



# Imperial Court of Washington, DC

P.O. Box 2616  
Washington, DC 20013

## CODE OF CONDUCT

Membership in The Imperial Court of Washington, DC, Inc. (ICWDC) carries with it certain duties and responsibilities. These duties and responsibilities include, but are not limited to the following:

1. An obligation to adhere to ICWDC Articles of Incorporation, By-Laws, and Policies & Procedures, as either may be amended from time to time.
2. An obligation to treat all fellow Court members with respect.
3. An obligation at all times when representing the Court, to behave in a responsible and professional manner, befitting of a Court Member at all functions (including but not limited to social media, out of state events, bar nights, and social gatherings) so as to not reflect adversely on the Court.
4. An obligation to see that the guest(s) of Court members attending any Court function behave in such a manner as to not reflect adversely on the Court.
5. An obligation to support all Court functions to the best ability.
6. Even if a Court Member has any disagreement with any policy, procedure or directive of the Reigning Monarchs, the Board of Directors, or the General Membership of the Court, an obligation to nonetheless be supportive of any such policy, procedure, or directive, and to follow appropriate Court procedures to express disagreement or to attempt to change any such policy, procedure, or directive.

Any Court member not adhering to this CODE OF CONDUCT shall be subject to disciplinary action by the Board of Directors. Any member accused of violating this CODE OF CONDUCT shall be entitled to notification of the alleged violation(s), either verbally or in writing, from any member of the Board of Directors, and shall have the right to be present at any Board meeting at which such member's conduct shall be discussed.

In the case of a first (1<sup>st</sup>) violation, the Board of Directors shall reprimand the member, either privately or publicly, as the Board of Directors determines appropriate under the circumstances. If the Board of Directors finds the violation of sufficient seriousness it may suspend the member's title for a period of time not to exceed three (3) months. A suspension automatically expires at three (3) months and may not be renewed unless there is another grievance for a different offense filed. If the member subsequently violates the same provision of this CODE OF CONDUCT during the same reign year, the member's title shall be forfeited permanently by the Board of Directors.

An individual may be permanently removed as a member of ICWDC by the Board of Directors. In all matters of title forfeiture and/or removal, the General Membership shall have the right to override the decision of the Board of Directors at any regular monthly meeting of the General Membership.

I have received a copy of and understand and agree to abide by this CODE OF CONDUCT.

Court Member's Court Name: \_\_\_\_\_

Court Member's Legal Name: \_\_\_\_\_

Court Member's Legal Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witnessed by: \_\_\_\_\_

(Member of the Board of Directors)

When you have completed and signed this Code of Conduct, please email it to the Imperial Court of Washington, DC Vice-President at [ICWDCVP@gmail.com](mailto:ICWDCVP@gmail.com)

*NOTE: Without a signature from BOTH the Court Member and a Member of the Board of Directors, this Code of Conduct agreement is null and void.*