



## **Preamble to the Bylaws of the Imperial Dove Court de Fresno/Madera, Inc.**

Service through united action, guided by intelligence is the hallmark of this corporation. Believing such unity essential for the mutual understanding and advancement of the interests and general welfare of citizens throughout Fresno, Madera, Tulare, Kings and Kern Counties, we have formed this corporation, the objectives of which shall be:

- A.** Cultivate friendship among its members.
- B.** Promote harmonious relations between members and the community.
- C.** Place the members of this community on a higher plane of understanding and concern for our fellow man.
- D.** Be of assistance and aid to all who are in need, if it is within our power to do so.

We are representatives, and on behalf of our peers, desire to preserve and support the titles of Emperor and Empress of the Imperial Dove Court de Fresno/Madera, Inc. At the same time, we believe that the said titles of Emperor and Empress of the Imperial Dove Court de Fresno/Madera, Inc. can never become the personal property of a few individuals, but will be held in trust for the benefit of all the people of Fresno, Madera, Tulare, Kings and Kern Counties. To provide laws for the government of this corporation, we adopt these bylaws that shall govern the officers and subordinate members of this corporation in the exercise of their rights and discharge of their duties and obligations in accordance with the high standards of responsibility and conduct herein set forth.

## **Policies & Procedures of the 47<sup>th</sup> Reign**

The Reigning Monarch/President of the Court requests and expects that everyone will treat each other with respect and work together to accomplish the goals of this organization and reign. When guests attend our Court meetings or functions, we ask that everyone show all guests common courtesy and make them feel welcome; anyone unable to meet these expectations shall be asked to leave the meeting and/or function. All are welcome to attend our meetings and functions and we encourage new people to join our organization for the continued betterment of our community.

## **Section 1: Monthly Court Meetings**

- A.** Court Meetings during the 47th Reign will be regularly held at The Red Lantern.
- B.** Court Meetings will be held on the first Monday of every month except when that day is a holiday, in those cases, the meeting will be held the next day, Tuesday or the following week Monday.
- C.** Court Meetings will be held at 7:30 pm.
- D.** At the discretion of the Reigning Monarch, the venue can be changed. The Reigning Monarch shall notify the court at the court meeting prior to the venue change, whenever possible. If this cannot happen due to unexpected events, signage shall be placed at the original venue.
- E.** Meeting Agendas - The agenda for the Court meetings shall be produced the day before each meeting. Any issue needing to appear on the agenda should be submitted to the President of the Court at least 24 hours before the beginning of a Court meeting to be included in the agenda. (In most cases, by 7pm on the Saturday before the meeting)
- F.** Court Meetings will follow the agenda under the moderation of the President/Monarch or chair delegated by the President.
- G.** Special presentations to the Court shall occur immediately after the Call to Order.
- H.** Tardiness, it is the responsibility of any member to arrive on time. If this is not possible, latecomers are responsible to make his or her presence known to the Secretary at the close of the meeting.
- I.** All Court meetings are conducted according to the form set out in Robert's Rules of Order.
- J.** Discussion may occur only after a motion has been made and seconded.
  - a.** Members shall indicate their wish to speak to the matter at hand by raising their hand.
  - b.** Each member shall be given one opportunity per motion to speak for a maximum of 2 minutes.
  - c.** Discussion will be closed and a vote taken when there are no longer any names on the speakers list or after a motion to close debate or a call for the question is made, seconded and passed.

## **Section 2: Behavior**

Court Meetings are for the purpose of conducting the business of the Imperial Dove Court and therefore personal disagreements, personal attacks, inappropriate language, unprofessional outburst, or personal complaints are not appropriate. Should these occur, the speaker will be ruled out of order and should they continue, the member may be asked to leave the Court meeting.

**A.** Issues of a personal nature involving members or title holders should be directed to those parties privately, rather than during meetings.

**a.** Should such issues fail to be resolved in private, they may be brought to the attention of the Reigning Monarch for a private audience in an attempt to resolve the matter.

**b.** If it is within the Reigning Monarch's discretion to make a decision, this decision is final.

**c.** If the issue is in regard to the Monarch or the issue affects the business of the court beyond the Reigning Monarch's discretion, it should be brought to the attention of the Chairman of the Board.

