairie State Empire Inc., NFP.
- B. The Dean of the College of Monarchs shall appoint those College members who will carry the State Regalia to the stage for the Crowning Ceremony.
- C. All oaths of office will be signed and witnessed by the Board of Directors and the Crowning Ceremony Committee of the College of Monarchs prior to the Crowning Ceremony.
- D. The Protectors of the Monarchs-Elect's personal crowns and the Heirs [Apparent to Jose] shall be presented to the stage as witnesses to the crowning of the new Monarchs.
- E. The Crowning Ceremony Committee of the College of Monarchs will be presented carrying the robes of office and the state sword.
- F. The Dean of the College of Monarchs will be presented with the Oath of Office.
- G. The Reigning Monarchs will be presented carrying the state scepter and state orb.
- H. The Monarchs-Elect will be presented to take the Oath of Office.
- I. The Dean of the College will administer the Oath of Office and acknowledge acceptance of the Oath by holding the state crown over the heads of the newly-sworn Monarchs and by touching the state sword once to the left shoulder, once to the right shoulder, and once to the head.
- J. The Members of the Crowning Ceremony Committee will then adorn the newly sworn Monarchs with the state robes and with their crowns.
- K. The Monarchs Emeritus will then turn over the State Scepter and the State Orb to the newly crowned Monarchs.
- L. The Dean of the College of Monarchs will then dismiss the Crowning Committee and request the new Monarchs to rise and introduce them to their public.

Section 8... By special order of the Board of Directors and by proclamation of Baroness II Fabiola and Baron II Steve "Mother" Nokes on March 16, 2003: ~~All~~ persons attending events of the Imperial Windy City Court of the Prairie State Empire bearing current and valid proof of Canadian residency shall be entitled to pay dollar for dollar as U.S. currency; the price of said event; until rescinded by vote of the Board of Directors.

ARTICLE TWELVE (12)

**Investiture**

Section 1: Investiture is to take place within six (6) weeks of the Coronation of the new Monarchs.

Section 2: Investiture is the obligation of the Reigning Monarchs.

Section 3: If a Regent Monarch is appointed, the Investiture is considered their Crowning Ceremony and Coronation.

## ARTICLE THIRTEEN (13)

### **Dress Code, Crowns, Greetings and Conduct**

*[The following is a guideline to be used for Coronation, Investiture and Official Court Functions. Common sense and good taste should also be used as your personal guideline. Any questions concerning appropriate attire or regalia should be directed to the Dean of the College.]*

Section 1: Dress Code for an Empress

- A. The Reigning Empress should only wear a full-length gown at all Imperial Court functions, or appropriate attire to suit the function, (I.e. Dressed in theme for a Ball or function).
- B. All past Empresses should wear attire that is appropriate to the event.
- C. Empresses who wish to wear leather should follow these guidelines. A full-length leather gown is most appropriate and your best choice. When the situation would be appropriate, a leather cocktail dress, leather pants, a leather pants suit or chaps with "new" black denim jeans may be worn. Harnesses, casual cut shirts, torn or ripped jeans or chaps worn alone are not considered acceptable attire. Again common sense and good taste should be your guide, please keep in mind that what may be appropriate for a formal leather event may not be so for a court event.
- D. Opera gloves are optional.
- E. At all Coronations, Investitures and State Functions, full royal attire is to be worn. The State Crown is to be worn at Coronation and Investitures within our realm. For all other functions, your own personal choice of crown is acceptable.
- F. The Reigning Empress is allotted the sum not to exceed \$50.00 for the purchase of her own crown. Said crown is to be purchased and receipt turned in, within ninety (90) days of her being titled and to be worn during her reign as Empress and after she steps down. If any State Regalia is damaged, stolen, missing, etc., it must be replaced within thirty (30) days.
- G. At no time should an Empress, reigning or past, wear denim or sneakers to an Adornment, Investiture or other State Function. The only exception would be when said attire was appropriate to an In Theme Court Walk at an Adornment Ball. You would be expected to change back to appropriate attire after the Court Walk.
- H. When asked to be a presenter, judge or to be presented as a representative of the Imperial Windy City Court of the Prairie State Empire Inc., NFP, you are to dress in full regalia.

