



**THE IMPERIAL COURT OF WASHINGTON, DC
 MANUAL OF PROTOCOL, POLICIES, AND PROCEDURES
 OF THE COLLEGE OF MONARCHS (REV Ia v3)**

Date	Action
11/16/2020	Parliamentarian recommendation: The changes herein (except as related to the Parliamentarian position) could be considered as admin changes. The Parliamentarian position just needs some clarification.
11/18/2020	College: approval
12/7/2020	Board:approved

November 16, 2020
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ARTICLE ONE: MEMBERSHIP

- a)** The College of Monarchs (“College”) shall consist of all Past Reign Monarchs of the Imperial Court of Washington, DC (“ICWDC”) that have successfully completed their Reign and have successfully completed all requirements as set forth by the College. The College Members in good standing shall convene on whether to invite the individual(s) to become a Member of the College by simple majority vote. Invitation(s) will be extended after brunch Coronation Weekend.
- b)** A Member is considered in good standing when they attend (either in person or via phone/virtually) 75% of the ICWDC General Membership Meetings and 50% of the College Meetings. Members in good standing have the privilege of voting on College business. Members not in good standing are allowed to attend meetings, voice opinions/comments/concerns but will not be able to vote.
- c)** Members are expected to promote and maintain a harmonious relationship with all members of the Corporation and College. Disruptive and/or offensive behavior and actions that are not in the interest of the Corporation, as determined by the Members in good standing, are grounds for revocation of membership or other disciplinary action.
- d)** Monarchs from other empires, moving into the area, may be invited, after a period of one-year residence, by the College to accept a seat in the College. If accepted, the College Members in good standing will affirm their membership into the body by a simple majority vote.
- e)** Once installed into the College, membership shall be perpetual so long as the member retains recognition of the title(s) which membership to the College was vested. Further the ICWDC College shall notify the College of the Court where they reigned of their admittance.
- f)** Any Member of the College may make a motion to invite an eligible individual to become a College Member. Upon seconding of the motion, a vote by College Members in good standing shall be taken and membership granted if passed by simple majority vote. The new member will be installed immediately with all rights and privileges of College Membership.
- g)** No person, though otherwise eligible, may be invited to join the College for a period of one (1) year following the College declining to grant Membership, after prior motion and second.

ARTICLE TWO: MEETINGS OF THE COLLEGE

- (a)** The College shall meet at a time and place as it designates, at a minimum of once per quarter.
- (b)** The agenda for each meeting is set by the Dean of the College and any Member who has business that needs to be addressed. Minutes from prior meeting of the College shall be approved by simple majority by Members in good standing.
- (c)** The Manual and *Robert's Rules of Order* shall control the manner of meeting operations. This Manual supersedes any contrary rules contained in *Robert's Rules of Order*. At no time may this Manual be amended to conflict with the ICWDC By-Laws or ICWDC Policies & Procedures.
- (d)** The Dean or Recording Secretary shall provide notice, stating the date, location, time, and call in instructions, to all Members of the College no later than two (2) days in advance of any meeting of the College.

