



Policies & Procedures of the Imperial Royal Sovereign Court of the Desert Empire, Inc.

The Board of Directors and the General Membership of the Imperial Royal Sovereign Court of the Desert Empire, Inc., Corporation, hereby adopts the following “Policies and Procedures” in conformity with the “Charter,” “Articles of Incorporation,” “Bylaws” and the “Chronicles of the Imperial Proclamations and Traditions”; the intent and purposes of the corporation. These adopted Policies and Procedures are binding upon all members of the Corporation.

OFFICES

The registered office of the Corporation will be located at The Gay and Lesbian Community Center of Southern Nevada, 953 East Sahara Ave, Las Vegas, NV 89104.

SEAL

The corporation will have a Corporate Seal, which will be circular in form and upon which will be inscribed: Imperial Royal Sovereign Court of the Desert Empire, Inc. The Board of Directors may alter the seal.

COURT PROPERTY

Court property will be defined as that product donated to the Court or acquired/purchased using corporate funds. Court property will only be used by court members at court corporate functions. Those requesting to use court property for non-court/corporate functions must have approval of the Board of Directors.

WEBSITE

The World Wide Web presence of the Corporation including the web site (www.desertempire.org), all content and support files, web hosting arrangements and domain name registration, will be owned solely by the Corporation and governed by the Board of Directors. The Webmaster will be appointed by the President and approved by the Board of Directors at the first Board of Directors meeting in December.

BOARD OF DIRECTORS

Elections

At the first General Membership meeting following Coronation, the President will preside at the meeting for the Election of Officers. Nominations will be accepted for President, Vice-President, Secretary and Treasurer, depending on the election year, or to fill any vacancies that occur as well as the Members-at-Large seats A, B and C. Nominees will have up to two (2) minutes for a candidate

41 speech to the General Membership. Ballots will be prepared with the Director
42 positions listed, following by a blank line. A secret ballot will take place and be
43 counted by the Elections Committee. The President will then announce the new
44 Board of Directors to the General Membership.
45

46 **Additional Duties of Elected Officers & Imperial Board Members**

47 **PRESIDENT**

- 48 1. Will provide introductory comments at Coronation.
- 49 2. Will conduct or delegate the swearing in ceremony for the new Monarch(s) at
50 the appropriate time.
- 51 3. Will place on the agenda for the Board of Directors meeting in May, a six (6)
52 month evaluation of the reigning Emperor and Empress.
- 53 4. May act as a resident agent of the Corporation.
- 54 5. Will hold the second key to the Corporate Storage Unit and the Corporate
55 Post Office Box.
56

57 **VICE PRESIDENT**

- 58 1. Will be responsible for and keep possession of a key for the corporate
59 storage unit.
- 60 2. Will be responsible for creating and keeping a complete inventory of the
61 Court property and location of said property.
- 62 3. Maintain the official membership rolls of the Corporation.
- 63 4. May act as a resident agent for the Corporation.
- 64 5. Will be responsible for maintaining and reporting to the Board of Directors on
65 the 501c3 status.
66

67 **SECRETARY**

- 68 1. Will maintain the standardized forms with accuracy and submit proposed
69 revisions to the Board of Directors for approval including applications for
70 Emperor & Empress, Membership and Attendance sheet.
- 71 2. Will be responsible for and maintain possession of a key to the Corporate
72 a. Post Office Box (except as stipulated in the Section for elections)
- 73 3. May act as a resident agent for the Corporation
74

75 **TREASURER**

- 76 1. Will deposit all monies and other valuable depositories as designated by the
77 Board of Directors
- 78 2. May act as a resident agent of the Corporation
79

80 **EMPEROR & EMPRESS (Imperial Members)**

- 81 1. Will Appoint the Coronation Ball Chair with the Board of Directors' approval.
- 82 2. Be responsible for bestowing titles and other recognition(s) as they deem fit.
83 No bestowed title shall be higher than or equal to that of Emperor or Empress.
- 84 3. Will appoint members of the Imperial Family
- 85 4. Must attend a minimum of (6) out of state Coronations and Reno.