Section 2: Dress Code for an Emperor

- A. The Reigning Emperor should wear only full royal attire at all Imperial Court functions, or appropriate attire to suit the function, (I.e. Dressed in theme for a Ball or function).
- B. All past Emperors should wear attire that is appropriate to the event.
- C. Emperors who wish to wear leather attire should follow these guidelines. A full sleeved, collared leather shirt or tuxedo shirt, leather pants, chaps with "new" black denim jeans, leather tuxedo tie, leather tuxedo, leather vest with club colors, biker hat and black boots. Harnesses, casual cut shirts, torn or ripped jeans or chaps worn alone are not considered acceptable attire. Again common sense

and good taste should be your guide, please keep in mind that what may be appropriate for a formal leather event may not be so for a court event.

- D. White gloves are mandatory. Leathermen may wear black leather gloves.
- E. At all Coronations, Investitures and State Functions, full royal attire is to be worn. The State Crown is to be worn at Coronation and Investitures within our realm. For all other functions, your own personal choice of crown is acceptable.
- F. The Reigning Emperor is allotted the sum not to exceed \$50.00 for the purchase of his own crown. Said crown is to be purchased and receipt turned in, within ninety (90) days of his being titled and to be worn during his reign as Emperor and after he steps down. If any State Regalia is damaged, stolen, missing, etc., it must be replaced within thirty (30) days.
- G. At no time should an Emperor, reigning or past, wear denim or sneakers to an Adornment, Investiture or other State Function. An Emperor who chooses to wear leather attire may only wear "new" black denim jeans with chaps. The only other exception would be when said attire was appropriate to an In Theme Court Walk at a Coronation Ball. You would be expected to change back to appropriate attire after the Court Walk.
- H. When asked to be a presenter, judge or to be presented as a representative of the Imperial Windy City Court of the Prairie State Empire Inc., NFP, you are to dress in full regalia.

Section 3: Dress Code for Court Members

- A. White gloves for men and Opera gloves for women are optional.
- B. Formal attire is not required during a performance or when walking in theme at a Coronation Ball or theme party.
- C. No denim or sneakers are to be worn to a Coronation, Adornment, Investiture or other State Function. The only exception would be when said attire was appropriate to an In Theme Court Walk at a Coronation Ball. You would be expected to change back to appropriate attire after the Court Walk.
- D. All members should dress appropriately and according to the title given, i.e. male titles should dress in male attire and female titles should dress in female attire. The exception would be unless walking or performing in theme, or due to illness or infirmity.
- E. Business attire should be worn when approaching businesses for advertisements or donations on behalf of the Imperial Windy City Court of the Prairie State Empire Inc., NFP.
- F. If you have a specific question concerning dress code, or what is appropriate, please consult with the Minister of Protocol, the Dean of the College or the Reigning Monarchs.

Section 4: Crowns

- A. Full head crowns are reserved for former and reigning Monarchs only who are in good standing with the Imperial Windy City Court of the Prairie State Empire, Inc. NFP. Former Monarchs may at their discretion wear their personal crowns and other symbols of their Reign to functions outside the Court remembering that they and their symbols represent the Imperial Windy City Court of the Prairie State Empire, Inc. NFP and their mission.
- B. Scepters are reserved for Reigning Monarchs only.
- C. The Imperial Crown Prince only may wear a shoulder crown on the right shoulder. The Imperial Crown Princess only may wear a tiara.

- D. Reigning Imperial Crown Prince and Imperial Crown Princess, reigning King and Queen, or any lifetime title that came with such honors are entitled to wear a medallion of office.
- E. No crown or sash bestowed upon a contest or pageant winner is to be worn except for the crowning ceremony or by following the ruling of Article 13, Section 6.
- F. By proclamation of Baron 1, Dr. Earle Lewis, it is hereby proclaimed that all monarchs, past, present and future, of the Royal, Imperial, Sovereign Barony of the Windy City and its Successors are to wear head crowns as symbols of their office during all formal Empire/Court activities.

Section 5: Greetings

- A. Reigning and Past Monarchs need not bow to other Monarchs. It is polite and courteous, if wished by any Monarch, to slightly bow the head or acknowledge another Reigning Monarch at their step down.
- B. All Monarchs and Court Members are to bow or curtsy to H.I.M. Empress Jose the First, the Widow Norton. Upon his demise, this shall be done for his successor.
- C. The Reigning Imperial Crown Prince and Imperial Crown Princess bow only to Monarchs.
- D. All other Court Members are to bow or curtsy to the Imperial Crown Prince and Imperial Crown Princess and to all Monarchs.