**B.** Inappropriate behavior which includes: **loud drunkenness, disrespect, insults, profanity, or threatening gestures/comments, between Court members and/or Imperial Family**, will not be tolerated at Court meetings or functions. This includes out-of-town events.

**C.** If you have a concern or disagreement with a Past Monarch or the Reigning Monarch, please be forward by addressing the situation in a professional manner. We ask that you discuss and resolve the issue by speaking to the Past Monarch/Reigning Monarch in person.

**D.** Inappropriate behavior, disrespect, profanity, insults or threatening gestures made from the community, members of visiting Courts or other organizations toward the Imperial Dove court de Fresno Inc. shall not be tolerated at Court meetings or functions.

**E.** Problems or disturbances that occur at Court meetings or functions should be reported to the Monarch or those acting in the capacity in the Reigning Monarch' absence (i.e., Function Coordinators, and/or ICPs).

**F.** In case of disturbances, disagreements, inappropriate behaviors, disagreements, the Reigning Monarch requests that:

**a.** Parties involved first attempt to resolve their differences between themselves.

**b.** If this not possible, the Reigning Monarch shall attempt to resolve the matter.

**c.** Lastly, if there still is no resolution, the Reigning Monarch, parties involved, and the Executive Board Members shall try to resolve the issue.

### **Section 3: Discipline**

If any member of the court feels that another member has behaved in a manner that would negatively reflect upon the Imperial Dove Court de Fresno Inc., they may report behavior to the Reigning Monarch or the Chairman of the Board.

**A.** The Monarch and Chairman of the Board may then arrange a meeting together with the member involved and the individual making the accusation. Be cautioned, hearsay evidence is not admissible.

**B.** The meeting will take place to evaluate the situation and review evidence. If after review of the facts the Reigning Monarch and the Chairman of the Board feel it serious enough to warrant further action, a disciplinary committee shall be formed to investigate the charges and make a recommendation.

**C.** In the event that disciplinary action is deemed necessary, the Reigning Monarch may take the following actions in a progressive manner.

- a.** Verbal warning by the Reigning Monarch
- b.** Written warning by the Reigning Monarch
- c.** Letter of Reprimand, with disciplinary action
- d.** Removal of Title

**D.** If the misconduct is in violation of any city ordinance/code, state, or federal law, the applicable law enforcement agency will be notified.

**E.** Misconduct, related to alcohol, disruptive or inappropriate behavior can and will have you removed from a Court meeting/function/event and this conduct will have disciplinary consequences. This policy applies to all Court Members, the Reigning Monarch, and Imperial Family and guests thereof.

**F.** The use of illegal substances at any function of the Imperial Dove Court is forbidden.

**G.** No persons under the age of 21 may consume alcohol or have alcohol in their possession at any function of the Imperial Dove Court.

**H.** Anyone who is deemed by the bartender on duty to have consumed enough alcohol to be considered inebriated may be denied any further alcoholic beverages and if their behavior warrants such, be asked to leave.

**I.** No one under the age of 21 may serve alcohol.

**J.** Bringing your own alcohol or beverages to any of the Court meeting/function/event is prohibited, and will result in removal from Court meeting/function/event and will have disciplinary consequences.

**K.** All drinking of alcoholic beverages shall be served under the Alcohol Beverage Control (ABC) guidelines.

## **Section 4: Court Functions**

- A.** Each of the fundraising events of the 47<sup>th</sup> Reign will have an Event Coordinator/s, named by the Reigning Monarch.
- B.** This individual/s will be responsible for working together with the Imperial Family Advisor to put together a Committee to plan and execute the event they have been assigned.
- C.** The Event Coordinator is accountable to the Imperial Family Advisor and should keep them apprised of all work being done on the project.
- D.** A proposed budget shall be submitted 2 months in advance at the Court Meeting to be voted and approved. This budget must first be submitted to the reigning monarch for their initial approval.
- E.** Each Event Coordinator should choose a number of Court Members to help them in the planning and preparation of their function including crews for set-up and tear-down.
- F.** Event Coordinators set/conduct meetings of the Committee together with the Imperial Family Advisor and keep appropriate records of those meetings.
- G.** Emcees and Entertainers for each event shall be chosen by the coordinator however; final approval of emcees and entertainers is at the discretion of the Reigning Monarch.
- H.** Event Coordinators and Committee members may solicit donations from business and private citizens to maximize amount of money that can be raised at our events. Letters describing the work of the IDC and its tax status may be obtained from the Court Secretary.
- I.** Any direct soliciting should be reported to the Event Coordinator and the Imperial Family Advisor of the event.
- J.** There will be no complimentary ticketing unless approved 5 days prior to the event in question. The court member must ask the Reigning Monarch for approval. Approval will be at the sole discretion of the Reigning Monarch.
- K.** Any minor attending an IDC function during the 46<sup>th</sup> Reign must be accompanied by a parent or guardian, who must sign a waiver at the box office indicating that they are responsible for supervising the minor at all times.
- L.** The drink prices for the bar during the 46<sup>th</sup> Reign will be as follows:
  - a.** \$6 Special cocktails
  - b.** \$5 Top-Shelf liquor
  - c.** \$4 Well liquor and Import Beers