- 86 5. The Imperial Monarchs shall serve as the chief public representatives of
87 IRSCDEI and the Head(s) of State.
88 6. The Imperial Monarch(s) are required to attend all IRSCDEI meetings,
89 functions, and activities with the exception of a work or illness or other
90 excused absence authorized by the Board of Directors and shall officiate at all
91 IRSCDEI court meetings.
92 7. In addition, they should seek to represent IRSCDEI as the Head(s) of State at
93 all other major GLBTQ events within the Empire.
94 8. All reigning Imperial Monarch(s) must dress according to the gender and
95 prestige of their title at all Coronation Balls, Investiture ceremonies ICRP
96 Balls, for the entire length of the attendance at the event unless the court voted
97 to attend in camp attire or special theme attire or other situations as previously
98 approved by the President of the Board of the Dean of The College.
99

100 **IMPERIAL CROWN PRINCE & PRINCESS ROYALES (ICPRs)**
101 **(Imperial Members)**
102

- 103 1. Shall attend a minimum of three (3) out of town Adornments, Coronations or
104 Prince & Princess Balls as well as Reno Coronation.
105

106 **VOTING**

107 All votes concerning personnel matters will be completed by secret ballot.
108

109 **MISCELLANEOUS**

- 110 1. Due to the demands and responsibilities of the office, Imperial Members of
111 the Board of Directors will not hold elected Director positions.
112 2. The Board of Directors will ensure that one thousand, five hundred dollars
113 (\$1500) is deposited in to the General Fund at the conclusion of each reign for
114 operating expenses for the next reign.
115 3. The Corporation will be financially responsible for the cost of the Emperor
116 crown and medallion, the Imperial Crown Prince Royale medallion and the
117 Imperial Crown Princess Royale crown.
118 4. The Board of Directors will not approve any proclamation, which encumbers
119 the current or future funds or assets of the subsequent reigns.
120 5. When any Past or current title holder of the IRSCDE, Inc uses their titles in
121 print or online advertising, i.e. posters, flyers, handouts, handbills,
122 newspapers, newsletter formats for a fund raising event, be it a current or
123 permanent title holder, it shall be considered an official Imperial Royal
124 Sovereign Court of the Desert Empire, Inc function and all monies shall be
125 processed through the IRSCDE, Inc Treasurer and handled under the
126 IRSCDE, Inc procedures. [*Proclamation: Emperor VII YG*]
127

128
129 **DISBURSEMENT OF REIGN'S FUNDS**

- 130 1. All charities must qualify as a non-profit, tax exempt, registered charity, recognized
131 by the United States Federal Government and its Internal Revenue Service.
132 2. After paying and adequately providing for all debts and obligations including but not
133 limited to:
134 a. The estimated CPA fees for filing the annual tax returns
135 b. The Corporation storage unit costs
136 c. The Corporation Post Office Box fee
137 d. One thousand five hundred dollars (\$1500) will be for the new reign
138 e. Any additional costs that may be associated with that reign determined by the
139 Board of Directors
140 3. From the remaining funds, fifty percent (50%) will be disbursed to a charity or
141 charities selected by the immediate past Emperor and fifty percent (50%) will be
142 disbursed to a charity or charities selected by the immediate past Empress.
143
144

145 **ATTENDANCE VARIANCE** (effective at the beginning of Reign VI)

146 Any Court member that attends an Out-of-Town coronation weekend or Court related
147 function, will receive their attendance credit for any in town meeting or function held
148 their absence.

- 149 1. A completed Attendance Form Request must be submitted by the applicant,
150 signed and dated by the Secretary of the Board of Directors 30 days prior to the in
151 town function or meeting.
152
153 2. The Secretary will receive the Attendance Variance Request, sign the member in
154 on the Attendance Sheet for that event and attach a copy of the request to the
155 Attendance Sheet. A copy of the form will be given to the member for their
156 records.
157
158 3. Attendance Variance Forms will be available at all functions.
159
160

161 **COMMITTEES**

162 **PROCEDURES**

- 163 1. All Standing Committees will be established at the first annual Board of
164 Directors meeting and will stand for one (1) year except for the Coronation
165 Chair that is chosen by the reigning Emperor and Empress with the Board of
166 Directors approval.
167 2. No committee will consist of more than eight (8) members, which does not
168 include the Chair of that Committee excluding the Coronation Committee.
169 3. A quorum, greater than fifty percent (50%) of the committee members, will
170 be present to conduct any committee business except for the Elections
171 Committee in the process of monitoring the election process.
172 4. All committee chairs will submit a monthly written or electronic report to the
173 Board of Directors (1) one week prior to the Board meeting. Addendums to
174 reports will be given at the Board of Directors' meeting. It no activity occurs,

175 committee chairs will submit a no activity report to be entered into the records
176 of the board meeting.

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179 **BYLAWS / POLICIES & PROCEDURES COMMITTEE**

- 180 1. Proposed amendments to the “Bylaws or Policies & Procedures” will
181 be submitted in writing to the President of the Board of Directors at
182 least (45) forty-five days prior to convention.
- 183 2. The President will transmit the proposed changes to the Committee
184 Chair.
- 185 3. The committee will hold convention one time per year in October. At
186 this time, the proposed amendments will be discussed, amended if
187 necessary, voted on and ratified by a 2/3rd majority vote of the active
188 membership in attendance.
- 189 4. The committee will submit the final version to the Board of Directors
190 to be posted on the website within 30 days.

