



## Bylaws

Imperial Sovereign Court of the State of Montana

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**Article I.** Name, Mission, and Vision.

**Section 1.01** Name

- (a) The name of the organization shall be known as the The Imperial Sovereign Court of the State of Montana also known as the ISCSM

*(i) The realm of this organization shall be the geographic entirety of the state of Montana and shall be defined as north to the Montana/Canadian border, south to the Montana/Wyoming border, East to the Dakotas/Montana border, west to the Montana/Idaho border. The eternal home base of organization shall be Missoula.*

*(ii) Per the International Court Council (ICC), of which we are a chapter member, the ISCSM is assigned to the Mountain/Central courts region.*

**Section 1.02** Mission Statement

- (a) The Imperial Sovereign Court of the State of Montana (ISCSM) works to educate and advocate for the LGBTQIA and Allied community, while promoting social tolerance through the production and inaction of drag performance. The ISCSM works to eliminate the historical oppression of Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, and Asexual (LGBTQIA) individuals through expansion of the boundaries of sex, gender, and sexual orientation by creating a safe and welcoming environment through the production of events which explore multiple gender expressions in a fun and educational atmosphere.

**Section 1.03** Vision Statement

- (a) We envision a Montana and a greater community in which all forms of gender, gender expression and sexual orientation are not only affirmed but celebrated for their individuality, diversity, and contributions.

**Article II.** Membership

**Section 2.01** We are a membership organization. Membership constitutes any person

that is at least 18 years of age, a resident of the State of Montana and has paid annual dues. The dollar amount of membership dues will be determined at the beginning of each reign and subsequently announced no later than the second general meeting after coronation.

- (a) A resident for the purpose of membership is defined as anyone who possesses and is able to present upon request a valid State of Montana Driver's License or I.D., or a valid student I.D. from an accredited Montana College or University.

**Section 2.02** Anyone may obtain membership by completing an ISCSM Membership Application, and paying annual dues. Applications for membership must include proof of age. The Board of Directors will determine member qualifications and acceptance or rejection of the application. All members shall have their name, address, phone number (optional) and email (optional) entered into the ISCSM membership list, unless otherwise stated.

**Section 2.03** Each member in good standing is entitled to one vote on each matter submitted for a vote at any General Membership meeting.

### **Article III. Board Members**

**Section 3.01** The board may consist of: a President, Vice-president, Secretary, Treasurer, Emperor, Empress, Prince, Princess, Minister of Protocol, Scholarship Coordinator, Outreach Coordinator, President of the College of Monarchs, and Members-at-Large. The Board shall consist of at least three (3) members and no more than thirteen (13).

**Section 3.02** It is the duty of all members of the board of directors to ensure good decision making, fiscal responsibility, and the perpetuation of the institution and its mission, while ensuring that all legal obligations are met. Nothing outlined below is intended to absolve the board members of their individual responsibilities.

**Section 3.03** If at any time, a member of the board is absent from the state for a period of more than 30 consecutive days, their title/position is automatically forfeit. The board, at their discretion, may allow the individual to submit a plan for reinstatement. The plan must be submitted within 7 days of the forfeiture, or within 7 days of notification of forfeiture from the board, whichever is to have occurred latest. If the board finds the plan satisfactory, they may reinstate the individual.

**Section 3.04** Duties of the President

- (a)** Ensure that the ISCSM board is meeting its overall duties to the membership and constituencies.
- (b)** Manage and provide leadership for the board in its work to fulfill the mission and vision of the ISCSM. This includes ensuring that every board member and officer is meeting the board's expectations to their office.
- (c)** Oversee all general elections and major financial decisions.
- (d)** Preside over all board meetings, be they regularly scheduled, special, or emergency.
- (e)** Vote in the case of a tie or to cause a tie.
- (f)** Choose the time and location of all board meetings, and ensure that the board schedules no less than one per month.
- (g)** Provide strategic visioning in conjunction with the Emperor & Empress to ensure that ISCSM's maintenance and growth is planned for.

### **Section 3.05**      Duties of the Vice-President

- (a)** Shall attend all board meetings and shall preside over any meetings that the President of the board is unable to attend.
- (b)** Inventory or cause to be inventoried all ISCSM property as well as arrange and maintain or cause to arrange and be maintained safe and secure storage of said property.
  - (i)**      *Provide said inventory list annually.*
- (c)** Must have direct involvement in all general elections.
- (d)** Will assist with general elections and financial transactions during ISCSM functions, and as deemed necessary by the President of the board.

### **Section 3.06**      Duties of the Secretary

- (a)** Attend all board, General Membership, Special, and Emergency meetings, and keep or cause to be kept meeting minutes. The minutes must comply with state law, and must at a minimum include: Who is voting and present, where the meeting took place, what times the meeting started and ended, any motions (including who made said motions, who seconds, and the count of Aye, Nay, and abstention).
- (b)** Maintain a record of all electronic board votes and include said votes as an addendum to the board minutes.
- (c)** Keep all records pertaining to the ISCSM, as required by state law.
- (d)** Ensure that the ISCSM is compliant with its reporting responsibilities to the Secretary of State. This includes but is not limited to filing an annual report and filing a new list of the ISCSM's board after elections have been completed.
- (e)** Contact all members of the board of directors in the event that a special or emergency meeting is called, at least 24hrs in advance.
- (f)** Keep or cause to be kept an accurate record of the ISCSM's membership list.
- (g)** Provide access to the board and general membership minutes no later than ten days after a meeting has occurred.

### **Section 3.07** Duties of the Treasurer

- (a)** Attend all Board of Director's meetings, including special and emergency meetings.
- (b)** Present a Treasurer's report once a month at a regularly scheduled board meeting, and at any scheduled general membership meeting. Be prepared to provide more frequent reports upon request.
- (c)** Keep all tools of account management, and be prepared to utilize them upon request by the board. Such tools include, but are not limited to: debit/credit cards, checks, online banking passwords.
- (d)** Provide an earned income, profit loss, or projected income report within thirty days of request by the board of directors.
- (e)** Provide a year-end fiscal statement at the October General Court Meeting and full-year's narrative.
- (f)** Deposit or cause to be deposited, withdraw or cause to be withdrawn from the general bank account, which will be accompanied by a receipt to be kept in the general ledger. The treasurer must maintain with a member of the executive committee a joint bank account and must be an authorized signatory.

- (g)** Checkbook shall remain in the sole possession of the Treasurer.
- (h)** To be directly involved in monetary transactions during official Court or Court-sponsored events including but not limited to: benefits, fundraisers, and any event at which a cover charge is in place.
- (i)** File or cause to be filed the annual tax forms and ensure compliance with the guidelines set forth for non-profits by the State of Montana and the IRS.