Section 6: Conduct

- A. These rules of conduct apply to all functions sponsored by, produced by, or attended by the Imperial Windy City Court of the Prairie State Empire Inc., NFP. These rules are applicable to both members of the Imperial Windy City Court of the Prairie State Empire Inc., NFP as well as any guests of a said function.
- B. If anyone is found unable to perform their duties, they shall be asked to leave or vacate their duty.
  - 1. Guests to the Dais: If any guest to a dais is found to be inebriated, unruly, or incapacitated in any way, they will forfeit their right to be a guest to the dais.
  - 2. Performers or Masters of Ceremonies: If any performer or Master of Ceremonies is found to be inebriated, unruly, or incapacitated in any way, they will forfeit their right to perform or MC.
  - 3. Attendees of Functions: If any attendee to a function is found to be inebriated, unruly, or incapacitated in any way, they may be asked to leave that particular function.
- C. The decision to enforce the above will be made by the Dean of the College of Monarchs, President of the Board of Directors and Minister of Protocol. If these three (3) people are not available, or if a person holds two of these positions, the descending order of command shall be: the Board of Directors, Past Monarchs in title number order from lowest to highest and the producer of the event. Their decision will be final with no further discussion permitted.
- D. At any event the Imperial Windy City Court of the Prairie State Empire Inc., NFP produces, the Empire reserves the right to refuse admission, or to remove (by force if needed) any person or persons who can be considered a detriment to the event, our organization, attendees of the function or themselves. The Imperial Windy City Court of the Prairie State Empire Inc., NFP can, at will, post signs at the entrance to events of this rule.

Section 7: Regulations for Public Appearances

- A. All appearances as a judge, presenter, or performer at which you use your title are to be approved by one or both reigning Monarchs at least twenty-four [24] hours prior to the event. This requirement is to eliminate any and all questions of impropriety.

- B. All out of town appearances in which you represent the Windy City Empire by the use of your title require approval by both reigning Monarchs. Your protocol must be requested from the Minister of Protocol no less than three [3] days prior to the event. No protocol other than that delivered by the Minister of Protocol or an acting Monarch is to be used.
- C. As a representative of the Windy City Empire, you must wear appropriate attire as prescribed by this Protocol Manual.
- D. State regalia may only be worn when representing the Windy City Empire as approved and prescribed by this Protocol Manual.

## ARTICLE FOURTEEN (14)

### Proclamations

- Section 1: The Reigning Emperor and Empress are given the opportunity at their step down of giving one (1) proclamation each. This proclamation cannot be in violation of, or change the current By Laws of the Imperial Windy City Court of the Prairie State Empire Inc., NFP.
- Section 2: The proclamation must be in writing and be submitted to the College of Monarchs and the Board of Directors for approval sixty (60) days prior to their step down. If not submitted in writing within sixty (60) days, that monarch loses the opportunity to make a proclamation. The College of Monarchs and Board of Directors have the final approval of the proclamation.
- Section 3: All Proclamations shall become a part of Article Nineteen (19): Amendments and shall also appear under the appropriate article and section that they effect.
- Section 4: A three-fourths yea vote of the total members of the College of Monarchs and the Board of Directors may rescind a proclamation when it deems that the proclamation is no longer capable of being fulfilled, useful to the betterment of the organization, or turns harmful in the view of either body. The College reserves the right to allow the maker of said proclamation a single chance to present a new proclamation for approval, to be given at their next anniversary walk.
- Section 5: Proclamation Guidelines
1. Proclamations should not burden the College to fund awards without providing a means of renewing expenditures.
  2. Proclamations should better the rules and / or regulations of the Empire which do not conflict with the By-Laws of the corporation.
  3. Proclamations declaring spending requirements of funds raised by future Empires are discouraged.

## ARTICLE FIFTEEN (15)

### Titles

- Section 1: Dynastic Names
- A. Only the Reigning Monarchs may give out dynastic Names. Once a monarch's reign has ended, they cannot give out their name without prior approval from the College of Monarchs. The only exception would be at Victory Brunch following their step down Coronation.

B. The use of Dynastic Names is to be given sparingly and with discretion.

Section 2: Life Titles

- A. Each Reigning Monarch and the Board of Directors, for a total of three, are each permitted to grant one life title, which is presented at the Coronation Ball.
- B. The life time title must be in writing and be submitted to the College of Monarchs for approval sixty (60) days prior to their step down. If not submitted in writing within sixty (60) days, that party loses the opportunity to make a proclamation. The College of Monarchs has the final approval of life time titles.