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194 **MEMBERSHIP COMMITTEE**

- 195 1. After the first general membership meeting in December following
196 Coronation, any member who has not renewed their membership, will
197 be contacted by the Membership Committee.
- 198
199 2. The Membership Chair will process and record all completed and paid
200 three (3) part applications
 - 201 A. The original will be given to the Secretary of the Board of
202 Directors by the Membership Chair
 - 203 B. The second copy will be given to the Treasurer
 - 204 C. The third copy will be given back to the member to serve as a
205 receipt
- 206 3. Only the Membership Chair and the elected officers of the Corporation
207 may accept Membership applications and yearly dues

208
209 **DUTIES**

- 210 1. Introduce all new members and guests at meetings and functions
- 211 2. Handle the sign in sheets for all functions and attendance totals and
212 provide a monthly report to the Board of Directors.
- 213 3. Develop and orient new members
- 214 4. Develop, produce and distribute a monthly newsletter of the
215 Corporation and the Court to include but not limited to:
 - 216 A. Calendar of the Court, Corporation and community events
 - 217 B. Special highlights
 - 218 C. A travel review
 - 219 D. Introduction of new members
 - 220 E. Birthday lists

- 221 5. Develop, produce and distribute to all members a packet to include:
222 A. "Charter"
223 B. "The Articles of Incorporation"
224 C. "Bylaws"
225 D. "Policies and Procedures"
226 E. "Chronicles of Traditions and Imperial Proclamations"
227 F. History of the Imperial Royal Sovereign Court of the Desert
228 Empire
229 G. ICS History
230 H. Glossary of terms
231 I. Contact Information
232 J. Any other such items deemed necessary (i.e. shirt, nametag,
233 Etc.)
234 K. Code of Conduct
235
236

237 **CORONATION COMMITTEE**

238 The Coronation Committee will be comprised of any IRSCDE member wishing
239 involvement, committee chairperson, the reigning Emperor and Empress, and
240 Corporate Sponsorship chairperson.

241 The Coronation Committee chairperson is selected by the reigning Emperor and
242 Empress and approved by the Board of Directors. The chairperson conducts
243 meetings throughout the year organizing the largest fundraiser of each reign.
244

245 **DUTIES**

- 246 1. Create a realistic budget reflecting expenses and income for Coronation. Must
247 be submitted to the Board of Directors for approval at the June board meeting
248 2. Monitor budget
249 3. Conduct meeting with vendors. All budgetary items require three (3) bids if
250 expense is more than one hundred dollars (\$100)
251 4. Reports to the President of the Board of Directors
252 5. The monthly report submitted to the Board of Directors should include:
253 A. All topics discussed at the committee meetings
254 B. Suggestions to the Board of Directors
255 C. Any other items that the Chair feels are necessary
256

257 **WEBSITE COMMITTEE**

258 **DUTIES**

259 Keep the website updated as directed by the Board of Directors
260
261

262 **TITLES AND PAGEANTS COMMITTEE**

263 This committee chairperson is appointed by the reigning Emperor and Empress
264 with the Board of Director's approval at the December Board of Directors

265 meeting. Per committee procedures, there will be up to eight (8) members of this
266 committee, including the reigning Emperor and Empress.

267 **DUTIES**

- 269 1. Recruit contestants for all pageants with the assistance of the Emperor and
270 Empress
- 271 2. Coordinate pageants with the Fundraising Chairperson
- 272 3. Produce a pageant packet to give to all contestants Pageant Packet will
273 consist of:
 - 274 a. Rules of Pageant
 - 275 b. Score Sheets
 - 276 c. Cards or other items to be sold
 - 277 d. Signed contract accepting pageant rules and regulations
- 278 4. Choose judges for the pageant. All efforts will be made to find non-court
279 members to be judges.
- 280 5. Choose (2) two auditors to tally the score sheets
- 281 6. Auditors will:
 - 282 a. Not drink alcohol during the pageant
 - 283 b. Will use a calculator for all score sheets.
- 284 7. Pageant Director will verify scores prior to the announcement of the
285 winner. In the event of a tie score, both contestants will hold the title.