### **Section 3.08**      Duties of the Emperor/Empress

- (a)** The powers, rights, and responsibilities of the Emperor and Empress are to be shared and voting rights apply individually to both the Emperor and the Empress. If only one reigning Monarch exists, they receive only one vote and retain all powers, rights, and responsibilities as listed below.
- (b)** Plan and execute fully all ISCSM events, or cause them to be planned and executed.
- (c)** Call all general membership meetings, and chair said meetings, at least once a month.
- (d)** Crown other titleholders during their reign.
- (e)** Act as link between the ICS and the ISCSM
- (f)** Provide strategic visioning in conjunction with the Board President to ensure that ISCSM's maintenance and growth is planned for.
- (g)** Fundraise beyond events to ensure that the mission of philanthropic giving is met in as generous a way as possible.
- (h)** Direct and Communicate with all volunteers and titleholders to execute the work of the organization.
- (i)** Represent the ISCSM in the community at functions within and without the Court System, communicating the mission and work of the organization.
- (j)** Travel to four out of state court related events, two Missoula city functions, and to in the state, outside of Missoula functions.
- (k)** The reigning Monarch(s) may, in the event that there are no candidates for the positions, appoint an individual/individuals to fill the position(s) of Imperial Crown Prince and/or Imperial Crown Princess. If appointment to either of these positions is to take place, it must occur within 30 days from the date of

Coronation. The entire Board of Directors must approve all appointments to these titles. Any individual(s) chosen for appointment to the title(s) of Imperial Crown Prince and/or Imperial Crown Princess may not be reigning titleholders within the ISCSM.

- (l)** The reigning Monarch(s) have the right to, at the onset of their reign, name a reigning or past-reigning Emperor or Empress as their aligning Ultima Emperor or Ultima Empress. These titles are in name only and are for protocol purposes only. In the event that there is no Emperor or Empress, no Ultima shall be named.
- (m)** The reigning Monarch(s) have the power to grant perpetual titles, as per Court protocol. Monarchs may grant perpetual titles not to exceed a total of one each during their reign. Appointment of an Ultima Emperor or Ultima Empress does not count toward this granting of perpetual titles. In the event that there is no Emperor or Empress, no Perpetual Titles shall be named.
- (n)** The reigning Monarch(s) may submit Declarations and Proclamations, for the benefit of the realm, as approved by the Board of Directors.
- (o)** The reigning Monarch(s) have the final decision on all aspects of any Court function during their reign. All functions and events held by, or in conjunction with, the ISCSM must have the reigning Monarchs' approval.

*(i) If a decision is not approved by a Monarch, the Monarchs' decision may be overruled with a ¾ vote of the Board with the Emperor and Empress abstaining from the vote.*

### **Section 3.09** Duties of the Prince/Princess

- (a)** The rights and responsibilities of the Imperial Crown Prince and Imperial Crown Princess (ICP) are to be shared and voting rights apply individually to both the Prince and Princess. If only one reigning ICP exists, they receive only one vote and retain all rights and responsibilities as listed below.
- (b)** Follow all reasonable directives given to them by the Emperor and Empress to ensure that ISCSM's events, fundraisers, and pageants are planned, staffed, attended, and fully executed.
- (c)** Represent the ISCSM in the community at functions within and without the Court System, communicating the mission and work of the organization.
- (d)** Plan and host the Holiday Benefit, under the supervision of the Monarchs.
- (e)** Raise no less than fifty dollars for the General Fund independently from the Board.
- (f)** Do one good deed during their reign. A "Good Deed" is defined as an act that benefits 50 or more people in the



ommunity.

- (g)** Assist in overseeing the GBS Title-Holders.
- (h)** Must attend two out of state coronations, one out of state function other than a coronation, and two instate functions outside of the mother city, unless otherwise approved by the Board of Directors.

### **Section 3.10** Minister of Protocol

- (a)** Oversee all aspects of official Protocol of the ISCSM, with the assistance of the Board of Directors.
- (b)** Assist the Treasurer in the execution of any duties they deem necessary at ISCSM events and functions.
- (c)** Keep or cause to be kept an accurate archive of all titles and standings of titleholders of the ISCSM in conjunction with the Secretary of the Board.
- (d)** Bring the protocol box to all ISCSM events and pageants.

### **Section 3.11** Duties of the Scholarship Coordinator

- (a)** Oversee all aspects of the ISCSM Scholarship, with the assistance of the Board of Directors.
- (b)** Provide or cause to be provided information about scholarship including application deadline, eligibility requirements, and location of application at each ISCSM function, as well as widely disseminate information about the scholarship.
- (c)** Keep or cause to be kept current contact lists of Montana Colleges, High Schools, GSAs, and LGBTQIA organizations and contact them as well as provide information on the ISCSM scholarship fund.
- (d)** The scholarship coordinator must maintain all scholarship applications and present them at the scheduled review meeting.
- (e)** Ensure that the scholarship, and appropriate donor information, is available on the website and in the Coronation Program.
- (f)** Solicit donations for the Scholarship and coordinate the efforts of the Board to do the same.

- (g) The Scholarship Coordinator shall endeavor to provide for the growth, expansion, and promotion of the scholarship program and its effects in the lives of the people of Montana.

### **Section 3.12 Duties of the Outreach Coordinator**

- (a) It shall be the duty of the Outreach Coordinator to increase the exposure and prestige of the organization to the community at large.
- (b) Provides General Membership, as well as all title holder application, information at each ISCSM function and widely disseminates this information.
- (c) Must be able to provide information on all title holder positions.
- (d) Responsible for finding and coordinating volunteers for all ISCSM functions.
- (e) Must communicate and collaborate with the Secretary on all new applications obtained.
- (f) Outreach coordinator must be available at all ISCSM shows to monitor the distribution of resources, including all applications and information pertaining to the ISCSM.
- (g) Will assist with voting per requirements of voting procedures.
- (h) Must produce newsletters.
- (i) Co-manages social media with the reigning family, on Facebook, Twitter, and all other applicable websites.

### **Section 3.13 Duties of the President of the College of Monarchs**

- (a) Must meet specifications for general membership.
- (b) Must be willing to fulfill duties of a Member-at-Large, which include:
  - (i) *Seeking all opportunities to support the work of the board.*
  - (ii) *Making thoughtful votes, with the achievement of The Mission and The Vision of the ISCSM as the first consideration.*
  - (iii) *Serve on committees to ensure the work of the organization outside of board meetings is moving forward.*

- (iv) *Meet any commitments made to complete work taken on.*
- (v) *Take on any reasonable duties as directed by the Board President.*
- (c) Must have completed a successful reign as an Emperor or Empress.
- (d) Must be knowledgeable about the history, mission and vision of the ISCSM.
- (e) Keep current list of College of Monarchs Members who are in good standing
- (f) Is responsible for hosting College of Monarchs Show under the supervision of the Emperor and Empress

### **Section 3.14 Duties of the Members-at-Large**

- (a) Seek all opportunities to support the work of the board. This includes but is not limited to:

- (i) Making thoughtful votes, with the achievement of The Mission and The Vision of the ISCSM as the first consideration.*

- (ii) Serve on committees to ensure the work of the organization outside of board meetings is moving forward.*

- (iii) Meet any commitments made to complete work taken on.*

- (iv) Take on any reasonable duties as directed by the Board President.*

## **Article IV. Amendments, Proclamations, and Declarations**

### **Section 4.01 Amendment of the Bylaws of the ISCSM**

- (a)** In the event of a definable need, proposed amendments to these Bylaws must be presented and discussed at a meeting of The Board of Directors.
  