ARTICLE THREE: COLLEGE OFFICERS

- (a) The College shall meet no more than 4 weeks prior to the Membership Annual Business Meeting to elect the presiding officers of the College - the Dean of the College (“Dean”), the Recording Secretary of the College (“Recording Secretary”) and College Parliamentarian.
 - (1) The Dean, Recording Secretary and Parliamentarian shall be selected from and by Members in good standing of the College and be elected by majority vote.
 - (2) The elections shall be conducted by roll call vote of Members in good standing.
 - (3) The term of office for the officers of the College shall be from the date of their election to the date of the election of their successors.
 - (4) Officers of the College may succeed themselves in office.
- (b) Rights and Responsibilities of the Dean
 - (1) The Dean shall preside over the meetings of the College. The Dean shall have no vote except in the case of a tie, or as otherwise provided in this Manual of Protocol, Policies, & Procedures.
 - (2) The Dean shall have the right to call special meetings of the College.
 - (3) The Dean shall oversee the business of the College.
 - (4) The Dean, unless excused by vote of the College, shall be required to attend: 1) one non-state function per quarter, following our fiscal year of October – September; 2) all state functions as specified in ARTICLE IV, Section (b)(2) of this Manual.
- (c) Removal or Resignation of the Dean
 - (1) The Dean may resign by submitting a letter of resignation to the President of the Board of Directors. Upon receipt the President shall notify the Recording Secretary of the College to schedule a special meeting in no less than forty-eight (48) hours and no more than two (2) weeks for the purpose of electing a new Dean.
 - (2) Resignation of the position of Dean does not affect any perpetual titles held by the individual.
 - (3) The Dean may be removed from office for willful neglect of duty, behavior unbecoming their position while acting in that official capacity, or for acting in any other manner deemed to be detrimental to the ICWDC, and/or to the College.
 - (4) Removal of the Dean shall require three-quarters (3/4) vote of all members in good standing of the College. Removal from the office of Dean shall not have the effect of removing the individual's vested seat in the College nor does it affect any perpetual titles held by the individual.
- (d) Rights and Responsibilities of the Recording Secretary
 - (1) The Recording Secretary shall record the decisions and recommendations of all proceedings of the College, and present them to the College within 3 days for review in written form for approval at the following meeting. The Recording Secretary shall maintain the record of

minutes in perpetuity.

- (2) The Recording Secretary shall be authorized to preside over meetings of the College in the absence of the Dean. Additionally, should the Dean be unable to carry out the duties of office, the College hereby authorizes the Recording Secretary to fulfill the duties of the Dean, until such time that the Dean reassumes the duties of office (for a term of no longer than ninety (90) days), or their successor is nominated and elected by the College. In the event the Recording Secretary should have to fulfill the duties of the Dean, the Recording Secretary shall appoint an interim Recording Secretary.
- (e) Removal or Resignation of the Recording Secretary
- (1) The Recording Secretary may resign by submitting a letter of resignation to the Dean. Upon receipt, the Dean will notify the College and schedule an election for a new Recording Secretary at the next regularly scheduled College meeting.
 - (2) Resignation of the position of Recording Secretary does not affect any perpetual titles held by the individual.
 - (3) The Recording Secretary may be removed from office for willful neglect of duty, behavior unbecoming their position while acting in that official capacity, or for acting in any other manner deemed to be detrimental to the ICWDC, and/or to the College.
 - (4) Removal of the Recording Secretary shall require three-quarters (3/4) vote of all members in good standing of the College. Removal from the office of Recording Secretary shall not have the effect of removing the individual's vested seat in the College nor does it affect any perpetual titles held by the individual.
- (f) Rights and Responsibilities of the College Parliamentarian
- (1) The College Parliamentarian may only interpret the Manual of Protocol, Policies, and Procedures of the College of Monarchs and provide guidance related to Robert's Rules of Order.
 - (2) The College Parliamentarian has no authority to issue official interpretations of the governing documents of the ICWDC, which include the By-Laws, P&P, and any other such documents as the Court has produced for purposes of running the organization.
- (g) Removal or Resignation of the College Parliamentarian
- (1) The College Parliamentarian may resign by submitting a letter of resignation to the Dean. Upon receipt, the Dean will notify the College and schedule an election for a new College Parliamentarian at the next regularly scheduled College meeting.
 - (2) Resignation of the position of College Parliamentarian does not affect any perpetual titles held by the individual.
 - (3) The College Parliamentarian may be removed from office for willful neglect of duty, behavior unbecoming their position while acting in that official capacity, or for acting in any other manner deemed to be detrimental to the ICWDC, and/or to the College.
 - (4) Removal of the College Parliamentarian shall require three-quarters (3/4) vote of all members in good standing of the College. Removal from the office of College Parliamentarian shall not have the effect of removing the individual's vested seat in the College nor does it affect any perpetual titles held by the individual.