286 **GENERAL PAGEANTS RULES AND REGULATIONS**

287 Policies adopted for the first pageant will continue throughout that reign.

- 289 1. The fee for the competition is as follows:
 - 290 a. Active members are free to compete in any pageant.
 - 291 b. Those who want to compete and are not an active member of the
292 IRSCDE will need to become a member of the Court and then can
293 participate in the competition.
- 294 2. All contestants must be at the venue (1) one hour prior to the scheduled
295 time of the pageant.
- 296 3. Pageant contestants may be required to sell a minimum amount of items,
297 such as cards, which will accrue points towards their final score.
298 Minimums & Limits will be established prior to the first pageant.
- 299 4. All categories will be scored on a (1-10) one to ten point scale
- 300 5. Categories of the Pageant:
 - 301 a. Fantasy/Title Wear
 - 302 b. Entertainment
 - 303 c. Formal Wear
 - 304 d. Question & Answer
- 305 6. For the entertainment section of a competition, the contestants need to
306 perform themselves. There are no assistants within this section of the
307 competition be it as a duet or production number excluding King & Queen
308 of the Desert Pageant. A time limit may be set.
- 309 7. Titleholders are required to sponsor a fundraiser before their step down.
310

- 311 8. Titleholders who have won titles and are competing for King & Queen of
312 the Desert Pageant must donate a raffle basket for this pageant.
313 9. Upon reaching their step down, titleholders may do a duet for the opening
314 of the pageant. During their final performance/step down, the titleholder is
315 allowed to keep their tips.
316

317 **ELECTIONS COMMITTEE**

318 The Election Committee Chair will be chosen at the December Board of Director
319 meeting. The Chair will select a committee that shall display no bias and shall not
320 participate in the campaign process. Membership on this committee, for the
321 purposes of electing the next Emperor and Empress, will not be reigning Emperor
322 and/or Empress, Imperial Crown Prince and/or Princess Royales or any approved
323 candidates for these four positions.
324

325 **DUTIES**

- 326 1. Monitor the campaign process through:
327 a. Ensuring the presence of a minimum of (2) two committee
328 members at all Court and Corporate functions and announced
329 candidate appearances, functions or shows.
330 b. Stopping any practices or events of candidates or campaign which
331 are in violation of the campaign rules outlined within.
332 2. Operating the polling place for the election of Emperor and Empress
333 3. Arrange for the election of officers, members of the Board of Directors,
334 the Incoming Emperor and Empress and Parliament Representatives.
335 4. Any other duties specified by the President of the Board of Directors.
336

337 The Chair of this Committee shall work with the President and Secretary of the
338 Corporation to ensure timely announcements for all elections. Announcements to
339 the general public for elections of Emperor and Empress shall occur not more
340 than (8) eight weeks and not less than (7) seven weeks prior to Voting Day.
341 Such announcements shall include the duties and qualifications for the positions
342 of Emperor and Empress. Posters advertising the polling place, time, date and
343 hour shall be posted prominently through out the community at least (2) two
344 weeks prior to voting.
345

346 **Membership**

- 347 1. Members shall also not be any of the four (4) elected officers: President,
348 Vice President, Secretary or Treasurer.
349 2. Members of this committee shall not accept a nomination for any of the
350 (4) four corporate office positions.
351

352 **EMPEROR AND EMPRESS ELECTIONS**

353 The Membership Chair will submit to the President a membership list of those
354 persons qualified to run for the positions of Emperor and Empress. As well, a
355

356 separate list of the court members who are qualified for consideration for Imperial
357 Crown Prince and Princess Royale positions.

358

359 **Eligibility**

360 Applicants must submit their application form, letter of intent and any required
361 documentation along with the \$100 non-refundable application. Such applications
362 shall be turned in prior to the beginning of candidate interviews to the President of
363 the Board.

364

365 The President of the Board will only accept complete applications and required
366 documentation and payment from eligible court members.

367

368 Application fees must be in cash, money order or cashier's check. Application fee
369 shall include admission to the annual coronation ball.

370

371 Applicants must be members in good standing having paid their membership dues
372 as of February 1st of the same year of application.

373

374 Applicants must have actively participated and have attended and signed in at a
375 minimum of sixty (60) percent of the Court, General, Board of Director meetings,
376 functions and events from the start of the reign year up to Candidate Interviews.

377

378 All applicants for the office of Imperial Monarchs shall be at least 21 years of age
379 at time of submission of application and interview.

380

381 All applicants must be a resident of Lincoln, Nye or Clark counties in the State of
382 Nevada for the preceding one (1) year. Proof of residency will be required with
383 application.

384

385 Applicants must submit a copy of their valid and current Nevada Driver's
386 License.

387

388 No candidate shall be accepted who has been convicted of a felony. Any reigning
389 Monarch convicted of a felony shall be removed from office.

390

391 **Candidacy**

392 The Board of Directors shall announce no less than 30 days prior to the election
393 the date for a special board meeting to interview the candidates.

394

395 All applicants must attend Candidate Interviews held jointly by the Board of
396 Directors & College of Monarchs. Applicants should be prepared for a verbal
397 question and answer format of interview.