- (b)** The Board of Directors will vote on approval of any Bylaw amendment(s), requiring a  $\frac{2}{3}$  majority vote to reach approval.
  
- (c)** If The Board of Directors votes to approve any Bylaw amendment(s), the amendment(s) must be presented to the General Membership by way of the newsletter no less than 30 days prior to a meeting. At said meeting, a  $\frac{2}{3}$  majority vote of those present from the General Membership is required for final ratification.
  
- (d)** No person(s) responsible for revising these Bylaws may add or omit information to this document that has not been approved by the Board of Directors and General Membership.

#### **Section 4.02**      Proclamations and Declarations

**(a)** Proclamations

**(i)** *Prior to Reign 12 the terms "Proclamation" and "Declaration" were used interchangeably. It is to be understood that "Proclamations" made in Reign 1 through Reign 11 were, in fact, Declarations and shall be recognized Perpetually.*

**(ii)** *The reigning Monarch(s) have the right to, at the onset of their reign, propose Proclamations. Each reign may propose up to five proclamations for their reigning year.*

**(iii)** *All Proclamations must be approved by a 2/3-majority vote of the Board of Directors.*

**1)** If the Board of Directors does not approve a Proclamation, it may be presented for a vote of the General Membership and may be approved by a 2/3-majority vote of those members present and in good standing with the ISCSM.

**2)** If the General Membership does not approve the Proclamation, it is to be considered null and void and may not be presented again for consideration.

**(iv)** *Upon approval by the Board of Directors or General Membership, a printed copy of the Proclamation must be placed in the "Black Book."*

**(v)** *Approved Proclamations only remain in force for the duration of the current reign.*

**(vi)** *Proclamations may only be changed or repealed with the removal of the reigning Monarch(s)' signature from the Proclamation.*

**1)** For a Monarch to remove their signature from a Proclamation they must submit, in writing, their intention to do so to the Board of Directors.

**(b)** Declarations

**(i)** *The reigning Monarch(s) have the right to, before the Coronation of their successor(s), propose Declarations. Each reign may propose two Declarations.*

**(ii)** *Declarations shall not be in violation of these Bylaws and shall be for the benefit of the Community/Organization. Declarations may not alter the business structure and/or procedural functions of the ISCSM.*

**(iii)** *All Declarations must be approved by a 2/3-majority vote of the Board of Directors.*

1) If the Board of Directors does not approve a Declaration, it may be presented for a vote of the General Membership and may be approved by a  $\frac{2}{3}$ -majority vote of those members present and in good standing with the ISCSM.

2) If the General Membership does not approve the Declaration, it is to be considered null and void and may not be presented again for consideration.

*(iv) Upon approval, the declaration must be added to the bylaws. Additionally, a printed copy of the Declaration must be placed in the "Black Book."*

*(v) Declarations may only be changed or repealed by the amendment process or the removal of the authoring Monarch(s)' signature from the Declaration*

1) For a Monarch to remove their signature from a Declaration they must submit, in writing, their intention to do so to the Board of Directors.

## **Article V. Dissolution**

**Section 5.01** In the event of dissolution, all monies, resources, and other properties of the ISCSM will be donated to a non-profit consistent with our mission and consistent with all state and federal laws.

## **Article VI. Indemnification**

**Section 6.01** The ISCSM shall indemnify present and former titleholders, officers, members of the board, agents, and volunteers against liability to the extent that their acts or omissions constituting the grounds for alleged liability were performed in their official capacity and, if actionable at all, were based upon good faith judgments in the belief the acts or omissions were in the best interests of the ISCSM. The ISCSM shall have power to purchase and maintain insurance on behalf of any agent of the Corporation against any liability asserted against or incurred by the agent in such capacity or arising out of the agent's status.

**Section 6.02** Conflict of Interest

**(a)** Purpose

**(i)** *The purpose of the conflict of interest policy is to protect the ISCSM's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.*

**(b)** Definitions

**(i)** *Interested Person*

**1)** Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

**(ii)** *Financial Interest*

**1)** A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

**a)** *An ownership or investment interest in any entity with which the Organization has a transaction or arrangement,*

**b)** *A compensation arrangement with the Organization or with any entity or individual with which the Organization has a transaction or arrangement, or A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement.*

**i)** *Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.*

**ii)** *A financial interest is not necessarily a conflict of interest. A person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.*

**Article VIII.** Procedures

**Section 6.03** Duty to Disclose

- (a) In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

#### **Section 6.04**      Determining Whether a Conflict of Interest Exists

- (a) After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

#### **Section 6.05**      Procedures for Addressing the Conflict of Interest

- (a) An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- (b) The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- (c) After exercising due diligence, the governing board or committee shall determine whether the Organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- (d) If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

#### **Section 6.06**      Violations of the Conflicts of Interest Policy

- (a) If the board of directors has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- (b) If, after hearing the member's response and after making further investigation as warranted by the circumstances, the board of directors determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

#### **Section 6.07**      Records of Proceedings



**(a)** The minutes of the governing board and all committees with board delegated powers shall contain:

**(i)** *The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing Board's or committee's decision as to whether a conflict of interest in fact existed.*

**(ii)** *The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.*

## **Article VII. Annual Statements**

**Section 7.01** Each director, principal officer and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:

- (a)** Has received a copy of the conflicts of interest policy,
- (b)** Has read and understands the policy,
- (c)** Has agreed to comply with the policy, and
- (d)** Understands the Organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

## **Section 7.02 Periodic Reviews**

- (a)** To ensure the Organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

**(i)** *Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.*

**(ii)** *Whether partnerships, joint ventures, and arrangements with management organizations conform to the Organization's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.*

## **Article VIII. Use of Outside Experts**

**Section 8.01** When conducting the periodic reviews as provided for in Article VII, the Organization may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

## **Article IX. Disciplinary Actions**

### **Section 9.01 Actionable offenses**

- (a)** Any violation of the ISCSM bylaws, policies and procedures, or resolutions of The Board constitutes an actionable offense. Further, any individual acting in an official capacity as it relates to their membership and/or title with the ISCSM who violates state and/or federal law will also be subject to, at minimum, disciplinary action by the ISCSM. Any individual, who fails to fulfill their duties and obligations as outlined by the bylaws, or as instructed by the governing bodies of the organization, may be subject to disciplinary action. Disciplinary action may also be taken in cases of extreme or frequent unexcused absence from the state. Further, if any member feels that another member has committed or engaged in an act that shocks the conscious or in some way damages the good name of the ISCSM, the offending individual may be subject to disciplinary action as outlined below. In addition, the board of directors retains the right to initiate disciplinary measures against any general member, board member, or titleholder for these above mentioned reasons via a majority vote.