Section 3: Let it be known that by special order and approval of the Board of Directors, that on this 16<sup>th</sup> day of October in the year 2004, Emperor I David James and Empress I Pia Mess do hereby bestow the title of Empress Emeritus to Dowager Baroness III Sierra Montana.

ARTICLE SIXTEEN (16)

**Out of Town Functions**

Section 1: Any function conducted by a realm out of the jurisdiction of the Imperial Windy City Court of the Prairie State Empire Inc., NFP.

ARTICLE SEVENTEEN (17)

**Minister of Protocol**

Section 1: The sole individual in charge of Protocol duties.

Section 2: The Minister of Protocol shall be appointed from the College of Monarchs and serve at their pleasure.

Section 3: The following guidelines have been set forth by the College of Monarchs; protocol does not necessarily apply to Court shows and fundraisers.

A. Titles for Monarchs

1. Reigning Monarchs shall be addressed as His/Her Most Imperial Sovereign Majesty. The current reigning Monarchs shall be introduced as the "Reigning Emperor" and "Reigning Empress" and shall be the only Monarchs allowed to use the words "Most" and/or "Sovereign" in conjunction with their honorific.
2. The former Reigning Monarchs shall be addressed as Dowager Emperor/Empress, His/Her Imperial Majesty [\* For the year of the first Coronation, the former reigning Monarchs shall be addressed as His/Her Majesty Emeritus, Dowager Baron/Baroness]
3. All previous reigning Monarchs of the Barony shall be addressed as His/Her Majesty Emeritus.
4. All previous reigning Monarchs of the Empire shall be addressed as His/Her Imperial Majesty.
5. The Dowager Monarchs are the Monarchs immediately proceeding the current reign.

B. Protocol Titles

1. Only titles pertaining to the current reign shall be used in protocol for Out-of-Town walks. Titles bestowed by other Courts are to be used only within the realm of that Court during that year. All titles [in-town and out-of-town] shall be maintained in the Minister of Protocol's files.



2. "Founding Member" shall be included in protocol for the following members: Richard Clough, Steven Nokes, Russell Hummel, Earle Lewis, John Broman, and Jeffrey Melton.
3. The Imperial Crown Prince and Princess shall be introduced as His/Her Highness.
4. The Crown Prince and Princess shall be introduced as His/Her Grace.
5. All other members of the Imperial Family shall be introduced as His/Her Excellency.
6. All honorary members of the Imperial Family shall be introduced by their bestowed title.
7. All members of the Empire shall be introduced as Lord/Lady.

#### C. Walk Order

1. Order of Protocol shall be as follows:
  - a. Members of the Empire
  - b. Honorary title holders of the Empire
  - c. Life-time title holders of the Empire in reverse seniority.
  - d. Imperial Family in reverse seniority.
  - e. The College of Monarchs in reverse seniority.
  - f. The Reigning Emperor and Reigning Empress.

## ARTICLE EIGHTEEN (18)

### **Duties of Dowager Monarchs**

Section 1: The following are the duties and responsibilities of the Dowager Monarchs:

- A. The Dowager Monarchs are the Monarchs immediately preceding the current reign.
- B. Each Dowager Monarch shall be responsible for chairing one (1) fundraising event during their Emeritus year or two (2) jointly chaired fundraising events.
- C. The Dowager Monarchs shall each attend two (2) out of town Coronation or Adornment Balls.
- D. The Dowager Monarchs must each attend at least eight (8) Court functions during their Emeritus year, excluding all Coronation week activities.
- E. The Dowager Monarchs shall co-chair the Hospitality Committee for the Coronation Committee [Article 11 Section 3D].

Section 2: Dowager Monarchs shall be entitled to a Dowager Walk at Coronation limited to five [5] minutes at the end of their Dowager Reign year and following on future decade anniversaries [i.e., ten, twenty, thirty, etc.] as determined by vote of the College of Monarchs.

- Section 3: Past Monarchs of the Royal Imperial Sovereign Barony shall be entitled to an Anniversary Walk on the fifth anniversary of the completion of their Reign beginning in 2007, and following on future decade anniversaries [i.e., ten, twenty, thirty, etc.] as determined by vote of the College of Monarchs.
- Section 4: The decision will be determined upon the completion of dowager year requirements and by subsequent support and participation of the organization by majority vote of the College of Monarchs.