398

399 The Board of Directors and College of Monarchs shall consider past and current
400 court and community involvement, past title experience and performance, general

401 work experience and training, fiscal responsibility and overall representation of
402 the IRSCDEI in determining eligibility for candidacy.

403
404 All applicants must provide proof of employment or other visible means of
405 financial support to ensure that they are able to meet the financial obligations of
406 the office. Applicants must state their understanding and willingness to fulfill the
407 obligations of travel as stated in the bylaws and P&Ps as well as costumes,
408 clothing, tickets, accommodations and other expenses associated with the
409 successful carrying out of the responsibilities of an IRSCDEI Imperial Monarch.

410
411 All applicants must receive an affirmative majority vote of the Board of
412 Directors' and College of Monarchs members present at the Candidate Interview
413 in order to qualify for candidacy.

414
415 Applicants should come prepared with a list of possible ICPR qualified nominees
416 to present at Candidate Interviews.

417
418 Applicants should also come prepared with their intended campaign functions and
419 dates to discuss scheduling in conjunction with the Court Calendar.

420
421 A withdrawal of a person's candidacy must be submitted in writing to the Board
422 of Directors and shall be irrevocable.

423
424 No write-in candidates shall be allowed.

425
426 **Campaign Rules**

427 1. The College of Monarchs shall conduct a mandatory orientation for all
428 possible candidates (optional for others) not more than (7) seven days prior to
429 the Candidate Interview.

430
431 2. No person shall announce candidacy for Emperor or Empress without the
432 approval of the Board of Directors. Any campaigning or announcements of
433 candidacy by any individual prior to the Board of Directors' interview will
434 automatically disqualify that individual.

435
436 3. Candidate interviews shall occur not more than (7) seven weeks and not less
437 than three (3) three weeks prior to voting day

438
439 4. Emperor and Empress candidates may commence campaigning on the date
440 given by the Board of Directors, not more than (4) four weeks and not less
441 than (3) three weeks prior to voting day.

442
443 5. Candidates shall produce at least (1) one fundraiser during their campaign
444 where the proceeds will go to the General Fund of the current reign.

445

- 446 6. No Campaign posters shall be allowed in the polling location on the day of
447 voting.
448
449 7. Candidate sponsorship by a business or business owner shall be permitted.
450
451 8. All campaign posters and flyers shall include Voting and Coronation Day,
452 time and location.
453
454 9. No Reigning Emperor or Empress may campaign on behalf of any candidate
455 or publically declare their preference for any candidate.
456

457 **Certified Public Accountant**

458 The President of the Board of Directors shall be responsible for hiring or
459 obtaining a qualified Certified Public Accountant (CPA) Firm with the Board of
460 Directors approval. The President shall have written documentations from the
461 CPA firm one (1) month prior to voting day that this person is a qualified
462 Accountant and that this person shall not be a member of the Imperial Royal
463 Sovereign Court of the Desert Empire, Inc and will have no vested interest. The
464 Documentation shall include a list of the Accountants responsibilities and duties
465 associated with this election.
466

467 **Board of Directors Tie Breaking Vote**

468 At the November regularly scheduled meeting of the Board of Directors, the
469 Elections Committee Chair shall distribute and collect the completed Directors
470 Ballots. The current Board of Directors shall receive a Director ballot and
471 an Envelope.
472

473 The envelope shall be distinguishable from regular absentee ballots. Sealed and
474 signed across the seal and opened only in the event of a tie and then tabulated to
475 determine the winner. The Board of Directors shall include a copy of their Nevada
476 Drivers License or State of Nevada issued Identification Card.
477

478
479 **Absentee Ballots**

480 Absentee ballots shall only be permitted for Active members of the Corporation.
481

482 Active members shall submit in writing such a request to the Secretary of the
483 Corporation. The Secretary shall mail the absentee ballot and a stamped-return
484 Addressed envelope not more than three (3) weeks and not less than two (2)
485 weeks prior to voting day.
486

487 Ballots must be received at the Corporate Post Office Box by the day prior to
488 voting day to be officially accepted and counted. Absentee ballots received on the
489 voting day and afterward shall be considered null and void. The envelope must
490 contain the ballot, a copy of the members Nevada Drivers License or State of
491 Nevada issued Identification Card and be sealed and signed across the seal.

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The Election Committee Chair shall present to the CPA on voting day all absentee ballots. These ballots shall be counted as regular ballots. The ballot and envelope shall be submitted as part of the voting record.

The CPA shall receive from the Secretary of the Board of Directors a list of all members requesting an absentee ballot.

All past Monarchs and ICPR's living outside of Clark, Lincoln or Nye counties shall be eligible to vote either in person if they are physically present at the balloting location or by absentee ballot in the election of Emperor or Empress.