### **Section 9.02 Procedure for complaints**

- (a)** Any individual who feels that a general member, board member, or titleholder has committed or engaged in an act that shocks the conscious or in some way damages the good name of the ISCSM, may submit a complaint in writing to the board of directors. The complaint must at minimum contain the following:
- (i)** *The date and location that incident occurred.*
  - (ii)** *The name(s) of the individuals involved*
  - (iii)** *A brief narrative of what happened, and how the complaining individual was made aware of the incident (ie. Did they see it with their own eyes, was it related to them, ect.)*
  - (iv)** *A signed statement swearing that the complaint is, to the best of the authors' knowledge, true.*
- (b)** This complaint must be submitted to the board, in writing, no later than 30 days after the incident occurs. The individual filing it must sign the complaint. If it is later determined that the individual fabricated, in part or in whole, the content of the complaint, they themselves may be subject to disciplinary action.

**Section 9.03** Procedure for disciplinary action

**(a)** Disciplinary action may be taken only via a decision by the board of directors. Once a complaint has been submitted, the board will deliberate, and upon a 2/3 vote be empowered to take disciplinary action.

**(b)** In the event that an investigated complaint is held against the president and found to be damaging to the organization, during the hearing, the president must give up the position of chair to the individual next in line of authority.

**(i)** *Line of authority to be held within the Executive Committee:*

1) Vice President

2) Secretary

3) Treasurer

**(c)** Disciplinary actions may include, but are not limited to, the following:

**(i)** *Verbal Warning*

1) Upon a decision by the Board of Directors to take disciplinary action against an individual, a verbal warning may be issued for the first infraction. This warning will be documented, but serves to notify the individual that they have committed an actionable offense. This warning will be issued to general members and board members by the president of the board. A warning given to titleholders will be issued by one of the reigning monarchs. In the event that there is a conflict of interests, an appropriate member of the board may step in to issue the warning on behalf of the board.

**(ii)** *Written Warning / Probation*

1) A written warning can be used in place of a verbal warning, should the board of directors deem the circumstances warrant it. The purpose is to notify an individual to address continued poor performance and/or inappropriate conduct that is in need of correction. The individual receiving the warning shall be placed on probation for a minimum of two months / maximum of six months, as determined by the Board of Directors. The individual must submit a written "plan of action" to the President of the Board of Directors within ten days of being served with a written warning. The "plan of action" should detail how the unsatisfactory conduct and/or insufficient job performances will be corrected. Failure to improve, or continued infractions of the same nature, may result in further disciplinary measures.

**(iii)** *Suspension*

- 1) Suspension of an individual's membership and/or elected position shall occur when the above disciplinary actions have failed to correct conduct and/or performance deficiencies. Suspension may also occur immediately in direct response to gross misconduct and/or performance deficiencies that include, but are not limited to, theft, immoral conduct, and misuse of ISCSM funds. Suspension may also occur in response to legal issues involving the ISCSM brought about by the negligent and/or deliberate actions of an individual. The individual may be suspended for a minimum of 30 days to a maximum of 60 days. Failure to improve, or continued infractions of the same nature, may result in further disciplinary measures.

**(iv)**      *Termination*

- 1) Termination of an individual's membership and/or elected position shall occur when other disciplinary actions have failed to correct conduct and/or performance deficiencies. Termination may also occur immediately in direct response to misconduct and/or performance deficiencies that include, but are not limited to, theft, immoral conduct, and misuse of ISCSM funds. Termination may also occur in response to legal issues involving the ISCSM brought about by the negligent and/or deliberate actions of an individual.

**(v)**      *Member in Bad Standing*

- 1) Any individual associated with the organization may, through disciplinary action and at the will of the board of directors, be deemed a "Member in Bad Standing." A "Member in Bad Standing" loses all rights and privileges within the ISCSM, which includes, but is not limited to, the right to participate in "Court Walks" or represent the ISCSM in or outside of the realm. In addition, all voting rights within the ISCSM are nullified. The time limitation for remaining a "Member in Bad Standing" is at the discretion of the Board of Directors.

- a) *Individuals whose membership has been removed for life shall be known as Persona non grata. Such individuals will not be recognized by the imperial Sovereign Court of the State of Montana. These individuals may not renew any membership or affiliation with the ISCSM.*

**Section 9.04**      Appeals/ Reinstatements

- (a) Any individual who is subject to disciplinary action may submit an appeal. This appeal must detail how and why the individual feels that the action taken was not appropriate or warranted. If the board feels that the appeal has merits, it may revisit the action taken and annul or revise it. Individuals are limited to one appeal per action. The board will decide on a case-by-case basis to accept or reject these appeals.
  
- (b) A member placed in bad standing, or a *persona non grata*, may submit a petition for reinstatement. This petition should include a plan of action for their behavior, detailing how they will correct the conduct that resulted in their being placed in bad standing/ *persona non grata*. An individual may submit no more than one petition for reinstatement per reign. The board may decide on a case-by-case basis to accept or reject these petitions. Any appeals must be submitted within 21 days of receiving notification via PO Box or in person at a meeting of the board of directors that disciplinary action has been taken. Notification constitutes in person, written signature on statement, certified mail to last address provided, email response, statement in a boardroom.

## **Article X. Elections**

### **Section 10.01 The Board of Directors**

- (a) Any/all nominees seeking election to the Board of Directors must be: at least 18 years of age and be able to provide proof of such with a valid government-issued photographic identification card, a legal resident of the State of Montana, a paid member in good standing of the ISCSM, and must be present to be elected into a position on the Board of Directors.
  
- (b) Individuals seeking a position on the Board of Directors must be legally upstanding, and may not seek election to any position on the Board of Directors if they have legal convictions by a Court of Law of a felony nature, dealing with financial impropriety or relating to serious violent offenses.
  
- (c) Any individual(s) seeking a position on the Board of Directors must be present at the General Membership meeting during which the election takes place. If said individual fails to attend said meeting, that individual will forfeit said position in the event he/she is elected. This shall not take effect if the person involved has a legitimate circumstance or emergency that prevented their attendance. It shall be the duty of the Board of Directors to rule on the validity of the circumstance or emergency. If the absence is not approved by the Board of Directors, the individual shall forfeit said position.
  