- d.** \$3 Beer, Wine, and Energy Drinks
- e.** \$2 Soft Drinks or Fruit Drinks
- f.** \$2 Jell-O Shots
- g.** \$1 Bottled Water
- h.** Free Coffee will be provided at most events
- i.** Prices may be changed at the discretion of the Reigning Monarch

**M.** A program shall be produced for each of the major functions of the reign. Ads for these programs may be sold, either as a subscription for the whole year, or for single events, excluding the Coronation 48 Program. See Coronation Program Ad Pricing Addendum.

- a.** A subscription ad for the entire reign will cost:
  - i.** Back cover \$300 full color
  - ii.** Inside front cover \$250 full color
  - iii.** Inside Back cover \$250 full color
  - iv.** Middle double Page \$200 B/W / \$350 full color
  - v.** Full Page \$100 B/W / \$150 full color
  - vi.** Half page \$60 B/W
- b.** Ads in individual event programs will cost:
  - 1.** Back Cover /Inside Covers (if available) \$100 full color
  - 2.** Middle Page (if available) \$75 full color
  - 3.** Full Page \$50 B/W
  - 4.** Half Page \$25 B/W
- c.** Smaller events may have programs with ads as well, prices to be determined at the time of the event by the Reigning Monarch.
- d.** Coronation Programs Ads: See Coronation Program Ad Pricing Addendum.

## **Section 5: Insurance Responsibilities**

- A.** Anyone driving on behalf of the Imperial Dove Court, must submit a copy of their driver's license and proof of insurance to be kept on file.

## **Section 6: VIP Passes**

- A.** When purchasing a VIP pass, it must be paid no later than December 1st, 2020. You may make payments or pay in full (equaling \$200). A minimum of \$40.00 should be paid per month for 5 months at each function/event. If there is no event scheduled for that particular month, a payment must be made to the treasure. See VIP Pass Addendum.
- B.** Any VIP pass not paid in full by the date due, shall become null and void.
- C.** VIP Pass Holders who have not paid their VIP Pass in full must make a minimum payment, equally the entry of each event they attend until VIP Pass is paid in full.
- D.** Checks: Checks will be accepted at the discretion of the Reigning Monarch. All checks must be made out to "Imperial Dove Court de Fresno/Madera Inc.", no abbreviations.

## **Section 7: Tips and Gratuities**

- A.** Money given to members of the IDC as a tip, either when performing or bartending is a gratuity given to the individual.
- B.** Donating tips back to the organization is encouraged however not mandatory.
- C.** If a performer or bartender chooses to keep their tips in lieu of donating; no individual shall make negative comments or publicly shame them for doing so.

## **Section 8: Crowns, Sashes, etc.**

- A.** Crowns, tiaras, medals and sashes may be worn at IDC events by Court members appropriate to their invested titles. Pageant crowns may be worn by those who received these honors.
- B.** It is particularly appropriate to wear crowns, coronets, baronets and tiaras at state functions.
- C.** When traveling as a guest to another realm, it is important to check on the local custom before wearing crowns.

## **Section 9: State Affairs**

There are only 3 Formal State Affairs for the Imperial Dove Court. Please dress either in formal attire (Black Tie, Gowns and Crowns) or in the event theme if possible.

- A.** Investitures 47
- B.** Ducal Ball 47
- C.** Coronation 48