The Polling Place

No Campaigning shall be permitted in the polling place on voting day.

Elections Committee Members or election monitors shall not display any candidate information nor answer any questions regarding the candidates.

The Election Committee staffing the polls shall print the voting person's name, Have the voter sign next to their printed name after verification of the voter's residency with proper identification. The election official shall then initial next to the voters signature.

Proper identification will only be a current Nevada Drivers License or State of Nevada Issued Identification Card. Voting is limited to residents of Lincoln, Nye or Clark Counties and Citizens for Life, ICPRs, and members of The College of Monarchs can vote in person on voting day with a valid photo ID.

The secretary shall submit a list of all Citizens for Life, ICPRs, and The College of Monarchs to the Elections Chair to be included in the voting record.

Each candidate shall be allowed one (1) monitor at a time at the voting place. The monitor must have a written letter from the candidate authorizing his/her presence.

At no time, other than entering the voting place to vote and immediately leaving, shall a candidate for Emperor or Empress shall be allowed to staff or monitor the voting room. The interior of the voting room shall be visible to the general public at all times.

Voting Day

No Campaigning shall be permitted in the polling place on voting day.

Voting shall occur not more than nine (9) days and not less than four (4) days prior to coronation.

537 At the opening of the polls at the designated hour, a ballot (a two (2) lock) box
538 shall be opened, shown empty and then locked with the accountants own personal
539 lock and the Courts lock, in the presence of the accountant, the Elections
540 Committee Chair, any candidates for Emperor or Empress and least two (2)
541 members of the Elections Committee.
542

543 The first ballot (Ballot #1) shall be signed off by these four (4) people and any
544 Candidates for Emperor or Empress that are present. This ballot shall then be
545 deposited into the locked ballot box. At this time, the Elections Committee shall
546 submit all regular absentee ballots to be deposited into the ballot box
547

548 The Elections Chairperson shall keep the Courts key to the ballot box and
549 Accountant shall retain custody of his key and ballot box.
550

551 Any write in candidates name shall invalidate the vote for that particular category
552 on the ballot.
553

554 The ballot shall contain a “No” vote option even when there are multiple
555 candidates for the same position.
556

557 Upon completion of voting at the designated hour, the accountant, Elections
558 Committee Chairperson, at least two (2) members of the Elections Committee and
559 any candidates for Emperor and Empress, shall sign off the numbered ballot
560 immediately following the last ballot cast.
561

562 At this time, the accountant shall be given custody of the ballot box. If multiple
563 days of voting occur, the same process shall be followed each voting day with
564 additional policies developed.
565

566 **Procedures**

567 Qualified absentee ballots will be entered into the Voting Record by the
568 Accountant.
569

570 Ballots will be tabulated by the accountant and the Elections Chairperson within
571 seventy-two (72) hours after the polls closing.
572

573 After tabulating the votes, the accountant shall place the name of the winner of
574 each position into a security envelope, seal it and sign across the seal.
575

576 In the event of a subsequent tie of the Board of Directors Vote, the accountant
577 shall notify the President, who shall then call an Emergency meeting of the Board
578 of Directors, to break said tie for the purpose of electing an Emperor and
579 Empress. If one or more of the positions have been determined to be a “No” vote,
580 the accountant shall notify the President, who will notify the College of Monarchs
581 to decide on a Regent Emperor or Empress.
582

583 The accountant or his designated representative shall retain the sealed envelope
584 with the results including the total of votes cast for each position to be turned over
585 to the President of the Board of Directors just prior to the crowning portion at
586 Coronation.

587
588 The results are to remain confidential until this time and the results of the
589 Accountant's tabulation are final, binding and upheld by the Board of Directors.
590

591

592 **FINANCE COMMITTEE**

593 The purpose of the Finance Committee is to oversee all business matters
594 regarding monetary and fiduciary responsibilities of the Corporation.

595

596 The Treasurer of the Board of Directors shall be the Committee Chair.

597

598 Two (2) current members of the Board of Directors appointed by the Treasurer
599 (not to include any other check signers) will sit on this committee.

600

601 The balance of the committee shall be from the General Membership appointed
602 by the Committee Chair.

603

604 **Duties**

605

1. Count money at fundraising event

606

2. Make deposits

607

3. Process check requests

608

4. Review Event, Coronation and Annual Corporate Budgets and forward to
609 the Board of Directors with a recommendation.

610

5. Reconcile Corporation bank accounts and statements.

611

6. Review Event Proposal Forms for functions to determine if fiscally sound.

612

7. Coordinate and file year-end taxes (CPA and IRS) with the Board
613 President.

614

8. Solicit applicable tax forms from potential donation recipients (990
615 forms).

616

9. Generate year-end tax statements for donations paid out as well as
617 donations received.

618

10. Set up and Maintain Pay Pal Account

619

11. Provide the Webmaster with copies of the treasurer's report for posting on
620 the corporation website.

621

12. Coordinate with the Executive Board Members to meet at the financial
622 institution to update information as needed.