- (d) Candidates attain a position on the Board by receiving a majority of positive votes in the election. The current Secretary of the Board will notify newly elected/re-elected Board Members of their position.
  
- (e) The positions of President of the Board of Directors and Treasurer of the Board of directors may not be held concurrently with an elected title.

### **Section 10.02 Elected Titles**

- (a)** Elected titles of the ISCSM:
- (i)** *Emperor and Empress*
  - (ii)** *Imperial Crown Prince and Imperial Crown Princess*
  - (iii)** *Mr., Miss and Ms. Gay Montana (Retired)*
  - (iv)** *Mr., Miss and Ms. Gay [city name] (Retired)*
  - (v)** *Mr. Miss, & Ms. Gay Big Sky (State)*
- (b)** All candidates seeking election to a title must: be at least 21 years of age, with the exception of GBS which may be 18+, and be able to provide proof of such with a valid government- issued photographic identification card, be legally upstanding, and a member in good standing with the ISCSM.
- (c)** All persons seeking election to a title must sign a commitment to adhere to the job description during Board of Reviews, with the exception of the Gay Big Sky titles, which will be sent with the GBS application, to the ISCSM P.O. Box.
- (d)** Because the monies provided by the board will be limited, candidates must be self-supporting. Self-supporting shall be defined as able to financially support one's self and meet the requirements of said title. This means that a candidate must have a stable, ongoing, demonstrable, income.
- (e)** Candidates cannot be a reigning titleholder within or outside the realm of the ISCSM. This restriction does not apply to bar, camp, or Imperial Family titleholders.
- (f)** No reigning titleholder may resign his or her title in order to run for a different elected title. This restriction does not apply to bar, camp or Imperial Family titleholders. The only additional exception is that an appointed ICP will be allowed to resign their position to seek candidacy for the title of Emperor or Empress when no other candidates have stepped forward or been approved.
- (g)** Candidates seeking any elected title must complete an application, and review the job description corresponding to the title that they are seeking election to, prior to the cut-off date of the desired title. Candidates must also appear for an interview / review before the Board of Directors with a time and date decided by the President of the Board of Directors. No individual seeking candidacy for an elected title may publicly state that they are running for said title until approved by the Board of Directors.
- (h)** Individuals may not seek election to a title "lower" than the "highest" title that they have previously held.(Ex: an Imperial Crown Prince cannot run for a Gay [city name] title; an Empress cannot run for an Imperial Crown Prince or Princess title, etc.)

- (i)** No two candidates may run as one for any single elected title.
  
- (j)** Any individual seeking an elected position within the ISCSM must remain in Missoula, or city in which the vote is to take place, on the day of voting. They must also attend the crowning ceremony on the date and time stipulated by the reigning Monarch(s). If said individual fails to attend said ceremony, that individual will forfeit said title in the event he/she is elected. This shall not take effect if the person involved has a legitimate circumstance or emergency that prevented their attendance. It shall be the duty of the Board of Directors to rule on the validity of the circumstance or emergency. If the Board of Directors does not approve the absence, the individual shall forfeit said title.
  
- (k)** Candidates must be able to work with other reigning titleholders and The Board of Directors for the betterment of the Community/Organization.
  
- (l)** Candidates will reside within the State of Montana for a minimum of six months prior to running for an elected title.
  
- (m)** Holding any previous title, either as male, female, drag queen or drag king does not lock an individual into those roles for election to future titles. Previous title experience within the same title level will be considered equal, no matter which title the individual seeks candidacy for. This stipulation does not apply to the regency process.

### **Section 10.03** Emperor and Empress Candidates



- (a)** Candidates seeking the positions of Emperor or Empress are subject to meeting all of the general qualifications and guidelines for candidates seeking elected titles as provided in Elected Titles and General Membership, as well as:

**(i)** *It is mandatory that all candidates for the position of Emperor and/or Empress be present at an interview with the Board of Directors. If, due to a legitimate circumstance or emergency, a candidate cannot attend said interview, it is at the discretion of the Board of Directors whether or not a subsequent interview is scheduled before the Coronation event. If the Board of Directors schedules a subsequent interview, the President of the Board of Directors shall schedule the time and place of the interview, to take place within the home base of the ISCSM, Missoula, Montana.*

**(ii)** *Candidates for the position of Emperor and/or Empress must have attended a minimum of three consecutive General Membership meetings, and have prior "Court-related" experience and knowledge.*

**(iii)** *An individual qualified to campaign for the title of either Emperor or Empress must have held, and successfully completed, a reign as Imperial Crown Prince and/or Imperial Crown Princess. In addition, a qualified individual must have held and successfully completed a reign as Mr., Miss or Ms. Gay (City, State or Gay Big Sky), or have served on the Board of Directors. Board position or title must be held separately, not concurrently, to qualify to run for the Emperor or Empress titles.*

**(iv)** *In addition, candidates must have extensive knowledge of the International Court System, these Bylaws, Protocol and Procedures, and approval from the Board of Directors.*

**(v)** *If an individual that wishes to run for the position of Emperor or Empress has previously held and successfully completed the same level of title (out of state), they should be considered qualified for candidacy. Individual must provide a letter of reference from the Board of Directors/College of Monarchs from the ICS Court Chapter stating successful completion of their reign in that chapter.*

**(vi)** *Individual must have attended a minimum of 5 general meetings.*

#### **Section 10.04** Special Circumstances for Emperor and Empress

- (a)** Individuals citing special circumstances may seek an exception to the above qualifications in the following manner:
- (b)** Any individual(s) seeking eligibility to approach the Board of Reviews to run for an elected title who has not fulfilled the above requirements must submit a letter of intent to the Board of Directors stating their reasons and qualifications for the exception, with required letters of recommendation.
- (c)** Candidates must have three letters of recommendation from the current board of directors, and two letters from members in good standing of the College of Monarchs.
- (d)** These documents are to be presented to the President of the Board of Directors no later than 30 days prior to the Board of Reviews. The Board of Directors will be allowed 14 days to grant or deny the exception, based on the required criteria candidates are to meet during the Board of Reviews standardized interview process. The decision of the Board of Directors will be final.
- (e)** If the Board of Directors grants the exception, the individual(s) seeking candidacy must still be deemed eligible through the Board of Reviews process as outlined in these Bylaws and Protocol and Procedures.
- (f)** In the instance that there are no candidates for Emperor and/or Empress, in the instance of a “no vote” or in the instance that no individual(s) qualified to accept the role of Emperor and/or Empress through the Regency process accepts the position at the time of Crowning, the College of Monarchs and Board of Directors shall be granted 30 days after Coronation to review the Regency Process.