## ARTICLE NINETEEN (19)

### Amendments

- Section 1: Proclamation of Baron One Dr. Earle Lewis upon his step down in 2002. By proclamation of Baron 1, Dr. Earle Lewis, it is hereby proclaimed that all monarchs, past, present and future, of the Royal Imperial Sovereign Barony of the Windy City and its Successors are to wear head crowns as symbols of their office during all formal Empire/Court activities.
- Section 2: Proclamation of Baroness One Rachael St. James upon her step down in 2002. By proclamation of Baroness 1, it is hereby decreed that there will be an annual Fund Raiser to be know as "When Mrs. O'Leary's Cash Cow Comes Home." This fundraiser will be started at the beginning of each new reign. There will be 3 "cows" (banks) given out to 3 acting courts as a challenge to see which will come up with the most money first. When each cow is returned, the money will be given to whatever charities the reigning monarchs see fit to choose. This will be the responsibility of the Dowager Monarchs during each reign.
- Section 3: By special order of the Board of Directors and by proclamation of Baroness II Fabiola and Baron II Steve "Mother" Nokes on March 16, 2003: All persons attending events of the Imperial Windy City Court of the Prairie State Empire bearing current and valid proof of Canadian residency shall be entitled to pay dollar for dollar as U.S. currency; the price of said event; until rescinded by vote of the Board of Directors.
- Section 4: Proclamation of Baron II Steven Nokes upon his step down in 2003. . By proclamation of Baron 2, it is hereby decreed that the Imperial Court of Buffalo shall be named the Mother court of the Barony of Chicago, and that the Barony of Louisville and the Snowy Owl Monarchist Society, Inc, of Winnipeg, Manitoba, Canada be named Brother Empires to the Barony of Chicago.
- Section 5: Proclamation of Baroness II Fabiola upon her step down in 2003. By proclamation of Baroness II, it is hereby decreed that The College of Monarchs shall each year select, fund, and present two [2] members of the Imperial Windy City Court of the Prairie State Empire, and one [1] member of the International Court System, to receive an award for meritorious and exemplary service to the organization. These awards will be determined no later than sixty [60] days prior to Coronation and presented at Victory Brunch following Coronation and from this day forward, shall be known as the "Fabby's". Three awards will additionally be given in the first year, 2003, as honorary "Fabby's" by the Reigning Baroness II Fabiola.
- Section 6: Proclamation of Baron III Andy Szwiec upon his step down in 2004: On this Eighteenth day of September in the year 2004, I proclaim from this day forward, that the Imperial Court of Saint Catherine's and the Greater Niagara Region will be a Brother Empire to the Court of Chicago. So it is written, so it is said, so it shall be.
- Section 7: Proclamation of Baroness III Sierra Montana upon her step down in 2004 - On this the Eighteenth day of September in the year 2004, I proclaim that from this day forward The Imperial Court of Kentucky will be a Sister Empire to the Court of Chicago. So it is written, so it is said, so it shall be."
- Section 8: Let it be known that by special order and approval of the Board of Directors, that on this 16<sup>th</sup> day of October in the year 2004, Emperor I David James and Empress I Pia Mess do hereby bestow the title of Empress Emeritus to Dowager Baroness III Sierra Montana.
- Section 9: Let it be known that on the 15<sup>th</sup> of October, 2005, the Board of Directors has proclaimed that the

Section 9. Proclamation of Emperor 1 David James Archer upon his step down in 2005. By proclamation of His Most Imperial Sovereign Majesty Emperor 1 David James Archer, it is hereby decreed that from this day, October 15, 2005, that Aaron Bernette Byrd a.k.a. Empress Emeritus Sierra Montana shall be known as Guardian Angel of the Imperial Windy City Court of the Prairie State Empire; and In remembrance, The College of Monarchs shall each year select, fund, and present an award to be named The Guardian Angel which shall be awarded to a Court or individual of the International Court System outside the realm of The Prairie State Empire for outstanding service to the Imperial Windy City Court. This award will be determined no later than sixty [60] days prior to Coronation and presented at Victory Brunch following Coronation. So it is written. So it is said. So it shall be.

Section 10. Proclamation of Empress II Fabiola 'the Great' Buckingham-Fontaine upon her step down in 2006. It is here by decreed by Her Most Imperial Sovereign Majesty Fabiola 'the Great' Buckingham Fontaine that all future reigns shall contribute twenty-five percent (25%) of all proceeds of benefit events to the Sierra Montana Scholarship Fund to ensure its perpetuity. So it is written so it is said, so it is done.