623

624 **Cash Handling Procedures**

625

All monies collected shall be counted in the presence of at least two (2) members
626 of the Finance Committee, two (2) members of the Board of Directors or a
627 combination thereof for verification of the cash taken in.

628

629 The designated counters shall obtain a Cash Control and Handling Form and
630 envelope from the Treasurer prior to counting received funds.

631

632 Cash Control and Handling Form to include:

633

1. Date

634

2. Event

635

3. Venue

636

4. Breakdown of the following sources of revenue; tips, raffles, auction, donations, beer bust, membership fees, other items of revenue, and write the totals on the envelope. The Treasurer will ensure that the finance committee will have a Cash Control and Handling Form that will give a denomination breakdown.

637

638

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641

5. List the cash taken in, checks received and the total amount. If the funds are earmarked for a certain charity, this will be noted on the Record of Deposit Slip.

642

643

644

6. Insert all funds and the breakdown sheet into an envelope if applicable.

645

7. Seal Envelope.

646

8. Write the dollar amount on the envelope.

647

9. Deposit into the appropriate bank account within (3) three business days upon receipt of funds.

648

649

650

Deposit Slip Procedures

651

1. Each event or source of revenue shall have its own deposit slip and Cash Control and Handling Form.

652

2. After completing the deposit slip, write the purpose/event on the slip.

653

3. A copy of the deposit slip will be stapled to the deposit form.

654

655

656

Check Request Procedures

657

1. All requests for disbursement of funds will be submitted to the Treasurer on a completed Check Requisition Form.

658

2. The person requesting a check shall obtain a copy of the Check Requisition Form and complete providing the following information:

659

660

a. Date

661

b. Dollar amount requested

662

c. Requested by

663

d. Payable to

664

e. Complete address on where to mail the check

665

f. Purpose/Explanation

666

3. The Treasurer will complete the fields for date paid and check number on the form.

667

668

4. All check requests will have back up documentation prior to the check request being submitted to the Treasurer.

669

670

5. Back up documentation will be stapled to the check requisition form and filed with Quarterly expenses.

671

672

- 673 6. All check requisition forms will be submitted to the Board of Directors.
674 The Monarchs' Promotional Fund is the only expense that does not require
675 a Board of Directors vote but still request documentation for expense.
676

677 **Auditing and Reconciliation Procedures**

678 The finance committee meeting shall be no less than three (3) members of the
679 committee or the Board of Directors, in addition to the Treasurer. All auditing
680 procedures will be done in red ink.
681

682 Auditing of the deposits

- 683 1. One of the attendants of the meeting, not the Treasurer, will match
684 up the deposit forms with the counted amount to make sure that
685 they match.
- 686 2. A different attendant, not the Treasurer, will match up the amounts
687 that are deposited to the bank statements. Any variances will be
688 noted and added to the Treasurers Report for the next Board
689 Meeting. Once complete, the person will mark the bank statement
690 as audited by and then print and sign their name on the statement
691 as well as date the statement.
- 692 3. If no activities had happened to the account during the month,
693 except for interest earned, the auditor will mark 'No Activity', but
694 will still print, sign, and date the statement.
- 695 4. Once all auditing is completed, the two members will check all
696 event forms for the events that have been audited, to make sure
697 that everything has been filled out and accounted for. If anything
698 has been missed, then they will fill in the missing information and
699 it will be noted at that time.
700

701 Reconciling the Bank Statements

- 702 1. Once the auditing of the deposits is complete, the third attendant
703 will sit with the Treasurer to reconcile the bank statements.
- 704 2. The Treasurer will use the accounting software, currently
705 QuickBooks, to reconcile the bank statements.
- 706 3. The person helping the Treasurer will read the amounts and dates
707 off to the Treasurer during the reconciliation process.
- 708 4. Once all transactions are accounted for, the person who is helping
709 the Treasurer will mark the statement as 'Reconciled by', print and
710 sign their name, and also date the statement.
- 711 5. The Treasurer will make sure all signatures are accounted for and
712 then will print and sign their name as well as date the statement.
713

714 **Event Proposal Forms**

- 715 1. An Event Proposal Form shall be completed and approved by a reigning
716 Monarch. The event must be approved by the Board of Directors as well.
717 After approval, the event can be placed on the social calendar.