## **Section 10.05**    Regency Process for Emperor and Empress

- (a)** In the event that there are no candidates for the position(s) of Emperor and/or Empress, or in the event of a “no vote,” the reigning Imperial Crown Prince and/ or Imperial Crown Princess, if elected, may be approached by the Board of Directors to be elevated to the position of Emperor and/or Empress for the next reign. If this situation arises, they must be approved by the Board of Directors to assume the position of Monarch.
- (b)** In the instance that there are no individuals to fill the positions of Emperor and/ or Empress, the Board of Directors may choose to proceed with the Regency Process. If the Regency Process is to be implemented, it must be completed within 30 days of Coronation. At the conclusion of their reign, Monarchs are not eligible for consideration in the Regency process, or to hold the title of “Reigning Monarch”, for a period of one year from the date of their step-down, unless approached by the Board of Directors to serve the remaining term of a resigned or impeached Monarch.
- (c)** Previous Monarchs residing within the realm of the ISCSM would be asked according to successive reigns to accept the position of Emperor and/or Empress through the Regency Process. If the Regency Process is used, the reign of the new Monarch shall assume the next successive number, as well as the title of Regent Monarch.
- (d)** If the throne of the reigning Emperor and/or Empress should become vacant due to impeachment, resignation, death, Act of God, or incapacity, the elected Imperial Crown Prince or Imperial Crown Princess may be approached to finish the reign of their aligning part (with approval by the Board of Directors), and shall use the same number to designate their reign. If the Imperial Crown Prince or Imperial Crown Princess cannot and/or will not accept the position, the Board of Directors may choose to use the Regency Process to fill the vacant position(s).

## **Section 10.06** Imperial Crown Prince and Princess Candidates

- (a)** Candidates seeking the positions of Imperial Crown Prince and/or Imperial Crown Princess are subject to meeting all of the general qualifications and guidelines for candidates seeking elected titles as provided in Elected Titles in addition to these requirements:

**(i)** *It is mandatory that all candidates for the position of Imperial Crown Prince and/or Imperial Crown Princess be present at an interview with the Board of Directors. If, due to a legitimate circumstance or emergency, a candidate cannot attend said interview, it is at the discretion of the Board of Directors whether or not a subsequent interview is scheduled before the Coronation event. If the Board of Directors schedules a subsequent interview, the President of the Board of Directors shall schedule the time and place of the interview, to take place within the home base of the ISCSM, Missoula, Montana. The election of the Imperial Crown Prince and/or Imperial Crown Princess will be held in conjunction with the election of the Monarch(s), the evening of the Out of Town Show.*

**(ii)** *An individual qualified to campaign for the title of either Imperial Crown Prince or Imperial Crown Princess must have held and successfully completed a reign as Mr., Miss, or Ms. Gay (City, Big Sky, or State), or have served on the Board of Directors, and must be considered a member in good standing with the ISCSM.*

**(iii)** *The elected Imperial Crown Prince and or Princess will be considered "heirs apparent" and may be considered first in the line of succession in the Regency process as approved by the Board of Directors, should there be no candidates for Emperor and or Empress. If there are no candidates for Imperial Crown Prince or Princess, The Reigning Monarchs may choose to appoint these positions under the Regency Process.*

## **Section 10.07** Special Circumstances for Prince and Princess

- (a)** Individuals citing special circumstances may seek an exception to the above qualifications in the following manner:

**(i)** *Any individual(s) seeking eligibility to approach the Board of Reviews to run for an elected title who has not fulfilled the above requirements must submit a letter of intent to The Board of Directors stating their reasons and qualifications for the exception. In addition they must submit five letters of recommendation, two from members of the College of Monarchs in good standing, and three from current members of The Board of Directors.*

**(ii)** *These documents are to be presented to The President of the Board no later than 30 days prior to the Board of Reviews. The Board of Directors will be allowed 14 days to grant or deny the exception, based on the required criteria candidates are to meet during the Board of Reviews standardized interview process. The decision of the Board of Directors will be final.*

**(iii)** *If the Board of Directors grants the exception, the individual(s) seeking candidacy must still be deemed eligible through the Board of Reviews process as outlined in these Bylaws, Protocol and Procedures.*

## **Section 10.08** Prince and Princess Regency Process

- (a)** If there are no candidates for Imperial Crown Prince or Princess, The Reigning Monarchs may choose to appoint these positions under the following process.

**(i)** *Must have held and successfully completed a reign as Mr., Miss or Ms. Gay (City, Big Sky, or State), or have served a full term on the Board of Directors, and must be considered a member in good standing with the ISCSM, and must be approved by the Board of Directors.*

**(ii)** *Appointed Imperial Crown Prince and/or Princess will not be considered Heirs apparent in the regency process, but may with approval of the Board of Directors seek candidacy for the position of Emperor or Empress, only in the event that there are no candidate(s) for Emperor and/or Empress.*

**(iii)** *Should either or both of the reigning Imperial Crown Prince and/or Imperial Crown Princess decline or be disapproved, the Monarch that is stepping down will not be asked to reign for another year.*

## **Section 10.09** Mr., Miss, and Ms. Gay Big Sky

**(a)** Must be a resident of the state of Montana for 6 months prior to seeking election, and be able to provide a valid Montana I.D. to verify residency.

*(i) A resident is defined as anyone who possesses and is able to present upon a request a valid State of Montana Driver's License or I.D., or a valid student I.D. from an accredited Montana College or University.*

**(b)** Must be 18 years of age or older.

**(c)** Must obtain, complete, and return a title holder application and commitment to adhere to the job description to the ISCSM P.O. Box by the deadline specified by the Board of Directors. No exceptions.

**(d)** Must attend a mandatory orientation meeting prior to the Pageant as scheduled by the Board of Directors. Such orientation meetings will take place on the day of the pageant.