ARTICLE FOUR: PROCLAMATIONS & STATE FUNCTIONS

- (a) Imperial Proclamations

- (1) No sort of corporate enfranchisement whatsoever may be derived through Imperial Proclamation and no Imperial Proclamation may create a vesting right.
 - (2) No Imperial Proclamation may in any way supplement, detract from, contradict, reinforce, nor change or affect the by-laws of the ICWDC, nor any other governing document of the ICWDC.
 - (3) Past Monarchs may submit Imperial Proclamations for consideration to the College. Imperial Proclamations from Reigning Monarchs shall be deemed given by the Reigning Monarch, whereas Imperial Proclamations given by Past Monarchs shall be deemed given by the College as a whole.
 - (4) Imperial Proclamations are certified as perpetual upon approval by the College. Imperial Proclamations shall be rescinded upon the resignation or removal of the Reigning Monarch that issued the proclamation.
 - (5) The Recording Secretary shall maintain in perpetuity, a listing of all Imperial Proclamations.
- (b) State Functions
- (1) All rules of protocol shall be strictly enforced by the Dean in conjunction with the **Prime Minister for Protocol** at State Functions of the ICWDC.
 - (2) The College shall have a command performer at each state function. The College command shall be selected by the Dean, in consultation with the members of the College.

ARTICLE FIVE: REGENT MONARCHS

- (a) Should no monarchs not be elected in all lines the College shall determine if a Regent Monarch(s) will be selected and who that individual(s) will be by simple majority vote by members in good standing.
- (b) If only one monarch line is elected, that individual has the choice to request a Regent Monarch from the college or to reign alone. If the elect's decision is to reign alone, the decision will be re-evaluated in the first three months of the reign by the College in consultation with the Reigning Monarch.
- (c) The College, **in conjunction with the Board**, can choose an individual that has not previously served as Monarch of ICWDC to serve as a Regent Monarch. Additionally, a Regent Monarch must meet the monarchial candidate qualifications outlined in the bylaws of the corporation.
- (d) A member(s) of the College that is chosen to serve as a Regent Monarch(s) shall be placed into inactive College membership status during the tenure of their reign. Regent Monarch(s) may be invited to College Meetings by the Dean but will have no vote but may provide their insight on discussed matters. Active College membership status shall be conferred upon the completion of their reign as Regent Monarch.

ARTICLE SIX: AMENDMENTS

- (a) Any member of the College may submit a written amendment to the Manual. All amendment proposals will be brought to the attention of the College at a scheduled College meeting. The

proposed amendment will be read aloud and entered into the minutes. If a motion is made and seconded, the College will debate the proposed amendment. At the close of debate the College members in good standing will vote by roll call on the question of whether or not to approve the proposed amendment to the Manual.

- (b) Amendments shall require a three-quarters (3/4) vote of the members in good standing of the College to be adopted.
- (c) Administrative Changes and Corrections to this Manual of Protocol, Policies, and Procedures can be affected as necessary by a simple majority vote of the College members in good standing. These include, but are not limited to:
 - (1) Conformance to new statutory or regulatory requirements;
 - (2) Misspellings;
 - (3) Cross-references;
 - (4) Capitalization;
 - (5) Re-numbering and re-lettering;
 - (6) Punctuation; and
 - (7) Errors – obvious clerical, typographical or grammatical errors.

Changes made cannot change the substantive meaning of the article, section, and/or subsection being altered.

- (d) No proposed amendment to the Manual may be in contravention of the ICWDC’s governing documents (By-laws and Policies & Procedures and Articles of Incorporation of the corporation).

Adopted by the College of Monarchs: April 2, 2017
Revision 1 - April 13, 2017
Revision 2 – May 17, 2017
Revision 3 – November 18, 2020
Ratified by the Board of Directors: 12/7/2020