718 2. This form will be used as a guide to estimate potential income and
719 expenses.
720

721 **Miscellaneous Correspondence**

- 722 1. All checks are distributed will have a letter attached from the Chair of the
723 Finance Committee to explain the purpose of the enclosed check.
724 2. At the August Board of Directors meeting, the Reigning Monarchs shall
725 submit a list of qualified charities that are under consideration for
726 disbursement of funds. Addition(s) to the list will not be considered unless
727 the Reigning Monarchs submit all necessary qualifying paperwork.
728 3. The Finance Committee will send a potential donation recipients a letter
729 requesting a copy of their IRS form 990, 501c(3) status and a list of
730 specific programs within their organization, which would benefit from a
731 donation.
732 4. Upon disbursement, the Finance Committee will submit a document for
733 our tax purposed to all recipients of funds filtered through the corporation
734 bank accounts.
735 5. Upon receipt, the Finance Committee will also acknowledge donations
736 presented to the corporation for our tax purposes.
737 6. A copy of all correspondence will be presented to the Secretary of the
738 Board of Directors to retain on file for (7) seven years.
739 7. The Finance Committee will receive a copy of all outgoing
740 correspondence pertaining to the Corporation sent out from the Coronation
741 Committee and Corporate Sponsorship Chairpersons.
742

743 **Treasurer's Report**

744 The Treasurer's Report is the official document for all corporation bank accounts.
745

746 This report is necessary to relay all financial transactions that have occurred on all
747 accounts of the Corporations.
748

749 The Treasurer's Report will be formatted in an accounting software.
750

751 Funds donated in the name of this corporation will be noted in the Treasurer's
752 Report.
753

754 The Treasurer's Report will be reconciled monthly with the current bank
755 statement of all Corporate accounts at the monthly Finance Committee Meeting
756 before Board of Directors Meeting.
757

758 Copies of the Treasurer's Report and the bank statements will be presented to the
759 Board of Directors at the regularly schedule meeting and also made available at
760 Court and General Membership Meetings.
761

762 The Finance Committee shall forward a copy of the Treasurer's Report monthly
763 for posting on the corporation website.

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Filing

1. The Treasurer will maintain a proper filing system of all monetary transactions for completion of the audit process.
2. All bank statements will be filed separately
3. When filing deposits, the Record of Deposit must be stapled to the Court Deposit Transaction Form with the Cash Control and Handling Forms, and the envelope used for holding the funds.
4. When filing payments, the Check Requisition Form must be attached to the backup documentation to justify the check.
5. A separate file will be maintained for tax-related correspondence for donations made and received.
6. The Treasurer will maintain a separate file for all of their correspondence.

CORPORATE SPONSORSHIP COMMITTEE

This committee will work to secure grants from Corporations

Duties

1. Updating the Corporate Sponsorship Package each year within (30) thirty days of being seated for publication upon approval by the Finance Committee and the Board of Directors.
2. The Chairperson has the authority to act as a representative of the Court in negotiating sponsorship relationships. All agreements and/or arrangements are contingent on the final approval of the Board of Directors.
3. Follow up on our corporate responsibilities to the sponsors with applicable committees.
4. Procure product, money and in-kind donations from our sponsors
5. This chairperson will sit on the Coronation Committee.

FUNDRAISING COMMITTEE

All completed Event Proposal Forms shall be submitted to the Chairperson.

The Chairperson will forward the Event Proposal Form to the Reigning Monarchs for signature and to check availability on the Court Calendar.

The Reigning Monarchs will then submit the Event Proposal Form to the Finance Committee for perusal and recommendations to the Board of Directors.

If approved by the Board of Directors, it will be returned to the Reigning Monarchs who will then announce the event at a court meeting and place it appropriately on the court calendar.

809 The Original copy of the Event Proposal Form will be returned to the member
810 producing the event and included in the Event Cash Envelope.

811
812 The first copy will be given to the Publication Committee Chairperson.

813
814 The second copy will be retaining by the Reigning Monarchs.

815
816

PUBILITY & PUBLIC RELATIONS COMMITTEE

817
818

Duties

819 All public relations, publicity and advertising concerning events and
820 accomplishments of the court and the corporation.

821
822
823 Send out regular press released and public service announcements to the media
824 and public.

825
826 Create all tri-folds for Coronation, TNT Scholarship, Empress Tea, Dam Water
827 Parties, Etc.

828
829 Set up radio, television, and newspaper interviews and procure media coverage
830 for larger events.

831
832 Assist in educating the general public about our activities and purposes.

833
834 Work with the Webmaster for local and international recognition.

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RATIFICATION

The Policies and Procedures of the Imperial Royal Sovereign Court of the Desert Empire were duly ratified by a majority vote of the General Membership meeting on September 28, 2011 at The Gay & Lesbian Community Center, in the city of Las Vegas, county of Clark, State of Nevada.