## **Section 10.10** Title Election Voting Procedure

- (a)** The Board of Directors reserve the right to amend the voting and ballot tabulation processes, as circumstances are deemed appropriate. In the circumstance that an amendment has occurred a statement must be made containing the new rule before the opening of and counting of ballots. Any amendments made only apply to the election at hand and must be made at least 30 days prior to the election event.
- (b)** The ISCSM must provide a polling place for election poll.
- (c)** All elections will be by closed ballot.
- (d)** Absentee ballots / proxy votes will not be accepted.
- (e)** The ISCSM will not accept and will not recognize a write-in candidate for any elected title.
- (f)** All voters must be 18 years of age or older, as permitted by venue, and must be a resident of the State of Montana, a Member for Life, or a paid member of the College of Monarchs. All voters must submit, upon request from the Chief Pollster, proper identification as proof of age and residence. The only forms of identification that will be accepted are State-issued Driver's License, State-issued Identification card, Government-issued Passport, and Government / Military- issued Identification Card or present a valid student I.D. from an accredited college or University within the state of Montana.
- (g)** Voting for the titles of Emperor, Empress, Imperial Crown Prince and Imperial Crown Princess shall take place the day/evening prior to Coronation, unless otherwise deemed appropriate by the Board of Directors. Voting for the titles of Mr., Miss and Ms. Gay Big Sky shall take place the day/evening of the Gay Big Sky Step-down / Pageant, unless otherwise deemed appropriate by the Board of Directors.
- (h)** Polls may be manned by members of the Executive Committee of the Board of Directors, and members of the College of Monarchs. Individuals manning polling places are to be referred to as "Pollsters." Reigning titleholders cannot serve as Pollsters, unless otherwise approved by the Board of Directors. Campaign managers and/or the significant others of candidates in any given election cannot serve as pollsters. The Chief Pollster and a minimum of two other Pollsters, or other individuals eligible to serve as Pollsters (as deemed necessary and/or appropriate by the Board of Directors) will tabulate the ballots.
- (i)** The "Chief Pollster" shall be appointed by the Board of Directors, and can be any individual eligible to be a Pollster. The Chief Pollster is responsible for maintaining general order and enforcing these Bylaws, Protocol and Procedures throughout the voting process. Polling places are to be manned by a minimum of two Pollsters at any time during which the Polls are open. Prior to the opening of voting, the Chief Pollster shall brief the candidates and Board of Directors to review pre-voting protocols and voting procedures. Attendance by all candidates is mandatory.

- (j)** The Chief Pollster must provide sign-in sheets for voting. Voters must sign in before receiving a ballot. This is a check-and-balance of the voting procedure, specifically to ensure that the number of ballots cast is equal to, or less than, the number of voters listed on said sign-in sheets. The Chief Pollster must also provide ballots, ballot tabulation sheets and a tamper-proof envelope (a Tyvek shipping envelope, for example). In addition, before leaving the event, the Chief Pollster must provide all documentation of the election to the Secretary.
- (k)** For a ballot to be considered valid, the following process must be followed: voters must sign the sign-in sheet prior to receiving their ballot. After signing the sign-in sheet, the voter must obtain their ballot(s) from one of the Pollsters. Upon completion of the ballot, the voter must fold the ballot(s) in half and then give the ballot to the Pollster. Said Pollster must initial the reverse side of the ballot then place the ballot directly in the ballot box. Any ballot that has not been properly initialed is to be considered invalid. All Pollster duties must be completed in full view of the voter.
- (l)** In the case of a tie vote in any election, the Board of Directors shall meet to break the tie by closed-ballot vote. This vote must occur no later than one (1) hour after tabulation.
- (m)** Post-voting procedures for elected titles shall be as follows: the ballots will be held for 30 days by the Secretary of the Board of Directors, in case a recount is called. After the end of the 30 days all ballots will be destroyed.
- (n)** A recount of the results from any given election may only be called by one of the candidates from said election. Any request for a recount must be made to the Board of Directors within 30 days from the date of the election; after this time, the ballots will have been destroyed, and a recount will not be possible. In the instance that a recount is called, the individual requesting the recount must pay a fee of \$75.00, payable only in cash. This fee must be paid before the commencement of the recount. These funds are to be placed in the ISCSM General fund. The Board of Directors and conflicting parties must be present for the recount. In the event that the recount changes the outcome of the election, the revised results will be made public, and the fee will be refunded to the individual who requested the recount. If the result is not changed, the fee will not be refunded.

## **Article XI. Vacancies**

### **Section 11.01 Vacancies on the Board of Directors**

- (a)** An individual that attains the majority vote of the remaining Board Members may fill any vacancies of any officers occurring on The Board of Directors. A person elected to fill a vacancy on The Board shall remain in office for the remaining portion of their term. Only members in good standing may be nominated and elected into a vacant Board position. The Board also has the ability to appoint Members-at-Large at any time.

## **Article XII. Resignation**

### **Section 12.01 In the event of the resignation of a general member, title- holder, or**



member of the Board of Directors, the Board of Directors shall resolve the acceptance of this resignation within 7 calendar days . Examples of resignation delivery include but are not limited to: verbal, in the presence of at least three Board members (in or outside of a board meeting) or hand delivery, delivery by U.S. Postal Service or electronic mail. The Board of Directors reserves the right to refuse acceptance of resignation for cause.

## **Article XIII. Meetings**

### **Section 13.01 Board Meetings**

- (a)** Board meetings will be held no less than once per calendar month. The place and time the meetings are scheduled are to be determined by the President of the Board. If for some reason the president is absent, incapacitated, or there is no president, the next in line shall have that right. The president shall also preside as chair over the meeting, unless the topic under consideration concerns the President, in which case the Vice President shall preside as chair. In the event that neither the President nor the Vice President is able to chair, a vote shall be taken, and first passed the post will preside as chair. A regular meeting of the Board of Directors shall be held with no less than forty eight hours notice. A special or emergency meeting can be held with only twenty four hours notice.
- (b)** Any meeting of the board in which action is taken occurs, shall require a quorum. Quorum shall be two-thirds (2/3) of the current board or three Board members, whichever is greater.
- (c)** Decisions of the board of directors shall be made as a resolution, which shall require a vote.
- (d)** Votes of The Board of Directors shall require a 51% aye, to pass, unless a higher requirement is set in a provision of these bylaws.
- (e)** Attendance of Board Meetings shall be defined as physical presence in the room in which the meeting is being convened, teleconferencing into the meeting (in which everyone can hear and be heard by Board member), videoconferencing into the meeting(in which everyone can hear & see and be heard & be seen by the Board member conferencing in. This attendance shall not be read to redefine the definition of residency.

### **Section 13.02 General Meetings**

- (a)** General meeting of the ISCSM shall be called by the Emperor or Empress each calendar month, and the time and location for those meetings shall be set by them. No less than 7 days notice in a wide and public way shall constitute proper notice. The E&E shall preside as chair over these meetings. In the event that the E&E fail to call a general membership meeting, 55% of the general membership may call a meeting. In this event, the chair will be voted upon, and first past the post shall preside as Chair.

## **Article XIV. Duties of Mr., Miss, and Ms. Gay Big Sky**

## **Section 14.01** Duties of Mr, Miss, and Ms. Gay Big Sky

- (a)** The Gay Big Sky titles will be elected in March. Their reign will be for 1 year, March to March.
- (b)** The title of Mr. Gay Big Sky is open to all men, women or transgender individuals that engage in a male performance. The title of Miss Gay Big Sky is open to all men, women or transgender individuals that engage in a female performance. The title of Ms. Gay Big Sky is open to all men, women and transgender individuals who engage in a male or female gender performance.
- (c)** Title holders are required to perform one "Good Deed. A "Good Deed" is defined as an act that benefits 50 or more people in the community. The reigning Monarch(s) will assist in coordinating one good deed for each Gay Big Sky reign. A \$25.00 stipend per Good Deed will be given to assist with the associated costs as outlined in the fiscal policy.
- (d)** Gay Big Sky titleholders must make one official appearance and perform their good deed in the city in which they are stepping down. Title holders are encouraged to travel to Court functions within and outside of the realm of the ISCSM. A one time travel stipend of \$25.00 is provided to each Gay Big Sky title holder.
- (e)** Gay Big Sky title holders are required to attend one ISCSM function and monthly General Membership meeting in the Mother City of Missoula.
- (f)** Gay Big Sky title holders are required to host their own step-down with the approval and mentoring of the reigning Monarch(s).
- (g)** Gay Big Sky title holders will be given a "community contribution stipend" from the contribution fund to be donated to a charitable community-based organization(s) within the state of Montana. The donation will be given at the Gay Big Sky Step-down Pageant.
- (h)** It is the responsibility of the Gay Big Sky title holders to present the "Eunice Mae Award" and the "Lance McQueen-Bouvier Humanitarian Award" at their step-down. The reigning Monarchs and Board of Directors must approve the recipient of each award.
  - (i)** *The "Eunice Mae Award" may be presented to individuals who have shown excellence, support, and guidance to the ISCSM.*
  - (ii)** *The "Lance McQueen-Bouvier Humanitarian Award" may be presented to an individual or organization.*

## **Article XV.** Fiscal Policy

### **Section 15.01** Fiscal Year

- (a)** The fiscal year of the ISCSM shall run from the first of October until that same time the following year.

### **Section 15.02** Management of Funds

- (a)** The Treasurer of the Board of Directors is responsible to deposit or cause to be deposited, withdraw or cause to be withdrawn from the general bank account, which will be accompanied by a receipt to be kept in the general ledger. The treasurer must maintain with a member of the executive committee a joint bank account and must be an authorized signatory. The treasurer may use any legal method deemed appropriate to achieve this, including but not limited to online banking, Internet transactions, cash withdrawals, and checks.
- (b)** In the event that the ISCSM co-sponsors an event, a member of the board of directors shall maintain a separate set of records for the purpose of ensuring fiscal responsibility in the co-sponsoring party.
- (c)** After each event, the treasurer shall deposit or cause to be deposited the proceeds from the event. This shall be done no later than two business days after the event takes place.

### **Section 15.03 Compensation**

- (a)** Members, officers, and titleholders shall not receive any salary for their services as members. If authorized by the Board, members may be reimbursed for expenses actually and necessarily incurred in carrying out ISCSM business. In order to receive reimbursement, a receipt must be provided to the treasurer. No member, officers, or titleholders shall receive compensation for serving the ISCSM in any other capacity, nor shall any close relative of a member receive compensation for serving the ISCSM.

### **Section 15.04 Allocation of Funds**

**(a)** Unless otherwise approved by a majority vote of the board of directors, the following breakdown shall be used to allocate all ISCSM funds. The scholarship and contribution funds are earmarked and may not be reallocated by the board.

**(b)** General Fund – 15% of net from all functions and 100% membership dues.

**(i)** *The general fund is used for all operating costs as authorized by the board of directors. At the end of each reign, two months operating costs are to be left in the general fund to insure the ability of the new reign to operate. Two months operating costs are to be defined as \$1000.00 or the average cost of the previous three shows (excluding pageants), whichever is greater.*

**(c)** Contribution Fund – 35% of remaining net profit after the general fund has been allocated.

**(i)** *The contribution fund is used in contributing back to the community in the form of monetary donations to other non-profits and causes. This money is to be earmarked for the purposes of charitable contributions.*

**(d)** Scholarship Fund – 15% of remaining net profit after the general fund has been allocated.

**(i)** *The scholarship fund is earmarked for the purpose of the scholarship program, as outlined in Article XVI*

**(e)** Coronation Fund – 20% of remaining net profit after the general fund allocation has been subtracted.

**(i)** *This fund exists for the sole purpose of financing coronation and associated costs.*

**(f)** Emergency Fund – 15% of remaining net profit after the general fund has been allocated.

**(i)** *This fund is to be used in case of financial disaster. This may include, but is not limited to, unforeseen court costs, legal expenses, and ISCSM debt.*

**(g)** Travel Fund – 20% of remaining net profit after the general fund has been allocated.

**(i)** *This fund exists to help alleviate the monetary burdens imposed by the Emperor and Empress travel requirements. These expenses are limited to: food (not to include alcohol), transportation, event related fees, and accommodations. Verification of the expense must be provided to the treasurer. If there are two monarchs, this fund will be divided evenly between them. In the event that there is a single monarch, half of the travel stipend will be allocated to the emergency fund. In the event that there are no monarchs, the travel stipend allocations will be evenly divided between the Prince and Princess travel fund and the emergency fund. Upon formal request in writing to The Board stating grounds for request, The Board is empowered by 2/3 majority vote to reallocate funds to allow for alternative travel use.*

## **Section 15.05** Additional Stipends

- (a) The Imperial Crown Prince and Imperial Crown princess shall each receive a one time stipend of \$100.00 apiece to help meet their travel requirements. This money is to be allotted from the Emperor and Empress travel fund. In the event that there is only one titleholder, the entire amount shall be given to the titleholder. In addition, the Prince and Princess will be given a fundraising opportunity at two regularly scheduled shows, such as a raffle, auction, or other occurrence involving interaction between the P and P's and the audience. This money will then be added to their stipend.
- (b) Gay Big Sky titleholders shall each be given a one-time travel stipend of \$25.00. This is to be allotted from the general fund.
- (c) The GBS good deed and the Prince and Princess good deed shall each receive a total of \$25.00 per occurrence, to be allotted from the general fund.
- (d) In addition, at the Gay Big Sky pageants, collectively GBS titleholders stepping down may select one charity within their region to receive a donation. They will receive a \$250.00 donation, for this purpose, to be allocated from the Contribution fund.

## **Section 15.06** Distribution of Funds

- (a) Funds can, at the behest of the board of directors, be allocated out as contributions throughout the year. At the end of the year, the Emperor and Empress may sit down and select a number of charities to allocate their remaining funds, subject to board approval. In addition to the funds raised by the general shows, a number of benefit shows may be conducted, in which all net profit from the event is given to a forenamed charity.

## **Article XVI.** Scholarship

**Section 16.01** The ISCSM will give no less than two \$500.00 scholarships each year. There will be a scholarship committee chaired by the the Scholarship coordinator. The committee will be made up of board members, and may also include community members, donors, and current or past titleholders. The final decision on awarding the scholarship rests with the board. This scholarship will not discriminate based on race, age, gender, sex, marital status, or past veteran status. These applicants must be residents of the State of Montana seeking higher education from an accredited higher education institution in Montana. Students must enroll or be enrolled full time as defined by their accredited program. For the purposes of eligibility, the ISCSM defines residency using the Montana definition of legal residency.